



Minutes of the APHA Executive Board Meeting Held by Video Conference on 20th May 2020

20/17	Welcome	Person Responsible																								
With all attendees present, Cllr. John Warman opened the meeting at 13.05 by welcoming everyone.																										
EB 20/18	List of Attendees & Apologies for Absence	Abbreviation																								
<table border="0"> <thead> <tr> <th>List of Attendees:</th><th>Authority</th><th>Representing</th></tr> </thead> <tbody> <tr> <td>Cllr. John Warman</td><td>Swansea Bay PHA</td><td></td></tr> <tr> <td>John Laird</td><td>Falkirk</td><td>Scottish PLaN</td></tr> <tr> <td>Gill Morgan</td><td>Swansea Bay PHA</td><td>Welsh PLaN</td></tr> <tr> <td>Andrea Smith</td><td>MPHA</td><td>North PLaN</td></tr> <tr> <td>Steve Bell</td><td>Portsmouth PHA</td><td>South PLaN</td></tr> <tr> <td>Carol Archibald</td><td>Tendring District Council</td><td>East PLaN</td></tr> <tr> <td>Gary Gould</td><td>Hon Associate, Executive Officer</td><td></td></tr> </tbody> </table> <p>Minutes taken by: GG</p> <p>GG said that no apologies had been received.</p>		List of Attendees:	Authority	Representing	Cllr. John Warman	Swansea Bay PHA		John Laird	Falkirk	Scottish PLaN	Gill Morgan	Swansea Bay PHA	Welsh PLaN	Andrea Smith	MPHA	North PLaN	Steve Bell	Portsmouth PHA	South PLaN	Carol Archibald	Tendring District Council	East PLaN	Gary Gould	Hon Associate, Executive Officer		JW JL GM AS SB CA GG
List of Attendees:	Authority	Representing																								
Cllr. John Warman	Swansea Bay PHA																									
John Laird	Falkirk	Scottish PLaN																								
Gill Morgan	Swansea Bay PHA	Welsh PLaN																								
Andrea Smith	MPHA	North PLaN																								
Steve Bell	Portsmouth PHA	South PLaN																								
Carol Archibald	Tendring District Council	East PLaN																								
Gary Gould	Hon Associate, Executive Officer																									
EB 20/19	Declaration of Interests	Person Responsible																								
There were none.																										
EB 20/20	Election of Chair and Vice Chair	Person Responsible																								
<p>GG said that with the new Articles coming into effect on the 1 April 2020 and the new constitution of the Executive Board, they were required to elect a Chair and Vice Chair. He then called for nominations for the post of Chair.</p> <p>AS proposed Gill Morgan; seconded SB – agreed all.</p> <p>GG then called for nominations for the post of Vice-Chair.</p> <p>GM proposed AS, seconded by CA – agreed all.</p> <p>It was then agreed that because the meeting was held by video conference, GG would run the meeting as he would reporting on a lot of the agenda items to the Board.</p> <p>Agreed all</p>																										
EB 20/21	Minutes of the previous meeting held on the 15th January 2020	Person Responsible																								
<p>a. Accuracy: GG asked whether those members present at the last meeting could confirm the accuracy of the minutes.</p> <p>Proposed: JW Seconded: SB</p>																										

<p>Agreed all.</p> <p>b. Matters Arising: 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, they proceed to the next item.</p> <p>Agreed all</p>		
EB 20/22	APHA Financial Report and Accounts.	Person Responsible
<p>a. Income & Expenditure GG referred the Board to the Income and Expenditure Report for 2019/20, and for the current financial year, 2020/21, 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. GG confirmed that he had received no questions in advance but asked if anyone had anything they wished to query. There were no questions.</p> <p>It was agreed that all APHA expenditure since the previous Board meeting was both valid and justified.</p> <p>Agreed all.</p> <p>AS said Manchester Port Health Authority's (MPHA) finances were administered by Salford Council so although they make the payment, it is MPHA who were in fact members. She asked that it is ensured that this is reflected in the records. GG said he would inform the Finance Team.</p> <p>Action: GG to ask FT to ensure that the records confirm that it is MPHA who are the members and not Salford City Council.</p> <p>b. Financial Statement GG then refereed to the 2 versions of the Financial Statement that had been circulated; the firs was the micro entity aversion introduced by companies House to make filing of the statement easier and more efficient. All the Finance Team were required to do was enter the figures on the website at Companies House by the due date. The second was the statement in the more detailed traditional format. He continued that the total figures were the same on both documents, it was just that traditional version provided members with am more detailed breakdown. He then asked the Board whether the traditional statement should be presented at the AGM?</p> <p>Following some discussion it was agreed that the members should be provided with the more detailed version whilst opting for the more efficient means of filing at Companies House.</p> <p>Agreed all.</p> <p>GG then said that as a small Company, APHA were not required to have the statement audited. However, he could confirm that the figures had been thoroughly checked and validated by Andy McNally Johnson, the Finance Business Partner at Medway Council and the Finance Team's supervisor.</p> <p>GG confirmed that APHA has ended the last FY with reserves of £77,011, to this APHA may be able to add an additional £36k if the FSA pay the residual amount that has been invoiced. The invoice was submitted on time but expect that the delay has resulted from the Covid-19 restrictions.</p> <p>c. Budget 2019/20 GG said that this had been provided to the Board for information. The key figure was the operating loss of £6642.65 when the FSA grant money is stripped</p>		GG

