

AGENDA OF APHA EXECUTIVE BOARD MEETING
20th January 2016, Liverpool Town Hall
High St, Liverpool L2 3SW
12:00 – 16:00

- EB 16/01 List of Attendees
- EB 16/02 Apologies for absence
- EB 16/03 Minutes of previous meeting 28 October 2015
- EB 16/04 Matters arising from the Minutes, not on the Agenda
- EB 16/05 Discussion Papers from the Overview and Scrutiny Committee
1. Business Planning 2016
 2. Appointment of Business Improvement Officer/Technical Officer
 3. Membership of APHA – Why bother?
- EB 16/06 Verbal Report by the Chairman of the Operational Board, Gill Morgan, Swansea Bay PHA
- EB 16/07 APHA Conference Accounts 2015.
It is hoped the accounts for this Mersey Conference can be concluded at the meeting. Councillor R Abbey
- EB 16/08 The APHA Accounts including the APHA budget 2015-2016
- EB16/09 The APHA Administration activities since the October 2015 meeting.
- EB16/10 Ship Sanitation Charges for 2016, Lawrie Dettman
- End of Meeting



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB16 01
Person Responsible:	Pat McCarthy
Title:	Minutes of Previous Meeting, 28 October 2016
Reference Documents:	16 01 (01)

Summary:

The minutes from the meeting of the 28 October 2015 are included for Executive member's consideration.

Recommendations:

Members accept these minutes, agree via email and take appropriate action.

Comments:

Actions:	Date:	Person Responsible:
	20/01/16	PMc



**Minutes of the APHA Executive Board Meeting
Wednesday, 28 October 2015, Union Jack Club, London**

EB 15/37 List of Attendees		Person Responsible
<p>List of Attendees: Pat McCarthy John Robinson Cllr David Carr Tobin Cook Val Cameron Laurence Dettman Cllr Adrian Brocklehurst Cllr Ron Abbey Cllr Jacqui Rayment Sandra Westacott Cllr Geoff Bell</p> <p>Cllr Keith Morley Cllr Steve Hunt John Lee Bill Arnold Gary Gould Drew McClenaghan</p> <p><u>Others attending:</u> Chris Rankin Mercola Douglas Glynn Cavell</p> <p>Minutes taken by: John Robinson/Bill Arnold</p>	<p>Authority Associate Member of APHA, Chairman Acting Company Secretary, Manchester Port Health Authority Medway and Chatham States of Guernsey States of Guernsey Hull & Goole Port Health Authority, Under Secretary APHA Manchester Port Health Authority Mersey Port Health Authority Southampton Port Health Authority Southampton Port Health Authority</p> <p>North Tyneside Port Health Authority</p> <p>Overview and Scrutiny Committee Manchester PHA, Chairman of Overview & Scrutiny Swansea Bay Port Health Authority Highland Council Swansea Bay PHA & Overview & Scrutiny member Associate Member & Secretary Overview & Scrutiny Committee Belfast Port Health Authority</p> <p>Mersey Port Health Authority Mersey Port Health Authority Mersey Port Health Authority</p>	<p>PMc JR DC TC VC LD AB RA JRay SW GB</p> <p>KM JL SH BA GG DMc</p> <p>CR MD GC</p>
EB 15/38 Apologies for Absence		Person Responsible
<p>Cllr John Warman Cllr Jeffrey Dudgeon Cllr Paul Kimber Brian Lawrie</p>	<p>Swansea Bay PHA & Vice-Chair Executive Board City of Belfast, Belfast Port Health Authority Weymouth PHA South Ayrshire Council</p>	
EB 15/39 Minutes of Previous Meeting 15 July 2015		Person Responsible
<p>PMc called for minutes to be accepted. KM proposed. SH seconded. MD objected to 15/35. Meeting decided to note comment, minutes stand.</p>		
EB 15/40 Matters arising from the Minutes not in Agenda		Person Responsible
<p>15/36 Appointment of the National Environmental Health Board – appeal to be raised on website for volunteer. Norovirus guidelines:- SW arranged meeting at Southampton. Item under AOB. Appeal to go out via website.</p>		JR



