

APHA EXECUTIVE BOARD - AGENDA 9th September 2020
Meeting held by video conference, commencing 13.00 hrs.

EB 20/32	Welcome	Chair
EB 20/33	List of Attendees & Apologies for Absence:	Chair
EB 20/34	Declarations of Interest	Chair
EB 20/35	Minutes of the previous EB meeting – 20 ^h May 2020:	GG
	a. Accuracy	
	b. Matters arising that are not on the agenda	
	20/29: Distribute MPHA C-19 Risk assessment for Boarding ships.	
EB 20/36	APHA Financial Report and Accounts.	GG
	a. APHA Income and Expenditure report including expenses for since the last meeting for 2020/21.	
	b. Budget Forecast 2020/21	
	c. Outstanding Action (OA): 19/51a - Savings Account.	
	d. Outstanding Action (OA): 19/51b – Amend SLA with Medway Council.	
EB 20/37	APHA Administration	Chair
	a. OA: 20/08a - Finalise EO's draft Contract & Job Description.	
EB 20/38	Membership and Renewals.	GG
EB 20/39	Website Metrics Report	GG
EB 20/40	Task and Finish Group Action Plan:	GG
	a. Training:	
	OA 20/25: GG to consult CIEH and assess feasibility of holding a Covid-19 webinar for port health.	
	b. Industry Guide to Good Hygiene Practice: Catering Guide – Ships	
EB 20/41	AGM/CPD Event 2020:	GG
EB 20/42	APHA Modernisation.	GG

OA 20/26: All Board members to consider the membership structure of APHA

EB20/43	Brexit	Chair
EB 20/44	Covid-19 pandemic	Chair
EB 20/45	APHA Handbook	Chair
EB 20/46	Proposed Meeting Schedule: <ol style="list-style-type: none">1. Executive Board: 17th November 2020 - Union Jack Club2. APHA AGM 2020: 18th November 2020 - Gascoigne Suite, Union Jack Club	Chair
EB 20/47	AOB	Chair



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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">List of Attendees:</th> <th style="width: 30%;">Authority</th> <th style="width: 30%;">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
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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>	
<p>EB 20/22 APHA Financial Report and Accounts.</p>	<p>Person Responsible</p>
<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 referred to the 2 versions of the Financial Statement that had been circulated; the first was the micro entity version 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 a 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>	<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.

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:

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.

However:

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.

GG said that he and the FT would continue to monitor and attempt to gauge the impact of the lockdown on APHA Finances.

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.

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.

EB 20/23	APHA Administration
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Person Responsible

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.

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.

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.

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 administrating 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> <ol 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>	

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.

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.

There being no further business, GG thanked AS and MPHA for hosting the meeting and then everyone for their contribution and attendance.

The meeting was closed at 14.20

G Gould
Hon Associate
APHA Executive Officer

DRAFT

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 payments 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.porthalthassociation.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

Table of Actions arising from APHA Executive Board Meetings

Ref	Action	Person Responsible	Completed/Comments
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.</p> <p>APHA is a type of Limited Company that is ineligible for many business savings accounts. APHA has now been rejected by 2 financial institutions. The FT are continuing to search for an account that APHA is eligible for.</p> <p>Account now opened with Aldermore and pays 0.5% interest.</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.
Actions from the Executive Board Meeting held on 15 Jan 20			
20/08a	Finalise EO's draft Contract & Job Description.	All	Delayed 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.
Actions from the Executive Board Meeting held on 20 May 20			

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
20/25	GG to consult CIEH and assess feasibility of holding a Covid-19 webinar for port health.		Actioned. Webinar scheduled for the 14 Sep 20 at 11.00
20/27	All Board members to consider the membership structure of APHA	All	
20/29	Distribute the MPHA guidance/risk assessment for boarding ships in light of Covid-19r to all PHAs.	GG	Actioned

Key

GM	Gill Morgan, Chair	AS	Andrea Smith Vice-Chair
BH	Cllr. Brian Heading	JL	John Laird
SB	Steve Bell	CA	Carol Archibald
GG	Gary Gould, APHA Executive Officer	FT	Finance Team

