

	Minutes of the APHA Executive Board Meeting Held on 16th January 2019 at The Union Jack Club, London													
EB 19/01	List of Attendees	Person Responsible												
<p>List of Attendees:</p> <table border="0"> <tr> <td>Pat McCarthy</td> <td>Hon Associate Member of APHA, Chair</td> </tr> <tr> <td>Cllr. John Warman</td> <td>Swansea Bay Port Health Authority</td> </tr> <tr> <td>Cllr David Carr</td> <td>Medway Port Health Authority</td> </tr> <tr> <td>Gill Morgan</td> <td>Swansea Bay Port Health Authority</td> </tr> <tr> <td>Diane Ward</td> <td>Fife Council</td> </tr> </table> <p>In attendance</p> <table border="0"> <tr> <td>Gary Gould</td> <td>Hon Associate/Executive Officer</td> </tr> </table> <p>Minutes taken by: GG</p>		Pat McCarthy	Hon Associate Member of APHA, Chair	Cllr. John Warman	Swansea Bay Port Health Authority	Cllr David Carr	Medway Port Health Authority	Gill Morgan	Swansea Bay Port Health Authority	Diane Ward	Fife Council	Gary Gould	Hon Associate/Executive Officer	PM JW DC GM DW GG
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Cllr David Carr	Medway Port Health Authority													
Gill Morgan	Swansea Bay Port Health Authority													
Diane Ward	Fife Council													
Gary Gould	Hon Associate/Executive Officer													
EB 19/02	Apologies for Absence	Person Responsible												
<p>With all attendees present, PM opened the meeting at 12.00 by welcoming everyone and confirming that it was quorate. He then introduced Diane Ward from Fife Council to the other members of the Board thanking her for taking on the role. He highlighted that because she represented Scottish members it meant that the Executive Board now had representation from all the devolved regions of the UK.</p> <p>Apologies were received from:</p> <table border="0"> <tr> <td>Cllr Jeff Dudgeon</td> <td>Belfast Port Health Authority</td> </tr> <tr> <td>Cllr Norma Mackie</td> <td>Cardiff Port Health Authority</td> </tr> <tr> <td>Cllr Wayne Davies</td> <td>River Tees Port Health Authority</td> </tr> </table>		Cllr Jeff Dudgeon	Belfast Port Health Authority	Cllr Norma Mackie	Cardiff Port Health Authority	Cllr Wayne Davies	River Tees Port Health Authority							
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EB 19/03	Declaration of Interests	Person Responsible												
<p>There were none.</p>														
EB 19/04	Election of Chair & Vice Chair													
<p>GG advised the Board that, as this was the first meeting since the AGM, they were required to elect a Chair and Vice Chair. PM confirmed that he was content to continue in the role of Chair. DC subsequently proposed PM as Chair; this was seconded by JW.</p> <p>Agreed all.</p> <p>PM then proposed that John Warman should continue as Vice Chair. This was seconded by DC.</p> <p>Agreed all.</p>														
EB 19/05	Minutes of the previous meeting held on the 17th October 2018	Person Responsible												
<p>a. The minutes of the previous meeting were accepted as a true record.</p> <p>Proposed: GM</p> <p>Seconded: DC</p>														

Agreed all.		
DC commented that they were "nicely written".		
b. GG referred everyone to the list of actions (attached) and confirmed that all outstanding actions were covered by agenda items. Unless anyone had anything they wanted to contribute at this stage he suggested to the Chair that he proceed to the next item. The Chair agreed.		
EB 19/06	APHA Administration	
GG said that there was an outstanding action regarding website clutter (EB 17/54) that was delayed with the change of webmaster. GM confirmed that most of the clutter had been removed but there was always scope for further "tidying" and rationalisation. She agreed to review.		
Action: Review website content.		GM
GM then asked whether the ship sanitation inspection charges for 2019/20 had been published to the splash page. GG confirmed that they had but because the table was similar and the background picture remained the same it may not be clear at first glance. In order to ensure that all PHAs were aware of the new rates, he agreed to email all Ships PHAs and inform them of the change to the charges.		
Action:		
Email all Ships PHAs with the new ships sanitation inspection charge rates.		GG
It was agreed that the split of Admin and Finance between Swansea Bay PHA and Medway Council was working well. The fact that Swansea Bay PHA were able to ensure that a port health officer was available able to answer technical queries was a great benefit.		
GG reported that APHA had yet to file the revised articles that were approved at the AGM to Companies House. The reason for the delay was because, despite having sent the documents by special delivery, Companies House had not published the previous revision. This required APHA to re-submit the document. In order to avoid any confusion, he had delayed processing the latest Articles until the previous version had been published. Following discussion, the Board were content that the latest edition of the Articles, approved at the last AGM should be sent to Companies House for filing.		
Action: File Revised Articles to companies House.		GG/ PM
GG then said that with the removal of the O&S Committee as a tier of management within the Association, the Operating Arrangements will need to be updated. The Board agreed.		
Action: APHA operating arrangements to be updated.		T&F Gp
GG said that he was pleased to report that, after a quiet period of 18 months or more, the Northern PLaN has its next meeting scheduled for the 14 th February 2019 at Darlington. This was mostly down to Sue and Lisa of the River Tees PHA who volunteered to organise it. The Board then expressed a vote of thanks to Sue and Lisa at River Tees PHA for their efforts and support.		
Agreed All		
EB 19/07	APHA Financial Report and Accounts.	
a.	APHA Income and Expenditure Report including expenses:	

