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**Minutes of the 116th Annual General Meeting of the  
Association of Port Health Authorities  
Tuesday, 8 September 2015**

**Marriott Hotel, 1 Queen Square, Liverpool. L1 1RH**

<b>15/01</b>	<b>List of Attendees</b>	<b>Person Responsible</b>
	<p>List of Attendees:</p> <p>Ron Abbey, Mersey PHA Bill Arnold, Swansea Bay PHA (<b>BA</b>) Maria Brady, Mersey PHA Adrian Brocklehurst, Manchester PHA June Burns, Mersey PHA Andrea Carson, Aberdeen Council Glyn Cavell, Mersey PHA Lynnette Crossley, Manchester PHA (<b>LC</b>) Dave Cummings, Mersey PHA (<b>DC</b>) Mercola Douglas, Mersey PHA Jeffery Dudgeon, Belfast City Council Gary Gould, Hon Associate APHA Eric Hacker, Swansea PHA Fiona Hayes, Cornwall PHA Stephen Hunt, Neath Port Talbot CBC (<b>SH</b>) Paul Kimber, Weymouth PHA (<b>PK</b>) Brian Lawrie Debbie Lewis, Cornwall PHA Mark Longstaff APHA Webmaster Patrick McCarthy, Hon Associate &amp; Chair of APHA Executive Board Andrew McClenaghan, Belfast City Council (<b>AM</b>) Laura McGinn, Mersey PHA Tim McKinnon, Belfast City Council Dave Mitchell, Mersey PHA Graeme Mitchell, Liverpool JMU (<b>GM</b>) Keith Morley, Manchester PHA Charlotte Neeson, Isle of Man Government John Price, Mersey PHA Christopher Rankin, Mersey PHA Catherine Rirsch, States of Guernsey John Robinson, Manchester PHA &amp; Acting Company Secretary John Salter, Mersey PHA (<b>JS</b>) Linda Scammell, MHRA Alison Smith, APHA Andrea Smith, Manchester PHA (<b>AS</b>) Clifford Smith, Highland Council Douglas Stewart, Isle of Man Government Tony Thompstone Manchester PHA (<b>TT</b>) Frederick Weavers, Mersey PHA Sandra Westacott, Southampton PHA (<b>SW</b>) Stuart Whittingham, Mersey PHA David Whitfield, Mersey PHA Jeremy Wolfson, Mersey PHA</p> <p>Minutes taken by: Gary Gould</p>	

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<b>15/02</b>	<b>Apologies for Absence</b>	Person Responsible
<p>Apologies were received from :</p> <p>Laurence Dettman, Hull &amp; Goole PHA David Jones, Portsmouth City Council John Warman, Swansea Bay PHA</p>		
<b>15/03</b>	<b>Chairman's Welcome</b>	Person Responsible
<p>Patrick McCarthy opened the meeting at 10.25 by introducing himself as the Chair of the APHA Executive Board, welcomed everyone to Liverpool and hoped they would take full advantage of the good weather and nice hotel whilst attending what promised to be an exceptional conference.</p>		
<b>15/04</b>	<b>Minutes of 115<sup>th</sup> Annual General Meeting CIEH, Chadwick Court, Hatfields, London.</b>	Person Responsible
<p>Approved with the following amendments:</p> <p style="margin-left: 40px;">a. Item 14/01 Steve Hunt should read Cllr Steve Hunt.</p> <p style="margin-left: 40px;">b. Item 14/07 should read: Imported Food &amp; Feed, <i>Jo Hackwood</i> not <i>Jo Hackworth</i>.</p> <p>Proposed PK, seconded SH.</p> <p>Carried</p>		
<b>1/05</b>	<b>Matters Arising</b>	Person Responsible
<p>None</p>		
<b>15/06</b>	<b>Report of the Overview and Scrutiny Committee</b>	Person Responsible
<p>The Chair directed attendee's attention to the written report of the Overview and Scrutiny Committee contained within the AGM pack and asked if there were any questions. There were none.</p>		
<b>15/07</b>	<b>Technical Committee Reports &amp; Report From the Operational Board</b>	Person Responsible
<p>The Chair directed attendee's attention to the reports of the following Technical Committees and Operational Board that were included in the AGM Pack. He thanked the Secretaries of the Committees for compiling them and their work throughout the year.</p> <p style="margin-left: 40px;">Environmental Health &amp; Hygiene &amp; Airports, <i>Lynnette Crossley</i></p> <p style="margin-left: 40px;">Imported Food &amp; Feed, <i>Sandra Westacott</i></p> <p style="margin-left: 40px;">Operational Board, <i>Lynnette Crossley</i></p> <p>The Chair then asked if there were any questions. PK asked whether Ebola had been "sorted"; the reply was that although there were still a relatively small number of cases occurring in W Africa, there was nothing outside this region. PHE operating procedures were under review. SW highlighted that PHE took a lot of criticism from Port Health Authorities (PHA) because "fear outweighed" the risk and PHAs were in the best position to deal with such risks. A report is due out in the Autumn and PHAs are waiting on it. Jenny Harris wrote to all PHAs to thank them and apologised for any confusion. SW continued to say that some criticism should also be directed at "ourselves" because many held back waiting for PHE to direct rather than engaging with the issues.</p>		

