



## Minutes of the APHA Executive Board Meeting Held on 6<sup>th</sup> November 2019 at The Union Jack Club, London

<b>19/46</b>	<b>Welcome</b>	<b>Person Responsible</b>																																				
<p>In the absence of the Chair, it was agreed by all that Cllr. John Warman, the Vice-Chair, should manage proceedings. With all attendees present, he opened the meeting at 14.40 by welcoming everyone. He then said that he was sorry to hear that Gill Morgan's father had sadly passed away recently and requested that all present be upstanding for a minutes silence in a mark of respect.</p> <p>It was then confirmed that the meeting was quorate.</p>																																						
<b>EB 19/47</b>	<b>List of Attendees</b>	<b>Abbreviation</b>																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><b>List of Attendees:</b></th> <th style="text-align: left;"><b>Authority</b></th> <th></th> </tr> </thead> <tbody> <tr> <td>Cllr. John Warman</td> <td>Swansea Bay PHA</td> <td style="text-align: center;">JW</td> </tr> <tr> <td>Cllr. Trevor Clarke</td> <td>Medway PHA</td> <td style="text-align: center;">TC</td> </tr> <tr> <td>Cllr. Norma Mackie</td> <td>Cardiff PHA</td> <td style="text-align: center;">NM</td> </tr> <tr> <td>Cllr. Wayne Davies</td> <td>River Tees PHA (from 15.20)</td> <td style="text-align: center;">WD</td> </tr> <tr> <td>Gill Morgan</td> <td>Swansea Bay PHA</td> <td style="text-align: center;">GM</td> </tr> <tr> <td>Dine Ward</td> <td>Fife Council</td> <td style="text-align: center;">DW</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3"><b>In attendance</b></td> </tr> <tr> <td>Cllr. Keith Morley</td> <td>Manchester PHA</td> <td style="text-align: center;">KM</td> </tr> <tr> <td>Gary Gould</td> <td>Hon Associate, Executive Officer</td> <td style="text-align: center;">GG</td> </tr> <tr> <td colspan="3">Minutes taken by: GG</td> </tr> </tbody> </table>		<b>List of Attendees:</b>	<b>Authority</b>		Cllr. John Warman	Swansea Bay PHA	JW	Cllr. Trevor Clarke	Medway PHA	TC	Cllr. Norma Mackie	Cardiff PHA	NM	Cllr. Wayne Davies	River Tees PHA (from 15.20)	WD	Gill Morgan	Swansea Bay PHA	GM	Dine Ward	Fife Council	DW	 			<b>In attendance</b>			Cllr. Keith Morley	Manchester PHA	KM	Gary Gould	Hon Associate, Executive Officer	GG	Minutes taken by: GG			
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<b>EB 19/48</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>																																				
GG said that there were no apologies but WD had phoned to say that he would be late because of a train delay.																																						
<b>EB 19/49</b>	<b>Declaration of Interests</b>	<b>Person Responsible</b>																																				
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<b>EB 19/50</b>	<b>Minutes of the previous meeting held on the 11<sup>th</sup> September 2019</b>	<b>Person Responsible</b>																																				
<p>a. The minutes of the previous meeting were accepted as a true record.</p> <p>Proposed: GM</p> <p>Seconded: NM</p> <p><b>Agreed all.</b></p> <p>b. GG referred everyone to the list of actions (attached) and confirmed that all outstanding actions were covered by agenda items. He then said that he would like to draw everyone's attention to the secretary's note at item 19/42. GG said that he had been subject to some criticism at the last meeting because he had, allegedly, not kept the Chair informed about the terms and conditions of the FSA Grant. He hoped that the Board now accepted</p>																																						

