

## Minutes of the APHA Executive Board Meeting Wednesday, 20 January 2016, Liverpool Town Hall

<b>EB 16/01 List of Attendees</b>		Person Responsible
<p><b>List of Attendees:</b>            Pat McCarthy            John Robinson            Lynnette Crossley            Cllr J Wolfson            Val Cameron            Laurence Dettman            Cllr Ron Abbey            Mercola Douglas            Chris Rankin            Gill Morgan            Brian Lawrie            Geoffrey Dudgeon            Cllr John Warman            Cllr Keith Morley</p> <p>Minutes taken by: John Robinson</p>	<p><b>Authority</b>            Associate Member of APHA, Chairman            Director, Manchester Port Health Authority            Manchester Port Health Authority            Mersey Port Health Authority            States of Guernsey            Hull &amp; Goole Port Health Authority, Under Secretary APHA            Mersey Port Health Authority            Mersey Port Health Authority            Mersey Port Health Authority            Swansea Bay Port Health Authority            South Ayrshire Council            City of Belfast            Swansea Bay PHA &amp; Vice-Chair Executive Board            Manchester PHA, Chairman of Overview &amp; Scrutiny</p> <p>Manchester Port Health Authority</p>	<p>PMc            JR            LC            JW            VC            LD            RA            MD            CR            GM            BL            GD            JW            KM</p>
<b>EB 16/02 Apologies for Absence</b>		Person Responsible
<p>Cllr D Carr            Cllr G Bell            Sandra Westacott            Cllr J Rayment            Cllr Adrian Brocklehurst</p>	<p>River Medway            North Tyneside Port Health Authority            Southampton Port Health Authority            Southampton Port Health Authority            Manchester Port Health Authority</p>	
<b>EB 16/03 Minutes of Previous Meeting 28 October 2015</b>		Person Responsible
<p>The Chairman announced that new technology was being trialled with a recording device today. Would members identify themselves before speaking.            PMc asked for minutes to be accepted and asked for a proposer: RA seconded by KM.</p>		
<b>EB 16/04 Matters arising from the Minutes not in Agenda</b>		Person Responsible
<p>None raised.</p>		
<b>EB 16/05 Discussion papers from the Overview &amp; Scrutiny Committee</b>		Person Responsible
<p>1. Business Planning 2016            2. Appointment of Business Improvement Officer/Technical Officer            3. Membership of APHA – why bother?</p> <p>Cllr Keith Morley, Chairman of the O&amp;S committee outlined all three discussion papers and asked for comment from the APHA Executive.            LD suggested items should be deferred until the end of the agenda, due to some very important items needing to be considered beforehand, which would assist with decision making. All agreed to defer these items.</p>		

<b>EB 16/06</b>	<b>Verbal Report from Gill Morgan, Chairman of the Operational Board on development within the Operation Board</b>	Person Responsible
<p>GM outlined the nature of the work of her committee with particular emphasis on training. They had looked at what training was already available and discussed gaps in the market. Wanted to develop e-learning courses. Need to work with Mark Longstaff, webmaster for APHA to develop these. Touched on APHA Admin in Manchester. OB thought it vital to appoint technical support officer without delay. Way forward seemed to be develop training where required. Under consideration now.</p> <p>PMc: weakness of APHA is reliance on volunteers to undertake work on behalf of APHA.</p> <p>RA: Mersey had developed training programmes. They had strengthened their training programmes.</p> <p>JR: Thanked Gill Morgan, work much appreciated by the APHA Executive.</p>		
<b>EB 16/07</b>	<b>APHA Conference Accounts 2015</b>	Person Responsible
<p>MD indicated some income still not collected. Therefore accounts still not completed.</p> <p>VC: Heard from her officer that conference was excellent. Wanted it minuting. Also to draw a line under this. This was 2015 conference, we are in 2016 now.</p> <p>LD: What is the bottom line with the figures? Hard APHA not had right protocols in place. Move on.</p> <p>RA: Outstanding debts of £4,637. Bringing in a reduced profit forecast of £10,114.00.</p> <p><u>VC &amp; LD: APHA Admin to come back to next meeting with final figures and bottomline. All agreed.</u></p> <p>CR: Asked had APHA not received final figures from Mersey PHA. Forwarded night before meeting. JR: Thought it a little difficult to understand in such a short time scale before meeting.</p> <p>VC: Thought it appropriate to raise progress with 2016 conference. Needed to know delegate rates.</p> <p>RA: Had conversation with SW.</p> <p>JR: APHA now has a conference protocol. By that timetable there, we are six months behind schedule. Decision on viability of conference needs to be made.</p> <p>LD: In understanding the difficulty APHA is in this year, with only ten ports involved last year, what is the value of conference?</p> <p>RA: Proposed that the Chairman contacts Southampton to ask for report on progress for conference.</p> <p>LD: Contact Southampton. Ask the questions that need to be satisfied. Ivan Bratty to be contacted.</p> <p>PMc: I will ask SW for report by end of next week. Circulate round. Weigh up the risks. Then make a decision on 2016 Conference. Delegated to Chairman.</p>		
<b>EB 16/08</b>	<b>The APHA Accounts including the APHA budget 2015-2016</b>	Person Responsible
<p>JR outlined the amount of money in the APHA account. Explained after paying invoices for the 2015 APHA conference, balance in December was less than £25,000. Thanks to initiative by Office Manager, Yvonne Graham, supported by letter from the Chairman, an interim down payment was received from Mersey Port Health by APHA on the 19 December 2015 of £29,340. There is still an amount outstanding in excess of £5,700 to come. Will bring final figures to next meeting in April.</p>		
<b>EB 16/09</b>	<b>The APHA Administration Activities since October 2015</b>	Person Responsible
<p>JR brought to the meeting a number of topics for the consideration of the APHA Executive. These included Ship San, Nominet, APHA handbook 2016, Companies House provisions.</p> <p><u>Decisions taken on all elements. Ongoing for next meeting by JR.</u></p>		

<b>EB 16/10 Ship Sanitation Charges for 2016</b>	Person Responsible
<p>LD introduced this item and had increased potential charges in tune with inflation and cost accounting measures. JR asked for a pragmatic rounding up/down on figures. Read out suggestions. Agreed by meeting. Accepted. Publish for members asap.</p>	
<b>EB 16/05 Discussion Papers from the Overview and Scrutiny Committee</b>	Person Responsible
<p><u>Appointment of Business Improvement Officer/Technical Officer</u>  Return to earlier agenda item. PMc: thought APHA could not afford to do this.  JD: Would successful candidate be self-employed or a contractor? Figures quoted £15,000 salary; max of £5,000 expenses.  LD: Hoped members could see reason for delay with this item. APHA relies too much on volunteers. We had an employee Simone who became the lynch pin for everything. Never replaced. LD agreed with Chairman.  BL: Using Scottish model. Two years ago, develop on element of performance related pay. 12 month rolling contract, with performance related pay. Need for time sheets/work stream accountability/to report to every executive meeting. To become as sitting agenda item.  JR: Welcomed progress. Ask O&amp;S to tighten JD and introduce performance related element.</p> <p><u>Returned to Business Plan:</u> JR, reminded people that O&amp;S wanted members of APHA Executive to adopt an element and run with this to make business plan work. Will make available via APHA Admin.</p> <p><u>Membership of APHA – why bother?</u>  After a general discussion. It was not thought practical to introduce some of the changes sought by members of O&amp;S.  PMc: Asked for agreement that APHA hold the subscription rate at present level for next year 2016. All agreed. Wanted new invoices issued in February with covering letter, information on figures to be posted in newsletter and website.</p> <p><u>Meeting closed at 3:30:</u> Pat McCarthy thanked Mersey Port Health for hosting meeting and said next meeting to be held at the Union Jack Club in London, on Wednesday the 20<sup>th</sup> April 2016, starting at 12 noon.</p>	