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<p>The Chair replied that it fell to APHA as an organisation to concentrate on building relationships especially with the “lapsed ports &amp; Central Government”.</p> <p>LC questioned that even if the ports were ready they should look at the “knock on” effects of escalation, especially the NHS and capacity. Such things should be included in the Port Health Plan</p> <p>The Chair answered that such things should be “top of the agenda” for the Tech Committees &amp; Operational Board.</p>	
<p><b>15/08 Presentation “Evolution Adapting to Change From an IT Perspective”</b></p>	<p>Person Responsible</p>
<p>Andrea Smith delivered the subject presentation assisted by Mark Longstaff (APHA Webmaster).</p> <p>The presentation covered the background to IT changes within the organisation (the APHA questionnaire), the IT work which has been completed so far and a summary of planned future developments. Members were actively encouraged to engage with the IT systems including the members area which is currently underutilised, Facebook, Twitter and the members forum.</p> <p>After the presentation the following was discussed.</p> <p>PK expressed concern that he was still getting the wrong (rogue) websites when looking on-line and requested that the correct website is included in the minutes and was there any legal way of closing them down. It was agreed that every effort should be made to find a legal route to remove them.</p> <p>(Secretary’s note: Correct website is <a href="http://www.porthhealthassociation.co.uk">www.porthhealthassociation.co.uk</a> / <a href="http://www.APHA.co.uk">www.APHA.co.uk</a> or <a href="http://www.APHA.uk">www.APHA.uk</a>)</p> <p>SH Congratulated Andrea and Mark on their presentation because it placed APHA “on the map” in the right way. He asked if consideration had been given to paying to boost APHA's profile because we need to target the right people. He went on to “commend” all the actions to dated and pointed out that Twitter was a “powerful tool”. He stressed that Information on the website has to be current and it may encourage lapsed PHAs to return to APHA. Reliable teleconferencing was essential because of the prohibitive cost to LAs in staff attending meetings. He then thanked the Executive Board and O &amp; S Committee for their work over the past year.</p> <p>LC said that the cost of <i>Go To Meeting</i> (teleconferencing application) was £23 per month but there was a month's free trial.</p> <p>AS stated that the operational board will run a trial meeting using the 30 day free trial period trial to evaluate the application and then decide on the type of contract required e.g. pay an annual contract or pay per month for the months required.</p> <p>DC Concurred with everything that SH had said and requested that the presenters elaborate on the e-learning suggestion.</p> <p>ML replied he could write the software for these courses as part of his APHA contract. If obtained and courses developed APHA could potentially deliver training all over the world. AJS stated that to do this, we would need to first write/develop training courses.</p> <p>JS suggested that APHA should look to mobile applications (apps) because they are “easier”.</p> <p>ML Responded that the use of apps could be considered in the future but also pointed out that <i>Go to Meeting</i> has its own app.</p>	