APHA Balance as at 03/09/2020

Balance as at 31/03/2020	£74,549.90
Income	£73,879.20
Expenditure	<u>£16,627.75</u>
Current Balance	<u>£131,801.35</u>
Balance as per statment	£131,801.35
Check	£0.00

40-21-02 61503111

Business A/C - Assoc P Health



GBP 131,801.35

Make a payment

Print

Balance details

Recent transactions

Next working day transactions

Statements

Your account balances, overdraft and interest rates

Last updated 03 Sep 2020 09:43

Additional Balances	Current available balance	131,801.35
	Last night's statement balance	131,801.35
	Last night's cleared balance	131,801.35
	Tonight's projected cleared balance	131,801.35

APHA Expenditure 01/04/2020 - 03/09/2020

VAT NO	Date Paid	Invoice No	Supplier	Supply Start Date	Supply End Date	Nett	Vat	Gross
	14-Apr-20	PUR40-2019	Lansdowne Website Admin + Maintenance	3-Jan-20	31-May-20	£ 1,650.00	£ 330.00	£ 1,980.00
	30-Apr-20		HMRC VAT ANNACC April	4-Jan-20	30-Apr-20	£ 660.00	£ -	£ 660.00
	30-Apr-20		Bank Charges to 08/04/2020	9-Mar-20	8-Apr-20	£ 6.50	£ -	£ 6.50
	12-May-20	PUR01/20	G Gould - Executive Officer Fee	3-Apr-20	30-Apr-20	£ 1,600.00	£ -	£ 1,600.00
	29-May-20		HMRC VAT ANNACC May	1-May-20	31-May-20	£ 660.00	£ -	£ 660.00
	30-May-20		Bank Charges to 08/05/2020	9-Apr-20	8-May-20	£ 6.50	£ -	£ 6.50
	2-Jun-20	PUR02/20	G Gould - Executive Officer Fee	1-May-20	28-May-20	£ 1,600.00	£ -	£ 1,600.00
	25-Jun-20	PUR03/20	Keith Morley - Accomodation UJC - AGM	17-Nov-20	18-Nov-20	£ 193.80	£ 48.45	£ 242.25
	26-Jun-20	PUR04/20 (1)	G Gould - Executive Officer Fee	29-May-20	25-Jun-20	£ 1,600.00	£ -	£ 1,600.00
	26-Jun-20	PUR04/20 (2)	G Gould - Remuneration	3-Apr-20	25-Jun-20	£ 2,400.00	£ -	£ 2,400.00
	30-Jun-20		HMRC VAT ANNACC June	1-Jun-20	30-Jun-20	£ 660.00	£ -	£ 660.00
	30-Jun-20		Bank Charges to 08/06/2020	9-May-20	8-Jun-20	£ 6.50	£ -	£ 6.50
	1-Jul-20	PUR05/20	G Gould - Companies House fee	30-Jun-20	30-Jun-20	£ 13.00	£ -	£ 13.00
	30-Jul-20		Bank Charges to 08/07/2020	9-Jun-20	8-Jul-20	£ 6.50	£ -	£ 6.50
	30-Jul-20	PUR07/20	G Gould - Executive Officer Fee	26-Jun-20	23-Jul-20	£ 1,600.00	£ -	£ 1,600.00
	31-Jul-20		HMRC VAT ANNACC July	1-Jul-20	31-Jul-20	£ 660.00	£ -	£ 660.00
	17-Aug-20	PUR06/20	Lansdowne Website Admin + Maintenance June	1-Jun-20	30-Jun-20	£ 550.00	£ 110.00	£ 660.00
	27-Aug-20	PUR08/20	G Gould - Executive Officer Fee	24-Jul-20	20-Aug-20	£ 1,600.00	£ -	£ 1,600.00
	30-Aug-20		Bank Charges to 08/08/2020	9-Jul-20	8-Aug-20	£ 6.50	£ -	£ 6.50
	1-Sep-20		HMRC VAT ANNACC August	1-Aug-20	31-Aug-20	£ 660.00	£ -	£ 660.00
						£16,139.30	£488.45	£16,627.75