EB 15/41 Minutes of Overview & Scrutiny Committee Meeting	Person Responsible
<p>BA highlighted the sections of the minutes most relevant to this meeting. 15/22 & 15/25:</p> <ul style="list-style-type: none"> - Concern about conference expenditure 2015 and available balances to secure the new post considered essential in allowing APHA to develop and remain fit for purpose. - Concerned that Executive members continue straying from the agreed Operating Arrangements. Not enough deadlines for agreed actions. Overview and Scrutiny would remind everyone that the OA's had been designed for a specific purpose. Further example: Montenegro Report. No sign of documents on website. SW insisted they had been forwarded to APHA admin. JR to confirm. <p>DMc & BA agreed to finalise the job description and report to Board members in advance of the next meeting.</p>	JR
EB15/42 APHA Accounts – Update and Position	Person Responsible
<p>JR outlined the APHA accounts. Since the previous meeting on the 15 July 2015, members of the Executive and Overview and Scrutiny Committee have received monthly itemised accounts. This was part of the Chairman's strategy of openness and transparency. The current account balance at 28 October 2015 stood at £58,948.05. JR advised meeting some outstanding expenditure will reduce this below £50,000. With further expenditure due to the recent APHA conference. PMc asked when APHA could expect to see the expenditure and accounts completed by Mersey PHA. CR indicated the 30 days' notice on invoices was nearly up and further said he did not realise the urgency in collecting revenue from the APHA conference and quoted insufficient instructions given by Company Secretary.</p> <ul style="list-style-type: none"> a) Ship San Accounts – JR produced a report from Andrea Smith who had been working with Ship San on the contract between themselves and APHA. Cornwall had been managing this but with the retirement of Gary Cooper, responsibility has now passed to APHA Admin in Manchester. APHA is responsible for the delivery of actions under work package 2: The total budget allocated to APHA to carry out the requirements of the project is 43,825 euros. Two instalments have been paid into the Falmouth account. A third payment is outstanding. From the estimate of the work undertaken it appears APHA are on budget for the delivery of this project. There remains £2,000 in the APHA account for work to be completed, before the release of the third instalment of money from Ship San. Andrea has indicated she would like to see this project through to completion in October 2016. b) VAT – JR had to inform the meeting that APHA had not paid any VAT since December 2014. Reasons unknown. Situation under control. VAT office contacted. Further information to follow. 	<p>AJS</p> <p>JR</p>
EB15/43 APHA Conference 2015, Feedback and Accounts	Person Responsible
<p>MD produced a detailed evaluation report post conference. Expressed many challenges and difficulties faced. Gave a number of recommendations to APHA. Information feedback. Success with sponsorship can confirm £12,000 net profit for APHA but still in process of obtaining revenue. Once completed, monies would be forwarded to APHA. It was never made clear what the revenue would be used for within APHA. There were 20 outstanding invoices to be collected as of 28/10/15.</p> <p>JR reminded meeting Mersey had requested and been given permission to manage the conference accounts at the 15 January 2015 meeting. Minutes reflect this and written by MD. VC made reference to Guernsey conference in 2011. Gave a spreadsheet to APHA, who then issued invoices and controlled the accounts. Not good practice if APHA not in charge of</p>	



