



Draft Minutes of the Overview & Scrutiny Committee Held at the Union Jack Club, London on 1st August 2018.

Present			
Councillors:	Keith Morley	Hon Associate (Chair)	KM
Officers:	Andrew McClenaghan Stephen Ballantyne	Belfast PHA Fife Council (via Skype)	AM SB
In attendance	Gary Gould	Exec Off	GG
Minutes taken by	Gary Gould		
O&S 18/23 – Welcome and apologies for absence			
<p>KM welcomed everyone and opened the meeting at 11.00 by declaring that it was quorate.</p> <p>GG then introduced Stephen Ballantyne from Fife Council in Scotland as a replacement for Clifford Smith. The Chair extended a warm welcome to Stephen and hoped he would enjoy his time on the Committee and find it interesting.</p> <p>The following apologies were noted:</p> <p>Cllr. Paul Kimber - Weymouth PHA WO Dan Biggs - RAF</p>			
O&S 18/24 - Declaration of interests			
There were none.			
O&S 18/25 - Minutes of the last O&S meeting held on 16th May 2018			
a. The minutes were accepted as a true record of the meeting			
Agreed all			
b. Matters arising:			
<p>The items on the list of actions arising from the previous meeting (attached) were discussed. The only outstanding action was 17/27. GG reported that he had discussed the action of Cllr. Brown approaching Labour MPs in the River Tees PHA with regards to supporting APHA but the situation was ongoing. He had hoped that Cllr. Brown would have provided an update at today's meeting. GG agreed to contact DB to ascertain progress.</p>			

Action: GG to contact DB and obtain an update.

O&S 18/15 - Minutes of the last Executive Board meeting held on 6th July 2018

EB 18/28b: AM asked if there was an update on progress with Cllr. Wayne Davis securing a speaker on the Tees Freeport project at the AGM. GG replied that he had spoken to Cllr. Davies on this issue who was confident that he would secure a speaker. Following discussion it was agreed that GG would contact Cllr. Davies to ascertain progress.

Action: GG to speak to Cllr Davies on this issue.

EB 18/38: Regarding the members area of the website, AM expressed concern that removing the members area would be a disincentive to membership. GG responded by saying that it was something that the Webmaster had mentioned and that it may be implemented as part of the potential reforms suggested by the representatives of the Major Ports that APHA were in discussions with. It was not intended to remove it without further consultation and consideration.

AM then expressed concern that the plan to approach PHAs with a view to asking them to sponsor their logo on the electronic version of the Port Directory could have a negative impact, especially if they had already sponsored a logo in the handbook. In discussion SB suggested that if they had paid for a logo in the handbook, then perhaps they should get their logo on the website for free. GG said that the PHAs were approached sometime ago with regards to the advertising in the handbook and that it was in the last financial year. An alternative would be if the PHA sponsored a logo on-line, they would automatically have it replicated in the handbook, if a hardcopy was published. There was also the option to discount the sponsorship for members. AM suggested that we would be better to be guided by Lansdowne Publishing on this issue. GG said that in his last discussion with them they had expressed the view that securing advertising for the last edition of the handbook was particularly challenging and a proposal was to try a few likely authorities first and gauge response. He then said he had a meeting with Lansdowne scheduled for next week where all concerns would be expressed but it would ultimately be a decision for the Executive Board on how to take this forward.

EB 18/45: AM referred to his question of the FSA as to whether the additional funding that they had received for Brexit could be used to fund a Technical Committee. As he had not yet had a response, he would chase Gary Welsh of the FSA for an answer.

Action: AM to contact Gary Welsh of the FSA on this issue

O&S 18/27 - APHA Finances & Scrutiny of Payments

1. GG drew the Committee's attention to the Income and Expenditure report produced by Medway for the last Executive Board meeting. He explained that it was an essential part of the Committee's scrutiny role to examine all expenditure and challenge anything that they did not understand or was vague and ensure that it was both justified and complied with the Articles and Operating Arrangements of the Association. It was also incumbent on the Committee to review income.