<p>that he has indeed kept the Chair informed at every stage of the process as well as the strategy to be adopted should the FSA query payment.</p> <p>Unless anyone had anything they specifically wanted to contribute at this stage he suggested to the Chair that they proceed to the next item.</p> <p><b>Agreed all</b></p>	
<p><b>EB 19/51</b>    <b>APHA Financial Report and Accounts.</b></p>	<p>Person Responsible</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. He then said that there was a typo on the last item, the date for the business cards entry should have been 24/10/2019</p> <p>There were no questions and the Board agreed that the expenditure was both valid and justified.</p> <p>GG then referred the Board to the Budget 2019/20 summary document and said that expenditure was not far off from that forecast, with only an additional £766.49 in costs. This comprised mainly of training expenditure, which should be offset by training income, and a bit extra in bank charges. The Finance Team (FT) had confirmed that the bank charges comprise a fixed monthly amount plus additional fees for some specific transaction such as the deposit of cheques. It should be noted that BACS transfers are free.</p> <p>GG then said that, the year end deficit was forecast to be £6647.51. It is much reduced from previous years because of increased membership, training, advertising &amp; sponsorship income. To eliminate it APHA would only need to recruit an additional 6 Corporate and 1 PLaN member. He then explained that the deficit did not take into account the FSA Grant because it had been classed as “extraordinary income” and, for management purposes, it was better to keep it separate. When the Grant is factored in, APHA is forecast to show a profit of £53,008.97 for FY 19/20. This will have the effect of bolstering the reserves significantly confirming that the Association is in a better financial position than it has been for many years.</p> <p>GG reported that since the last meeting APHA had received £500 from Novus Environmental for website advertising. This was for a further year. RHE Global had sponsored the AGM &amp; Training day for £500 that should cover our lunch costs.</p> <p>GG then highlighted an outstanding action on the FT to draft some proposals on where the APHA reserves could be invested in order to generate additional income. The FT confirmed at the last video conference that they had drew up some proposals and submitted them to their manager for approval. Their manager rejected them on the grounds of the amount of working time that the FT would spend on it. GG confirmed that he had not had sight of the proposal but his recommendation was to open a simple on-line, instant access, savings account. At current interest rates, it would not generate much in the way of income but it would be minimal risk and easy to manage. If the Board agreed, he would contact their manager and confirm that this proposed course of action was acceptable. JW said that APHA should keep things simple and it was a sensible way forward.</p> <p><b>Agreed All.</b></p> <p><b>Action:</b> GG to contact the FT Manager and discuss the proposal to open an instant access savings account. If agreed FT to action.</p> <p>TC said that there was a spending moratorium at Medway Council because of the substantial budgetary savings that were to be made. He suggested that, because there had been no increases in the charges for Medway’s Finance Support to APHA since they started, the Board consider an inflationary increase. GM said that the amount of work undertaken by both</p>	<p>GG/FT</p>

	<p>Swansea for administration &amp; Medway for finance had increased substantially since they started to undertake these tasks, not least of which because of the number of training events that APHA had been running. She then proposed an increase of £500 for each authority from next April i.e a total increase in these costs of £1,000. Following further discussion this course of action was agreed. JW asked for a proposer and seconder for the increase.</p> <p>Proposed: GM Secoded: DW</p> <p><b>Agreed All</b></p> <p><b>Action:</b> GG to advise Medway of the change in payment so that it can be included in next year's budget and draft an amendment to the SLAs.</p>	GG/FT
EB 19/52	APHA Administration	Person Responsible
	<p>a. Executive Officer Contract &amp; Remuneration:</p> <p>GG said that, since the last meeting, the proposed increase in his remuneration to £200 a day had been agreed by the Board through an email exchange. It should now be formally ratified by the Board. GG said that he would like to take the opportunity to clarify a couple of points. The first was affordability; he advised the Board that he was currently being paid for 3 days a week but was only "contracted" for 2. The extra day was because of the increase in workload caused by Brexit and the modernisation of APHA. GG said that he was very keen to return to the 2 days originally contracted for, and would do so at the earliest opportunity. The amount he would be paid for 2 days work at the new rate is less than the amount he is currently paid for 3 days and the difference (i.e cost saving by reverting to 2 days work) represents 2/3 of the current deficit.</p> <p>The second was that some members of the Board had expressed concern at the amount of remuneration being paid to the Executive Officer when compared to their employees. GG stressed that he was not an employee of APHA but a contractor and, as such, the rates of remuneration are not directly comparable. This was because, in his case, there were no employee benefits, no job security, no pension provision, no sickness or holiday pay and he had to deal with his own tax and National Insurance. A better comparison would be Tony Morris, a previous APHA contractor, who was being paid £300 a day for doing a lot less. His contract was terminated in 2012.</p> <p>JW said that, on behalf on the Board, he would like to express their appreciation for the time and effort that the Executive Officer had put in to turn the Association around. GM said that prior to Gary's appointment, APHA had "lurched from one disaster to the next". JW added that the Elected Members relied upon the professionalism of the Officers such as Gary and Gill, and that the Association could not function without them.</p> <p><b>Outstanding Action (OA) EB 19/43a</b> :- Key performance Indicators (KPIs) to be developed for EO.</p> <p>Gill said that the job description had been forwarded to all Board Members and asked whether there were any comments. TC suggested that it may be better for GG to review what he does for the Association and come up with something based on what he would expect a new incumbent to achieve.</p> <p><b>Agreed All.</b></p> <p><b>Action:</b> GG to review tasks undertaken in order to identify potential KPIs</p> <p>WD arrived at this point (15.20).</p> <p>b. Website</p> <p><b>OA EB 1943c:</b> Cllr. Brian Heading (BH) to make some enquiries re scoping work on the website.</p> <p>GG said that in the absence of BH, he would like to make some comments. It was</p>	GG

