

APHA EXECUTIVE BOARD - AGENDA 11th September 2019
Meeting to be held in The Lawrence Room, The Union Jack Club, Sandal Street, London.
Commencing 12.00hrs.

EB 19/31	Welcome	PM
EB 19/32	List of Attendees	PM
EB 19/33	Apologies for Absence:	PM
EB 19/34	Declarations of Interest	PM
EB 19/35	Minutes of the previous EB meeting - 9 th May 2019:	PM
	a. Accuracy	
	b. Matters arising that are not on the agenda	
EB 19/36	Brexit	GG
EB 19/37	Political Engagement & Parliamentary Questions.	PM
EB 19/38	AGM/CPD Event 2019:	GG
EB 19/39	Major Ports Engagement & APHA Modernisation	GG
EB19/40	Membership and Renewals.	GG
EB 19/41	Task and Finish Group Action Plan:	GG
	a. Training:	
	(1). Edinburgh - Workshop	
	(2). Southampton - Introduction to Ships Inspection	
	(3). Belfast - Introduction to Ships Inspection	
	b. MOU MCA/APHA	
	c. Industry Guide to Good Hygiene Practice: Catering Guide - Ships	
EB 19/42	APHA Financial Report and Accounts.	GG
	a. APHA Income and Expenditure report including expenses.	
	b. Budget 2019/20	

EB 19/43	APHA Administration	
	a. Executive Officer – contract and remuneration	GM
	b. Website	PM
EB 19/44	Meeting Schedule:	PM
	1. Executive Board	
	a. 6 th November - Union Jack Club	
	2. APHA AGM 2019: 7 th November 2019 - Union Jack Club	
EB 19/45	AOB	PM



Minutes of the APHA Executive Board Meeting Held on 9th May 2019 at The City Hall, Belfast

19/16	Welcome & Tribute to Cllr. David Carr	Person Responsible																																				
<p>With all attendees present, the Chair opened the meeting at 11.00 by welcoming everyone and confirming that it was quorate. He thanked Jeff Dudgeon for arranging the use of the Board room at the Belfast City Hall as well as Belfast Council for hosting the meeting at no cost to APHA. He then offered his commiserations to Jeff who had lost his seat on the Belfast Council in the recent Local Government elections.</p> <p>As it was the first meeting of the Board since the untimely death of Cllr. David Carr, the Chair paid tribute to David by saying that he was good supporter of APHA and we owed him a debt of gratitude for arranging for Medway Council to provide Finance Administration for the Association. PM continued that David's death came as a shock to all because he appeared in such good health at the last Board meeting and he was looking forward to visiting Belfast. The Chair then led the attendees in a minutes silence in memory of David.</p>																																						
EB 19/17	List of Attendees																																					
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">List of Attendees:</td> <td style="width: 40%;">Authority</td> <td style="width: 30%;"></td> </tr> <tr> <td>Pat McCarthy</td> <td>Hon Associate Member of APHA, Chair</td> <td>PM</td> </tr> <tr> <td>Cllr Norma Mackie</td> <td>Cardiff Port Health Authority</td> <td>NM</td> </tr> <tr> <td>Cllr Keith Morley</td> <td>Manchester PHA</td> <td>KM</td> </tr> <tr> <td>Jeff Dudgeon</td> <td>Belfast Port Health Authority</td> <td>JD</td> </tr> <tr> <td>Gill Morgan</td> <td>Swansea Bay Port Health Authority</td> <td>GM</td> </tr> <tr> <td>Cllr Wayne Davis</td> <td>River Tees PHA (via Skype)</td> <td>WD</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>In attendance</td> <td></td> <td></td> </tr> <tr> <td>Andrew McClenaghan</td> <td>Hon Fellow</td> <td>AM</td> </tr> <tr> <td>Gary Gould</td> <td>Hon Associate/Executive Officer</td> <td>GG</td> </tr> <tr> <td colspan="3">Minutes taken by: GG</td> </tr> </table>		List of Attendees:	Authority		Pat McCarthy	Hon Associate Member of APHA, Chair	PM	Cllr Norma Mackie	Cardiff Port Health Authority	NM	Cllr Keith Morley	Manchester PHA	KM	Jeff Dudgeon	Belfast Port Health Authority	JD	Gill Morgan	Swansea Bay Port Health Authority	GM	Cllr Wayne Davis	River Tees PHA (via Skype)	WD	 			In attendance			Andrew McClenaghan	Hon Fellow	AM	Gary Gould	Hon Associate/Executive Officer	GG	Minutes taken by: GG			
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EB 19/18	Apologies for Absence	Person Responsible																																				
<p>Apologies were received from:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Cllr. John Warman</td> <td style="width: 40%;">Swansea Bay Port Health Authority</td> <td style="width: 30%;"></td> </tr> <tr> <td>Diane Ward</td> <td>Fife Council</td> <td></td> </tr> </table>		Cllr. John Warman	Swansea Bay Port Health Authority		Diane Ward	Fife Council																																
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EB 19/19	Declaration of Interests	Person Responsible																																				
There were none.																																						
EB 19/20	Minutes of the previous meeting held on the 16th January 2019	Person Responsible																																				
<p>a. The minutes of the previous meeting were accepted as a true record.</p> <p>Proposed: GM</p> <p>Seconded: PM</p> <p>Agreed all.</p>																																						

<p>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 they proceed to the next item. NM then said that she was still pressing MPs in her locality for parliamentary support of APHA (Item 18/61/a/1). PM then said that despite the assurance from Emma Little-Pengelly (MP for Belfast South) at their meeting before Christmas that she would help, he has heard nothing since the previous Board meeting.</p> <p>It was agreed that any other items on the Table of Actions were included on the Agenda.</p> <p>Agreed all</p>		NM
EB 19/21	APHA Administration	
<p>a. Operating Arrangements: GG referred Board members to the Executive Summary 19/21a that had been sent out with the agenda (attached). It summarised the work that he had been doing on simplifying and revising the APHA Operating Arrangements document. There were several points that required the a decision from the Board, as follows:</p> <p>(1) Annual budget for PLaN groups to remain £1,000 each as specified. Agreed.</p> <p>(2) Authorised spending limit for Chair, Company Secretary and Executive Officer to remain £1,000. GG said that the authorisation for the Executive Officer was a straight transfer of that for the Executive Secretary under the old version. GG said that he did not believe that it was necessary because the system worked well with authorisation of spend being delegated to the Chair only. The Board agreed that authorised spend should remain with the Chair only with the delegation falling to the Vice Chair in the event of the Chair’s absence, for whatever reason.</p> <p>(3) There was a requirement for there to be 2 authorised signatures on any cheques. This was a legacy provision because financial transactions are completed using BACS transfers. The Finance Team have confirmed that they do not have a cheque book and would prefer all transactions to be by BACS. Their recommendation was for the entry re cheques to be deleted. The Board agreed.</p> <p>(4) The Board were asked to confirm that they were content with the figures in the Scheme of Allowances. Agreed.</p> <p>GG then said that AM had kindly proof read the document and raised a couple of queries. The first was the definition of “seal”. As APHA has never had a “seal” it was agreed that this line could be removed. He then said that the term “Company Secretary/Executive Officer” appeared throughout the document and suggested that it be amended to one or the other. GG said that it would be necessary to retain the term “Company Secretary” but that the responsibilities of the post would fall to the Directors assisted by the Executive Officer whilst the post was vacant.</p> <p>With the confirmation of the points/amendments above the document was approved.</p> <p>Agreed All</p> <p>Action:</p> <p>GG to complete amendments as indicated and publish the document to the website. All Board members to be provided with a copy of the approved new version.</p> <p>b. Companies House Confirmation Statement 2019. GG reported that the Companies House Annual Confirmation statement was required to be submitted by the 13th July 2019. As this was the last meeting before that date, the Board were required to confirm that there had</p>		GG

