



## Minutes of the APHA Executive Board Meeting Held on 15<sup>th</sup> January 2020 at The Union Jack Club, London

<b>20/01</b>	<b>Welcome</b>	<b>Person Responsible</b>																								
<p>With all attendees present, Cllr. John Warman opened the meeting at 13.15 by welcoming everyone and wishing all present a Happy New Year. He then said that he was very sorry to report that Gill Morgan's husband had passed away, suddenly, during the Christmas holiday and requested that all present be upstanding for a minute's silence, in a mark of respect.</p> <p>He then welcomed Steve Bell from Portsmouth City Council as a new Board member representing the Southern region and confirmed that the meeting was quorate.</p>																										
<b>EB 20/02</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; width: 30%;"><b>Authority</b></th> <th style="text-align: left; width: 30%;"><b>Representing</b></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Cllr. John Warman</td> <td>Swansea Bay PHA</td> <td>Wales</td> <td style="text-align: center;">JW</td> </tr> <tr> <td>Cllr. Trevor Clarke</td> <td>Medway PHA</td> <td>London &amp; SE</td> <td style="text-align: center;">TC</td> </tr> <tr> <td>Cllr. Wayne Davies</td> <td>River Tees PHA (via Skype)</td> <td>Northern</td> <td style="text-align: center;">WD</td> </tr> <tr> <td>Steve Bell</td> <td>Portsmouth PHA</td> <td>Southern</td> <td style="text-align: center;">SB</td> </tr> <tr> <td> Gary Gould</td> <td> Hon Associate, Executive Officer</td> <td></td> <td style="text-align: center;"> GG</td> </tr> </tbody> </table> <p>Minutes taken by: GG</p>			<b>List of Attendees:</b>	<b>Authority</b>	<b>Representing</b>		Cllr. John Warman	Swansea Bay PHA	Wales	JW	Cllr. Trevor Clarke	Medway PHA	London & SE	TC	Cllr. Wayne Davies	River Tees PHA (via Skype)	Northern	WD	Steve Bell	Portsmouth PHA	Southern	SB	 Gary Gould	 Hon Associate, Executive Officer		 GG
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<b>EB 20/03</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>																								
<p>GG said that apologies had been received from:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">Cllr. Norma Mackie</td> <td style="width: 50%;">Cardiff PHA</td> </tr> <tr> <td>Diane Ward</td> <td>Fife Council</td> </tr> <tr> <td>Gill Morgan</td> <td>Swansea Bay PHA</td> </tr> </tbody> </table>		Cllr. Norma Mackie	Cardiff PHA	Diane Ward	Fife Council	Gill Morgan	Swansea Bay PHA																			
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<b>EB 20/04</b>	<b>Declaration of Interests</b>	<b>Person Responsible</b>																								
There were none.																										
<b>EB 20/06</b>	<b>Minutes of the previous meeting held on the 6<sup>th</sup> November 2019</b>	<b>Person Responsible</b>																								
<p>a. TC asked for item EB 19/59 to be amended to reflect the fact that he had not asked for the meeting to be re-scheduled but was advising members that we would be unable to attend on that date. GG apologised for the misunderstanding and said that he would amend the minutes. With that amendment, the minutes of the previous meeting were accepted as a true record.</p> <p>Proposed: WD Seconded: TC</p> <p><b>Agreed all.</b></p> <p><b>Action:</b></p> <p>GG to amend the minutes as indicated before final publication.</p>		GG																								