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<p>GM said that his university was already delivered on-line courses. He then offered his help to APHA in the design and development of courses because e-learning was “the way forward”.</p> <p>RA responded by saying that conversations on how to train “the next generation of EHOs” was required but APHA should avoid what others are doing because “Mersey were already doing it”. CIEH accreditation of training is also important and attracts students considering a career.</p> <p>AS said that APHA has had a good start by sending out the questionnaire but it is damming to look at the results but they should be looked at.</p> <p>The Chair replied that it had taken a year to stabilise the organisation; the website is only as good as the members make it. The next stage is to re-engage with those PHAs that did not renew and other potential new members. There is no need to confine membership to the UK but should broaden out to the EU and the world.</p> <p>SW argued that APHA should not “rattle any chains” when developing training but it should be clear that APHA is the beneficiary.</p> <p>The Chair concluded that there were “discussions to be had” and that the membership should be reassured that there would be no “rush” but a well thought out plan.</p> <p>SW said that she would welcome any help with the training.</p> <p>AS pointed out that APHA intellectual property should be protected.</p> <p>SH Agreed with what had been said and suggested that the message from the meeting should be that anyone wanting to support or help should offer their services.</p>	
<p><b>15/09</b>      <b>Business Plan:</b> <i>Drew McClenaghan</i></p>	<p>Person Responsible</p>
<p>AM introduced the Business Plan for 2015-2016 and highlighted that its purpose was to identify key targets to aid decision making and achieve business objectives. It detailed the primary objectives of the organisation, how they may be achieved, targets and reporting. He confirmed that some of the objectives had already been completed e.g.</p> <p style="padding-left: 40px;">Annual review of policies and documents</p> <p style="padding-left: 40px;">New website</p> <p style="padding-left: 40px;">Better links and communication.</p> <p>He stressed that these were not “tablets of stone” and can be amended but there was a need for “fresh blood” and appealed for volunteers to come forward.</p> <p>SW questioned whether the objectives were prioritised.</p> <p>AM replied that everything could be accomplished by the end of the year.</p> <p>SH Thanked Drew for his efforts.</p>	
<p><b>15/10</b>      <b>Proposed Changes to the Articles of the Association &amp; Operating Arrangements:</b> <i>Bill Arnold, John Robinson</i></p>	<p>Person Responsible</p>

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BA introduced the proposed changes to the Articles and Operating Arrangements as originating from the problems APHA has encountered as a direct result of the impact of cuts to LA funding. This has resulted in fewer people volunteering. The changes, therefore, reflect the need to increase the base of people who can volunteer to work for APHA and allowing Plan representation at Technical Committee meetings. There were 4 areas amended:

Aligning Operating Arrangements to the Articles.

Introducing a Directors Pack

Introducing a Conference Protocol

Expenses and Allowances

BA concluded by stating that the O & S Committee commends the changes to the AGM. SH stated how important the amendments were because of austerity but was curious to know how many Councils had an in-depth understanding of APHA? He suggested that IT be used to encourage a greater understanding by Members of what APHA is.

He then proposed acceptance.

SW queried page 3 was it "Patronage" or should it be "Presidency" of the Association.

The Chair replied that the changes were to facilitate last year's conference in London.

SW then expressed concern over the requirement for the Authority hosting conference to "contribute" financially and that Southampton, whilst hosting, could not promise to subsidise next year's conference. She suggested changing the wording to "organise"

RA said that he understood Southampton's predicament in that they can give time but not money and suggested that APHA "underwrite" the conference.

The Chair responded by saying that they should "cut the suit to the cloth" not organise a "big conference"; deliver value for money. He emphasised that APHA had to change and become "accountable, open and transparent"

RA then proposed a change of wording to "APHA underwrite conference" and that the Executive should determine how this was to be done.

BA responded that it would be simpler to just remove the word "subsidy".

