

**Minutes of the APHA Executive Board Meeting  
Wednesday, 20<sup>th</sup> April 2016, Union Jack Club, London**

<b>EB 16/06 List of Attendees</b>		<b>Person Responsible</b>
<p><b>List of Attendees:</b></p> <p>Pat McCarthy Cllr John Warman Cllr Adrian Brocklehurst Cllr David Carr John Robinson Laurence Dettman</p> <p><b>Overview &amp; Scrutiny Cttee</b></p> <p>Cllr Keith Morley Gary Gould Drew McClenaghan Bill Arnold Clifford Smith</p> <p><b>Operational Board</b></p> <p>Minutes taken by: BA</p>	<p><b>Authority</b></p> <p>Associate Member of APHA, Chair Swansea Bay Port Health Authority, Vice Chair Manchester Port Health Authority Medway and Chatham PHA Acting Company Secretary, Manchester PHA Hull &amp; Goole Port Health Authority, Under Secretary APHA</p> <p>Manchester PHA, Chair Associate Member &amp; Secretary Belfast PHA Swansea Bay PHA Highlands Council</p> <p>Gill Morgan, Swansea Bay PHA, Chair</p>	<p>PMc JW AB DC JR LD</p> <p>KM GG DMc BA CS GM</p>
<b>EB 16/07 Apologies for Absence</b>		<b>Person Responsible</b>
<p>Cllr Jeffrey Dudgeon Cllr Steve Hunt Brian Lawrie Val Cameron</p>	<p>City of Belfast, Belfast Port Health Authority Swansea Bay PHA &amp; Overview &amp; Scrutiny member South Ayrshire Council States of Guernsey</p>	
<b>EB 16/08.1 Minutes of Previous meeting held on the 20<sup>th</sup> January 2016</b>		<b>Person Responsible</b>
<p>The minutes were accepted as a true record.</p>		
<b>EB 16/08.2 Matters arising from the Minutes not in Agenda</b>		<b>Person Responsible</b>
<p>PMc supported the letter from O&amp;S Cttee outlining the actions necessary for APHA to move forward. He wants the part time post resolved ASAP. JR outlined the current p/t admin support at Manchester and advised that it was sufficient now that the 2015 Conference had been finalised. JW agreed that stability was essential and recapped the fragility of successive admin teams over past years.</p> <p>The Chair suggested that in moving forward, APHA can just no longer rely on member subscriptions. It is time to secure government funding and he is disappointed that he alone has been petitioning 'Champions' to secure the future of the Association.</p> <p>JR recapped the decline of reserves from £100K over the past 10 years but remains optimistic that, if all members rejoin, APHA will have approximately £80K going forward. he expects that we will have 43 corporate members this year.</p>		
<b>EB 16/09 Minutes of Overview &amp; Scrutiny Committee Meeting</b>		<b>Person Responsible</b>
<p>The minutes were considered. The letter to the Chairman following the O&amp;S meeting is considered under EB 16/10 below.</p>		

EB16/10 O&S letter of concern to the Chairman	Person Responsible
<p>The strategy proposed by O&amp;S in its letter to the Chairman on 25th February was discussed in detail. JR suggested that the £500 / year allocated to PLaN Groups for training provision be increased to £1000.</p> <p><b>Resolved:</b></p> <p><b>1. Business Improvement</b> That the post of Business Improvement Officer is advertised immediately on the web site. The post is to be on a contractual basis (ie not as an employee of the Association) on a temporary part-time basis until reviewed in September. Terms of the contract were agreed at £15K per year plus up to £5K expenses on a pro-rata basis. The Chair &amp; Vice Chair will negotiate performance-related bonus with candidates on interview. The post holder will work from home; receive admin support from Manchester until the end of September 2016, and report directly to the Chairman. He/she will work in conjunction with the ACS and attend Board meetings to report progress. Expressions of interest will be required within 2 weeks ie by Friday 6th May.</p> <p><b>2. Training provision / Format of Technical Committees</b> a) An action plan is to be presented at the next meeting of the Executive Board by a Task &amp; Finish Group comprising the O&amp;S Cttee, the Operational Board, Undersecretary LD, and the Business Improvement Officer (BIO). Initially this will be by email exchange and finalised, if necessary, by a meeting at the UJC. b) That the increased provision for PLaN Group training is communicated in the next newsletter</p> <p><b>3. O&amp;S representation at Executive Board meetings</b> That both the Chair &amp; Secretary of O&amp;S be invited to attend Board meetings.</p>	<p>PMc, JW, JR, &amp; BA</p> <p>LD, O&amp;S OB &amp; BIO</p> <p>JR</p>
EB16/11 Operational Board	Person Responsible
<p>GM outlined difficulties faced by the Operational Board. Due to resignations of member authorities, representatives from Southampton, Glasgow and Cornwall have had to resign from the Board. It is imperative that the Business Improvement post is filled to drive forward the training elements of the Board's work and she looks forward to working with that person, the O&amp;S Cttee and the PLaN groups to facilitate training packages.</p> <p><b>Resolved</b> That the vacancies be advertised in the next newsletter</p>	<p>JR</p>
EB16/12 APHA Administration	Person Responsible
<p>JR advised that we had £50644.34 as at 1st March. Following membership receipts and other transactions we now have £56065.94 as of today and should have a clear picture of membership renewals within 2 weeks. A favourable number of responses have been received confirming Authority / officer contact detail for the next Handbook edition. Landsdowne, the publishers, have indicated that production of the Handbook will be cost neutral. DMc volunteered to progress this with the publishers in May.</p> <p>The Shipsan situation was discussed at length on how to bring this matter to a close. JR highlighted that it was impossible to assess the financial risk to APHA without the detail on the lap top.</p> <p>JR also detailed operational matters at Manchester PHA which necessitated his Authority to terminate administrative support to APHA in October.</p> <p><b>Resolved</b></p> <p>1. Negotiations continue regarding publication of an updated Handbook</p> <p>2. Karen White is paid for the final month she worked for APHA in return for receipt of the lap top containing time sheets and all other information necessary to comply with the contract between APHA and the Shipsan project administration. LD volunteered to effect this.</p>	<p>DMc</p> <p>JR/LD</p>

EB16/13 APHA Conference 2015	Person Responsible
<p>JR distributed a detailed report summarising the conference and outlined his conclusions and recommendations which contained an offer to resign as ACS with immediate effect. Bottom line from his negotiations with Mersey PHA is that there was a £5K profit from conference, not £12K as indicated by Mersey PHA in October 2015.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. JR remains as Acting Company Secretary and Manchester PHA continues providing admin support until October 2016.</li> <li>2. A decision regarding the longer-term structure of APHA is taken at the next Board meeting following a report about available finances.</li> <li>3. A date and venue is set at the next Board meeting regarding the AGM together with the format of any training sessions to be arranged in conjunction with that meeting.</li> </ol>	<p>JR</p> <p>All</p>
EB16/14 Any Other Business	Person Responsible
<p>BA advised that Carwyn Thomas, Milford PHA has developed a 'post SIMS' data base for ship sanitation inspections. He has asked whether APHA would like to take this over, or promote.</p> <p><b>Resolved</b> that Carwyn provides detail to the Admin Team for circulation in the next newsletter.</p>	
EB16/15 Date of next meeting	Person Responsible
<p>The next meeting will be held at Manchester Town Hall on 20<sup>th</sup> July 2016 at 12 noon.</p>	<p>All</p>

The meeting closed at 15:00