



Minutes of the APHA Executive Board Meeting Held by Video Conference on 17th November 2020

EB 20/48	Welcome	Person Responsible																																				
With all attendees present, Gill Morgan opened the meeting at 15.04 by welcoming everyone.																																						
EB 20/49	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> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Gill Morgan - Chair</td> <td>Swansea Bay PHA</td> <td>Welsh PLaN</td> <td style="text-align: center;">GM</td> </tr> <tr> <td>Andrea Smith – Vice Chair</td> <td>MPHA</td> <td>North PLaN</td> <td style="text-align: center;">AS</td> </tr> <tr> <td>John Laird</td> <td>Falkirk</td> <td>Scottish PLaN</td> <td style="text-align: center;">JL</td> </tr> <tr> <td>Steve Bell</td> <td>Portsmouth PHA</td> <td>South PLaN</td> <td style="text-align: center;">SB</td> </tr> <tr> <td>Carol Archibald</td> <td>Tendring District Council</td> <td>East PLaN</td> <td style="text-align: center;">CA</td> </tr> <tr> <td>Gary Gould</td> <td>Hon Associate, Executive Officer</td> <td></td> <td style="text-align: center;">GG</td> </tr> <tr> <td colspan="4"> In attendance</td> </tr> <tr> <td>Timothy McKillen</td> <td>Belfast PHA</td> <td></td> <td style="text-align: center;">TM</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		Gill Morgan - Chair	Swansea Bay PHA	Welsh PLaN	GM	Andrea Smith – Vice Chair	MPHA	North PLaN	AS	John Laird	Falkirk	Scottish PLaN	JL	Steve Bell	Portsmouth PHA	South PLaN	SB	Carol Archibald	Tendring District Council	East PLaN	CA	Gary Gould	Hon Associate, Executive Officer		GG	 In attendance				Timothy McKillen	Belfast PHA		TM
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EB 20/50	Declaration of Interests	Person Responsible																																				
There were none.																																						
EB 20/51	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: AS Seconded: JL</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 20/52	APHA Financial Report and Accounts.	Person Responsible																																				
<p>a. Income & Expenditure GG referred the Board to the Income and Expenditure Report 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</p>																																						

<p>that all payments were both valid and justified. He confirmed that there had been no expenditure other than the routine payments such as his remuneration, HMRC, bank charges etc. GG asked if anyone wished to query anything. There were no questions.</p> <p>GG commented that APHA had started to receive an income from the savings account interest which at current rates would equate to £600 a year.</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>b. Budget Forecast 2020/21. GG referred the Board to the forecast report and the deficit for this financial year which was expected to be £5185.13 once the FSA Grant funding had been stripped out. This is a reduction of £768.99 since the last meeting and reflects a new member joining as well as the interest income.</p> <p>c. Outstanding Action EB: 19/51b – SLA Medway Council. GG confirmed that he had finally received a signed copy of the SLA from Medway Council and that this action could be closed.</p> <p>d. Outstanding Action (OA): 19/51a - Savings Account. GG confirmed that the Finance team (FT) had now opened an account with United Trust Bank (UTB).</p> <p>Notice period: 100 days</p> <p>Interest rate: 1% Gross</p> <p>He reported that the FT had had problems with the relevant permissions that has prevented money being transferred which they were attempting to resolve with the bank. The C-19 restrictions had made this process challenging. Once resolved, a substantial sum of money will be transferred to the notice account leaving sufficient to cover expenditure within the current and instant savings account for the rest of the financial year. The FT and Executive Officer will monitor the situation as part of their monthly conference calls. This action can now be closed.</p> <p>Agreed all</p>		
EB 20/53	APHA Administration	Person Responsible
<p>Outstanding Action 20/08a - Finalise EOs's Draft Contract and Job Description. GM apologised that action on this had stalled but that that the draft had been finalised. She would distribute to Board members for comment shortly.</p> <p>Action</p> <p>GM to circulate the draft contract to the rest of the Board for comment.</p>		GM/All
EB 20/54	Membership & Renewals	Person Responsible
<p>GG reported that Portsmouth CC had now paid their subscriptions as had the new member Shetland. Both Dumfries & Galloway and Ashford Councils were joining as Corporate Members. Hull & Goole and NE Lincs were still considering re-joining.</p> <p>In terms of outstanding subscriptions, APHA had only received one payment from the MOD and were trying to determine who had paid and what had happened to the other payment. This was hampered by the problems mentioned under 20/52. Highland Council remained outstanding and GG had attempted to chase and will continue to do so.</p>		