The Chair confirmed that APHA and Southampton would work together to ensure that the 2016 Conference was delivered within budget

PK then seconded BA's proposal to accept the proposed changes but amended as discussed.

Carried

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TT tabled the Annual Financial Report and Audited Accounts for the period ended 31<sup>st</sup> March 2015.

The Chair commented that they were a good set of accounts and it was of significance that APHA and £50k at the end of March 2015 with Reserves of £32k.

JR explained that when he took over the role of Acting Company Secretary he organised the collection of the financial paperwork from Cornwall and transferred it all to Manchester PHA. Tony Thompstone, the Manchester Accountant from Salford City Council, had kindly agreed to reconcile the accounts and has “got a grip” of the finances. Monthly statements are now provided and the current position is a modestly healthy £72k in the bank today.

BA proposed that the report was accepted.  
Seconded by SH

Agreed with thanks to all involved.

**15/12 Company Secretary’s report**

Person  
Responsible

The Acting Company Secretary, John Robinson, introduced the Company Secretary’s report and then highlighted the following:

- a. The Directors registered with Companies House had been out of date. Now to be corrected.
- b. The Financial Report and Accounts would be lodged with Companies House after the AGM.
- c. He was following legal advice by not taking on the role of Company Secretary, hence his current appointment of Acting Company Secretary.
- d. He referred to the Executive Board meeting in October 2014 when APHA were in a state of crisis such that the Chair took elected members to another room to discuss the situation and determine a way forward. The then Chair, Cllr Barrett of Manchester PHA, volunteered Manchester PHA to take over the role of APHA administration but no one, at the time, comprehended the amount of work involved. All were determined to put proper procedures in place.
- e. APHA was in need of newer younger “blood”

The Acting Company Secretary then paid tribute to his staff at Manchester and the Chair for what had been achieved since last October. He also paid respect to the outgoing Company Secretary, Gary Cooper, who was retiring because of ill health. He recognised that without Gary’s intervention, 3 years ago, APHA would probably not have survived.

He then suggested that there should be a new Code of Conduct for dress (*sic*) and modelled the new APHA Polo shirt advertising them for sale at cost price during the Conference.

The Chair responded by thanking John and his team for their good work especially because it would make things easier for those “that come behind”. He recognised that although it had been “tough” they had “sorted it out”.

SW Commented on the responsibilities and threats to the Company Secretary and suggested that APHA has an accountant for that role.

RA said that “finance was the driver” but that it wasn’t difficult to change directors because it could all be done on line. He then suggested that APHA look to achieve charitable status.

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The Chair replied that he would look into it.

JR said that anyone could be Company Secretary with the right competencies but confirmed that the Directors for APHA were required to be amended in writing using the correct forms.

DC then, referring to hosting the next Conference, said that he was assured that APHA would be prepared to fund and help to fund any conference in the UK.

SW confirmed that some LAs were extraordinarily generous when there was more money. If a LA could get sponsorship etc it was "all to the good"

DC stated that it should all be documented.

RA stated that local government finances had shifted recently and there was not a lot of money available. APHA should, therefore, fund the basic conference.

BA drew everyone's attention to the new Appendix 14 because it provides a check sheet for the host LA and APHA. In the past it everything was left to good will and it was "too loose an arrangement."

SH proposed that Gary Cooper should be awarded a plaque or something in recognition of his efforts.

The Chair replied that this was raised at the Executive Board where "gratitude was expressed." However this AGM would like to record a "statement of gratitude to Gary Cooper"

SW then raised a point of protocol and asked why the "Patron/President", Ron Abbey, was not wearing the chain of office.

RA replied that he did not know if it was permitted.

JR added yes it was permitted and expected.

The Chair thanked everyone for their attendance and wished them all a good conference.

JR then asked for nominations to the executive roles because there were not enough people coming forward. His first attempt, in the month preceding conference, had failed to secure sufficient nominations, so he was going to start the process again the following Monday.

The Chair closed the meeting at 11.50

GARY GOULD  
HONARARY ASSOCIATE MEMBER  
ASSOCIATION OF PORT HEALTH AUTHORITIES