<p>b. GG referred everyone to the list of actions (attached) and confirmed that all outstanding actions were covered by agenda items. He suggested that, unless anyone had anything they specifically wanted to contribute at this stage, the Chair proceeded to the next item.</p> <p><b>Agreed all</b></p>		
<p><b>EB 20/07</b></p>	<p><b>APHA Financial Report and Accounts.</b></p>	<p>Person Responsible</p>
<p>a. 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.</p> <p>TC asked for the income entry for 11 Oct 19 "G Gould Refund for PUR20-2019 (3) - Payment made in error" to be clarified. GG explained that the Finance Team had accidentally paid an expense claim twice, hence the repayment.</p> <p>There were no further questions and the Board agreed that the expenditure was both valid and justified.</p> <p><b>Agreed all.</b></p> <p>b. GG then made the following comments:</p> <p>a. RHE were now sponsoring the monthly newsletter for £1500 a year. TC asked who RHE were. GG said that they were a company that ran the Regulatory Information and Management Systems.(RIAMS) communication platform for the FSA as well as the "Communities" message board for Environmental Health Officers. APHA had recently made use of the Communities Platform to facilitate the more effective sharing of finance documents by creating a "closed group".</p> <p>b. APHA has received the first grant payment for FY 2019/20 from the FSA taking the current account total to approximately £95,000. The Chair expressed his thanks to the FSA for their continuing support. The grant money had provided APHA with a "breathing space" in which to modernise and grow the membership.</p> <p><b>Secretary's Note:</b> It has been confirmed that "RHE" stands for "Robert Halford Environmental" the company's founder.</p> <p>GG then referred the Board to the Budget 2019/20 summary document and said that the increase in expenditure forecast was as a result of the increase in the Executive Officers remuneration. As a result, excluding grant money from the FSA, the budget was showing an end of year deficit of £7251.12. When the grant money is factored in, the budget is showing an expected profit of £57,500 taking the expected closing balance at the 31 Mar 20 to £112,961.88. This means that APHA should be in a better financial position that it has been since before 2014/15 and probably before Tony Morris's time as Chief Executive.</p> <p>TC queried the handbook entry on expenditure saying that, at £26.00 for its production, it represented exceptionally good value for money. GG replied that the entry was, in fact, for costs of posting a copies of the handbook to those requesting it and not production. The Handbook costs of production were paid for in the year it was published (2018). There was only one print run. He continued that the costs of postage were covered by Handbook Income.</p> <p>TC then asked why the costs of the Executive Officer appeared to be entered twice under expenditure. GG replied that this was not the case, it appears that way because the source document is a spread sheet and that "Executive Officers Invoices and Expenses" were a total of the entries for "Executive Officer Expenses" and "Executive Officer Consultancy". Therefore, the figures were not counted twice.</p> <p>c. <b>Outstanding Action EB: 19/51a.</b> GG referred the Board to the savings account procedure that had been distributed with the meeting papers. He explained that there were 3</p>		

<p>key values applicable to the current account. They were £10,000, £15,000 &amp; £20,000. In effect should the current account balance drop below £10,000, money would be transferred from the savings account to bring the current account balance to £15,000. Conversely, should the current account balance exceed £20,000, money would be transferred from the current account to the savings account to bring the current account balance down to £15,000. He confirmed that these targets values will be monitored, to ensure that they are appropriate, and all withdrawals will need to be authorised by the Chair or Vice Chair but they are not expected to total more than one transaction a month.</p> <p>d. GG then referred to Board to the draft revised SLA between Medway Council and APHA that had been distributed to the Board the previous day. He apologised for the late distribution but he had only received it back from Medway Council the same day. He continued that it had been amended to reflect the increase in payment agreed at the previous meeting and to incorporate the savings account procedure. TC said that to future proof the document, the name “John Warman” should be replaced by “the Chair” where it occurs in Appendix 2. The Board agreed. He then said that the Board had actually agreed to increase the payment to Medway Council by £500 to £3,000 and not the £3,500 indicated. GG apologised for the error which was a typo and thanked TC for spotting it. With these amendments, the Board agreed the draft SLA.</p> <p>It was noted that the SLA with Swansea Bay PHA required revision. This would be carried out when Gill Morgan was back at work.</p> <p><b>Agreed All</b></p> <p><b>Action:</b> GG to amend the draft as indicated and forward to Medway for agreement prior to arranging for it to be signed.</p> <p>GM/GG to revise the SLA with Swansea Bay PHA.</p> <p>e. GG then advised the Board that the format for the Financial Statement filed with Companies House had changed. This only became apparent after APHA had attempted to file the Statement after it had been agreed at the AGM. The FT were obliged to file in the new format which has the advantages that it is simpler, being only one sheet, and can be done on-line. As the figures had not changed, and APHA were legally obliged to file the document before 31 Dec 19, it did not need to be re-presented at a general meeting. However, the Board will need to consider what is presented to the next AGM in terms of a financial report because the new format lacked detail. Owing to the changes to the composition of the Board, it was agreed that it was something that the new Board should consider at the next meeting.</p> <p><b>Agreed All.</b></p> <p><b>Action:</b> GG to ensure that the AGM Financial Report is included on the agenda for the next Executive Board meeting.</p>	<p>GG/FT</p> <p>GG/GM</p>
<p><b>EB 20/08</b>    <b>APHA Administration</b></p>	<p>Person Responsible</p>
<p><b>a. Outstanding Action (OA) EB 19/52a :- Key performance Indicators (KPIs) to be developed for EO.</b></p> <p>GG explained that he had not had much time to give due consideration to this action in recent months and even less now that he was undertaking the Admin role as well. However, it remains the case that the easiest tasks to measure were such actions as the production of the monthly newsletter and organising &amp; running of Executive Board meetings. TC acknowledged that the role was very difficult to benchmark and SB asked whether the Trading Standards Institute or CIEH could be utilised. GG replied that both organisations were very different to APHA being, larger and individual professional members’ organisations. TC said that it was important to have some method of assessing performance to protect both the EO and the Association. GG said that the starting point should be the contract of employment and job description, which had not yet been finalised although it had</p>	