unfortunate that this item was discussed when he was absent from the room at the last meeting because he had some issues with the website provider that the then Chair was proposing to use. The Chair was comparing the cost of the APHA Webmaster to a “basic” web page provider in that they will design the website and host it but updates and everything else would have to be carried out by APHA and we do not have the skills or capacity to do it. Their basic package is only for 10 pages, the APHA website has some 31 pages including a restricted membership area, port directory and events management diary. The service provided by our current provider, Lansdowne, includes:

- Updating the website including the design of event advertisement, banners, pages etc.
- Designs and publication of the monthly newsletter.
- Designs and publication of the more complicated emails that are distributed (if it is basic plain text GG drafts and sends those).
- Manages the membership access, the Mailchimp lists and membership lists interaction.
- Provision of a troubleshooting consultancy on the website, internet and social media matters and is a single point of contact at the end of the phone.

Lansdowne specialise in assisting small organisations like APHA and has several other organisations on their books. As such, we benefit from their expertise beyond just the provision of web services. Finally, APHA went through the business of reviewing the webmaster role and putting the job out to tender very recently; and we have only been with Lansdowne for 16 months. In light of the extra work being generated by Brexit and the modernisation programme, it was his view that this was not the time to be going through the process again. That was not to say that there was not scope to review what APHA requires from a website, indeed, it is one of the tasks identified in the review by the Major Ports Representatives.

TC said that at the last meeting he pointed out that the cost of the website provision at £6,000 a year represented one sixth of APHA income, which could be classed as excessive. But he acknowledged that it may be appropriate if we do get added value.

GG said that he believed we were getting very good value for the money that was paid. He confirmed that the website content resulted from a survey of the membership a few years ago when it was asked what they wanted. Since then some elements have been removed such as the message boards that were not being used.

DW said that she would like the website to be where to access documents and information. GM said that there is a lot of information there but perhaps not easy to find. It was decided that GG should review what information and guidance is on the website and ensure that it is easy to find and comprehensive.

**Agreed All**

TC said that it would be useful if we had some metrics on what elements of the website was being used. GG said that this information is available from the webmaster. It was decided that this information should be brought to the next meeting.

**Agreed All**

**Action:** GG to have a meeting with Webmaster to discuss the provision of information and guidance on website as well as the production of website metrics.