APHA Income 01/04/2020 - 03/09/2020

VAT NO	Date Paid	Invoice No	Supplier	Supply Start Date	Supply End Date	Nett	Vat	Gross
	2-Apr-20	MEM2020/014	Falklands Government - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ -	£ 360.00
	3-Apr-20	MEM2020/013	Falkirk District Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	3-Apr-20	MEM2020/028	North West Leicestershire Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	3-Apr-20	MEM2020/049	East Suffolk Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	7-Apr-20	MEM2020/035	Seafish Industry - Membership 20/21	1-Apr-20	31-Mar-21	£ 885.00	£ 177.00	£ 1,062.00
	7-Apr-20	MEM2020/022	Aberdeenshire Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	9-Apr-20	MEM2020/019	Isle of Man Government - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	14-Apr-20	MEM2020/048	Flintshire County Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	15-Apr-20	MEM2020/046	London Borough of Hillingdon - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	15-Apr-20	MEM2020/011	Doncaster Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	16-Apr-20	MEM2020/001	Aberdeen City - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	16-Apr-20	MEM2020/039	Swansea bay PHA - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	16-Apr-20	MEM2020/041	Uttlesford DC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	20-Apr-20	MEM2020/030	Plymouth CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	23-Apr-20	MEM2020/036	States of Guernsey - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ -	£ 360.00
	27-Apr-20	MEM2020/052	Newport CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	29-Apr-20	Inv 05-19	Advertisement - NiwriMedia	27-Feb-20	27-Feb-20	£ 140.00	£ -	£ 140.00
	30-Apr-20	HDBK34	Clarkson Port Services Ltd - Josh Calder - Handbook	30-Apr-20	30-Apr-20	£ 7.00	£ -	£ 7.00
	4-May-20	MEM2020/018	Isle of Anglesey CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	6-May-20	MEM2020/033	River Tees PHA - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	11-May-20	MEM2020/050	London PHA - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	12-May-20	MEM2020/051	South Cambridgeshire - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	12-May-20	MEM2020/006	Boston BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	12-May-20	MEM2020/026	North Ayrshire Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	12-May-20	MEM2020/043	Dorset Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	14-May-20	MEM2020/024	Mid & East Antrim BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	14-May-20	MEM2020/012	Dundee CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	15-May-20	MEM2020/004	Belfast CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	19-May-20	MEM2020/022	Manchester CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	21-May-20	MEM2020/040	Tendring DC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	21-May-20	MEM2020/026	North Tyneside - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	22-May-20	MEM2020/003	Antrim & Newtown BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	28-May-20	FND2019/003	FSA Part 3	26-Nov-19	24-Mar-21	£ 3,500.00	£ -	£ 3,500.00
	28-May-20	MEM2020/008	City of Edinburgh Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	29-May-20	MEM2020/009	Copeland BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	29-May-20	MEM2020/005	Bournemouth, Christchurch and Poole Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	6-Apr-20	MEM2020/023	Medway Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	15-Jun-20	MEM2020/037	States of Jersey - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ -	£ 1,050.00
	17-Jun-20	MEM2020/015	Fife Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	22-Jun-20	MEM2020/044	Dublin - Membership 20/21	1-Apr-20	31-Mar-21	£ 525.00	£ -	£ 525.00
	26-Jun-20	MEM2020/025	Newry, Mourne and Down BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00

APHA Income 01/04/2020 - 03/09/2020

VAT NO	Date Paid	Invoice No	Supplier	Supply Start Date	Supply End Date	Nett	Vat	Gross
	26-Jun-20	MEM2020/032	RAF Medical Services - Membership 20/21	1-Apr-20	31-Mar-21	-£ 876.00	-£ 175.20	-£ 1,051.20
	15-Jul-20	MEM2020/009	Orkney Island Council - Membership 20/21	1-Apr-20	31-Mar-21	-£ 360.00	-£ 72.00	-£ 432.00
	17-Jul-20	MEM2020/020	Lewes District Council - Membership 20/21	1-Apr-20	31-Mar-21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
	27-Jul-20	MEM2020/010	Derry & Strabane Council - Membership 20/21	1-Apr-20	31-Mar-21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
	28-Jul-20	FND2019/002	FSA Part 2	20-Nov-19	31-Mar-20	-£ 32,884.00	£ -	-£ 32,884.00
						-£ 68,037.00	-£ 5,842.20	-£ 73,879.20