<p>its own accounts. The Executive Board needs to know how much money coming in. VC also concerned that only ten Port Health Authorities were represented at the last conference. SW thanked Mersey Port Health Authority, noted difficulties encountered and confirmed that Mersey remains a major player within APHA. Looks good going forward. CR, Mersey had provided £9,000 by way of sponsorship, booking of delegates and hospitality. RA brought to the attention of the meeting the conduct of the Company Secretary. He thought JR had upset his own staff, hotel staff, and delegates with a bad attitude towards the conference. No sign of the accounts completed yet. Mersey reminded by PMc, APHA running out of money before March 2016.</p>	
<p>EB15/44 APHA Conference preparations 2016</p>	<p>Person Responsible</p>
<p>SW produced a report of the proposed 2016 conference and suggested the theme: Widening Horizons. She asked the meeting for direction with duration of conference.</p> <ol style="list-style-type: none"> 1. Should conference be one day of presentations with the AGM held at a separate event or the evening before? 2. Should conference be one and a half days of presentations with the AGM held before or after the presentations? <p>A lively debate ensued. RA thought one and a half day conference was adequate. JRay agreed.</p> <p>JR: people want value for money. Unlikely to come for half a day. Would prefer AGM to be held in the evening of first night. TC: need to provide training for officers, the work of the Operational Board has highlighted this.</p> <p>Budget setting, move towards shorter courses, paper already produced.</p> <p>MD: need for steering group. This year seen as a dictatorship feel through the conference.</p> <p>VC: wanted a return to old regime of a conference steering committee. All agreed.</p> <p>JR contacted Ivan Bratty during the meeting. He agreed to assist the Steering Group and, as he is in Southampton over the 2 days following this meeting, asked if SW would contact him to discuss initial requirements.</p> <p>GG observed last conference had attracted 120 delegates, but only ten ports represented. With one and a half days, no one will send people for three hours. RA wanted a move toward a bi-annual conference after 2016.</p> <p>LD: can we not wait until after the Southampton conference before deciding about 2017 conference. Agreed by meeting.</p>	<p>IB/SW</p>
<p>EB15/45 APHA Administration, 12 months on</p>	<p>Person Responsible</p>
<p>JR reminded the meeting that it was 12 months since the previous Chairman of Manchester had volunteered Manchester to become the administrator for APHA. JR asked LD if he remembered that he was Hugh Barrett's first choice not Manchester. LD remembered and concurred.</p> <p>Therefore on return to office, JR held a staff meeting to outline the proposals. Advised, this could not be achieved without the cooperation of staff. Duties outside the contract for Manchester PHA employees. Staff agreed to undertake these duties on the understanding operational procedures and rules for the organisation would be introduced. Therefore new financial operational procedures, accepted at recent AGM, have been introduced. This is the first time in memory that financial arrangements now in writing. Rules of the Association, already exist. JR promised to reinforce those with repeated messages to the membership. Been in force since 1989.</p> <p>Manchester had therefore taken responsibility for the APHA administration since October 2014. Now APHA was more visible and approachable to the membership.</p> <p>From May 2015, Manchester was asked to make arrangements to handle the APHA accounts. It took until the July 2015 meeting for the accounts to be reconciled and whilst there is still work to be undertaken, JR thought process well under way and that Manchester</p>	



<p>would be in a position to handle the APHA accounts in 2016 for the conference. With regard to the conference, the Conference Protocol was a document produced this year to assist with conference preparation incorporating the rules already existing in the Articles of Association. Trying to manage the conference arrangements on top of the APHA administration proved very daunting for the company secretary. Advice, encouragements, recommendations and then finally instructions had been offered to Mersey Port Health. Most of this had been ignored, even ignoring the wishes of the Overview and Scrutiny Committee and the Chairman of APHA. JR gave the example of the printing costs for conference. The folder was not produced as a generic folder that could be used again by APHA in Southampton. A sad waste of money.</p> <p>Andrea had taken on the role of editor of the newsletter and website. Meeting advised Andrea would be on maternity leave for nine months minimum in 2016. Staff reduced, so membership be advised help is required to fulfil APHA duties. On the same theme. Manchester firstly agreed to undertake the Administration and now from June the accounts. In the scheme of things Manchester have separated Administration/Accounts from the operational and do not have the resources to manage the technical side of APHA on top of Admin and Accounts. A solution needs to be found quickly.</p> <p><u>VC proposed that an individual from the APHA Executive should represent the Executive and report back to the Board on the Conference Steering Group. VC volunteered to undertake this. All agreed.</u></p>	VC
EB15/46 The APHA Business Plan	Person Responsible
<p>The Executive were reminded that the APHA Business Plan had been introduced at the AGM by Drew McClenaghan. A number of objective for achievement in 2016 were introduced by DMc. These included effective governance arrangements, effective intelligence and communication, introduce training and development to meet competency requirements. Finally the building of effective partnerships to improve influence and representation of the Association. PMc added he had idea to engage with politicians in the House of Parliament to highlight the role of APHA. Will follow this up next week. DMc was thanked for his presentation and Overview and Scrutiny will monitor the achievements of the objectives for APHA.</p>	
EB15/47 Any Other Business	Person Responsible
<p>A report of a meeting held at Southampton on Norovirus was reported by VC. As a result of meeting agreed the Guidance for the Management of Norovirus Infection on Cruise Ships needed to be updated.</p> <p>APHA to lead the review of the 'Guidance for the Management of Norovirus Infection on Cruise Ships.</p> <p>Meeting closed 15:00 Next meeting Liverpool Town Hall. On 20 January 2016 at 12 noon.</p>	

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB16 05
Person Responsible:	John Robinson
Title:	Discussion Papers from the Overview & Scrutiny Committee (O&S)
Reference Documents:	16 05 (01)(02)(03)