GG

19/53

Membership & Renewals

Person Responsible

	<p>GG reported that, as mentioned at the last meeting, all members renewed this year. LB Hillingdon have now rejoined as Corporate members and their subscription has been paid. Causeway Coast and Glens have applied to join as PLaN members; membership will stand at 25 Corporate, 18 PLaN, 3 Associate and 1 International.</p> <p><b>b. Subscriptions 2020/21</b></p> <p>GG said that in order for the FT to prepare for the next round of membership renewals, the Board will need to decide whether there should be any increase in the subscriptions for next year. He continued that an inflationary increase was applied this year and that this was the first increase for many years. Because of the FSA grant, there is an argument that subscriptions should be frozen for next year but that it is for the Board to decide what increase, if any should be applied.</p> <p>GM said that she proposed to leave the charges as they are for next year and therefore no increase. WD said that an RPI increase would be better, so that APHA does not lose out to inflation and to avoid a greater increase further down the line. JW said that with budgets under pressure, everything is scrutinised and that it would be better for no increase. It was agreed that the membership subscriptions should be frozen for one year.</p> <p><b>Agreed all but with WD abstaining.</b></p> <p><b>Action:</b> GG to advise FT that there would be no subscription increase for 2020/21</p>	GG
<b>EB 19/54</b>	<b>Task and Finish Group Action Plan</b>	Person Responsible
	<p><b>a. Training</b> GG reported the following:</p> <ol style="list-style-type: none"> <li>(1). Edinburgh - Ships Sanitation Inspection Workshop: The workshop went very well and was fully booked although one no show because of a car accident. All outstanding invoices have been paid.</li> <li>(2). Southampton - Introduction to Ships Inspection. Also went well but demonstrated the impracticality of a ships visit with a large group because it is not a good training environment for that many people. All outstanding invoices have been paid.</li> <li>(3). Belfast - Introduction to Ships Inspection. At the last count, there were 16 delegates, so despite a poor start on the bookings, the event is viable and is scheduled to be run.</li> </ol> <p>GM said that the Welsh PLaN would be looking to run an Introduction to Ships Inspection Workshop. They are thinking of February but will confirm once the facilitators and venue availability are known. GG said it would be better to get the date finalised sooner rather than later because, with Christmas, there is not that much working time to plan and secure bookings. GG then said that he was in discussion with the South PLaN to run an event for their area.</p> <p><b>b. MOU MCA/APHA.</b> GG reported that this had gone out to consultation with hardly any feedback at all. GM then said that she had recently received some amendments suggested by SCPHA that may need to be incorporated. GG said that he would discuss how to get it signed off and published with Julie Carlton from the MCA at the Training Event.</p> <p><b>c. Industry Guide to Good Hygiene Practice: Catering Guide - Ships.</b> GG reported that work is ongoing with the revision. With the resignation from the CIEH of the co-ordinator, it seems to have fallen to the APHA Executive Officer to pull it together, which may involve a lot of work. Whilst it is important for APHA to be involved, the workload should be monitored so that it is not overwhelming. The revision is currently waiting on contributions from other the working group members and the next meeting is scheduled for the 20 Nov 19..</p> <p><b>d. Ships Sanitation Inspection Fees Apr 20 to Mar 21.</b> GG referred the Board the</p>	

<p>Executive Summary (attached). He recommended an inflationary rise that will be promulgated to the port health community by email, the website and the newsletter. Following some discussion the recommendation was agreed.</p> <p>Proposed DW, Seconded: NM</p> <p><b>Agreed All</b></p> <p><b>Action:</b> GG to ensure the revised charges are promulgated.</p>		GG
<b>EB 19/55</b>	<b>AGM/CPD Event 2019</b>	Person Responsible
<p>GG reported that APHA had secured 44 delegates, including the speakers, some of who will stay for the event. It is expected that the income will cover costs and maybe make a small profit, especially now that RHE Global have agreed to sponsor the event.</p> <p>Following the FSA reception, GG had secured the services of Sue Hayman, who was the Shadow Environment Secretary, to open proceedings. However, thanks to the general election being called, she has now returned to her constituency to start campaigning and will not be available. In the absence of the APHA Chair, the Vice-Chair agreed to step in.</p> <p>The first speaker, Mark de Brunner from the Border Delivery Group has also pulled out, citing purdah as the reason. As he was the first speaker GG suggested that the start of the event be delayed and that fills the rest of the slot by giving a brief update on Brexit.</p> <p>As regards the agenda items for the AGM, the Financial Statement was approved at a previous board meeting, it requires agreement by the AGM before being filed at Companies House.</p> <p>The following Board members were appointed following the recent "election":</p> <ol style="list-style-type: none"> <li>a. Scotland: Diane Ward</li> <li>b. Northern Ireland: Brian Heading</li> <li>c. London and SE: Trevor Clarke</li> <li>d. South: Steve Bell</li> </ol> <p>All elected unopposed.</p> <p>Pat MCCarthy, the outgoing Chair, had been occupying the vacant Southern seat, which has now been filled. As a consequence, Pat was no longer a Board member.</p> <p>GG then referred to the Revised Articles Motion and said that a lot of work and effort had been put into the revision and it was hoped that the Board would be able to support it. The motion was tabled in accordance with the current Articles, it reflects the next stage in the modernisation process, and it was hoped that it would be passed at the AGM. There followed some discussion which concluded with the Board supporting the motion for the revised Articles.</p> <p><b>Agreed All</b></p>		
<b>EB 19/56</b>	<b>Brexit</b>	Person Responsible
<p>GG reported that it had been challenging to keep pace with the changing picture on Brexit which the Board may have noticed by the number of emails being sent out. By the time that the summary of the last Border Delivery Port Health Steering Group had been agreed with HMRC, the picture had changed and the UK had been granted a <i>flexstension</i>. Since then a general election has been called and it is hoped that there will be a bit of respite as we enter the purdah period, although there is a possibility that teleconferences will continue subject to advice from the cabinet office.</p>		