APHA Budget Forecast Comparison 2020/21

Expenditure	April Initial Budget	July Forecast	August Forecast	Change in Forecast	Notes
APHA Administration	3,000.00	3,000.00	3,000.00	0.00	
APHA Finance	3,000.00	3,000.00	3,000.00	0.00	
Webmaster	6,600.00	6,600.00	6,600.00	0.00	
Executive Officer Expenses	2,600.00	1,516.67	1,300.00	216.67	No expenditure incurred for past 5 months
Executive Officer Consultancy	22,000.00	22,000.00	22,000.00	0.00	
Exec Officer remuneration	10,400.00	10,400.00	10,400.00	0.00	
Chairman's Allowance	0.00	0.00	0.00	0.00	
PLaN Groups	5,000.00	2,916.67	0.00	2,916.67	Physical PLaN Group meetings not taking place
Executive Board Meeting	170.00	99.17	85.00	14.17	No expenditure incurred for past 5 months
Executive Board Expenses	450.00	262.50	465.12	-202.62	£193.80 KM Accommodation
Bank Charges	80.00	80.00	80.00	0.00	
Expenses (Postage, Stationery etc.)	184.00	184.00	184.00	0.00	
Companies House	15.00	15.00	15.00	0.00	
Training	2,250.00	1,125.00	0.00	1,125.00	Trainig Events not taking place
AGM	1,300.00	1,300.00	0.00	1,300.00	Virtual AGM
Handbook	0.00	0.00	0.00	0.00	
Previous Year Expenditure	0.00	0.00	0.00	0.00	
	57,049.00	52,499.01	47,129.12	5,369.89	

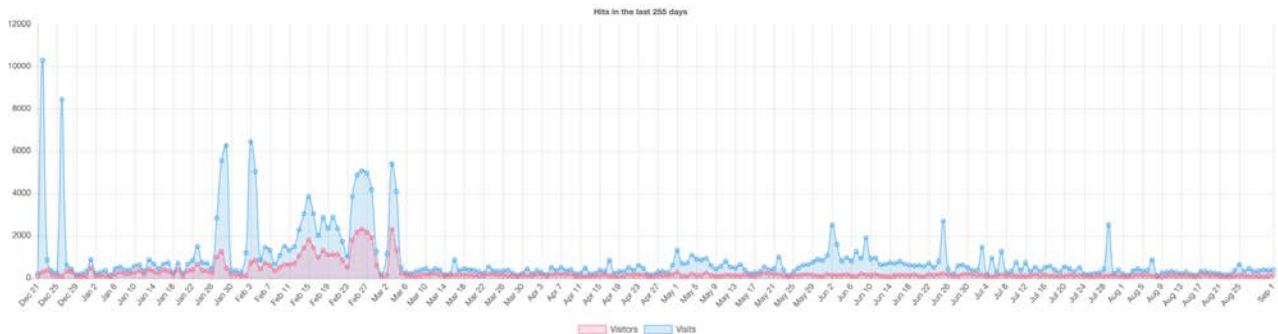
APHA Budget Forecast Comparison 2020/21

Income					
Membership	-38,382.00	-38,382.00	-38,382.00	0.00	
Sponsorship	-2,000.00	-2,000.00	-2,000.00	0.00	
Contribution	0.00	0.00	0.00	0.00	
AGM	-1,570.00	-1,570.00	0.00	-1,570.00	Virtual AGM
Training	-4,462.50	-2,231.25	0.00	-2,231.25	Trainig Events not taking place
Handbook	-218.00	-218.00	-218.00	0.00	
Advertising	-575.00	-575.00	-575.00	0.00	
Previous Year Income	0.00	0.00	0.00	0.00	
	-47,207.50	-44,976.25	-41,175.00	-3,801.25	
Net Expenditure	9,841.50	7,522.76	5,954.12	1,568.64	
OPENING Balance Reserve			77,010.05		
FSA Grant Part 3			3,500.00		
FSA Grant Part 2			32,884.00		
Estimated Profit/(Loss)			-5,954.12		
Estimated Closing Balance Reserve			107,439.93		

Association of Port Health Authorities Website

The following statistics are for the dates 21 December 2019 to 1 September 2020

Number of Hits






















Visits: 227,910, Visitors: 68,003

When taken on a 30 day average this represents an increase in visits of 11,532 and an increase in visitors of 3,709 per month.