AM queried the following:

- a. Why there were 2 line entries for the Falkland Islands membership on the income spreadsheet. GG explained that the first pertained to last year's membership subscription and the second for this year's membership. He referred to the different invoice numbers for the entries as confirmation.

b. What was the Oceana Roundtable event that GG had attended on behalf of APHA. GG explained that it was seminar hosted by Oceana, a NGO, that was about sustainable fishing. APHA had been given a free place and it only lasted a couple of hours. Unfortunately, whilst interesting, there was nothing of significance for APHA and, therefore, he would consider very carefully whether it was worthwhile attending future events by the same group.

c. The Lansdowne refund that was listed on the expenditure report and asked whether this should be income. GG explained that APHA was refunding to Lansdowne handbook advertising revenue that had been overpaid. In error, Lansdowne had paid our invoice twice and APHA were just paying the money back.

d. The line entry dated 21 May 18 for GG to attend O&S Committee meeting on 6th May. At £179.69, did this include room hire. GG confirmed that it included room hire at £140 as well as lunches for committee members.

GG then asked the Committee Members were content that all expenditure was both valid and justified.

Agreed All

2. GG referred to the draft Financial Statement that had been prepared by the Finance Team and asked if there were any questions. AM replied that he had a comment regarding the Profit and Loss statement, being a loss of £19,657, demonstrated APHA's situation as being unsustainable. GG replied that whilst it was well known that the Association were running a deficit, the situation was not as bad as the Financial Statement appeared to indicate and the loss was as a result of "Project Expenses" which he understood to be mostly ShipSan expenditure. GG then mentioned that he had queried this with the Finance Team and it was clear that there was some expenditure which was recorded under the incorrect heading. As a result a further draft would be submitted to the Executive Board for approval once the corrections had been made. It would not, however, change the totals in the statement.

Secretary's Note: Discussion with the Finance Team has indicated that the Executive Officer's invoices had been recorded as Project Expenses. They have since been recorded under a different category. It should be noted that although employed from 1 July 2016, he did not receive a payment for this work until Apr 17. In effect £10,000 was accrued to FY 2017/18

O&S 18/28 - APHA T&F Group Action Plan

GG then referred to the copy of the Action Plan as distributed to attendees. The following were discussed:

1. **Training.** AM confirmed that APHA had had a good response with regards to booking for the Ships Inspection Workshop scheduled for Belfast in October. With 21 places now booked the total would be capped at 24. GG said that Gill Morgan (GM) in Swansea who was providing administration had agreed to open a reserve list. The response had been excellent because most of the bookings had been made before the event had been advertised in the last Newsletter and it demonstrated the value of advertising locally first. GG then said that Aberdeen Ships Inspection Workshop would be delayed because one of the key facilitators was on a 3 month sabbatical. As this involved looking at ships inspections in the Middle East it would provide invaluable experience to bring to future workshops. There was then some discussion about Ships Water training. GG explained that PHE were intending to run courses at Tilbury and Hull & Goole because they were prepared to offer ships. Unfortunately neither PHAs

were members but as it was to the benefit of Port Health, APHA were prepared to promote this training. He then said that Allan Johnson of PHE was prepared to run additional courses and that GM was going to contact him to organise one in Wales.

2. **Newsletter.** GG reported that there would be no newsletter in August because of the holiday period but other than that, despite it being a challenge, he was able to find sufficient material to make publishing worthwhile. He had also started to understand mailchimp a bit better which provided detailed analysis on the newsletter with regards to how many times it was opened and what links were clicked. It was reassuring to note that the last newsletter had been opened some 270 times and most of the links were used. He then said he would be monitoring what is of interest to readers to aid selection of future items. AM said that perhaps Stephen, as a new member, would be prepared to contribute. SB replied that he would.

3. **AGM.** With the AGM approaching, GG said it was important for the T&F Gp start fleshing out the program. GG said so far we had secured Kevin Moyles to speak on the new computerised Import Control System that may be used to replace Traces; Karen Wheeler of the Border Delivery Group had agreed that either her or a member of her team would speak; Martin Walker had been given permission to present on his experiences with the World Health Organisation during his 3 month sabbatical; Dan biggs of the RAF would like to speak about his recent depolyment to South Sudan but he may not be able to because of medical treatment so would seek someone to deputise. That and someone on Tees Freeport, the programme with 5 speakers the programme was coming together. Unfortunately Fiona Gomes of PHE was unable to attend.

GG then asked for suggestions. AM suggested Gary Welsh of the FSA on Brexit; GG said that would be good and perhaps Sally Morgan of the FSA on the development of Port Health Training Modules. AM agreed to discuss with Gary Welsh. AM then suggested the Public Analyst because he had recently been replaced and they always attended the old APHA conferences. He then suggested asking someone from Palintest to explain testing for chlorine and ph in ships waters as well as their relevance. It would also be useful if they could provide some sponsorship.