<p>He continued with a summary of the BDG teleconference from last week and following the announcement of the election was distributed to all subscribers. The points of note:</p> <ul style="list-style-type: none"> <li>• The default date that we leave the EU, if no deal ratified, is 31 Jan 20.</li> <li>• The implementation period ends on 31 Dec 20. Although an extension can be applied for, the application must be submitted before 30 Jun 20. The current government have indicated that they do not intend to apply for an extension.</li> <li>• If no free trade agreement agreed the UK subsequently leave the EU on 31 Dec 20 on World Trade Organisation rules.</li> <li>• The Border Delivery Group will be considering the manifestos of the other parties in case there is a change in government.</li> <li>• Even if there is a deal, it is expected that the pace of work will remain the same as preparations are made for either outcome.</li> </ul>		
<b>EB 19/57</b>	<b>Political Engagement &amp; Parliamentary Questions</b>	Person Responsible
<p>JW said that, given, the general election, there was no point in pursuing any political engagement until the next Board meeting. This is because, once elected, the government would need time to settle in and then there would be the Christmas recess.</p> <p><b>Agreed All.</b></p> <p><b>OA EB 18/65:</b> PM to consider drafting a PQ on APHA's role and to seek a meeting with a senior civil servant.</p> <p>GG said that this had been an outstanding action from last year and, recommended that, given the lack of progress to date and the fact that PM was no longer on the Board, it be deleted.</p> <p><b>Agreed All.</b></p> <p><b>OA EB 19/37:</b> PM to draft a few points on the issues affecting the Association and circulate. Elected Members to seek the support of MPs.</p> <p>GG suggested that, with PM no longer on the Board, he revisit and circulate the APHA issues document he drafted for NM last December.</p> <p><b>Agreed All.</b></p> <p><b>Action:</b> GG to circulate APHA issues document</p>		GG
<b>EB 19/58</b>	<b>Meeting Schedule 2020</b>	Person Responsible
<p><b>Executive Board Meetings:</b> GG reported that he had booked the following dates with the Union Jack Club and recommended that they be agreed to ensure that APHA has a meeting space. They can be amended subject to room availability.</p> <ol style="list-style-type: none"> <li>1. The Writing Room, Union Jack Club on the 15<sup>th</sup> January 2020.</li> <li>2. The Lawrence Room, Union Jack Club on the 13<sup>th</sup> May 2020.</li> <li>3. The Lawrence Room, Union Jack Club on the 9<sup>th</sup> September 2020.</li> <li>4. Union Jack Club on the 17<sup>th</sup> November 2020</li> </ol> <p><b>APHA AGM 2020:</b></p> <p>GG said that, for the same reasons outlined above, he had scheduled the AGM, as follows:  Gascoigne Suite, Union Jack Club on the 18<sup>th</sup> November 2020.</p> <p>It will be slightly later than this year in order to avoid the period leading up to Remembrance</p>		