A visit is defined as the number of times a single webpage is downloaded, and a visitor is a visit from an ip address that the website has no previous record of in the last 30 days, ie a visit from somebody that has not been to the site in the last 30 days and who then views 5 pages would count as 1 visitor and 5 visits.

Top 10 Referring Sites

A referring site is the site the user was directly on before visiting the APHA website. Where the referring site is the APHA website, this means that they came directly there, ie typed in the address manually. The final column, References, the the number of times the site was used as the referring site in the three months period.

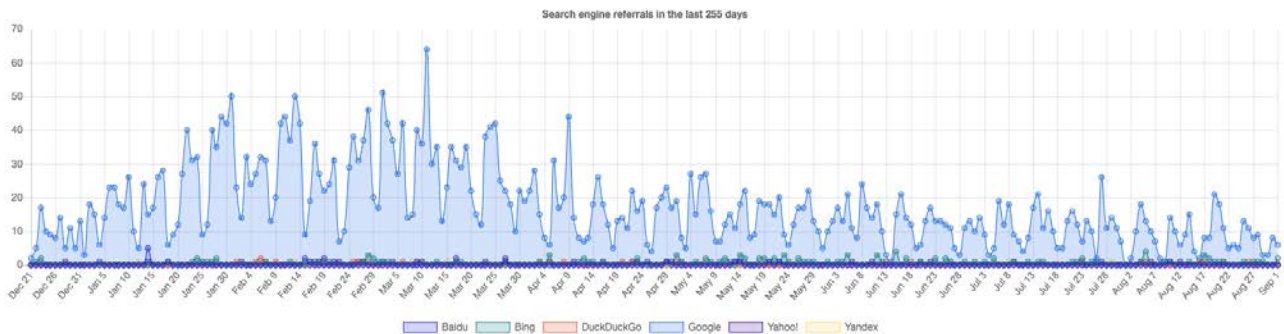
Rating	Site Url	Site Title	Server IP	Country	References
1	 www.porthalthassociation.co.uk	HOME - The Association of Port Health Authorities	79.170.44.98		61,706
2	 www.google.com	Google	216.58.213.4		3,389
3	 porthalthassociation.co.uk	HOME - The Association of Port Health Authorities	79.170.44.98		61,706
4	 www.google.co.uk	Google	172.217.169.35		949
5	site.ru	503 Service Temporarily Unavailable	91.109.201.210		362
6	 www.bing.com	Bing	13.107.21.200		143
7	 apha.co.uk	HOME - The Association of Port Health Authorities	79.170.44.98		100
8	 apha.uk	—	79.170.44.98		46
9	 www.orkney.gov.uk	Welcome to Orkney Islands Council	51.132.50.205		31
10	 www.edinburgh.gov.uk	Home – The City of Edinburgh Council	172.67.34.99		25

Search words

These are the most recent search terms that have been entered into the stated search engine in order to locate the APHA website.

Word	Browser	Country	Date	IP	Referrer
Port of Pramuka mail			September 1, 2020	197.210.227.34	www.bing.com
history of port health in UK			August 29, 2020	52.162.211.179	www.bing.com
Food Importers			August 21, 2020	37.49.230.238	www.bing.com
port health authority			August 18, 2020	82.145.220.155	www.google.com
define port health			August 11, 2020	141.0.12.162	www.google.com
amazon			August 10, 2020	70.42.131.189	www.bing.com
port health references			July 19, 2020	82.145.209.164	www.google.com
references to port health			July 18, 2020	82.145.212.4	www.google.com
Inspection procedure at port in prevention and control of diseases			July 4, 2020	82.145.211.94	www.google.com
amazon			June 25, 2020	65.155.30.101	www.bing.com

Search Engines



Above are the most popular search engines which have been used to search for the site, Google being bar far the most popular as would be expected. There has been no significant change since the last report.