AM then said that with the Extraordinary Board Meeting scheduled for Septemeber to discuss the future of the Association, it would be useful for someone to present the outcomes to the memebership as part of the training event rather than the AGM itself.

Action: It was agreed that the T&F group would take these ideas forward as well as finalising prices and an advertising programme.

GG then reminded the Chair that there was a requirement for an O&S Committee Chair's report. Traditionally this was included with the papers as a written report. AM volunteered to draft the Chair's Report for O&S.

Action:

AM to draft Chair's AGM report.

4. **New Webmaster 6 month review.** GG said that this would be discussed at the next O&S Meeting which would be after Lansdowne had been running web services for 6 months.

5. **Ships Sanitation Inspection Fees.** GG suggested that it is necessary to consider them because they should be discussed at the Board meeting in October. AM said that it would be best to increase them in line wth inflation as we have in previous years and rounded to the

next £5. SB expressed concern that they did not include officers travelling time and costs and whether these could be recovered. AM said that the fee was for the inspection only and that it was for the LA to decide whether it was appropriate to recover additional costs. For example, LA's add an additional charge for any water sampling and he could not see why travel costs could not be treated in a similar manner. Following further discussion it was agreed to recommend an inflationary increase rounded up to the nearest £5.

O&S 18/29 - Political Engagement

KM said that because the Government were in recess, there was not a lot "going on". No one present had anything further to add.

O&S 18/30 - Any Other Business

1. AM mentioned that the dialogue opened with the Major Ports could be successful. It was clear that they recognised the benefit of there being one organisation speaking with a single voice for port health. However, there would need for reform and modernisation before they could rejoin the Association and, although being supportive, such reform should come from within the Association. Hence the extraordinary Board meeting scheduled for September.

2. AM then announced that this was his last O&S meeting because he would be stepping down as a result of his retirement. His last day at work was the 19th September but he was hoping to identify a replacement from Belfast Port Health Authority. GG said that it was sad to lose AM on account of the commitment that he has given to the O&S Committee and APHA. The Chair then expressed his thanks to AM for all that he has done for O&S over the years, his contribution had been invaluable.

O&S 18/31 - Meeting Schedule for 2018

The following meeting has been scheduled and will be held in the Lawrence Room of the Union Jack Club, commencing 11.00.

a. 14th November 2018

APHA AGM 2018

The AGM will be held in the Gascoigne Suite of the Union Jack Club on the 18th October 2018. There will be an informal joint meeting of the EB and O&S to discuss the AGM on the evening of the 17th October.

There being no further business, the Chair closed the meeting at 12.30.

G GOULD
Executive Officer
APHA

Table of Actions arising from APHA O&S Meeting 16 May 18			
Ref	Action	Person Responsible	Completed/ Comments
18/04	Liase with RHE Global to take communication platform issue forward	AM/GG	On hold
17/27	GG to contact Cllr. Brown re 17/07 Cllr, Brown to discuss possibility of approaching Labour MPs in River Tees PHA regarding supporting APHA	GG	GG had discussed with Cllr. Brown and was hoping for an update at the meeting on 1 Aug 18. GG to contact Cllr. Brown to ascertain progress.
17/30	Cllr. Kimber to contact Elected Member with Port Health responsibility in the Borough of Poole. GG to Forward contact details	PK/GG	Contact details forwarded. PK to continue dialogue as appropriate. Completed
18/08	T&F Gp to complete the task of matching non-member's authorities with APHA Elected Members as a matter of priority.	T&F Gp	Completed
18/14a	Originally 17/19a. GG now to follow up Scotland's representation with Scottish PLaN Group	GG	Completed. Stephen Ballantyne from Fyfe Council volunteered to sit on O&S
18/14b	Originally EB 17/51- Membership. AM to chase and secure Derry City and Strabane's Membership	AM	Completed, Derry City and Strabane are now members
18/15	Original EB 18/27 – MoU With MCA. GG to chase PHE	GG	Email sent awaiting response.
18/16	GG to send a copy of the amended expenses form to PM and KM.	GG	Done
18/19	GM to complete the task of updating the directory and forward any amendments to the Webmaster	GM	Done
18/21a	GG and GM to investigate and confirm whether Swansea Bay PHA had paid.	GM/GG	Done – Swansea had paid

Table of Actions arising from APHA O&S Meeting 16 May 18

Ref	Action	Person Responsible	Completed/ Comments
18/21b	GG to contact FT and ask whether Newry, Mourne & Downe had been invoiced.	GG/FT	Done – NM&D invoiced