GG referred the Board to the Income and Expenditure Report that was included within the papers for the meeting. On expenditure he said that as part of APHA's financial governance it was incumbent on the Board to review the expenditure since the previous meeting and confirm that it was both valid and justified. DC commented that the Invoice from the Union Jack Club for the AGM was quite high. GG replied that the amount covered the hire of the room, equipment, refreshments and lunch. He also mentioned that with attendance and the £500 sponsorship APHA received, all costs were covered and the Association made a small profit from the event. With that explanation, the board were content with that the expenditure was both valid and justified.

Agreed all.

GG then asked if there were any questions with regards the Income. GM queried why the Swansea Bay membership subscription was not included as a line entry for income. She mentioned that at one point Swansea appeared on the list of debtors and had thought the matter resolved. GG confirmed that it was the case that Swansea were no longer recorded as a debtor but would ask the Finance Team why their payment was not listed.

Action: Enquire of the Finance Team why Swansea Bay PHA Subscription not recorded.

GG

Secretary's Note: The Finance Team have confirmed that Swansea Bay PHAs subscription was inadvertently recorded as Medway's. The error has since been corrected and they have confirmed that both Medway and Swansea Bay PHA have paid their subscriptions for 2018/19.

GG then said that with regards to the debtors, APHA had approximately £2000.00 (including VAT) outstanding but was confident of collecting at least £1500 of that amount which should improve the balance sheet a little. The rest was mostly an outstanding membership subscription which may result in the Authority concerned being recorded as lapsed although he will continue to chase the payment until that has been confirmed by the Authority concerned. In addition APHA was expecting some income from the Aberdeen Training scheduled for the 29th March 2019 an event for which we have already incurred some expenditure. Aberdeen City have already booked 15 places for a total of £1500 (ex VAT). DW mentioned the possibility of running another Ship inspection Workshop in Southern Scotland perhaps based near Edinburgh. GG replied that he had discussed with the facilitators the possibility of South Scotland workshop and they had agreed to deliver it, if organised, but it would have to be later in the year. GG then suggested that he and DW discuss the outline planning for the event outside of the meeting. DW agreed.

b. Budget 2018/19.

GG reported that the current projection is for the reserve to be reduced to £12675 at year end (from £27,099). That said GG said that there may be issues with some of the assumptions made in the forecast and that it was based on accrual accounting where income/expenditure is based on the financial year in which it occurs. GG continued by explaining that he had estimated expenditure for the rest of the FY to be in the region of £12000, which would mean the current account would stand at around £17,000 at the 31st March. He confirmed that the situation would become clearer at the next Board meeting when it is intended that an initial draft Financial Statement for FY 18/19 will be available for consideration.

c. Budget 2019/20.

GG explained that the estimated subscription income, should all members renew will be £33,945. To this £1000 sponsorship/advertising can be added making £34,945. The Finance Team will be drawing up a budget in readiness for the next meeting.

GG then referred to the outstanding action with regards to FSA Funding. A second, revised