Top pages

ID	Title	Link	Visits
1	Home Page	/	31,298
2	Port Directory	/port-directory/	22,905
3	Port Directory	/port-directory/?gv_search=heathrow&mode=any	7,472
4	Get Involved	/about-us/get-involved/	7,146
5	Port Directory	/port-directory/?ajaxCalendar=1&letter=z&mo=8&yr=2019	5,236
6	Port Directory	/port-directory?ajaxCalendar=1&mo=3&yr=2020&letter=m	4,254
7	Port Directory	/port-directory?pagenum=5&ajaxCalendar=1&mo=6&yr=2019	4,230
8	Port Directory	/port-directory?pagenum=9&letter=e&ajaxCalendar=1&mo=8&yr=2019	4,175
9	Port Directory	/port-directory/?ajaxCalendar=1&letter=a&mo=7&pagenum=8&yr=2019	4,174
10	Port Directory	/port-directory?pagenum=5&ajaxCalendar=1&mo=12&yr=2019&letter=a	3,973
11	Port Directory	/port-directory?pagenum=7&letter=m&ajaxCalendar=1&mo=5&yr=2020	3,941
12	Home Page	/?pagenum=6&letter=d	3,675

13	Port Directory	/port-directory?pagenum=9&ajaxCalendar=1&mo=7&yr=2020&letter=r	3,319
14	Port Directory	/port-directory?pagenum=7&ajaxCalendar=1&mo=1&yr=2020&letter=a	3,309
15	Port Directory	/port-directory?letter=b&ajaxCalendar=1&mo=3&yr=2019	3,008
16	Contact Us	/contact/	2,953
17	Port Directory	/port-directory?ajaxCalendar=1&mo=2&yr=2019&letter=p	2,687
18	Port Directory	/port-directory/?letter=f&ajaxCalendar=1&mo=9&yr=2016	2,523
19	Port Directory	/port-directory?ajaxCalendar=1&mo=10&yr=2019&letter=n	2,374
20	Home Page	/?pagenum=21&letter=s	2,346
21	Port Directory	/port-directory/?pagenum=1&letter=w	2,313
22	Members Area	/members-area/?_s2member_vars=page..level..1..page..2226.	
23	Port Directory	/port-directory?pagenum=5&letter=s&ajaxCalendar=1&mo=2&yr=2020	1,993
24	Members Area	/members-area/	1,968
25	Port Directory	/port-directory?pagenum=3&ajaxCalendar=1&mo=12&yr=2019&letter=j	1,894
26	ABOUT US	/about-us/	1,889
27	Port Directory	/port-directory?pagenum=2&ajaxCalendar=1&mo=4&yr=2020&letter=r	1,782
28	Port Directory	/port-directory?pagenum=5&letter=v&ajaxCalendar=1&mo=9&yr=2019	1,767
29	Port Directory	/port-directory?pagenum=7&letter=i&ajaxCalendar=1&mo=2&yr=2020	1,751
30	Infectious Disease	/seaports/infectious-disease/	1,727