<p>Sunday when the Union Jack Club tends to be very busy.</p> <p>TC said that he would be unable to attend the meeting on the 13<sup>th</sup> May and offered his apologies in advance.</p> <p>DW said that her manager would authorise the costs of travel to attend Board meetings because she was representing the Scottish PLaN. GM suggested that should the revised Articles be adopted, the new Board should consider whether costs of travel should be picked up by the PLaN group allocation of funds. GG said that it was understood that there could be travel cost issues with DW's appointment to the Board and that APHA would attempt to facilitate her attendance by Skype.</p>		
<b>EB 19/59</b>	<b>AOB</b>	<b>Person Responsible</b>
<p>a. GG said that he had been invited to speak at a Westminster Energy, Environment &amp; Transport Forum Policy Conference on 31 Mar 20. The conference was for half a day and entitled Ports - Connectivity, Digitalisation &amp; Facilitating Trade. GM said that often ran conferences judging from the number of emails APHA receives from them and they were very keen for APHA to be represented. GG said that he did not enjoy public speaking at events and had therefore thought it better to seek the Board's view as to whether he should attend or not. JW said that APHA should "fly the flag" at every opportunity so proposed that GG attend provided they covered his expenses.</p> <p><b>Agreed All.</b></p> <p><b>Action:</b> GG to attend the conference on 31 Mar 20 provided that the hosts cover travel.</p>		GG
<p>b. JW said that he wanted to report that the FSA Annual Reception on the 23<sup>rd</sup> October 2019 was better than previous years. He managed to speak to Jo Churchill who is Parliamentary Under-Secretary of State for Health. It was surprising that she had not heard of us and he will be writing to her after the election to address this but would need some information from GG.</p> <p><b>Action:</b> GG to provide information on APHA to JW.</p>		GG
<p>There being no further business, the Chair closed the meeting at 16.55</p>		

G Gould  
Hon Associate  
APHA Executive Officer



Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
Actions from Executive Board Meeting held on 17 Oct 18			
18/65	PM 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	done
Actions from Executive Board Meeting held on 9 May 19			
19/25	Approach respective MP to request that they speak at the AGM/Training Event	All Elected Members	
19/30	GG to invite JD to AGM in November as APHA's guest	GG	E-mailed JD; formal invite to follow. JD confirmed that he was unable to attend.
Actions from Executive Board Meeting held on 11 Sep 19			
19/37	PM to draft a few points on the issues affecting the Association and circulate. Elected Members to seek the support of MPs.	PM/ All Elected Members	
19/39a	GG to arrange a meeting between the Major Ports Representatives and the Executive Board to discuss modernisation.	GG/All	Meeting was arranged for 16 Oct 19 and then cancelled.
19/39b	GG to forward APHA logo to those Board Members attending the FSA Reception so that they can arrange for business cards to be printed.	GG	Done
19/42a	GG to ensure Board copied in to FSA Funding Correspondence	GG	ongoing

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
19/42b	FT to open an instant savings account and draft some proposals on where to invest the money for the Board to consider.	FT	FT Tasked.
19/43a	Key performance indicators to be developed for EO	All	
19/43b	GM to circulate BIO Job Description and the EOs draft Terms of Employment	GM	Done
19/43c	BH to make some enquiries re scoping work on the website	BH	

Key

PM - Pat McCarthy, Chair

WD - Cllr. Wayne Davies

KM - Cllr. Keith Morley

GM - Gill Morgan

GG - Gary Gould, APHA Executive Officer (EO)

JW - Cllr. John Warman, Vice Chair

BH - Cllr. Brian Heading

TC - Cllr. Trevor Clarke

DW - Diane Ward

FT - Finance Tea

## APHA EXECUTIVE BOARD

### Executive Summary

<b>Agenda Item:</b>	<b>EB 19/54d</b>
<b>Person Responsible:</b>	Executive Officer
<b>Title:</b>	
<b>Reference Documents:</b>	<b>SHIPS SANITATION INSPECTION CHARGES 2020/21</b>

The Executive Board are required to set the Ships Sanitation Inspection Charges for the financial year 2020/21. It is proposed that they should be raised in line with the RPI rate of inflation for September 2019, rounded up to the nearest £5. September is chosen because it is the rate for this month that the Government uses for increases to benefits/pensions etc that are implemented for the next financial year.

According to the report from the [Office for National Statistics](#), the RPI annual rate of inflation to September 2017 was 2.4%. The old and new charges are tabulated below and, if approved, come into effect on 1st April 2020.

SHIP SANITATION INSPECTION CHARGES 2020/21		
Gross Tonnage	Old Rate (2019/20)	New Rate (2020/21)
Up to 1000	£95	£100
1001 to 3000	£130	£135
3001 to 10000	£200	£205
10001 to 20000	£255	£265
20001 to 30000	£330	£340
Over 30000	£390	£400
Vessels with 50 – 1000 persons	£390	£400
Vessels with 1000 Persons	£665	£680
Extensions	£65	£70

#### **Recommendations:**

That the Executive Board approve the increase in charges.

#### **Comments:**