	<p>request, was sent by email following the last Board meeting. The FSA responded by asking that APHA submit a formal bid using the required form. The bid was completed based on the essential role that APHA was delivering in terms of facilitating communication between Government Departments and all PHAs in respect of Brexit. It was submitted with the Chair's agreement and the amount asked for was £48,885.43. This was made up of the £36,606.43 spend so far this FY and £12,279.00 being the formal estimate for spend the rest of the year. GG said that, if approved, APHA would be required to evidence spend before receiving any money and that APHA may not get the full amount. There was some discussion where it was agreed that some funding from the FSA would improve the balance sheet and provide a "breathing space" as we proceed with modernisation. PM confirmed that APHA could not survive on membership fees alone and that a grant from the FSA would be welcome. DC thanked GG for all his efforts in respect of the finances and organising the bid to the FSA.</p> <p>JW then said that with "cloud of uncertainty" caused by Brexit it is more crucial than ever that non-member PHAs get involved with us. There is a clear indication on what APHA and how important "health and safety" at ports is. PM said that APHA should change tack and rather than attempt to lobby MPs it would be better to aim at civil servants.</p>	
EB 19/08	Membership & Renewals	
	<p>GG reported that, with the exception of Luton, all renewed membership for the 2018/19 membership year. He had been in touch with Luton who have indicated that they will renew. The membership therefore stands at 22 Corporate, 17 PLaN and 3 Associate. The equates to a total of 42 members.</p> <p>In addition Manchester City have recently joined as a Corporate Member and Manchester PHA have indicated that they will be rejoining with effect from 1st April 2019.</p> <p>If all renew there would be 24 Corporate, 17 PLaN, and 3 Associate; a total of 44. In addition several other Port Health Authorities have also expressed an interest. E.g. LB Hounslow, Causeway Coast and Glens in Northern Ireland, and Torbay.</p> <p>Following the decision to increase subscriptions at the previous meeting, it is confirmed that renewals fees are:</p> <p>Corporate: £1050 plus VAT PLaN: £360 plus VAT Associate £885 plus VAT</p> <p>PM then asked which port Causeway Coast and Glens authority had responsibility for. GM answered Coleraine. PM then asked GG to forward details so that he could make contact with Elected Members from that authority for support.</p> <p>Action: Forward details of Causeway Coast and Glens to PM.</p> <p>GG explained to the Board that, in order to make membership renewal more efficient, the Finance Team would be contacting those members who require a purchase order number on their invoice requesting such a number. The invoices would then be distributed soon after, the aim being to ensure that the invoices are issued as soon as possible but well before the end of the membership year.</p>	GG/ PM
EB 19/09	Task and Finish Group Action Plan	
a.	<p>Aberdeen Ships Inspection Workshop 29 March 2019.</p> <p>GG reported that preparations for the next Ships Sanitation Inspection Workshop to be hosted by Aberdeen City Council were well underway. As discussed, Aberdeen City have already booked and been invoiced for 15 places at £1500 + VAT. This has covered APHA costs so their should be a small profit depending on how many additional bookings are received.</p>	

	<p>Proposed fees:</p> <ul style="list-style-type: none"> • APHA Corporate Members: £50 plus VAT • APHA PLaN Members £100 plus VAT • APHA Non-Members £150 plus VAT <p>GG reminded the Board that running such events was never been intended as revenue raising exercise but that APHA's costs should be covered. The Board agreed the proposed fees for the workshop.</p> <p>Agreed all.</p> <p>b. MOU MCA/APHA: GG reported that a meeting with Julie Carlton of the MCA had been organised for the 23 January 2019 where the update of the MOU would be discussed. He was pleased to report that he had finally managed to identify and make contact with Robert Sookoo of PHE, who agreed to provide PHE input to review. Because Port Health is devolved, there will be a need to seek agreement from the other administrations. GM agreed to be the poc for Wales and DW agreed the same for Scotland. For NI, GG said that he would be speaking to Belfast PHA to see if they would be prepared to take on that role for Northern Ireland.</p> <p>c. RHE Global Communication Platform.</p> <p>GG reported that he had had a meeting with Jon Williams of RHE Global on the 15th January 2019. Whilst GG agreed that there is scope to use the RIAMS Communication Platform to facilitate communication both between officers and between APHA and the membership, it is important to confirm that there is a desire to use such a platform or will it lapse into misuse. GG cited the example of the message boards that were on the website and have never been fully utilised. DW mentioned that Knowledge Hub was very popular for various aspects of Environmental Health work. GG replied that he was a member of the Port Health Community on the Knowledge Hub but believed it to be very under utilised. Following further discussion it was agreed that whilst there was much merit in the communication platform and it could result in simplifying the website as well as reduce email traffic, with APHA's limited resources, priority should be modernisation and increasing the membership for this year. Use of the platform could be looked at in the latter stages of the modernisation program.</p> <p>Agreed all</p>	
<p>EB 19/10</p>	<p>AGM/CPD Event 2019</p>	
	<p>GG confirmed that the Gascoigne Room had been booked for the AGM/Training Event on the 7th November 2019 and that he had already identified one speaker, Ivan Bartolo from Seafish on a piece of research that Seafish had commissioned regarding the uptake of plastics in seafood. He then suggested that with the uncertainty over the Brexit process, it is likely that Brexit would be a major theme again but asked if thoughts could be directed at suggestions for speakers over the coming months. PM suggested that APHA consider securing a Parliamentarian to open the event, he said that he was disappointed at the negative response from Michael Gove, Secretary of State for Environment, Food & Rural Affairs when he wrote to him in 2018 but that he would consider another invitation this year.</p> <p>Action: Consider speakers for the AGM Training Event on 7th November 2019</p> <p>GG then asked whether APHA should book the flat as we had in previous years? It was agreed that the flat at the UJC should be booked and that the rooms allocated to PM, GM and GG. As it would provide a meeting space for the Board Meeting in November, as well as accommodation, it would represent good value.</p> <p>Agreed All</p>	<p>All</p>