<p>been no changes since the last confirmation statement, i.e. that there was no one individual with significant control and that the Directors remained P McCarthy and J Warman. PM said that historically there had been officers and Board members other than the Chair and Vice Chair as Directors and asked if there were any other Board members who would like to take on this role and share the burden. He asked that some thought be given to his request.</p>	
<p>Action: Board members to consider whether they would like to be appointed as a Director.</p>	All EB
<p>It was agreed that there was no change to the confirmation statement and that it could be submitted by the deadline.</p>	
<p>Action: GG to ensure that the Confirmation Statement is submitted in good time.</p>	GG
<p>c. Executive Officer - contract, remuneration and future work: GG said that he had been working as the Executive Officer for almost 3 years but still did not have a formal written contract. With the resignation of the Company Secretary around the time of his appointment, the additional role and its responsibilities that had resulted were far greater than that he was originally employed for. In light of recent events, the fact that he was working under a verbal rather than a written contract was of concern. Further, he was employed on the understanding that a performance related bonus would be negotiated in addition to his contracted rate. Although the subject of discussion at some Board meetings, it was clear that APHA could not afford to pay any bonus because of its financial predicament and it has, therefore, not been paid. GG went on that although he was supposed to be contracted for 2 days per week, because of the workload he had actually worked a straight average of in excess of 3 days a week since his start date in 2016. Significantly that is without deducting any weeks for holidays and sickness. Although he acknowledged that he had been paid for an additional day per week since April 2018.</p>	
<p>GG then highlighted that he understood previous incumbents had been paid both £300 and £400 per day. This was at a time when the workload would not have been as great because position had far greater support. Because of this and that APHA's financial position had recently improved considerably, he proposed that his contracted rate be increased to £200.00 per day. He suggested that the additional money could replace the contracted "negotiated performance related bonus" on the grounds that his track record for the past 3 years clearly indicates he does not need such incentives.</p>	
<p>PM said that it would need careful consideration and requested that GG placed his proposal in writing so that the Executive Board could consider it. It was agreed that any changes would be backdated to the start of the financial year.</p>	
<p>Agreed all.</p>	
<p>Action: GG to submit the proposal for an increase in remuneration to the Board in writing. The Board to consider and decide on the proposal.</p>	GG/All EB
<p>GM said that she was addressing the absence of a written contract and had started to draft one based on the original job description but with the additional duties and responsibilities that had fallen to GG when the Company Secretary had left. She continued that it was essential to ensure that it was clear to HMRC that GG was employed as a contractor and not as an employee. This was achieved by stating that he would not be in receipt of a pension, sick and holiday pay and that he was responsible for paying his own National Insurance and taxes. Once the draft had been finalised it would be circulated to the Board members for scrutiny and approval before being signed.</p>	
<p>Agreed all</p>	
<p>Action: GM to finalise the draft contract with GG and circulate to Board members for scrutiny</p>	GM/G G/ All

<p>comment and approval prior to signing.</p> <p>PM suggested that it may be a good idea to have the Webmaster and Finance Team to attend the Board meeting to explain what they do. GG said that we could request this but that APHA would be expected to pay for their time and expenses. GM said that the Finance Team's duties were documented in a Service Level Agreement and the Webmaster in a contract. PM asked that the SLA and Contract be circulated to Board members.</p> <p>Action: GG to circulate the Finance Team SLA and Webmaster Contract to Board members.</p> <p>GG then reported to the Board on future work that was not covered in the agenda and was in addition to the day to day activities. He would be attending the Government Chemists Stakeholder Workshop in London on the 14th May 2019 and attending the NPLaN meeting in Darlington on 16 May 19. This would be followed by the Seafood Regulation Expert Group meeting in London on 22 May 2019. He had a week's holiday booked in Scotland between 25 May and 1 Jun but would endeavour to get the monthly newsletter drafted prior to departure although he did expect to be required to finalise it whilst on holiday.</p>	<p>EB</p> <p>GG</p>
<p>EB 19/22 APHA Financial Report and Accounts.</p>	
<p>a. APHA Income and Expenditure Report including expenses:</p> <p>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 all payments were both valid and justified. On scrutiny, 2 errors were identified as follows:</p> <p>(1) On the Income sheet, the line entry for 27 Mar 19 at £1050 was clearly a mistake. The figure indicated that it was a Corporate Membership Subscription. It was noted that GG's mobile phone and toner cartridge expenses were already recorded on the Expenditure sheet.</p> <p>(2) On the expenditure sheet, the entry for 1 Apr 19 that was identified as Martin Walker's speaker fees of £190 was incorrect because the fees were in fact £200.00 and had already been paid. GG believed that the figure was in fact the speakers expenses for delivering the Aberdeen Workshop.</p> <p>The Board were content that the errors did not affect the overall totals and provided that the descriptive errors were corrected, the board agreed that the expenditure was both valid and justified.</p> <p>Agreed all.</p> <p>Action: GG to ensure that the Finance Team correct the 2 errors identified above.</p> <p>Secretary's Note: The Finance Team have confirmed that error (1) was indeed a membership subscription from Falkirk and error (2) was the expense claim as indicated. These errors have since been corrected.</p> <p>GG then drew the attention of the Board to the summary box on page 2 which indicated a bank balance of £76,567.16. This was much improved from previous and was as a result of the successful bid for funding that GG submitted to the FSA.</p> <p>b. APHA Draft Financial Statement 2018/19: GG said that the Finance Team had worked hard to ensure that the Draft Financial Statement was prepared for the Board meeting. As you would expect the month of April is a very busy period for Local Government finance so their efforts were very much appreciated.</p>	<p>GG</p>

	<p>The Board then reviewed the financial statement (attached). GG highlighted that the profit and loss account showed a profit of £35,614 for last year as opposed to a substantial loss the year before. This was as a direct result of the FSA funding. GG explained that the handbook publishing cost on page 6 was because Lansdowne and paid APHA the advertising revenue from the handbook twice in error. The figure represented APHA paying the money back. He then said that the Membership debtors on Page 7 were Manchester City who were outstanding because the fee had been paid to the wrong account and it was a prolonged process to recover it; and Luton, who although they had indicated repeatedly, when contacted, that they would pay the fee, had not. APHA was also due a VAT refund of £472. It was also reassuring to note that APHA had received over £15,000 of membership subscriptions for 2019/20 in advance. The Board approved the statement and agreed that they would recommend it to the AGM in November.</p>	
	<p>Agreed all</p> <p>c. Budget 2019/20: GG then referred the Board to the draft Budget for 2019/20. The Finance Team had based the document on the expenditure and income from last year. The Finance Team would monitor income and spend against the budget in order to keep the Board updated on APHA's projected financial position. The current projected position for year end 2019/20 is an overspend of £10,567.00. Although this is an improvement on previous years, it remains of concern. It should be noted, however, that this could be subject to change should GG's remuneration be increased. GG also said that he had assisted the FSA in promulgating an invite for PHAs to submit further bids for FSA Brexit funding in this financial year and had enquired whether APHA would be permitted to submit another bid. The FSA agreed that we could but have confirmed that we should not expect as much money as last year because the total amount available had been reduced.</p> <p>The Board were content with the proposed budget and agreed that a further bid be submitted to the FSA.</p> <p>Agreed all</p> <p>Action: GG to prepare and submit a further bid for funding to the FSA.</p> <p>KM asked how much money had been saved by the dissolution of the Overview & Scrutiny Committee. GG replied that he did not know the precise figure but it would not be a huge amount, probably in the range of 2 to 3 thousand pounds.</p> <p>Action: GG to calculate the cost saving to APHA by dissolving the O&S Committee and forward to KM.</p>	<p>GG</p> <p>GG</p>
EB 19/23	Membership & Renewals	
	<p>GG reported that of the 45 APHA members, 23 had renewed to date. This left 12 Corporate, 8 PLaN and 2 Associate members outstanding. This was on a par with previous years. The Finance Team have been requested to send out reminders and then after a few weeks, GG would start making credit control phone calls.</p> <p>PM then said he had contacted the director of Causeway Coast and Glens authority regarding membership.</p> <p>WD then apologised and said that he would have to leave the meeting. He also offered his apologies for the meeting in September because he would not be able to attend.</p> <p>WD then left the meeting at 12.15.</p>	
EB 19/24	Task and Finish Group Action Plan	
	<p>a. Training: GG reported that APHA delivered another very successful Ships Inspection Workshop in Aberdeen on 29 Mar 2019. It was well received by delegates and fully</p>	