<p>out. Whilst this was better than in recent years, it should be a cause for concern because, as an organisation, APHA should live within its means. He then asked for any questions. There were none.</p> <p>d. Budget 2020/21. GG said that the Finance Team had prepared this based on last year's figures and they would be monitoring as the year progresses. He continued that the projected loss was predicted at £9341.50; however, the following points will affect the final figure:</p> <ol style="list-style-type: none"> 1. PLaN groups are allocated £5,000.00 (£1,000 each) to facilitate meetings. The full amount has not been used in the past and is less likely this year because of physical meetings being cancelled through Covid-19 restrictions. 2. With all physical meetings cancelled, the Executive Officer is not incurring any expenses, as demonstrated in the expenditure report for 20/21. 3. With no physical Board meetings taking place, APHA is not incurring that expense either. <p>However:</p> <ol style="list-style-type: none"> 4. APHA will also lose income because no training events are taking place and it is likely that the AGM/Training event will be either postponed, cancelled, or take place on line. <p>GG said that he and the FT would continue to monitor and attempt to gauge the impact of the lockdown on APHA Finances.</p> <p>e. Outstanding Action EB: 19/51a – Savings Account. GG reported that the FT had started the process of opening a TSB Business Savings account that has a rate of 1% but this will drop to 0.5% on 1 July 2020. The process was stalled because of the changes in directors as a result of the modernisation. The FT will monitor to ensure that APHA achieves the best interest rate possible when the account is opened.</p> <p>f. Outstanding Action EB: 19/51b – SLA Medway Council. GG confirmed that the draft revised SLA had been agreed by all parties and was with Medway for signature but is another victim of the Covid-19 lockdown.</p>		
EB 20/23	APHA Administration	Person Responsible
<p>a. Outstanding Action EB 19/43c - BH to make enquiries re scoping work on the website. BH was unavailable to update the Board on this task.</p> <p>b. Outstanding Action 20/08a - Finalise EOs's Draft Contract and Job Description. Work on this had stalled for a variety of reasons but the new Chair and the EO would aim to have it finalised by the next meeting.</p> <p>c. Outstanding Action 20/08b – Review APHA Operating Arrangements Document for Detail on Performance Monitoring. GG said that whilst this was an action on all Board members, he had checked the Operating Arrangements and could confirm that it was the responsibility of the Executive Board to monitor the performance of the EO. On a day to day basis, this function is discharged through the Chair.</p>		

20/24	Membership & Renewals	Person Responsible
	<p>GG reported that the renewal of membership was progressing well. As the Finance Team were still receiving purchase order numbers so that they can raise invoices, they would not start chasing outstanding renewals just yet. It is understood that the Covid-19 outbreak had caused delays at many member authorities in administering renewals.</p> <p>If all members renew, membership would stand at:</p> <p>Corporate: 26 PLaN: 22 Associate: 3 International: 1</p> <p>APHA would therefore have 51 members.</p> <p>Outstanding renewals as at 19th May 2020:</p> <p>Corporate: 10 PLaN: 9 Associate: 2 International: 1</p> <p>Although some of these were in the process of renewing.</p>	
EB 20/25	Task and Finish Group Action Plan	Person Responsible
	<p>a. Training: GG confirmed that all face to face training has been suspended because of the lockdown measures. APHA continues to promote any relevant on line training such as webinars. CA suggested whether a port health webinar could be organised enlisting the assistance of the CIEH. Following some discussion it was agreed that GG should make some enquiries and assess the feasibility of such a webinar.</p> <p>Agreed all.</p> <p>Action: GG to consult CIEH and assess feasibility of holding a Covid-19 webinar for port health.</p> <p>b. MOU MCA/APHA. GG reported that the task was now complete; the document had been signed, was distributed and published on the website.</p> <p>Secretary's note: The document can be downloaded from here.</p> <p>c. Industry Guide to Good Hygiene Practice: Catering Guide - Ships. Because of Covid-19, all work on the review has been suspended.</p> <p>d. Outstanding Action: 20/16 – EO to raise the issue of fees for Organics checks with the Major Ports. GG confirmed that this was discussed with the major Ports at the last meeting which was held just before the lockdown in March. Their view was that with Brexit and Covid-19 there was work of a far higher priority and that it should be re-visited when things have settled.</p>	GG
EB 20/26	AGM/CPD Event 2020	Person Responsible
	<p>GG said that although November was some time away, APHA should be prepared for the fact that a physical meeting would not be able to take place. He continued that he had looked</p>	