<p>Action: GG to book a flat at the UJC for the AGM</p> <p>PM then asked DW, as a new member on the Board what she thought of last year's event. She replied that she thought it very worthwhile, interesting and delivered value for money training.</p>	GG
<p>EB 19/11 Brexit</p>	
<p>GG briefed the Board on a meeting of the Border Delivery Port Health Steering Group meeting he attended on the 15th January 2019. He confirmed that we would be drafting a summary of the meeting for the next APHA Newsletter but even though the Non Disclosure Agreements had been revoked for most of the discussion, there were still some areas where it applied. He would, therefore, get authority from Border Delivery before publishing. There followed some discussion relating to the situation regarding Brexit and the uncertainty caused by the difficulties the Government were experiencing in getting their policy through the parliamentary process. However, it was agreed that APHA should continue with line taken to date and remain strictly neutral with regards the various positions relating to Brexit. APHA should continue in the essential role of facilitating communication between various Government Departments and PHAs as well as keeping PHAs informed as much as possible with regards to developments and preparations for the UK's exit from the EU. Indeed, as indicated, it was on this basis that the bid for funding to the FSA was submitted.</p> <p>Agreed All</p>	
<p>EB 19/12 Political Engagement & Parliamentary Questions</p>	
<p>GG referred to the outstanding action (18/45) on PM to make contact with the MP for S Belfast (Emma Little-Pengelly) to provide support and assistance to APHA. PM confirmed that he had made contact and had a meeting with Emma where she promised to assist APHA but he has heard nothing since. He then said that his contact in the House of Lords, Baroness Blood, had retired from the House of Lords; this was a pity because she had been very supportive of the Association and had had several PQs asked on our behalf. It was agreed that Baroness Blood's retirement would be a loss to APHA but that we wish her all the very best. PM then said that he could always attempt an approach to Sinn Fein to ascertain whether they would be prepared to assist.</p> <p>GG then said that in response to an outstanding action (18/09), Norma Mackie had made contact with Jo Stephens - MP for Cardiff Central and she has put Norma in touch with Matt Bold at her office. Matt has been given the info sheet GG had prepared and distributed to all Board members as well as GG's contact details. Matt understands the urgency of the situation and is going to talk to the Ports Select Committee and relevant MPs. He will get in touch when he finds some avenues to follow. Hopefully we will get a response soon.</p>	
<p>EB 19/13 Major Ports Engagement & APHA Modernisation</p>	
<p>GG reported that he had had a further meeting with the representatives from the Major Ports Group on the 20th November 2019 when the opportunity was taken to produce an outline of the future structure of APHA. The proposed future structure will be centred on the PLaN Groups with a trimmed management structure. With the removal of the O&S Committee as a management tier, APHA had taken the first step in this process. There was more work to be carried out in terms of drafting new Articles and ensuring that all the PLaN Groups remain viable.</p> <p>During the meeting, it was questioned whether it was necessary that APHA be registered as a Limited Company at Companies House. The Major Ports Reps believed that delisting would simplify administration, remove the need for Directors and make the Association less bureaucratic. GG said that he had since done some research through the archive and Companies House and confirmed that APHA was originally incorporated as a limited company</p>	

back in 1989. It appears to have been actioned following extensive consultation with the membership. The justification, as stated in a report from the "General Committee" to the 88th General Meeting in 1987, was to "limit the liability of member Authorities and Officers of General Committee members". So the reason was the financial protection of those officers and members prepared to serve on the executive. GG also said that he had also discovered that it was as part of the Incorporation process, between 1987 and 88, that the Association had dropped both "Sea" and "Airport" from the name and changed it back to APHA. This was justified by the acknowledgment that the term "port" encompassed both sea and air ports.

There followed some discussion regarding whether the Board should consider delisting the Association. It was generally felt that the motive to protect the financial position of those willing to serve in executive roles and on the Board had not changed. As both the Chair and Vice Chair were prepared to serve as Directors, the degree of financial protection to members afforded by being a limited Company far outweighed any simplification of administration and bureaucracy. The current Executive Board agreed that there should be no change in the status of APHA as a limited company whilst recognising that a future Board may decide to overturn that decision.

Agreed All.

EB 18/46	Meeting Schedule 2019	Person Responsible
<ol style="list-style-type: none"> 1. Executive Board <ol style="list-style-type: none"> a. 9th May - Belfast, commencing 11.00. b. 11th September - Union Jack Club, commencing 12.00. c. 6th November - Union Jack Club, commencing 14.30. 2. APHA AGM 2019: 7th November 2019 - Union Jack Club 		
EB 19/	AOB	
There being no further business, the Chair closed the meeting at 14.20.		

G Gould
 Hon Associate
 APHA Executive Officer