	<p>subscribed. The next workshop is being planned for South Scotland in Edinburgh and expected to take place in September. In addition we were organising some basic ships inspection training for Southampton and Portsmouth, a total of 8 delegates. This was at the request of Southampton PHA. It was hoped that by assisting them in this, they would be more inclined to rejoin APHA. NM asked whether we had delivered any training in Wales, GM said that a workshop was run in Newport in 2016. There is no reason why a further workshop should not be run subject to sufficient demand.</p> <p>b. MOU MCA/APHA: GG reported that between other tasks he had started updating the MoU with the MCA and the draft was nearing completion. Following discussions with Robert Sookoo of PHE, he decided to take out references to the Public Health Agencies of UK because the document was addressing Food Safety. Once the draft was completed he would forward it to the MCA for comment before asking the devolved regions to look at it.</p> <p>c. Industry Guide to Good Hygiene Practice: Catering Guide Ships: This is CIEH publication so the task of updating it was forwarded to them. They have formed a working group that included a representative from APHA. Unfortunately, GG could not attend the first meeting but Carol Archibald from Tendring agreed to attend in his stead. GG will be contacting Carol to ascertain progress but it is understood that it was suggested that we include a session on the guide at our AGM and Training day in November.</p> <p>KM said that as a result of the recent local elections, there had been changes on the Board of Mersey PHA and that it may be an opportune time to approach them to with a view to encouraging them to rejoin the Association. There was also potential for GG to attend a Board meeting and deliver a presentation on the Association. KM agreed to take on this task.</p> <p>Action: KM to approach Mersey PHA Board with a view to discuss membership</p>	KM
EB 19/25	AGM/CPD Event 2019	
	<p>GG confirmed that KM had booked a Flat at the UJC to provide accommodation for some of the Board members as well as a venue for the Board meeting on the 6 Nov 19 and other <i>ad hoc</i> meetings. The Gascoigne Room had been secured as the venue for the AGM/Training Event on the 7th. He was now looking at potential speakers, including the following:</p> <p>Ivan Bartolo - Plastics in the marine Environment.</p> <p>Jim McLaughlin from PHE & Moya Woolley from the FSA on PHE and FSA working together.</p> <p>Robert Sookoo from PHE on Emergency Planning.</p> <p>Industry guide session as outlined above.</p> <p>As it was possible that Brexit would remain an issue, APHA should allocate some time to that topic.</p> <p>PM suggested the Mayor of Lambeth to open the proceedings and there was some discussion on securing the possibility of an MP instead.</p> <p>Action: All Elected Members (EM) consider approaching their MP to open the AGM/Training Event</p>	All EM
EB 19/26	Brexit	
	<p>GG said that things had gone very quiet on the Brexit front following the extension of article 50 to the 31 Oct 19. There had been an intense flurry of activity prior to the extension as the various government departments were engaged in attempting to ensure that everything was ready for a potential “no deal” scenario. The Border Delivery Port Health Steering Group</p>	

	<p>meetings had been suspended although they were expected to start up again in June. At the moment everyone was waiting to see the outcome of the negotiations between the Government and Opposition to see if a consensus could be agreed. The next critical date would be 1 July 19 when the newly elected Euro MPs take their seats in the European Parliament something that the government have indicated they would prefer to avoid. Failing that, the 31 October remains the next date the UK is scheduled to leave the EU. GG mentioned that it was of concern that the extensions were eating into the Implementation Period which meant that even if there was a “deal” the deadline to negotiate a trade agreement remained 31 Dec 2020. This was unless the EU and UK agreed to extend it, which was unlikely because the date was chosen to reflect the 7 year budget cycle of the EU.</p>	
EB 19/27	Political Engagement & Parliamentary Questions	
	<p>NM said that she would continue to follow up with her local MPs in an attempt to secure political support for the Association. PM said that APHA should seek to have a written question to a minister asking them to meet with APHA to discuss our work. He said that it would be useful for the question to be submitted from several MPs/peers.</p> <p>Action: GG to draft a written question for consideration. When agreed, Board members to submit</p>	GG/all
EB 19/28	Major Ports Engagement & APHA Modernisation	
	<p>GG said that his main effort with regards APHA modernisation was to update the Operating Arrangements that had been discussed and agreed under the “Administration” agenda item. Now that task was, in effect complete, he would turn to drafting new Articles to reflect the modernisation proposals agreed with the Major Ports. His aim is to have a draft ready in good time for the September Board meeting. He would look to hold a further meeting with representatives with the Major Ports Group when this process was well underway.</p>	
EB 18/29	Meeting Schedule 2019	Person Responsible
<p>1. Executive Board</p> <p>a. 11th September - Union Jack Club, commencing 12.00.</p> <p>b. 6th November - Union Jack Club, commencing 14.30</p> <p>2. APHA AGM 2019: 7th November 2019 - Union Jack Club</p>		
EB 19/30	AOB	
	<p>KM said whilst he had not discussed the following proposal with the Chair prior to the meeting he thought, as this would be JD’s last meeting on account of being unsuccessful in the recent local elections, would it be possible for APHA to invite JD to the AGM/Training Event in November and cover his expenses. JD had been a valued supporter of the Association and it would be a nice touch. PM agreed that it would be something that APHA should do and thanked JD for all his support during his term of representing Northern Ireland on the Executive Board of APHA. It was agreed that JD should be invited to the AGM in November as APHA’s guest.</p> <p>Agreed All</p> <p>JD thanked the Board for the invitation and said he would give it some thought.</p> <p>Action: GG to invite JD to the AGM in November, as APHA’s guest</p> <p>There followed some discussion with regards who would replace JD as an elected member</p>	GG

from Belfast City Council. It was believed that the appointment would be made within 2 weeks. PM agreed to make contact with the new incumbent and brief them on the role and work of the Association.

Action: PM to make contact with the new Elected member representative from Belfast City Council

There being no further business, the Chair closed the meeting at 13.00.