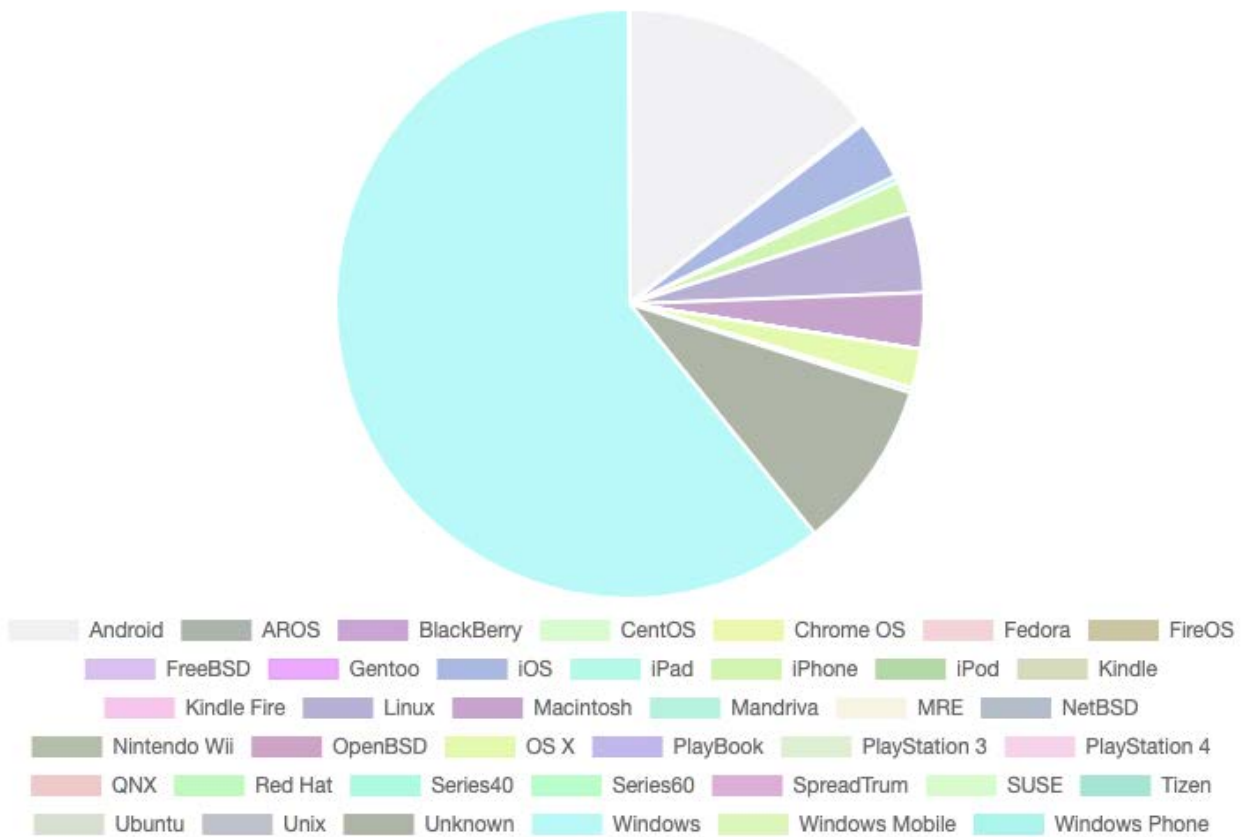
Above are the 30 most popularly used pages on the website. From the previous report the homepage has increased in ranking from 4 to 1, overtaking the port directory. The port directory (or elements thereof) occupying 8 out of the to 10 places which is a slight increase from the previous report. On port directory entries where there is a following link after the port directory, such as '/port-directory/?letter=h&pagenum=9' or '/port-directory/?gv_search=heathrow&mode=any', this indicates a manual search by the user, in the first instance they have filtered the directory by the letter H and in the second incidence they have manually searched 'heathrow'. Any entry that has 'ajaxCalendar' in the link is where a user has gone to the calendar from the page ie on the link '/members-area?ajaxCalendar=1&mo=10&yr=2019' the user has gone to the calendar from the members area of the site. Whilst there is a significantly large drop-off from the usage of the port directory section of the website compared with the other pages there is more of a gradual decline in page usage for the bottom two thirds of the table.