<p>into the legal position and whilst APHA was obliged to have an AGM, he understood that the government were going to introduce legislation to either permit a delay or for meetings to be held by video conference. The current position is that APHA has the Gascoigne suite booked but that the Union Jack Club is closed to such events because of the lockdown.</p> <p>Their followed some discussion where some of the Board members expressed the view that it was highly unlikely that the lockdown would be lifted to the extent that the AGM could proceed as a physical meeting. GG said that he would be monitoring the situation and any developments for either delay or video conferencing and suggested that no decision be taken for now and that the Board discuss it again at the next scheduled meeting in September.</p> <p>Agreed All.</p>		
EB 20/27	APHA Modernisation	Person Responsible
<p>GG said that now the new Board structure was on place following the adoption of the revised Articles last November, the next task in the modernisation process would be to look at the membership structure and fees. Are they fit for purpose or is there a better/fairer way of structuring the membership. He asked that Board members give it some thought before the next meeting.</p> <p>Action: All Board members to consider the membership structure of APHA</p>		All
EB 20/28	Brexit	Person Responsible
<p>GG reported that the Border Delivery Port Health Steering Group meetings had recommenced. A summary of the meeting held last Friday (15th May 2020) will be distributed shortly or will be included in the next APHA newsletter. He confirmed that the meeting was more about re-establishing contact so there was not a not a lot to report. Areas covered were:</p> <ul style="list-style-type: none"> a. IPAFFS – The new system was ready and waiting in the background to be used when appropriate. There was some discussion as to whether the use of Traces beyond the Transition period was an “ask” of the negotiating team. Enquiries would be made. b. EHCs – are scheduled to move into public beta on the 1st June. c. Long Term Border Strategy for 2025. There was some discussion on this program. The aim of the project is for the UK to have the most effective border by 2025. BDG confirmed that they are engaged with the devolved administrations on this and would like to engage with stakeholders. They are therefore considering hosting a workshop for PHAs in the future. d. Concerns were expressed about the potential increase in workload for PHAs created by checks of high risk food and feed from the EU; especially, who will pay for the uplift in manning, office space and Border Control Posts. BDG suggested that there should be some sort of estimate of what the uplift was likely to be. The response was that such an estimate was difficult because of the lack of access to data. BDG reassured those present by saying that the issue was understood at the highest level of government. 		
EB 20/29	Covid-19 Pandemic	Person Responsible
<p>GG said that from a port health perspective, the Covid-19 has had an impact on Ships Sanitation Certificates in that some PHAs have refused to do them, some have continued to inspect albeit with taking precautions and others have adopted the “SSC Lite” approach,</p>		

<p>which is to issue a certificate based on a documentary check only. Following the joint statement from the WHO that permitted the use of multiple 30 day extensions, some PHAs who had adopted “SSC Lite” have moved to issuing multiple extensions.</p> <p>GG confirmed that the proposal for “SSC Lite” as a solution to the problem of issuing SSCs during the Covid-19 lockdown to PHE before Easter. PHE secured agreement from the devolved administrations public health agencies and submitted it to the Department for Health and Social Care (DHSC) or approval. DHSC have not responded yet. GG said that he had followed it up with PHE repeatedly and also advised them of the WHO joint statement. When PHE were asked about progress at the DfT teleconference (19th May) they gave an assurance that they were pressurising DHSC for an answer.</p> <p>As England are moving out of lockdown PHAs are now considering boarding ships again. GG reported that Manchester PHA were prepared to shared their guidance/risk assessment document that they had developed to assist in the decision making process for boarding ships and it will be distributed to all PHAs for consideration in the next day or so. The Board agreed that such a document would be useful to assist PHAs in making their own risk assessments and that it should be sent out.</p> <p>Agreed all.</p> <p>There followed some discussion on the different approaches members present had taken towards the SSC issue. AS explained in more detail the approach that they would take which involved undertaking as much of the inspection as possible in the office i.e. the examination of documents etc, and ensuring that contact with individuals on board was kept to the minimum necessary, such as the captain and possibly the cook.</p> <p>Action: GG to distribute the MPHA guidance/risk assessment for boarding ships in light of Covid-19r.</p>	
EB 20/30 Meeting Schedule 2020	Person Responsible
<p>The meeting schedule for the rest of the year is as follows:</p> <ol style="list-style-type: none"> 1. The Lawrence Room, Union Jack Club on the 9th September 2020. 2. Union Jack Club on the 17th November 2020. <p>APHA AGM 2020:</p> <p>Gascoigne Suite, Union Jack Club on the 18th November 2020 (to be confirmed in light of the Covid-19 outbreak.)</p> <p>It was confirmed that because of Covid, the meeting in September may have to take place by video conference. AS offered to host the meeting on <i>gotomeeting</i> should that be necessary. GG asked if the Board were content with the meeting schedule or should APHA schedule and additional meeting between now and September. SB suggested that we leave the decision open and call a meeting if necessary.</p> <p>Agreed All.</p>	
EB 20/31 AOB	Person Responsible
<p>JW said that, as this was his last meeting, he would like to say that he has been pleased to work with the Association for the past few years and over, what was, a very difficult time when it was doubtful whether it would survive or not. He continued that it was down to the expertise of Gary, Gill and other officers who worked hard to ensure the Associations survival and they have done an excellent job of getting things back on track. John said that he had spent 44 years as a councillor including time as a deputy mayor and mayor, and it has left</p>	

<p>him with the deepest respect for Environmental Health Officers. He wished the Association well for the future and said that he would still be involved with port health at Swansea and as such hoped to be able to attend future meetings as an observer.</p> <p>GG thanked John on behalf of the Association for his kind words and said that his support as a member of the Board as well as Vice –Chair and chair had been very much appreciated. GM echoed these sentiments.</p> <p>There being no further business, GG thanked AS and MPHA for hosting the meeting and then everyone for their contribution and attendance.</p> <p>The meeting was closed at 14.20</p>	
--	--

G Gould
Hon Associate
APHA Executive Officer

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
Actions from Executive Board Meeting held on 11 Sep 19			
19/43c	BH to make some enquiries re scoping work on the website	BH	
Actions from the Executive Board Meeting held on 6 Nov 19			
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	<p>Teleconference with Finance Manager held on 5 Dec 19. Discussed further with FT at Video conference on 6 Dec 19.</p> <p>Savings account procedure has been agreed with FT and included with SLA. Changes to the members of the Executive Board brought about by the modernisation process has delayed the account opening. It is now being actioned.</p>
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. SLA amended, draft with Medway for sign off.
19/52a	GG to review tasks in an attempt to identify potential KPIs	GG	See 20/08b
Actions from the Executive Board Meeting held on 15 Jan 20			
20/07a	Revise the SLA with Swansea Bay PHA.	GG/GM	Revised, agreed and signed.
20/07b	Include Financial Report on agenda for May's EB Meeting	GG	Actioned
20/08a	Finalise EO's draft Contract & Job Description.	All	Delayed because of Covid-19
20/08b	Review APHA Operating Arrangements document for detail on performance monitoring.	All	

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
20/08c	EO to meet with Lansdowne and discuss the viability of another advertising campaign for the website and implement if agreed.	GG	Met with Lansdowne 12 Feb 20. Agreed in principle but they need to expand the list of potential customers. Action suspended because of Covid-19
20/08d	EO to ensure that an updated Website Metrics Report is provided at alternate Board meetings.	GG	Actioned – next meeting to include report scheduled for 9 Sep 20.
20/10	EO to distribute final version of the MOU with MCA to Board members prior to signing.		Actioned. MOU signed on and published 16 Mar 20. It is available on the website: http://www.porthealthassociation.co.uk/shared
20/12	SB to attend the BDG Stakeholder event as APHA's representative and provide a brief report for the newsletter	SB	As the BDG Stakeholder event was postponed, GG was able to attend and compile the report for the newsletter.
20/15	EO to makes enquiries regarding changing the date of the May Executive Board meeting.	GG	Actioned
20/16	EO to raise the setting of fees for Organics at the next meeting with the Major Ports representatives.	GG	Actioned. Owing to the Covid-10 outbreak and Brexit, it was something that was not considered a priority at this time.

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