PM

G Gould
Hon Associate
APHA Executive Officer

DRAFT

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
18/52/3	GG and the T&F Gp to start work on the modernisation of the Association after the 2018 AGM with the aim of presenting a fully revised articles document to the 2019 AGM.	GG/T&F Gp	First task to amend Operating Arrangements. See 19/21a below.
Actions from Executive Board Meeting held on 17 Oct 18			
18/61/a/1	Provide NM with background information & issues document.	GG	Done - document sent 21 Dec 18. NM to follow up with her MP. At 9th May meeting NM agreed to keep pressure on MP for APHA support
18/65	Chair to consider drafting a PQ on APHA's role and to seek a meeting with a senior civil servant.	PM	
Actions from Executive Board Meeting held on 16 Jan 19			
19/06a	Review and rationalise website	GM/GG/Website	Ongoing - amendments submitted waiting for Webmaster to complete.
19/10a	Consider speakers for the AGM Training Event on 7th November 2019	All	Ongoing
Actions from Executive Board Meeting held on 9 May 19			
19/21/a	Amend revised Operating Arrangements draft and publish to website	GG	Done. Final version sent to EB members 5 Jun 19. Published to website.
19/21/b	Submit confirmation statement to Companies House by the deadline.	GG/FT	Done; 1 Jul 19. Deadline was 13 Jul 19. Note that revised articles were also uploaded to Companies House website 13 May 19.
19/21/c	Submit proposals on Executive Officer's remuneration to EB Members	GG	Done. On agenda for 11 Sep 19

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
19/21/d	Finalise Executive Officer's draft contract and forward to EB Members	GM	
19/21/e	Circulate Webmaster, Finance Team & Admin contract/SLAs to EB Members for scrutiny	GG	Done; distributed 10 Jun 19.
19/22/a	Ensure that the 2 errors on the income/expenditure reports are corrected	GG/FT	Done
19/22/b	Prepare and submit further bid to the FSA for funding	GG	Done, bid submitted 15 May 19
19/22/c	Estimate cost saving to APHA by dissolving O&S Committee and forward to KM	GG	Done; estimated at £4,000 <i>per annum</i>
19/25	Approach respective MP to request that they speak at the AGM/Training Event	All Elected Members	
19/27	Draft written parliamentary question to Minister to request a meeting, for consideration	GG	Done; distributed 5 Jul 19
19/30	GG to invite JD to AGM in November as APHA's guest	GG	e-mailed JD; formal invite to follow.

Key

PM - Pat McCarthy, Chair
 WD - Cllr. Wayne Davies
 KM - Cllr. Keith Morley
 DW - Diane Ward
 FT - Finance Team

JW - Cllr. John Warman, Vice Chair
 JD - Cllr. Jeff Dudgeon
 GM - Gill Morgan
 GG - Gary Gould, APHA Executive Officer

APHA EXECUTIVE BOARD

Executive Summary

Agenda Item:	EB 19/39
Person Responsible:	GM/GG
Title:	Major Ports Engagement & APHA Modernisation
Reference Documents:	190904-APHA Articles Summary (see below)

The Board will be aware that APHA has been engaged with representatives from the Major Ports and Airports Forum (the Forum) with the aim of persuading the port health authorities that make up the Forum rejoining the Association.

This was because:

- a. Major Ports are better resourced to develop and produce policy and procedures and, as such, have a degree of expertise far in excess of other ports around the country. Their re-involvement with APHA was considered critical from a professional point of view.
- b. Despite our best efforts, APHA has been running at a substantial budget deficit for several years. It was decided that the best way to redress this deficit was by increasing the membership. Whilst we have had some success, we require approximately 10 new Corporate Members to meet that deficit. Five new members could be achieved from those Authorities that make up the Forum. Informal discussions with other PHAs have indicated that they are waiting for the Major Ports to rejoin first before they take the decision to rejoin.
- c. With 2 separate groups representing port health in the UK, the discipline is fragmented. Government departments had a tendency to only deal with the bigger ports through the Forum, which resulted in APHA and the smaller ports being sidelined or ignored. Whilst this has been redressed somewhat, Government departments would prefer to deal with only one organisation in relation to port health.

The representatives from the Forum looked at the way that APHA was structured, the Articles and Operating Arrangements and concluded that they would not recommend rejoining the Association to their members until APHA had undergone modernisation in order to make it more streamlined and efficient, and less bureaucratic.

The Chair offered the representatives a "blank sheet" in order to facilitate that modernisation. There has since been several meetings involving some or all of the Task and Finish Group in order to work out what changes could be made to satisfy the major ports. This resulted first in the removal of the O&S Committee, which was completed at last year's AGM, and since, with a revision of the Articles of Association.

A plain English summary of the revised Articles is attached for consideration by the Board. A full draft copy of the revised Articles will be distributed to all Board Members when finalised.

In order to be adopted, the revised Articles are required to be subject to a special resolution at the next AGM. As they involve structural changes, it is proposed that the resolution indicates a commencement date of the 1 April 2020 to allow a period of transition. This would also give the Major Ports the evidence they require to confirm that APHA was modernising, something that they have insisted on before they will rejoin. If the new Articles are adopted, they are expected to rejoin in membership year 2020/21.

It should be noted that, because of a grant from the FSA, the financial position of APHA has improved considerably over the past year. Part of the justification for this grant was to provide APHA with the financial “breathing space” to modernise and facilitate the major ports rejoining the Association. This is an action that the FSA supports.

Recommendation:

That the revised Articles be put before the AGM, for adoption, as a special resolution.

Comments:

Actions:	Date:	Person Responsible:

The Association of Port Health Authorities (APHA) - Summary of Articles

The purpose of this document is to outline and summarise the requirements of the Articles and is not a replacement for them. In areas of dispute, the Articles are the legally binding document under which the Association operates and will always take precedent.

The summary refers to the "Operating Arrangements" throughout and should be consulted, where indicated, for more information.

APHA is a Private Limited Company by guarantee without share capital use of 'Limited' exemption. It is registered at Companies House and required to file annual confirmation and financial statements.

Membership

1. The five classes of membership are:

(a) **Corporate.** Open to any Local Authority with port health responsibilities in the UK. They may attend, vote and speak, at general meetings and participate in all activities of the Association.

(b) **Associate:** Open to other organisations or bodies that have an interest in port health. They may attend, speak but not vote at general meetings. They may participate in all other activities of the Association.

(c) **Honorary and Fellow:** Granted by the Executive Board to individuals (or bodies) who have made a substantial contribution to the work of the Association. They may attend and speak at general meetings but not vote. They may participate in all other activities of the Association.

(d) **PLaN:** Is a lesser form of membership open to local authorities with port health responsibilities for small ports in the UK and Islands. It is granted by the Executive Board. They may attend but not vote at general meetings, attend PLaN meetings and serve on the Executive Board.

(e) **International:** Open to any non-UK organisation with an interest in public and/or animal health. They may attend but not vote at general meetings, attend PLaN meetings but not serve on the Executive Board.

2. Subscription fees are payable for all classes of membership except for Honorary & Fellow

3. **Disqualification:** Membership may be removed should a member authority or organisation fall substantially in arrears or whose conduct is deemed by a 2/3rds majority of the Executive Board, to be to the detriment of the interests of the Association.

Directors:

4. The Directors of the Association are the Chair and Vice Chair of the Executive Board and the Company Secretary (if appointed); details to be filed at Companies House. Other Directors may be appointed by following the procedure detailed in the Operating Arrangements. Directors will have the right to speak at all meetings of the Associations and can be removed by resolution of the Executive Board or should their term of office end.

Annual General Meeting (AGM)

6. The Association will hold an AGM every calendar year within 15 months of the previous. It should be held so that the Financial Statement can be agreed and filed to Companies House by the due date i.e. 31st December.

7. A minimum of 21 days written notice of the AGM is required.

8. The business to be conducted is specified in the Operating Arrangements but will include consideration of the Financial Statement.

9. Any motions for consideration must be submitted in writing 14 days in advance of the meeting.
10. The quorum for the AGM will be representation from 5 Corporate member authorities.
11. The Chair or, in his absence, Vice Chair of the Executive Board will chair proceedings. If neither present, the Executive Board members present may elect a Board member to Chair. If not, the members present shall choose one of their number.
12. Meetings may be adjourned to a later date but no additional business may be added to the agenda.
13. Voting members will have only one vote no matter how many representatives from a particular authority or organisation attend.
14. Voting is done by either a show of hands or, if demanded, a show of polling cards that will be issued to Corporate and other eligible members.
15. In the event of equality of votes, the Chair has a second or casting vote.
16. Proxy votes are permitted provided that the proxy is appointed and notified to the Association, in writing, not less than 24 hours before the meeting.