<p>Membership was as follows:</p> <p>26 Corporate 23 Plan 3 Associate 1 International</p> <p>Making a total of 53 members.</p>		
EB 20/55	APHA membership Subscriptions 2021/22	Person Responsible
<p>GG said that the Board were required to review subscriptions for 2021/21. The FT had estimated the deficit for the next financial year to £6910. That is assuming a return to normal operations after the C-19 restrictions by next April and that there would be no grant funding. To eliminate the deficit, subscriptions would need to be increased by 17.36%, this would equate to an increase of £182.28 for Corporate members and £62.50 for PLaN members.</p> <p>He then referred to the amount of time and resources spent on chasing late payers but rather than introduce a late payment fee he suggested that an early payment discount may be appropriate. Having checked the records, all bar 16 members had paid by the end of May. The introduction of an early payment discount may encourage the late payers to process the payments earlier. During the ensuing discussion it was agreed that because the APHA reserves were healthy, it would be inappropriate to increase the fees this year but that it would be reasonable for a charge to cover the extra administration incurred as a result of late payment.</p> <p>SB asked what the process would be. GG replied that the FT started the process of raising invoices and asking for Purchase Orders in February so that those LAs who liked to pay before the end of the FY can do so. Payment terms were 28 days but he suggested that APHA should allow the early payment discount to be applied up until the end of May. It would give LAs 2 months to process the payments which should be plenty of time.</p> <p>It was proposed that the subscriptions should be increased by 10% for 2021/22 but that it should be discounted by the same amount for those authorities that pay before the end of May. In effect ensuring that there was no increase, in real terms, for the majority of members.</p> <p>Proposed: GM Seconded: SB</p> <p>Agreed all.</p> <p>Action:</p> <p>GG to advise the FT of the changes in subscriptions. FT to apply early payment discount to relevant invoices.</p>		GG/FT
EB 20/56	Task and Finish Group Action Plan	Person Responsible
<p>Task and Finish Group Action Plan:</p> <p>GG suggested that as he was, in effect, the Task and Finish Group, that it be removed as an agenda item. Training could be introduced as a standing agenda item and any projects as required.</p> <p>Agreed all.</p>		