<p>been drafted. SB said that performance of the Executive Officer should be the role of the Executive Board as it is with other organisations he had been involved with. GG replied that he believed that this was the case in the APHA Operating Arrangements document. JW said that APHA was at this position because of difficulties in the past. Following the discussion, it was agreed that the draft Contract and Job Description should be finalised by the next meeting and the Operating Arrangements checked so that a decision could be taken on the EO's performance monitoring.</p>	
<p><b>Agreed All.</b></p>	
<p><b>Action:</b></p>	
<p>a. Finalise EO's draft Contract &amp; Job Description.</p>	All
<p>b. Review APHA Operating Arrangements document for detail on performance monitoring.</p>	All
<p><b>b. Website</b></p>	
<p><b>OA EB 1943c:</b> Cllr. Brian Heading (BH) to make some enquiries re scoping work on the website.</p>	
<p>GG confirmed that he had not heard from BH on this action and that as BH was absent no further progress could be made for now.</p>	
<p><b>OA: 19/52b:</b> Website Metrics Report.</p>	
<p>GG referred all present to the Website Metrics Report composed by the Webmaster and in particular, the conclusion because it hi-lighted some interesting points as follows:</p>	GG
<p>a. The website is well used.</p>	
<p>b. The most popular search term is "port health". When "port health" is used google gives the APHA website a ranking of first in the search. This is a vast improvement from 3-4 years ago when the Association were plagued with rogue, duplicate, sites.</p>	
<p>c. The Port Directory was the most used popular section on the site.</p>	
<p>d. Singapore is the country which visits the site the most. This may be because Singapore is the second largest port in the world. The first is Shanghai but there is no traffic from there because the internet in China is restricted.</p>	
<p>e. Usage of the site is, in general, what would be typical of a site of this nature.</p>	
<p>There followed some discussion re website advertising to raise income. TC suggested that APHA attempt to attract more advertisers. GG explained that Lansdowne Publishing had undertaken an extensive campaign, albeit sometime ago, which only identified the one advertiser currently on the website i.e. Novus Environmental. TC said that as it was some time ago it may be time to revisit this action. GG said that, should the Board direct, he could approach Lansdowne and ask them if they would undertake another campaign although the Board should be aware that the terms of the previous agreement were that APHA received 50% of the revenue raised.</p>	
<p><b>Agreed All.</b></p>	GG
<p><b>Action:</b> GG to meet with Lansdowne and discuss the viability of another advertising campaign for the website and implement if agreed.</p>	
<p>TC then said it would be useful if a metrics report were provided on a regular basis, say every other meeting.</p>	
<p><b>Agreed All.</b></p>	
<p><b>Action:</b></p>	
<p>GG to ensure that an updated Metrics Report is provided at alternate Board meetings.</p>	GG

20/09	<b>Membership &amp; Renewals</b>	Person Responsible
<p><b>a. Membership &amp; Renewals</b></p> <p>GG reported that Causeway Coast and Glens have confirmed their membership as PLaN members; however, the subscription had not yet been received because of a delay in invoicing. Flintshire had also applied to join as PLaN members and have paid their subscription. Suffolk Coastal have applied to join as Corporate Members and he was expecting applications from City of London and S. Cambs. shortly. Ipswich have made enquiries but they are not expected to rejoin because their port health work is subcontracted to Suffolk Coastal.</p> <p>With the new members, confirmed membership will stand at 26 Corporate, 19 PLaN, 3 Associate and 1 International.</p> <p><b>b. Subscriptions 2020/21</b></p> <p>GG said that it was agreed at the last Board meeting that there would be no increase in the subscriptions for next year. The FT would start the process of requesting Purchase Order numbers later this month as the next round of renewals begin. The reason for this was to provide LAs the opportunity to utilise any potential under spend to pay for membership.</p>		
EB 20/10	<b>Task and Finish Group Action Plan</b>	Person Responsible
<p><b>a. Training GG reported the following:</b></p> <p>(1). Belfast - Introduction to Ships Inspection. This was delivered on the 14<sup>th</sup> November and was very successful with 18 delegates. All costs were covered and there was a small profit.</p> <p>(2). Wales - Introduction to Ships Inspection. This will be held in Newport on the 28<sup>th</sup> February. It has now gone out to general advertising and we currently have 10 delegates. The costs are therefore expected to be covered and the event will therefore be viable.</p> <p>(3). APHA is already starting to look at the next training event which will be aimed at the Southern region and is hoped to be scheduled for June.</p> <p>JW said that the delivery of training proactively to officers was important because it addressed issues and promoted good practise.</p> <p><b>b. MOU MCA/APHA.</b> GG said that APHA has now received agreement on the final draft from the MCA. He should be meeting with Julie Carlton from the MCA on the 22 Jan 20 at the Catering Guide meeting to finalise and agree signing. GG will distribute the final text to Board members prior to signature.</p> <p><b>Action:</b></p> <p>GG to distribute final version of the MOU to Board members.</p> <p><b>c. Industry Guide to Good Hygiene Practice: Catering Guide - Ships.</b> GG reported that as mentioned the next meeting was scheduled for the 22 Jan 20 where the review of Part 4 "The Rules of Hygiene" will be discussed.</p>		GG
EB 20/11	<b>AGM/CPD Event 2020</b>	Person Responsible
<p>GG confirmed that the Gascoigne Suite had been booked for the event that was scheduled for the 17 Nov 20. The Board will need to give some thought to speakers. TC said that the timing was good for the end of the Brexit Implementation Period by which time we may have an idea of what was in store in terms of a Free Trade Agreement. GG said that he would be approaching those who had cancelled at short notice because of the purdah for the 2019</p>		

AGM.		
<b>EB 20/12</b>	<b>Brexit</b>	<b>Person Responsible</b>
<p>GG reported that, because of the general election, it had been very quiet re Brexit but that since the New Year things had picked up again. The Border Delivery Port Health Steering Group had had the first teleconference the previous week and that it was intend that these would continue on a regular basis. GG drafted and distributed a summary of the teleconference to all subscribers. Of note were the following:</p> <ol style="list-style-type: none"> <li>1. The UK will leave the EU on the 31 Jan 20 but will enter an implementation period where it will be “business as usual” i.e. no change.</li> <li>2. DeExEU will be wound up by the end of Jan 20. It is not yet known where any residual functions will sit.</li> <li>3. The focus of the Steering Group will be on the negotiations regarding the Free Trade Agreement and how any outcome would impact on port health, as well the Northern Ireland protocol.</li> <li>4. There will be a stakeholder event for interested parties. This is likely to be on the 3 Feb 20 but because GG will be returning from a holiday in Madeira on that day, he will be unable to attend. SB then agreed to represent APHA at this event and would draft an article for the APHA Newsletter.</li> </ol> <p><b>Action:</b> SB to attend the BDG Stakeholder event as APHA’s representative and provide a brief report for the newsletter</p>		SB
<b>EB 20/13</b>	<b>Political Engagement &amp; Parliamentary Questions</b>	<b>Person Responsible</b>
<p>With the changes to the Executive Board, as a result of modernisation, it was suggested that this standing agenda item be removed. In the ensuing discussion it was agreed that APHA had tried extensively to engage with MPs politically; the efforts of the previous Chair, Pat McCarty, were gratefully acknowledged in this respect. Unfortunately, APHA had little success in this endeavour. GG said that the Major Ports forum did not attempt to engage directly with politicians but used their contacts with Industry bodies as a “softer” approach. This was because they were likely to have a greater impact. Whilst it was agreed that APHA should every opportunity to “talk up” the Association, it should be on an opportunistic basis and subsequently there was no need to have this item as standing agenda item.</p> <p><b>Agreed All</b></p>		
<b>EB 20/14</b>	<b>APHA Modernisation</b>	<b>Person Responsible</b>
<p>GG said that he would be meeting with the Major Ports representatives on Friday before the Major Ports Forum and would be asking City of London about their membership application. He continued that he had drafted an email to go out to Chairs and Secretaries of the PLaN Groups, under the Chair’s signature, to advise them of the changes and request that make arrangements to appoint their Group’s representative to the Board. Unfortunately, owing to unforeseen circumstances, it was not distributed and, as a result, he had embarked on a series of phone calls to advise them of the action required. It has been/will be requested that the Scottish, Welsh and Southern PLaN Groups re-appoint Diane Ward, Gill Morgan, and Steve Bell, respectively, to ensure some continuity. However, it will be for the relevant PLaN groups to confirm this.</p> <p>In terms of transitional arrangements, GG recommended that it be agreed that JW and GM continue in the roles of Chair and Vice-Chair until the first Board meeting after the new Articles come into force. This is to ensure that the Association can still function in terms of</p>		

authorising payments etc. <b>Agreed All</b>		
<b>EB 20/15</b>	<b>Meeting Schedule 2020</b>	<b>Person Responsible</b>
<p>1. The Lawrence Room, Union Jack Club on the 13<sup>th</sup> May 2020.</p> <p>2. The Lawrence Room, Union Jack Club on the 9<sup>th</sup> September 2020.</p> <p>3. Union Jack Club on the 17<sup>th</sup> November 2020</p> <p><b>APHA AGM 2020:</b> Gascoigne Suite, Union Jack Club on the 18<sup>th</sup> November 2020.</p> <p>JW asked if there was any possibility of changing the date of the meeting on the 13<sup>th</sup> may 2020. He had mayoral commitments on the 14<sup>th</sup> which he need to prepare for. GG said that because the meeting rooms at the UJC were booked well in advance, it was unlikely. However, he would make enquiries.</p> <p><b>Action:</b> GG to makes enquiries regarding changing the date of the May meeting.</p>		GG
<b>EB 20/16</b>	<b>AOB</b>	<b>Person Responsible</b>
<p>SB said that he had noted that it was a function of the Executive Board to review and set the fees for Ships Sanitation Inspections. He then asked whether the Board set the fees for the Import of Organic Food. This was because he did not believe that they covered the cost of the work undertaken. GG said that the fees for inspections of organics were set some time ago and, as far as he was aware, APHA had been involved. However, there was no provision or agreement for APHA to review or change these charges. GG then said that he could raise the issue at a meeting with the Major Ports representatives at their next meeting.</p> <p><b>Agreed All.</b></p> <p><b>Action:</b> GG to raise the setting of fees for Organics at the next meeting with the Major Ports representatives.</p> <p>There being no further business, the Chair thanked everyone for their contribution and attendance then closed the meeting at 15.10</p>		GG

G Gould  
Hon Associate  
APHA Executive Officer

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
<b>Actions from Executive Board Meeting held on 11 Sep 19</b>			
19/43a	Key performance indicators to be developed for EO	All	See 19/52a
19/43c	BH to make some enquiries re scoping work on the website	BH	
<b>Actions from the Executive Board meeting held on 6 Nov 19</b>			
19/51a	GG to make contact with Finance Manager and discuss the opening of an instant access savings account for APHA reserves. If agreed FT to action	GG/FT	Teleconference with Finance Manager held on 5 Dec 19. Discussed further with FT at Video conference on 6 Dec 19.
19/51b	GG to advise Medway of the change in payment s for Admin and finance services. Draft an amendment to the SLAs.	GG/FT	Advised at teleconference on 5 Dec 19. Agreed that SLA to be amended including authorisations for savings account.
19/52a	GG to review tasks in an attempt to identify potential KPIs	GG	Ongoing
19/52b	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.		Done. Meeting held on 21 Nov 19. Metrics report to be presented to next Board meeting
19/53	GG to advise FT no subscription increases for 2020/21	GG	Done at Video conference 6 Dec 19.
19/54	GG to ensure that the Ships Sanitation Inspection fees for 2020/21 are promulgated.	GG	Done: Website updated 29 Nov 19 Included in December & Christmas Newsletter
19/57	GG to promulgate APHA Issues document to Exec Board	GG	Done. Distributed 6 Dec 19.



## Key

JW	Cllr. John Warman, Chair	GM	Gill Morgan, Vice Chair
WD	Cllr. Wayne Davies	BH	Cllr. Brian Heading
SB	Steve Bell	TC	Cllr. Trevor Clarke
DW	Diane Ward	GG	Gary Gould, APHA Executive Officer
FT	Finance Team		