Executive Board

17. The Executive Board is the strategic decision making body of the Association. The roles and responsibilities including TORs are set out in Section 2 of the Operating Arrangements together with the administrative arrangements for meetings.
18. The Executive Board shall comprise a representative, either elected or appointed, from each of the PLaN Groups. They are appointed/reappointed annually and may serve for as long as they retain the confidence of the PLaN Group and wish to be the Group's representative, that is unless removed under para 20 below.
19. The Chair and Vice Chair will be elected at the first meeting following the AGM. The procedure is detailed in the APHA Operating Arrangements. They will serve up to and including the first meeting following the next AGM whereupon they may be re-elected.
20. The Executive Board may appoint additional, properly qualified, members to the Board. They may also remove, by special resolution, any member of the Board.
21. The Executive Board will meet a minimum of 4 times a year according to a schedule published in advance.
22. The quorum for a meeting of the Executive Board shall be three members. A member may be added to the quorate number of those present if they attend by video or teleconferencing.
23. In the absence of the Chair and Vice Chair, the other members of Executive Board present may choose one of their number to Chair the meeting.
24. The Chair or in his absence, the Vice-Chair may call an extraordinary meeting if required. Alternatively, at the written request of 4 members of the Executive Board, the Executive Officer can call an extraordinary meeting.

APHA Expenditure 01/01/2019 - 30/08/2019

Date Paid	Invoice No	Supplier	Nett	Vat	Gross
01/01/2019	PUR43/18	Lansdowne Pub - Admin and maintenance of APHA wesite for November 2018 - INV-19166	£550.00	£110.00	£660.00
09/01/2019	PUR47/18	Gary Gould Bonus for the period 20th Sept to 13th Dec 2018. PUR47	£1,875.00	£0.00	£1,875.00
15/01/2019	PUR48/18	Gary Gould Consultancy fees APHA/016 - PUR48	£1,250.00	£0.00	£1,250.00
25/01/2019	PUR49/18	Pat McCarthy Travel 16th Jan to Belfast City Airport - PUR49	£25.00	£0.00	£25.00
30/01/2019	BC10/18	Total charges to 08/01/2019	£5.50	£0.00	£5.50
31/01/2019	PUR50/18 (1)	Gary Gould attendance at Cross Border Port Health Meeting. PUR50	£46.97	£0.83	£47.80
31/01/2019	PUR50/18 (2)	Gary Gould attendance at Executive Board Meeting - PUR50	£204.64	£5.71	£210.35
01/02/2019	PUR46/18	Lansdowne Publishing Dec - INV19222	£550.00	£110.00	£660.00
07/02/2019	PUR52/18	Gary Gould attendance at Executive Board meeting Belfast - PUR52	£105.85	£10.69	£116.54
08/02/2019	PUR51/18	Gary Gould attendance at SREG meeting - PUR51	£20.70	£0.00	£20.70
20/02/2019	PUR53/18	Gary Gould fees 11th Jan to 7th Feb - PUR53	£1,250.00	£0.00	£1,250.00
20/02/2019	PUR54/18 (1)	Gary Gould expenses Border delivery group and PHE meetings - PUR54	£48.05	£1.05	£49.10
20/02/2019	PUR54/18 (2)	Gary Gould expenses NPLaN meeting in Darlington - PUR54	£100.00	£0.00	£100.00
02/03/2019	BC11/18	Total charges to 08/02/2019	£6.80	£0.00	£6.80
05/03/2019	VAT11	HMRC VAT ANNACC February	£2,792.57	£0.00	£2,792.57
07/03/2018	INV19336	Lansdowne Publishing Website Maintainence for Jan	£550.00	£110.00	£660.00
11/03/2019	INV19377	Lansdowne Publishing Website Maintainence for Feb	£550.00	£110.00	£660.00
22/03/2019	PUR55	Gary Gould fees 8th Feb to 7th Mar - PUR55 APHA/017	£1,250.00	£0.00	£1,250.00
22/03/2019	PUR55	Gary Gould Bonus for the period 14th Dec to 7th Mar 2019. PUR55	£1,875.00	£0.00	£1,875.00
22/03/2019	PUR56	Gary Gould expenses attendance as APHA rep at Cllr. David Carr's Funeral	£95.55	£0.85	£96.40
22/03/2019	PUR56	Gary Gould expenses attendance at Seafish Imports meeting	£38.10	£0.00	£38.10
22/03/2019	PUR56	Gary Gould travel to attend South Plan meeting at Avonmouth Docks	£100.80	£0.00	£100.80
22/03/2019	INV19395	Lansdowne Publishing Website Maintainence for Mar	£550.00	£110.00	£660.00
22/03/2019	PUR57	Gary Gould expenses attendance at LGC Assessment of Jelly Cups Workshop	£77.40	£0.00	£77.40
22/03/2019	PUR57	Gary Gould expenses attendance at Border Delivery Port health Steering Group Meeting	£47.37	£0.91	£48.28
22/03/2019	PUR58	Provision of admin support to APHA by Swansea Bay PHA from Oct 2018 to March 2019 as per SLA agreement - PUR58	£1,250.00	£0.00	£1,250.00
22/03/2019	PUR59	Buffet lunch at South PLaN group meeting The Bristol Port Company -PUR59	£100.00	£20.00	£120.00
25/03/2019	PUR60/18 (1)	John Ambrose Speaker fee	£200.00	£0.00	£200.00
25/03/2019	PUR60/18 (2)	Gary Gould Invoice - APHA/019	£937.50	£0.00	£937.50
26/03/2019	PUR55	Redcar & Cleveland BC Room Hire and Lunch for NPLaN meeting 440425062 - PUR55	£228.75	£45.75	£274.50
27/03/2019	PUR61	Gary Gould Expenses phone bill and printer toner - PUR61	£108.75	£21.75	£130.50
29/03/2019		Medway Council Finance Fee 0600301434	£2,500.00	£500.00	£3,000.00
29/03/2019	PUR62	Martin Walker Speaker fee at Aberdeen 29th March 2019- PUR62	£200.00	£0.00	£200.00
30/03/2019		Total charges to 08/03/2019	£5.50	£0.00	£5.50
01/04/2019	PUR64/2018	Martin Walker Speaker fees -PUR64	£190.00	£4.78	£194.78
02/04/2019	PUR65/2018	P McCarthy Chairmans allowance - PUR65	£250.00	£0.00	£250.00
17/04/2019	PUR01/2019(1)	G Gould-Mileage for attendance at Border Delivery Port Health Group Meeting	£4.50	£0.00	£4.50
17/04/2019	PUR01/2019(2)	G Gould-Rail Travel for attendance at Border Delivery Port Health Group Meeting	£38.30	£0.00	£38.30
17/04/2019	PUR01/2019(3)	G Gould-Lunch for attendance at Border Delivery Port Health Group Meeting	£5.14	£1.03	£6.17
17/04/2019	PUR01/2019(4)	K Morley-Deposit for flat accommodation for Executive board meeting & AGM	£197.13	£39.42	£236.55
30/04/2019	VAT1/2019	HMRC VAT ANNACC April	£635.00	£0.00	£635.00
30/04/2019	BC1/2019	Bank Charges to 09/03/2019	£5.50	£0.00	£5.50
03/05/2019	E0146220	Aberdeen City Council Catering Services 26/03/19	£141.70	£28.34	£170.04