	<p>a. Training: GG said all face to face training remained suspended because of Covid 19 and was unlikely to recommence until well into next year. In the meantime joint APHA/CIEH webinars were being run with free attendance for APHA members. The next one was scheduled for the 19 Nov 20 and was on the Food Law Cod of Practice consultation.</p> <p>b. Industry Guide to Good Hygiene Practice: Catering Guide – Ships. GG said that there has been no further progress or meetings on this because of Covid 19. It should be noted that APHA are not leading on this work but are members of the working group.</p>	
EB 20/57	AGM/CPD Event 2020	Person Responsible
	<p>It was confirmed that all the arrangements were in place for the AGM that was scheduled for the 18 Nov 20 at 15.00. The Board thanked Manchester PHA for hosting on gotomeeting.</p> <p>GG asked if all Board members were registered. SB said that he was not aware the Board members were required to register. GM agreed to send the relevant link to all Board members that had not registered.</p> <p>A review of the numbers attending indicated that the meeting would be quorate.</p>	GM
EB 20/58	Brexit	Person Responsible
	<p>GG said that he had set up a weekly Smaller Ports BCP Group meeting to mirror the major Ports weekly catch up. It has been well received and has extensive membership. Whilst more work for the Executive Officer it has proved a useful forum to date. CA and SB, who attend, concurred that it was a good meeting. GG said that he hoped it would encourage such PHAs as Hull & Goole and NE Lincs to re-join and that they are weekly scheduled meetings until 23 Dec 20 but they will continue for as long as is necessary.</p>	
EB 20/59	Covid-19 Pandemic	Person Responsible
	<p>GG referred to the latest information that he had distributed to subscribers on passengers and freight from Denmark because of the additional safeguarding measures introduced because of the new variant of the virus attributed to mink. It once again demonstrated the importance of APHA in facilitating communication and sharing information between the port health community. He then briefed the Board on the DfT PHE teleconference that had taken place that afternoon. For detail see: DfT/PHE Teleconference Covid in the Maritime Sector: 17 Nov 20</p>	
EB 20/60	APHA Handbook	Person Responsible
	<p>Outstanding Actions:</p> <p>a. Ensure contacts in the port directory are current. GM confirmed she was about to embark on this task.</p> <p>b. Approach Lansdowne to discuss an advertising and publication agreement for the revised handbook. GG reported that he had discussed this with Lansdowne and they are prepared to publish on the same terms as last time i.e. APHA will receive 50% of the advertising revenue to offset costs. We have agreed on a 3,000 copy print run and a PDF version will be provided as part of the deal. The question is whether the Board require an e-flip book that could be delivered at an additional cost. Following discussion it was agreed that the quote from Lansdowne would be forwarded to Board members when a received. A decision could then be taken on the e-flip book once the cost of publication is known.</p> <p>Agreed All.</p>	

Action:		
1. GG to forward quotation to Board members.		GG
2. Board members to either agree or reject the quote and decide whether an e-flip book is should be published.		All
c. Review content of the 2018/19 handbook and identify any new potential sections. It was agreed that Seafarer welfare and mental health should be included as a section. GG asked the Board for suggestions as to who would draft it. AS suggested Lynette Crosselly at MPHA who attended welfare board meetings.		
Action:		
AS to approach Lynette Crossley to draft a section on Seafarer Welfare and Mental Health.		AS
GG asked the Board to consider the award of honoraria to those contributors who were prepared to review and update sections. It could be done on a scale depending on how much work was involved. In the discussion it was agreed that individuals would be more likely to contribute if honoraria were payable. It was agreed that the award of an honoraria for contributors should be considered.		
Agreed all		
Action:		
Board members to consider what would be an appropriate rate for contributors		All
EB 20/61	Ships Sanitation Inspection Fees 2021/22	Person Responsible
GG referred the Board to the Executive Summary on this issue (attached). He explained that he had applied an inflationary increase rounded up to the nearest £5 based on the annual RPI to September 2020. He then asked the Board whether an additional line for the “Ship San Lite” should be included and if they were aware if any PHAs were still undertaking the process. During the ensuing discussion it was agreed that because the “Ship San Lite” was a temporary expediency that was only to be used for 2 months and never officially sanctioned, it would be inappropriate to publish a rate for that type of inspection.		
The Board then agreed the increase as published and that they would come into effect on the 1 April 2021.		
Agreed all		
Action:		
GG to promulgate the new fees by including them in the next APHA Newsletter, published to the website and emailed to PHAs		GG
EB 20/62	Succession Planning/Business Continuity	Person Responsible
GM said that this really followed on from the last meeting. GG does get overloaded with work at times and the feeling that it is down to him to keep the show on the road. GG has indicated that he does not intend to continue in the role for “evermore” and that the Board should start planning so that there can be a successful succession. It is something that the Board should consider. She asked if anyone knew of somebody who would be prepared to assist on a part time basis. In the ensuing discussion it was agreed that the role would not suit someone that already had a full time job but that would ideally have a port health background. Perhaps		

someone who was approaching retirement. It was suggested that consideration be given to use the newsletter to highlight the role.		
EB 20/63	Meeting Schedule 2020	Person Responsible
<p>The final scheduled meeting for this year is the AGM on the 18th November that will be held on line at 15.00. GG confirmed that the only date scheduled for next year was the AGM. In light of the Covid restrictions, he had not booked any meeting rooms for 2021 and asked the Board whether they were content for the same number of meetings to be held and whether they would want any of them to be face to face.</p> <p>It was agreed that the meeting schedule would follow the same as this year; they would remain on-line until the Covid restrictions have been lifted and then would be alternate face to face meetings. The November meeting should be scheduled the day before the AGM.</p> <p>The meetings would therefore be:</p> <p>Executive Board:</p> <ol style="list-style-type: none"> 1. January: tbc 2. May: tbc 3. September: tbc 4. 17th November: <p>APHA AGM 2021:</p> <p style="padding-left: 40px;">Gascoigne Suite, Union Jack Club on the 18th November 2021</p> <p>Action:</p> <p>GG to draw up a programme of Board meetings for 2021.</p>		
EB 20/64	AOB	Person Responsible
<p>1. GM mentioned that some individuals who had registered for the AGM had lost or could not remember their passwords for the APHA website and asked what action should be taken? GG replied that there is a "lost your password" button on the log in page that, when clicked, asks for an email address to send reset instructions. GG agreed to contact those individuals who were having problems.</p> <p>Action:</p> <p>GG to contact those members who were having problems accessing the membership area.</p>		GG

G Gould
Hon Associate
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			
19/51b	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.
Actions from the Executive Board Meeting held on 9 Sep 20			
20/36	Investigate a notice/term savings account	FT/GG	Actioned. Account opened with United Trust Bank. Notice period: 100 days Interest Rate: 1% Grosse
20/39	Compile Website Metrics Report for the Jan 21 Board Meeting	GG/Webmaster	
20/41	Monitor C-19 situation and impact on the 2020 AGM	GG/GM/AS	Government extended the date authorising AGMs to be held online. Decision was taken by Chair and Vice Chair to hold on line. Second nationwide lockdown prevented physical meeting in any event.
20/45/a	APHA Handbook 2021/22 a. Ensure that the contacts in the port directory are current. b. Approach Lansdowne to discuss an advertising and publication agreement for revised handbook.	GM GG	Swansea Bay PHA have commenced checking entries Lansdowne approached and are preparing a quote for 3000 hard copies, pdf and e flip book versions.

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
	c. Review content of the 2018/19 Handbook and identify any new potential sections.	All	
	d. Consider organisations/companies to approach for advertising revenue.	All	
20/47	Succession Planning/Business Continuity		
	a. Consider potential candidates	All	
	b. Develop job description for the role(s).	All	

APHA EXECUTIVE BOARD**Executive Summary**

Agenda Item:	EB 20/61
Person Responsible:	Executive Officer
Title:	
Reference Documents:	SHIPS SANITATION INSPECTION CHARGES 2021/22

The Executive Board are required to set the Ships Sanitation Inspection Charges for the financial year 2021/22. It is proposed that they should be raised in line with the RPI rate of inflation for September 2020, rounded up to the nearest £5. September is chosen because it is the rate for this month that the Government uses for increases to benefits/pensions etc that are implemented for the next financial year.

According to the report from the [Office for National Statistics](#), the RPI annual rate of inflation to September 2020 was 1.1%. The old and new charges are tabulated below and, if approved, come into effect on 1st April 2021.

SHIP SANITATION INSPECTION CHARGES 2021/22

Gross Tonnage	Old Rate (2020/21)	New Rate (2021/22)
Up to 1000	£100	£105
1001 to 3000	£135	£140
3001 to 10000	£205	£210
10001 to 20000	£265	£270
20001 to 30000	£340	£345
Over 30000	£400	£405
Vessels with 50 – 1000 persons	£400	£405
Vessels with 1000 Persons	£680	£690
Extensions	£70	£75

Recommendations:

That the Executive Board approve the increase in charges.

Comments: