

AGENDA FOR THE 20TH APRIL 2016 MEETING OF THE APHA EXECUTIVE BOARD

EB 16/06 MEMBERS PRESENT.

EB 16/07 APOLOGIES FOR ABSENCE.

EB 16/08 MINUTES OF THE MEETING OF THE 20 JANUARY 2016. Matters arising.

EB 16/09 MINUTES OF THE OVERVIEW AND SCRUTINY COMMITTEE 17 FEBRUARY 2016. Matters arising.

EB 16/10 LETTER OF CONCERN FROM OVERVIEW AND SCRUTINY COMMITTEE, as below.

EB 16/11 VERBAL REPORT FROM GILL MORGAN, OPERATIONAL BOARD.

EB 16/12 APHA ADMINISTRATION MATTERS.

EB 16/13 REPORT OF THE APHA CONFERENCE 2015.

Sent: 25 February 2016 12:46

To: patmccarthy1@hotmail.com

Cc: Andrew McClenaghan; Cllr. Keith Morley; Cllr. Paul Kimber; Cllr. Steve Hunt; Gary Gould; John Lee; John Robinson

Subject: APHA matters - views of the O&S Committee

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Hello Pat,

Please see the attached initial draft minutes of the Overview & Scrutiny Committee meeting held on 17th February. We would like to draw your attention to our following grave concerns which could not be publicised in those minutes but which, none the less, in our opinion, need immediate attention:

1. Administration Team

We are aware that JR has given notice to you that Manchester will cease to provide administrative & financial resource from 2017. The Executive **must** therefore consider succession planning at its next meeting as an urgent priority - that is why our minutes call for a comprehensive breakdown of membership including a list of Authorities that have not rejoined. There must be a PLAN B set in motion (see later).

2. Business Improvement Officer

EB 16/05 indicates the current thoughts of the Board regarding this appointment - yet more DELAY.

In our opinion, this appointment is crucial to the progress of APHA. As you know, the Admin Team are currently stretched to near breaking point - they desperately need assistance in delivering service to members and in looking outward to other stakeholders. JR has to spend all his APHA time fire-fighting issues such as the 2015 & 2016 Conferences; fraud at Cornwall etc.

We consider the appointment as a '*chicken & egg*' situation - APHA has to bite the bullet and trust the post holder will bring a new impetus to the organisation. The Executive Board is therefore requested to reconsider the appointment as a matter of urgency. This Committee has provided the Executive with a robust job description but as no-one in O&S has the experience to add a performance-related aspect to that, we have asked Brian Lawrie to provide detail of the Scottish Model mentioned in EB16/05. This may enable O&S to modify the JD.

It may well turn out that the new post holder can reduce the current burden on JR and his team.

3. Operational Board

We fear that morale amongst members of the Operational Board is diminishing to a point where no progress will be made in the Board co-ordinating training provision. They have no help from the Under Secretaries and have not been given a clear mandate to get on with organising a training programme. The situation has been further complicated for them following cancellation of the 2016 Conference.

4. Under Secretaries & Committee secretaries

Following the withdrawal of Southampton, the Executive Board must advertise or appoint a replacement for Sandra Westacott as Under Secretary. Furthermore, as the Imported Foods Cttee secretary was also a Southampton officer, a further replacement is needed ASAP.

Of more concern to O&S is the current inertia in our technical committee system eg APHA has remained very quiet in petitioning the Government to enact the new 'Ships & Aircraft travel Regulations' required of the UK by the World Health Organisation since July 2012!

The Under Secretaries and their committee secretaries must all step up to the mark in co-operation with the Operational Board, the PLaN network and the web master using available IT 'Skype for business', 'Gotomeeting' etc and face to face sessions to deliver appropriate meetings & training efficiently.

5. Executive Board members

In raising the Association's profile, the Executive should receive reports from the technical committees so that elected members remain aware of operational issues undertaken at sea & air ports and can bring political pressures to bear upon other agencies where necessary. Far too long has internal politics dominated Executive Board agendas & discussion.

Furthermore, procrastination at Board meetings must cease. It is obvious that some Board members are not pulling their weight and don't even bother to read the 'Articles' & 'Operating Arrangements', let alone the supporting papers prior to meetings or even visiting the website.

Perhaps you will:

- consider appointing 'task & finish' groups chaired by individual Board members to focus on and resolve outstanding issues; and
- remind members of the Board that they MUST adhere to agreed deadlines, the 'Articles' and the 'Operating Arrangements'.

Should existing EB Members be given the choice of either stepping up to the mark or resigning to permit a more active representative from their area to take their place?

5. AGM 2016

We call on the Executive to consider this at the next meeting.

- Where & when will the AGM be held and, if in conjunction with training sessions for officers, what will be offered to elected members?
- What are the associated costings?

Should the Operational Board be tasked with providing a suitable training event to replace the conference, it must given assistance with arranging venues/marketing/accounts/IT etc.

6. Port Health Champions

We understand and commend that you alone have made contact with Dame Blood in this respect, and would remind you that Cllr. Hunt has a comprehensive contact list of elected members at all tiers of Government, Devolved Administrations and Local Government available for a clarion-call to promote APHA.

7. Draft O&S minutes 6th January

These were considered and ratified at our last meeting. We regret the decision not to post those minutes, in draft form, on the web site and that the Cttee Secretary was told not to attend the Executive Board in accordance with past practice.

The need to save financial resource is accepted, but as the current secretary can give valuable contribution to Board discussions we request that he is able to attend future meetings.

8. Future of APHA

O&S are concerned regarding the overall sustainability of the Association and consider it sensible to start exploring alternative means of keeping the organisation alive. This may involve talking to some of the larger ports with a view to them taking over the administration etc.

Bill Arnold
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