APHA Expenditure 01/01/2019 - 30/08/2019

Date Paid	Invoice No	Supplier	Nett	Vat	Gross
07/05/2019	PUR02/2019(1)	G Gould - Mileage for attendance at FSA meeting, Clive House	£4.50	£0.00	£4.50
07/05/2019	PUR02/2019(2)	G Gould - Rail travel to London Victoria for attendance at FSA meeting, Clive House	£21.50	£0.00	£21.50
07/05/2019	PUR02/2019(3)	G Gould - Lunch for attendance at FSA meeting, Clive House	£5.39	£1.08	£6.47
07/05/2019	PUR02/2019(4)	G Gould - Consultancy fee for 29th March to 2nd May (5 weeks) APHA/020	£1,562.50	£0.00	£1,562.50
30/05/2019		Bank charges to 08/05/2019	£6.80	£0.00	£6.80
31/05/2019	VAT2/2019	HMRC VAT ANNACC May	£635.00	£0.00	£635.00
02/06/2019	INV19582	Lansdowne April 2019	£550.00	£110.00	£660.00
05/06/2019	PUR03/2019(1)(E)	Payment in Error	£312.73	£28.33	£341.06
05/06/2019	PUR03/2019(2)	G Gould - Invoice from Gary Gould for period 3rd Mar 2019 to 30th May 2019	£1,250.00	£0.00	£1,250.00
05/06/2019	PUR03/2019(3)	G Gould - Attendance at mosquito workshop @ Edgehill University and expenses for attendance at Executive Board meeting Belfast	£209.04	£4.95	£213.99
05/06/2019	PUR03/2019(4)	G Gould - Attendance at LGC Stakeholder Workshop, attendance at NPLaN meeting Darlington, attendance at SREG meeting and 1 ream of A4 paper	£252.15	£0.00	£252.15
05/06/2019	PUR03/2019(5)	G Gould - Additional payment for Gary Gould for period 8th May 2019 to 30th May 2019 as authorised at exec board agenda item EB 18/36 referring to 18/31	£1,875.00	£0.00	£1,875.00
10/06/2019	PUR03/2019(1)	Edinburgh ships inspection workshop. Return flights and hotel rooms Stansted to Edinburgh for M Walker and J Ambrose (Refund)	£312.73	£28.33	£341.06
26/06/2019	PUR04-2019	G Gould attendance at Border Delivery Port Health 07/06/2019	£34.90	£1.08	£35.98
26/06/2019	PUR04-2019	G Gould attendance at Export Health Cert Workshop 11/06/2019	£34.71	£1.04	£35.75
28/06/2019	VAT3/2019	HMRC VAT ANNACC June	£635.00	£0.00	£635.00
30/06/2019		Bank charges to 08/06/19	£5.50	£0.00	£5.50
02/07/2019	PUR06-2019	Chairman's allowance - Pat McCarthy	£250.00	£0.00	£250.00
03/07/2019	INV19623	Lansdowne June 2019	£550.00	£110.00	£660.00
08/07/2019	PUR05-2019(1)	G Gould - Invoice from Gary Gould for period 31st May 2019 to 27th June 2019	£1,353.50	£0.00	£1,353.50
08/07/2019	PUR05-2019(2)	G Gould attendance at Major Ports Forum 17/06/2019	£34.92	£1.08	£36.00
08/07/2019	PUR05-2019(3)	G Gould attendance at CIEH Port Health Forum 19/06/2019	£54.50	£0.00	£54.50
08/07/2019	PUR05-2019(4)	Companies House	£13.00	£0.00	£13.00
22/07/2019	PUR07-2019(1)	Gary Gould Expenses at meeting to discuss 'Good practice for safe catering in ships'	£34.08	£0.92	£35.00
22/07/2019	PUR07-2019(2)	John Ambrose & Martin Walker Flights & HOTAC - Belfast training event November 2019	£228.90	£25.00	£253.90
30/07/2019	Bank charges	Bank charges to 8/07/2019	£6.80	£0.00	£6.80
31/07/2019		HMRC VAT ANNACC July	£635.00	£0.00	£635.00
31/07/2019	PUR08-2019	Gary Gould - Invoice APHA/023	£1,250.00	£0.00	£1,250.00
05/08/2019	INV-19707	Lansdowne July 2019	£550.00	£110.00	£660.00
06/08/2019	PU09-2019	Gill Morgan Expenses - Postage	£45.50	£5.70	£51.20
13/08/2019	PUR12-2019	Pat McCarthy - Accommodation for attendance at Executive Board meeting	£118.50	£0.00	£118.50
19/08/2019	PUR13-2019	Pat McCarthy - Accommodation for attendance at Executive Board meeting	£58.20	£0.00	£58.20
19/08/2019	PUR10-2019	Pat McCarthy - Flights for attendance at Board meeting	£186.63	£0.00	£186.63
21/08/2019	PUR14-2019(1)	Gary Gould - Travel expenses for Meeting with webmaster at Lansdowne Publishing	£138.60	£0.00	£138.60
21/08/2019	PUR14-2019(2)	Gary Gould - Travel expenses for Port Health Steering Group meeting	£52.30	£0.00	£52.30
21/08/2019	PUR14-2019(3)	Gary Gould - Subsistence	£7.33	£1.47	£8.80
27/08/2019	PUR15-2019(1)	Gary Gould - Invoice APHA/024	£1,250.00	£0.00	£1,250.00
27/08/2019	PUR15-2019(2)	Gary Gould - Executive Officer Bonus	£1,875.00	£0.00	£1,875.00
30/08/2019		HMRC VAT ANNACC August	£635.00	£0.00	£635.00
30/08/2019		Bank Charges to 08/08/19	£5.50	£0.00	£5.50
			£38,003.78	£1,660.09	£39,663.87

APHA Expenditure 01/01/2019 - 30/08/2019

Date Paid	Invoice No	Supplier	Nett	Vat	Gross
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Summary

Opening Balance	£29,136.64
Expenditure to 30 Aug 19	-£39,663.87
Income to 30 Aug 19	£93,486.02
Balance as at 30 Aug 19	£82,958.79