Summary:

1. Business Planning 2016 – Members of the APHA Executive will be aware that at the meeting of the 28 October 2015, a Business Plan was submitted by the O&S committee. This first discussion paper is a follow up and is intended to take matters further, with hopefully various elements adopted by individual members of the APHA Executive or the O&S committee.
2. Appendix 1 - Job description for the Business support Officer/Technical officer. The O&S committee volunteered to produce a job description for the above post. This is offered to the APHA Executive for discussion and hopeful adoption at this meeting.
3. Membership of APHA – Why bother? The third discussion document evolved out of the Business Plan and it is hoped to develop this into a flyer to existing members and lapsed members in the next few weeks. The Acting Company Secretary will insert the fees currently paid to the various levels of membership for a decision on subscriptions for 2016. Invoices to be issued during February, payable 1st April 2016.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	20/01/16	JR

EB16/05 (01) Discussion paper for the Executive Board meeting in January 2016

Business Planning 2016

1.0 Introduction

1.1 The O&S Committee drew up the Business Plan adopted by the Executive Board identifying operational improvements to be implemented by year end. The Executive agreed in October that all items on the Business Plan should be completed by then.

1.2 Major improvements identified in the Business Plan include:

Communication with members,
Streamlining the technical committee structures to improve attendance:
Provision of quality training, and
Re-establishing APHA as the authoritative voice on port health issues in the UK

1.3 All can be achieved by the combined efforts of:

Allowing the Operational Board a free hand to design / implement training modules

Appointing someone to the new Technical/Business Improvement Officer Post incl. re-engaging with lapsed member Authorities & officers.

Co-ordinating the PLaN contribution to communications and training provision

Redefining meetings of the Technical Committees. After the experiences with the proposed face to face meeting in London, with only six definite starters, the Executive should consider whether technical meetings are going to be better served on occasion by 'GoToMeeting.co.uk'.

Working with Parliamentary Port Health Champions across the UK administrations.

1.4 O&S has responsibility under the Operating Arrangements to co-ordinate PLaN activities.

1.5 APHA needs to focus on providing the required level of service to its existing member groups and then to grow the membership.

In securing a more stable and resilient future for the Association, we therefore re-iterate past comments and offer suggestions to the Board in assisting the admin team regarding:

1. **New APHA post**
2. **Operational Board**
3. **Company Secretary**
4. **APHA Champions**
5. **PLaN Groups**
6. **Membership fees 2016.17**
7. **Administration**

1. New APHA post - Technical Operations Assistant

O&S are very disappointed that no draft job description was available to the Executive for consideration by April 2015. The delay since January last must not continue and O&S expect that an appointment will be made in February/March 2016.

Responsible to the Company Secretary, the post inevitably will be part time and should be for an initial fixed term allowing review at the Conference 2016.

Technical matters, including responses to technical enquiries & consultations, should remain with the Under Secretaries.

The Executive Board may wish to consider an element of performance related pay built into this appointment, say for recruitment success, organising external meeting, engagement with members, bringing in money to the association.

The post should initially be until September 2016 when it will subject to review and possible extension.

The job description etc at Appendix 1 is offered for consideration by the Executive:

2. Operational Board (OB)

2.1 O&S remains supportive of the OB. It welcomes its progress to date, and recognises their obvious enthusiasm.

GoToMeeting used at the October OB worked well and this format appears more appropriate and cost effective.

2.2 The Executive Board must provide sufficient resource to ensure that the OB's work bears fruit. It would be unreasonable to expect members of the OB to produce complete training packages, so it is likely that when the OB produces the key elements of the package, the actual course development could be achieved by contractors or by the Under Secretaries.

3. Company Secretary

3.1 O&S advised the Executive some months ago that it is inappropriate that the Company Secretary should take notes at Executive Board meetings in preparation of the minutes.

Following the report given by JR at the last Exec Board about '*Admin arrangement 1 year on*' an improved system of recording minutes will assist him - a rotational volunteer or tape recorder will assist.

3.2 It was agreed at the October Exec Board meeting that a Working Group assisted by Ivan Bratty is convened to organise the 2016 Conference. O&S is disappointed that no contact has been made with Ivan to progress arrangements.

3.3 The Company Secretary should be freed from involvement in such organisational detail to concentrate on overseeing development of other APHA matters and monitoring finances.