Top 20 countries

Rank	Flag	Country	Visitor Count
1		China	35,720
2		United Kingdom	9,353
3		United States	9,069
4		Singapore	2,762
5		Germany	2,067
6		Russian Federation	1,618
7		Unknown	988
8		France	884
9		Ukraine	702
10		Canada	480
11		Netherlands	466
12		India	307
13		Italy	227
14		Ireland	187
15		Romania	129
16		Brazil	128
17		Denmark	119
18		Vietnam	108
19		Switzerland	106
20		Thailand	101

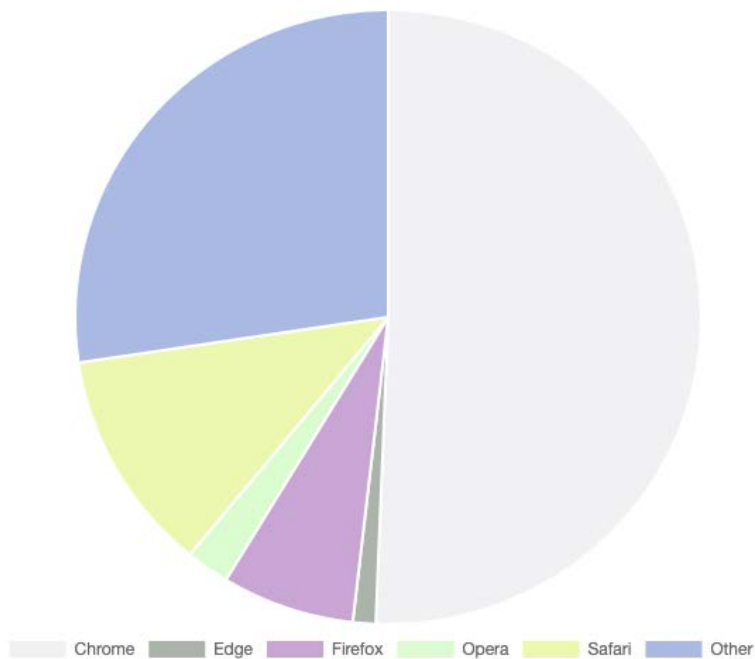
Above are the top 20 countries which visited the APHA website over the period between 21 December 2019 and 1 September 2020. It is useful to note that the country is located by using the ip address of the user, which in most cases is the same as the country that the user is in, but a very small proportion of users may use a VPN which can provide an IP address of a country other than the one the user resides in, therefore the table is probably in the region of 98% accurate.

Platform



Above shows the operating systems used to access the APHA website, the largest majority being from Windows based computers, the second being Android. This represents approximately a doubling of the usage of mobile Android technology since the last report.

Browsers



Above shows the browsers used to access the APHA website, the largest majority being Chrome. This represents approximately a doubling of the usage of Chrome since the last report. The unknown segment contains Microsoft Internet Explorer which on the previous report represented the most used browser.

CONCLUSION

In general the APHA website continues to be very well used site. There have been on average 26,813 visits over the stated time period, an increase of 11,532 visits per month since the previous report.

Most users of the site are accessing it directly by typing in the website address which would indicate that these are regular users. Other traffic is coming from Google as would be expected. There is no significant change in this behaviour since the previous report.

In terms of search phrases used to locate the site the most popular two words are still 'port health' which appears in 50% of the most recent search terms. When the term 'port health' is used as a search phrase on Google it ranks the APHA website third in the list. This is a drop of two places from the last report. Ranking above are the websites of Suffolk Coastal Port Health Authority (<https://www.porthhealth.eu>) and the UK Government guidance page for the monitoring of food imports (<https://www.gov.uk/guidance/port-health-authorities-monitoring-of-food-imports>).

As previously mentioned, the most popular search engine used to locate the site is Google, as would be expected, followed by Microsoft Bing, the second most popular search engine on the internet. This represents no change from the previous report.

The Port Directory continues to be the most popular section of the website. This is probably because regular users will be using it in their daily business to locate regularly used contact information. Because the directory is very easily accessed it is basically being used very much like an online phone directory.

China now visits the site more than any other country as would probably be expected due to the size of population.

In terms of what is used to view the site, it is mainly accessed using Windows based operating systems, ie normal PC's. Mobile viewing has seen a significant increase since the previous report, Android phones being the largest section of mobile views, followed by iPhone and iPad respectively.

To summarise, there has been a significant increase in the average number of monthly visits, spiking from mid January 2020 until mid March 2020, possibly due to the emerging COVID-19 pandemic at the time. There has also been a significant increase in mobile traffic. This report is possibly more representative of the actual usage of the site as it is taken over a much larger time frame than the last report.