APHA Income 01/01/2019 - 29/08/2019

VAT I	Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
	07/01/2019	AGM020/2018	North East Lincolnshire AGM Training - AGM020/2018	£100.00	£20.00	£120.00	£120.00
	07/01/2019	MEM2018/001	Aberdeen City Council - MEM2018/001	£342.00	£68.40	£410.40	£410.40
	09/01/2019	ADV01/2018	Crawley Borough Council - ADV01/2018	£150.00	£30.00	£180.00	£180.00
	14/01/2019	BOS 01/2018	Colchester Borough Council - BOS 01/2018	£200.00	£40.00	£240.00	£240.00
	21/01/2019	HDBK26	CHQ in at 401757 - London Port Health Authority Handbooks HDBK26	£22.00	£0.00	£22.00	£22.00
	30/01/2019	BEL03/2018	Belfast City council - Belfast training - BEL03/2018	£160.00	£32.00	£192.00	£192.00
	31/01/2019	MEM2019/038	Stroud DC - MEM2019/038	£360.00	£72.00	£432.00	£432.00
	31/01/2019	MEM2019/041	Uttlesford DC - MEM2019/041	£1,050.00	£210.00	£1,260.00	£1,260.00
	01/02/2019	MEM2019/028	North West Leicester - MEM2019/028	£1,050.00	£210.00	£1,260.00	£1,260.00
	06/02/2019	MEM2019/029	Orkney Island DC - MEM2019/029	£360.00	£72.00	£432.00	£432.00
	07/02/2019	MEM2019/040	Tendring DC - MEM2019/040	£360.00	£72.00	£432.00	£432.00
	12/02/2019	BOS 07/2018 (2)	Adam Ferhani - BOS 07/2018	£0.00	£6.00	£6.00	£6.00
	15/02/2019	AGM015/2018	Norwich City Council London AGM - AGM015/2018	£100.00	£20.00	£120.00	£120.00
	18/02/2019	MEM2019/017	Kings Lynn - MEM2019/017	£360.00	£72.00	£432.00	£432.00
	19/02/2019	TRA2018/001	Aberdeen - TRA2018001	£1,500.00	£300.00	£1,800.00	£1,800.00
	22/02/2019	MEM2019/023	Medway Council Subscription - MEM2019/023	£1,050.00	£210.00	£1,260.00	£1,260.00
	25/02/2019	MEM2019/015	Fife Council Subscription - MEM2019/015	£1,050.00	£210.00	£1,260.00	£1,260.00
	27/02/2019	MEM2019/035	Sea Fish Industry Authority Membership	£885.00	£177.00	£1,062.00	£1,062.00
	01/03/2019	MEM2019/024	Mid & East Antrim Membership	£360.00	£72.00	£432.00	£432.00
	01/03/2018	MEM2019/014	Falklands Government PLaN Membership	£360.00	£0.00	£360.00	£360.00
	08/03/2019	TRA2018/002	Angus Council Placements for Aberdeen Training	£450.00	£90.00	£540.00	£540.00
	11/03/2019	MEM2019/030	Plymouth City Council Membership - MEM2019/030	£1,050.00	£210.00	£1,260.00	£1,260.00
	12/03/2019	MEM2019/006	Boston Borough Council Membership 2019/20 - MEM2019/006	£360.00	£72.00	£432.00	£432.00
	15/03/2019	MEM2019/042	Vale of Glamorgan - MEM2019/042	£1,050.00	£210.00	£1,260.00	£1,260.00
	15/03/2019	MEM2019/009	Copeland BC - MEM2019/009	£360.00	£72.00	£432.00	£432.00
	18/03/2019	MEM2019/010	Derry City & Strabane DC MEM2019/010	£1,050.00	£210.00	£1,260.00	£1,260.00
	18/03/2019	MEM2019/012	Dundee CC - MEM2019/012	£1,050.00	£210.00	£1,260.00	£1,260.00
	18/03/2019	MEM2019/044	Dublin HSE MEM2019/044	£525.00	£0.00	£525.00	£525.00
	18/03/2019	AGM030/2018	Dublin HSE AGM030/2018	£100.00	£0.00	£100.00	£100.00
	13/03/2019	MEM2019/027	North Tyneside Council Membership	£1,050.00	£210.00	£1,260.00	£1,260.00
	25/03/2019	FND2018 001	GBS RE FSA	£34,607.74	£0.00	£34,607.74	£34,607.74
	27/03/2019	MEM2019/013	Falkirk Council Membership - MEM2019/013	£1,050.00	£210.00	£1,260.00	£1,260.00

APHA Income 01/01/2019 - 29/08/2019

VAT I	Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
	29/03/2019	MEM2019/036	States of Guernsey 19/20 membership fee - MEM2019/036	£360.00	£0.00	£360.00	£360.00
	02/04/2019	TRA2018/003	Aberdeenshire Council	£200.00	£40.00	£240.00	£240.00
	12/04/2019	FND2018/002	FSA bid second installment - FND2018/002	£11,111.52	£0.00	£11,111.52	£11,111.52
	12/04/2019	HDBK27	PHE 5 handbooks - HDBK27	£27.00	£0.00	£27.00	£27.00
	15/04/2019	HDBK29	Welch E Handbook	£7.00	£0.00	£7.00	£7.00
	16/04/2019	MEM2019/039	Swansea Bay PHA 19/20 membership fee	£1,050.00	£210.00	£1,260.00	£1,260.00
	01/05/2019	MEM2019/033	River Tees PHA REDCAR/CLEVELAND	£1,050.00	£210.00	£1,260.00	£1,260.00
	13/05/2019	MEM2019/005	Bournemouth, Christchurch and Poole Council Membship fee 19/20	£360.00	£72.00	£432.00	£432.00
	17/05/2019	MEM2019/011	Doncaster Council Membership fee 19/20	£360.00	£72.00	£432.00	£432.00
	24/05/2019	TRA2018/004	Edinburgh Council Aberdeen Training	£100.00	£20.00	£120.00	£120.00
	28/05/2019	MEM2019/045	Salford City Council Membership 19/20	£1,050.00	£210.00	£1,260.00	£1,260.00
	28/05/2019	MEM2019/018	Isle of Anglesey Membership 19/20	£1,050.00	£210.00	£1,260.00	£1,260.00
	03/06/2019	MEM2019/045	Dorset Council membership 19/20	£1,050.00	£210.00	£1,260.00	£1,260.00
	06/06/2019	MEM2019/002	Aberdeenshire Council Membership 19/20	£360.00	£72.00	£432.00	£432.00
	10/06/2019	PUR03/2019(1)(Re	Refund of payment in error (PUR03/2019(1))	£312.73	£28.33	£341.06	£341.06
	11/06/2019	MEM2019/026	North Ayrshire 2019/20 Membership	£360.00	£72.00	432	432
	13/06/2019	MEM2019/032	RAF 2019/20 Membership - DBS FIN PAY 1	£876.00	£175.20	1051.2	1051.2
	14/06/2019	MEM2019/003	Antrim & Newtonabbey 19/20 Membership Fee	£360.00	£72.00	432	432
	28/06/2019	MEM2019/019	Isle of Man Government Membership 19/20	£1,050.00	£210.00	1260	1260
	09/07/2019	PUR05-2019	G Goulds refund of overpayment	£103.50	£0.00	£103.50	£103.50
	12/07/2019	MEM2018/019	London Luton Airport - Membership 18/19	£342.00	£68.40	£410.40	£410.40
	12/07/2019	MEM2019/021	London Luton Airport - Membership 19/20	£360.00	£72.00	£432.00	£432.00
	12/07/2019	MEM2019/008	City of Edinburgh - Membership 19/20	£1,050.00	£210.00	£1,260.00	£1,260.00
	15/07/2019	MEM2019/007	Bristol Port Health Authority - Membership 19/20	£360.00	£72.00	£432.00	£432.00
	16/07/2019	ED 01 2019	Dundee City Council - Edinburgh Training	£100.00	£20.00	£120.00	£120.00
	23/07/2019	MEM2019/034	Royal Navy 2019/20 Membership Fee	£876.00	£175.20	£1,051.20	£1,051.20
	23/07/2019	AGM016/2018	Lewes and Eastbourne Council AGM attendance	£25.00	£5.00	£30.00	£30.00
	24/07/2019	MEM2019/016	Highland Council 19/20 Membership fee	£1,050.00	£210.00	£1,260.00	£1,260.00
	24/07/2019	ED 02 2019	Falkirk Council Edinburgh Training	£50.00	£10.00	£60.00	£60.00
	30/07/2019	ED 03 2019	Angus Council Edinburgh Training	£600.00	£120.00	£720.00	£720.00
	30/07/2019	ED 07 2019	Aberdeen City Council Edinburgh Training	£200.00	£40.00	£240.00	£240.00
	31/07/2019	ED 09 2019	Shetland Council - Edinburgh Training	£150.00	£30.00	£180.00	£180.00