4. PLaN Groups:

4.1 AM has spoken with PHOs in Northern Ireland about PLaN group arrangements - once subscription fees have been agreed by the Executive Board progress can be made in setting up the NI/ Ireland PLaN Group.

- 4.2** O&S needs a completed PLaN Group contact list from APHA Admin to contact Secretaries. APHA can make up to £500 p.a available to PLaN groups. To help with booking venues, food, external speakers. This area of APHA work, may well be the most crucial in the next couple of years. We need to nurture & coordinate PLAN Groups. Relevance of PLaNs will be determined by the cost of membership-v-what members gain from participation.
- 4.3** PLaN representation at Technical Committees was considered in the draft Communications Strategy. 'GoToMeeting' has superseded this as the best way forward to secure good communication. Responding to austerity measures, this protocol should alleviate problematic LA expenses in attending meetings.
- 4.4** If training sessions at Tech Committees continue, perhaps PLaN Groups could be convened at the same time as the Committees to gain a wider audience.

The Operational Board and the Under Secretaries should consider this and present a joint report to next Executive Board meeting. The use of "Go to Meeting" may not provide for a large enough number of video participants. If this is the case, then an alternative solution should be sought.

5. APHA Champions

APHA Champions are needed in both Houses of Parliament and at devolved Administrations. The Chairman has already made an approach to Dame May Blood who is receptive to the idea and wants further information about APHA.

JR has the information used at the 2014 Conference in London when we addressed MPs.

We suggest that APHA details all the various work streams collectively known as 'port health' emphasising our Civil Contingency role in Border Control - Foot & Mouth and Norovirus outbreaks being examples where our input can save money compared to the disastrous consequences were we not present. The Ebola controls is an example where we prevailed eventually over other agencies needlessly interfering in trading patterns ignoring the actual risk posed.

6. Membership fees 2016.17

This is subject to a separate paper prepared by the Acting Company Secretary. However, O&S would raise the following issues and calls upon the Executive to make decision in January:

- a) Taster membership:** O&S considers that APHA must market the Association at every opportunity and prove its fitness for purpose to the lapsed membership. It calls on the Executive to reconsider this matter when deciding on its marketing strategy. Aggressive marketing should only take place when we have more to offer prospective members. The marketing strategy, should be prepared by the Business Improvement Officer & the Company Secretary for agreement by the Executive Board
- b) Current fees:** Were communicated far too late in 2015. A schedule of fees for 2016.17, together with a benefits package, needs to be set in January for each membership category and communicated to potential members ASAP after the Board meeting so that Authorities and individual members know fees & benefits well in advance of setting their budgets for 2016.17.
- c)** APHA Admin has a list of members and non member Authorities. Discounting the very small sea & airports which are unlikely to join the Association at corporate rates, the current list of members remains alarming so far as this category of membership is concerned The

Business Improvement Officer will have responsibility for contacting lapsed and potential new corporate members if the job description is agreed

- d) Marketing APHA generally has to be improved and suggested strategies are already included in Operating Arrangements Appendix 12 as follows:

2.8.2 Marketing

It is essential that APHA maximises potential income and publicity at every opportunity.

- *Membership renewal invoices will be issued immediately following the Executive Board meeting in January of each year to allow for budget commitment by member Authorities.*
- *A list of member Authorities, lapsed Authorities, PLaN and Associate members will be maintained by the Administration Team and will be reviewed by the Executive Board annually when setting membership fees for the next financial year.*
- *The job description for the new part time post will include marketing the Association and liaising with dissenting Authorities with a view to renewal of membership.*
- *Promoting the availability for commerce to have stands at Conference will be the joint responsibility of the Business Improvement Officer, Administration Team & officers of the host Authority who will jointly report developments and associated charges & costs to the Executive Board for ratification in a timely manner.*
- *Integral to the Business Plan, the Executive Board will consider promoting the sale of Association memorabilia together with providing advertising links on the web site to raise income.*

- e) O&S suggests that a radical change to membership fees is needed given the expected incremental impact of austerity measures on local & port health authorities in the next financial year. For example at the last All Wales PLAN meeting, Flint, Anglesey, Newport and Milford stated they can't afford to rejoin - Milford are already banned from photocopying!

It is suggested that Corporate fees remain unchanged at £1000 with fees for PLaN membership per Officer/Authority and for the other membership categories. This should be decided by the Executive subject to the budget presentations. However, this could potentially have a major impact on income and should be thought through very carefully.

In considering whether these figures (or any alternative schedule of fees proposed by the Company Secretary) are realistic, the Executive should determine how many Corporate and other members are required to maintain a sufficient level of income to provide a service that is fit for purpose.

- f) The following associated levels of access to membership benefits have also to be considered in setting subscription fees:

Web site areas

Free training provision

CPD receipt from Tech Committees, PLaN meetings & training sessions

- g) O&S will produce a marketing leaflet/flyer for use in communications and for general marketing activities.

EB16/05 (02) Overview & Scrutiny Committee 6th January 2016

Appendix 1: Business Improvement Officer/Technical Officer

Main purpose of the post

- Responsible through the Company Secretary to the Executive Board for the improvement of the Association's business.
- To be one of the main drivers of the aims and objectives and Annual Business Plan of the Association in accordance with and reinforcing where necessary the organisation's Articles of Association and Operating Arrangements.
- To ensure that all duties and tasks assigned to the post holder are performed in accordance with specified time and quality targets.

Remuneration

A salary circa £15,000 should be offered to the successful candidate requiring approx. 15 hours per week - the hours to suit both the candidate and the Association. All reasonable expenses, agreed with the company secretary will be paid, to a maximum of £5,000.

Qualifications

A recognised qualification in a relevant subject such as a business discipline, marketing, environmental health and/or relevant experience.

Experience

Ideally, the post holder will have operational experience in a range of port health-associated functions including management and / or marketing experience; and compiling / delivering reports to policy makers. The post holder, working from home, will be required to analyse research undertaken by the Association and ensure that Member recommendations approved by the Executive Board are implemented.

Summary of main responsibilities and Personal Duties

1. To formulate and co-ordinate APHA's marketing and publicity strategy to include membership recruitment and re-engagement with lapsed Members.
2. To contribute to and collate the Annual Business Plan and to assist the Executive Board in achieving its objectives.
3. To assist the co-ordination of training programmes specified by the Operational Board, Under Secretaries and PLaN groups.
4. Responsibility for streamlining means of communication to optimise attendance at Technical Committee meetings and PLaN groups and training sessions.
5. To ensure effective communication with all members and outside bodies including elected members and Parliamentary Champions across the UK administrations.
6. To co-ordinate APHA representation on outside bodies and to ensure that adequate feedback is provided and published.

7. To work with the Company Secretary, Admin Team and Webmaster to obtain revenue from advertising space and sale of APHA memorabilia.
8. To liaise with the Conference host authority regarding marketing and sponsorship and to ensure that the Admin Team present accounts at the appropriate time.
9. To liaise with universities regarding the annual John Craigs Student Award and to promote APHA and Port Health within those establishments.
10. To report progress of the Business Plan and other activities at each meeting of the Executive by means of a written report or attendance when required by the Executive Board.
11. To undertake such other relevant duties as may, from time to time, be required.

EB16/05 (03) Discussion paper January 2016: Membership of APHA - Why bother?

1.0 Introduction

1.1 APHA represents the interests of port health authorities throughout the UK in the same way as other bodies represent local authorities throughout the devolved administrations. It promotes the port health service and enables member authorities to participate in framing national policy required to be implemented at all sea and air ports.

1.2 APHA's primary purposes are to promote better environmental & public health, food safety and emergency planning at our borders; and to support authorities in the development of policies and priorities which will improve those relevant public services.

1.3 As the lead voice championing port health, APHA provides a clear political interface with HM Government, devolved administrations and other bodies such as the World Health Organisation and the EU (inc the Shipsan, Airsan and Single Window projects).

1.4 Each Corporate member Authority has the opportunity to be elected to the Executive Board - the sovereign body of the Association dealing with the appointment of officers, constitutional, policy and business issues.

1.5 Active membership by individual member Authorities ensures that their service provision remains relevant, contemporary and fit for purpose - at a time of emergent new diseases; increased bio and other security threats; and continued austerity limiting operational capability, it is imperative to support elected members and officers delivering the service.

Elected members rely on best practice amongst their officers and require sound advice from them to make well informed policy decisions.

No officers can work in splendid isolation and maintain their requisite skill sets and competencies. Accordingly, without APHA support no elected members can be positive that they make sound policy judgements in maintaining these front line services as fit for purpose.

It cannot be emphasised too strongly the inevitable impact on the quality of service provision if such financial short sightedness, failing to support front line service, in not participating fully in APHA both locally and on a national basis.

2.0 What does APHA OFFER?

- A national network for elected members and officers supporting their responsibilities in delivering a port health service locally
- A leading voice on behalf of the port health community at national and international level
- Influence with Governmental departments & agencies. Norovirus and other guidance; the Ebola outbreak experience; and the inception of the Single Window are most recent examples where the Association has been involved.
- Co-ordinated data collection and response to consultations, draft legislation and working practices on behalf of the service providers - the MOU with MCGA / Public Health and negotiating the draft 'Travel Regs' being examples.
- A national handbook referencing sea & airport PHAs together with details of relevant legislation
- A web site providing similar information and offering additional levels of access for members
- Co-ordinated training for officers offering CPD opportunities

- Technical Committees for officers also affording them CPD opportunities
- A localised network, the PLaN Groups, for those officers unable to attend Technical and other meetings organised nationally.
- An annual conference affording the opportunity to network with fellow elected representatives and officers in discussing current environmental & public health issues that are 'port health'.
- A network for ensuring consistency (e.g. ship sanitation charges).
- Agreeing 'Best Practice' standards in service provision.
- Responding to officer training needs, the APHA 'Operational Board' is arranging a co-ordinated training package for 2016/17.

3.0 List of current members

Required from APHA Admin

4.0 List of potential members

Required from APHA Admin

5.0 What are the current costs of membership

5.1 There is a range of membership opportunities for those with an interest in port health provision:

Corporate	£1000, plus VAT
PLaN	£342, plus VAT
Associate	£ as per individual circumstances
International	£500 nominal, no VAT

6.0 Recommended schedule of fees for 2016.17

6.1 Given the incremental austerity effecting LG finances it can be expected that membership of outside bodies such as APHA will be even more closely scrutinised at budget rounds for the next financial year. It is therefore prudent for the Executive Board to review membership fees at this meeting. A realistic balance must be agreed affording sufficient income to provide the staffing and other overheads in delivering services required of APHA.

6.2	Corporate	£	} Decision required by Executive Board
	PLaN	£	
	Associate	£	
	International	£	

5.2 Furthermore, in responding to the current austerity measures being undertaken by potential Corporate members, the additional schedule of fees is offered for consideration in relation to smaller sea & air ports:

Corporate (small sea ports with under 500 ship arrivals annually)	£500
Corporate (small air ports with under 500 aircraft arrivals annually)	£500

7.0 Potential income & estimated expenditure 2016.17

This is detailed in the separate budget report by the Acting Company Secretary.

8.0 This paper should be read in conjunction with the discussion paper dated 6th January presented by the Overview & Scrutiny Committee.

9.0 Recommendation

- 9.1** It is recommended that 2 promotional flyers are decided upon by the Executive Board - the first to existing members, the second to lapsed & non-members.
- 9.2** It is further recommended that the promotional text above is used (as previously agreed by the Board) to form the flyers to each elected representative of local authorities, HM Government and devolved administrations especially those having sea and/or air ports in their area.

Prepared by Bill Arnold and Drew McClenaghan

11th January 2016

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB16 06
Person Responsible:	Gill Morgan, Swansea Bay PHA
Title:	Verbal Report by the Chairman of the Operational Board
Reference Documents:	16 06

Summary:

APHA Executive members will recall with the creation of the Operational Board (OB), an invitation to the Chairman of that Board, to join the APHA Executive was made.

The first Chairman of the (OB) is Gill Morgan and Gill will brief the APHA Executive on developments undertaken of the (OB) recently.

These include the following:-

1. Looking at training for Port Health already available.
2. Content of first modules for online training.
3. Way forward to actually produce training modules, probably by way of a webinar, including who has technical expertise.
4. Invigorating technical committee and attendance.
5. Importance of appointment of technical officer.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	20/01/16	GM

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB16 07
Person Responsible:	Councillor Ron Abbey
Title:	APHA Conference Accounts 2015 – Finalisation of the accounts.
Reference Documents:	16 07

Summary:

APHA Executive members will recall from the last meeting, that £20,000 was still outstanding from receipts of the APHA conference. Since then Mersey PHA have recovered most of this money.

By the end of November, the APHA accounts had dwindled below £24,000 in making payments for the hotel, meals, equipment and speakers. (The Acting Company Secretary will have a complete breakdown of the expenditure endured by APHA for the conference at the meeting).

Following a suggestion by the office manager and then a letter to the Chairman of Mersey PHA for an interim payment. APHA received on the 19 December a payment of £29,340 as a down-payment for the proceeds of conference from Mersey PHA.

By the first week in January, the APHA contribution to the conference had risen to £29,968.41 and there is still one invoice outstanding for £3,768.00. From further information received by Mr Rankin, there is still £5,703 in delegate costs, plus £2,500 in sponsorship fees, making £8,203.00 still to be forwarded to APHA.

Therefore, if you add £8,203 to the £29,340, that makes a contribution of £37,543.00 from Mersey PH.

Now, if you subtract the £33,736.41 from the £37,543.00 that shows a net profit of £3,806.59 for the 2015 Mersey conference.

Members will recall and it is minuted from the last meeting that all three Mersey representatives at that meeting, all stated there would be £12,000 net profit resulting from the conference. It is hoped Councillor Abbey can provide that money and make payments necessary to APHA.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	20/01/16	RA

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB16/08
Person Responsible:	John Robinson
Title:	The APHA accounts, including the budget 2015-2016
Reference Documents:	16 08

Summary:

The Acting Company Secretary will be presenting the latest APHA accounts at the meeting, as of the 19 January 2016.

To aid deliberations with other elements of the agenda, the rudimentary APHA budget from 2015, created after the first conference profit projections from Mersey PHA, are included with these papers.

This should assist APHA Executive members with decision making on subscriptions for 2016 and the possible appointment of a technical officer for APHA.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	20/01/16	JR

EB16/08 APHA Budget

Expenditure

Xeno Solutions - webmaster	12,480.00
Manchester including accounts	14,000.00
NPLaN x6 = £500	3,000.00
Hosting meetings in London at UJC	
£150 x 3 Union Jack Club	
Room £450	750.00
Buffet £300	
Expenses for attending meetings, (internal & external)	2,000.00
	32,230.00

Income

Potentially 47 members (Corp & PLaN)	44,000.00
Conference Income predicted	6,000.00
	50,000.00
Less Expenditure	50,000.00
	-
	32,230.00
	<u>17,770.00</u>
Bank balance as at 28/07/15	69,886.53

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB16/09
Person Responsible:	John Robinson
Title:	APHA Administration
Reference Documents:	16 09

Summary:

The APHA administration activities since the last APHA Executive meeting in October 2015.

The Acting Company Secretary at the last meeting gave a comprehensive breakdown of the activities of the APHA admin in the 12 months since Manchester PHA had taken on this role. (that was EB15/45)

The work continues to be challenging and a full report on ship san will be given at the meeting.

In addition, activity had taken place with the nominet appeal and a full report will be given at the meeting.

Interest in the workload of the webmaster was mentioned and discussed at a 'Goto Meeting' event in the Autumn. A complete breakdown of the webmasters duties will be available at the meeting.

The APHA newsletter needs a new editor, Manchester in the absence of Andrea cannot provide this role, as well as maintaining existing workloads.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	20/01/16	JR



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB16/10
Person Responsible:	Lawrie Dettman, Under Secretary for Environmental Health and Hygiene
Title:	Ship Sanitation Charges for 2016
Reference Documents:	16 10

Summary:

Every year, APHA is invited to set the UK ship sanitation charge for the forthcoming year 2016.

Under normal circumstances this would be deliberated at a technical committee meeting. In view of the fact these are currently not taking place, the under-secretary has offered these revised figures, for the APHA Executive to consider, showing a nominal 1% increase.

Members are asked to consider these figures and decide on the charges to become effective from the 1st April 2016.

Gross Tonnage	Minimum Charge
Up to 1,000	£77:00
1001 – 3,000	£113.00
3001 – 10,000	£174.00
10,001 – 20,000	£230.00
20,001 – 30,000	£293.00
Over 30,000	£348.00
Vessels with the capacity to carry 50 – 1,000 persons	£348.00
Vessels with the capacity to carry over 1,000 persons	£601.00
Extensions	£50.00

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	20/01/16	JR



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB16/11
Person Responsible:	Pat McCarthy
Title:	Date and Time of next meeting
Reference Documents:	16/11

Summary:

Date: Wednesday, 20 April 2016
Venue: Union Jack Club, London
Time: 12 O'clock

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	20/01/16	JR