APHA Income 01/01/2019 - 29/08/2019

VAT I	Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
	01/08/2019	ED 05 2019	South Ayreshire Council - Edinburgh Training	£450.00	£90.00	£540.00	£540.00
	02/08/2019	HDBK24	Portsmouth City Council 70 Handbooks	£170.00	£0.00	£170.00	£170.00
	02/08/2019	MEM2019/031	Portsmouth City Council - 19/20 Membership	£1,050.00	£210.00	£1,260.00	£1,260.00
	08/08/2019	ED 08 2019	North Ayrshire Council	£100.00	£20.00	£120.00	£120.00
	12/08/2019	ED 13 2019	Salford City Council	£50.00	£10.00	£60.00	£60.00
	12/08/2019	ED 11 2019	Argyll and Bute Co - Eddinburgh Training	£150.00	£30.00	£180.00	£180.00
	16/08/2019	AGM029/2018	London Borough of Hounslow - AGM	£240.00	£48.00	£288.00	£288.00
	19/08/2019	MEM2019/037	States of Jersey 2019/20 Membership fee	£1,050.00	£0.00	£1,050.00	£1,050.00
	20/08/2019	ED 10 2019	Fife Council - Edinburgh Training	£100.00	£20.00	£120.00	£120.00
	27/08/2019	MEM2019/001	Aberdeen City - 19/20 Membership ?	£360.00	£72.00	£432.00	£432.00
	27/08/2019	MEM2019/022	Manchester City Council - 19/20 Membership	£1,050.00	£210.00	£1,260.00	£1,260.00
	28/08/2019	MEM2019/020	Lewes District Council - 19/20 Membership	£1,050.00	£210.00	£1,260.00	£1,260.00
	29/08/2019	MEM2018/045	Manchester City Council - 18/19 Membership	£250.00	£50.00	£300.00	£300.00
	29/08/2019	MEM2019/025	Newry, Mourne and Down BC - 19/20 Membership	£1,050.00	£210.00	£1,260.00	£1,260.00
				£86,002.49	£7,483.53	£93,486.02	£93,486.02

Budget Forecast 2019/20

Expenditure	Budget	02/09/19 Forecast	05/07/19 Forecast	13/06/19 Forecast	Change in Forecast
APHA Administration	2,500.00	2,500.00	2,500.00	2,500.00	0.00
APHA Finance	2,500.00	2,500.00	2,500.00	2,500.00	0.00
Webmaster	6,600.00	6,600.00	6,600.00	6,050.00	0.00
Executive Officer Invoices & Expenses	20,000.00	18,450.93	18,314.25	18,936.35	(136.68)
Exec Officer Additional Payment	7,500.00	7,500.00	7,500.00	7,500.00	0.00
Chairman's Allowance	750.00	750.00	750.00	750.00	0.00
PLaN Groups	5,000.00	5,000.00	5,000.00	5,000.00	0.00
Executive Board Meeting	600.00	600.00	600.00	600.00	0.00
Executive Board Expenses	1,500.00	1,500.00	1,500.00	1,500.00	0.00
Bank Charges	80.00	61.69	80.00	80.00	18.31
Expenses (Postage, Stationery etc.)	184.00	220.00	220.00	220.00	0.00
Companies House	15.00	15.00	15.00	15.00	0.00
HMRC	6,400.00	5,715.00	5,715.00	5,715.00	0.00
Training	1,400.00	1,517.33	1,580.22	2,056.45	62.89
AGM	1,300.00	2,214.00	2,214.00	2,214.00	0.00
Handbook	26.00	26.00	26.00	26.00	0.00
Previous Year Expenditure	-	611.08	1,138.89	1,138.89	527.81
	56,355.00	55,781.03	56,253.36	56,801.69	472.32
Income					
Membership	(34,482.00)	(34,482.00)	(34,482.00)	(34,482.00)	0.00
Sponsorship	0.00	0.00	0.00	0.00	0.00
Contribution	0.00	0.00	0.00	0.00	0.00
AGM	(2,360.00)	(2,360.00)	(2,360.00)	(2,360.00)	0.00
PLaN Group	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)	0.00
Training	(3,610.00)	(3,310.00)	(3,310.00)	(3,310.00)	0.00
Handbook	(65.00)	(483.51)	(130.63)	(79.00)	352.87
Advertising	(150.00)	(150.00)	(150.00)	(150.00)	0.00
		0.00			
	(45,667.00)	(45,785.51)	(45,432.63)	(45,381.00)	352.87
Net Expenditure	10,688.00	9,995.53	10,820.73	11,420.69	825.20
OPENING Balance Reserve				62,713.00	
Estimated Profit/(Loss)				(9,995.53)	
Estimated Closing Balance Reserve				52,717.47	

APHA EXECUTIVE BOARD

Executive Summary

Agenda Item:	EB 19/43a
Person Responsible:	Gill Morgan
Title:	Executive Officer Remuneration
Reference Documents:	

APHA Executive Officer - Increase in Remuneration

The question of the Executive Officer's remuneration arose at the Board meeting on the 9th May 2019. The decision taken was for a written proposal be prepared on this issue. This summary seeks to outline the situation and propose an increase to his daily rate.

The Executive Officer was recruited as a Business Improvement Officer in 2016 and started working on the 1st July of that year. He was originally to work for 2 days a week, which has been taken as 14 hours working time, with no provision for breaks. Owing to the resignation of the Acting Company Secretary, at around the same time that he was recruited, and the subsequent requirement to relocate Administration and Finance from Manchester PHA to Medway Council, his duties have extended far beyond the original intended role. This resulted in the change of title from Business Improvement Officer to Executive Officer. As a result, he was also working far in excess of the original 2 days a week intended and the Board agreed payment for an additional day a week at the meeting held on the 6th July 2018. Any reduction in workload that resulted from abolishing the O&S Committee has been lost by the additional work caused by the Brexit process. As at 22nd August 2019 the Executive Officer had accrued a total of 992.75 additional hours of work since he started for which he has not been paid

When recruited, a performance related "bonus" was to have been agreed and paid. However, owing to the very challenging financial position of the Association in recent years this has not happened for the simple reason that the Association could not afford it. This has not, however, impacted on the performance of the Executive Officer and he has delivered above and beyond expectations.

The last individual employed by APHA in a similar role was paid £300.00 a day and his contract was terminated in 2012. The Executive Officer's current rate is only £156.25 a day and is far below the current median for consulting contractors of £500 per day ([jobswatch-consultant](#)) and almost half that paid to the previous contractor.

The financial position of APHA has improved considerably since the employment of the Executive Officer. He turned the potential loss of 15,000 Euro into a gain by resolving the ShipSan ACT issues; membership has improved, and there has been additional income from running training events. However, the most significant improvement in the Association's finances came from the successful bid for funding that he submitted to the FSA last year. In effect it covered APHA's operating costs for FY 18/19. This funding was provided because of the critical role that the Executive Officer has played in facilitating communication between Government Departments and port health authorities during the Brexit process. In effect, whilst the support from the FSA was welcome it did come at a price which was generating a lot more work for the Executive Officer. He

has also submitted a successful bid for funding in this FY, although currently capped at £25k he has been advised that there could well be the opportunity to bid for more funds later in the year. These successful funding bids have been essential to the financial survival of the Association because we were operating at an annual loss in the region of £10,000 - 12,000.

It is therefore proposed that the Executive Officer's daily rate be increased to £200 a day. This remains a modest rate compared to the median and that paid to previous individuals working for APHA. I think we would all agree that the EO has delivered far in excess of the last 2 individuals that were employed in a similar role, both of whom ended up costing the Association money. It is also proposed that this increase be backdated, as agreed at the last Executive Board meeting. It is suggested that this should be the 29th March 2019 so it finds within his payment cycle.

Based on his current working of 3 days per week, this would result in an annual increase of £6825.00 i.e. to £31200.00 per year. This would drop back to an increase of £4550.00 or £20800.00 per year when he reverts to the 2 days a week originally contracted for. This is unlikely to be until after Brexit has been completed.

This increase would replace the "performance related bonus" that has never been implemented and I believe is unnecessary because he has demonstrated clearly that he does not need such incentives.

Recommendations:

The Executive Officer's daily rate of remuneration be increased to £200.00 a day back dated to the 29th March 2019.

Comments: