



Minutes of the APHA Executive Board Meeting Held by Video Conference on 14th January 2021

21/01	Welcome	Person Responsible																												
With all attendees present, Gill Morgan opened the meeting at 13.04 by welcoming everyone.																														
EB 21/02	List of Attendees	Abbreviation																												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">List of Attendees:</th> <th style="text-align: left;">Authority</th> <th style="text-align: left;">Representing</th> <th></th> </tr> </thead> <tbody> <tr> <td>Gill Morgan</td> <td>Swansea Bay PHA</td> <td>Welsh PLaN</td> <td>GM</td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA</td> <td>North PLaN</td> <td>AS</td> </tr> <tr> <td>John Laird</td> <td>Falkirk</td> <td>Scottish PLaN</td> <td>JL</td> </tr> <tr> <td>Steve Bell</td> <td>Portsmouth PHA</td> <td>South PLaN</td> <td>SB</td> </tr> <tr> <td>Carol Archibald</td> <td>Tendring District Council</td> <td>East PLaN</td> <td>CA</td> </tr> <tr> <td>Gary Gould</td> <td>Hon Associate, Executive Officer</td> <td></td> <td>GG</td> </tr> </tbody> </table> <p>Minutes taken by: GG</p>		List of Attendees:	Authority	Representing		Gill Morgan	Swansea Bay PHA	Welsh PLaN	GM	Andrea Smith	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	
List of Attendees:	Authority	Representing																												
Gill Morgan	Swansea Bay PHA	Welsh PLaN	GM																											
Andrea Smith	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																											
EB 21/03	Apologies for Absence	Person Responsible																												
GG said that he had received no apologies																														
EB 21/04	Declaration of Interests	Person Responsible																												
There were none.																														
EB 21/05	Appointment of Chair and Vice Chair																													
<p>GG explained that because this was the first Board meeting since the AGM, they were required to appoint a Chair and Vice-Chair.</p> <p>AS proposed GM as Chair, seconded by JL. Agreed all.</p> <p>GM proposed AS as Vice-Chair. Seconded by JL. Agreed all</p>																														
EB 21/06	Minutes of the previous meeting held on the 17th November 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 21/07	APHA Financial Report and Accounts.	Person Responsible
<p>GG explained that HSBC had locked online access to the current account. This was because of an alleged security breach which was, in fact, an error on HSBC's part. HSBC have since made it extraordinarily difficult to regain access, including the Covid restrictions but also because they are not consistent with the advice given. The Finance Team have, therefore, been unable to reconcile the statement balance obtained from telephone banking with the APHA records. Hence the £3,497.91 in red on the summary page. The other entries in red on the Income and Expenditure are where the FT have tried to identify what the items could be. The FT are trying to get the situation resolved as a matter of priority.</p> <p>GG then drew the Board's attention to the substantial sum in the 100 day notice account in order to take advantage of an improved interest rate. He also confirmed that APHA has or will receive £1500 newsletter sponsorship from RHE Global and £500 website advertising from Novus Environmental.</p> <p>GG then said that the FSA had confirmed that there will be no Grant funding this financial year. Their port fund was well oversubscribed. Although they will bear APHA in mind in the unlikely event that there is an eventual underspend.</p> <p>GM commented that considering the financial situation a few years ago when the Association was in danger of going under, the current situation was an "amazing" position to be in.</p> <p>GG informed the Board that the Chair has taken the decision to write off the £240 owed by Keith Morley's estate. This was money that he was refunded when the flat booked for the AGM at the UJC had to be cancelled. Keith was a great supporter of APHA and it was felt it would be inappropriate to chase his widow for the money. AS agreed to write to Keith's widow informing her of this decision</p>		
<p>Action:</p>		
<p>AS to write to Keith Morley's widow informing her of the decision to cancel the invoice.</p>		AS
<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</p>		
<p>GG asked the Board to take note of the adjustment on the projected Handbook Income. This was because of an error rolling the figures from previous months. Whilst it has now been corrected, it does not make much of an impact on the figures.</p>		
<p>GG said that the budget deficit had dropped once again from the previous meeting. This continues to be the impact of C-19 on normal operations.</p>		
<p>c. Budget Forecast 2021/22</p>		
<p>GG said that the FT had drafted a budget forecast for 21/22. This is based on the assumption that normal operations will resume later in the year i.e. three training courses, the AGM and the resumption of physical Board meetings. The costs of publishing the handbook had increased the projected deficit to over £9600.</p>		

<p>d. Banking Issues.</p> <p>Further to the issues discussed earlier, in order to be more flexible, it has been recommended that APHA appoint more than one person to have authorised access to the accounts. HSBC has said that to undertake this action, they require it be minuted that the Board agree to both Andy McNally-Johnson and Katey Durkin to be added to the mandate for HSBC account. It would make sense that the Board includes the Aldermore Business Savings Account and United Trust Bank Account in this decision.</p> <p>Following discussion it was agreed that Andy McNally-Johnson and Katey Durkin be added to the mandate for the HSBC current account, the Aldermore Business Savings Account, and United Trust Bank Account.</p> <p>Agreed all</p> <p>Action</p> <p>The FT to amend the mandates to reflect the above decision.</p>		GG/FT
<p>EB 21/08</p>	<p>APHA Administration</p>	<p>Person Responsible</p>
<p>a. OA 20/08a Finalise EO's draft contract: GM said that she had distributed the draft to all Board members and invited comments amendments. As there were none forthcoming she had assumed that it was acceptable and proposed that it now be finalised.</p> <p>Agreed All</p> <p>Action:</p> <p>GM to finalise EO's contract</p>	<p>b. OA 20/39 Website -Metrics report from Webmaster: GG said that it had been agreed that the webmaster would produce a website metrics report every other Board meeting and the latest was included in the papers. Whilst there has been a reduction in website use since the previous report, this was probably due to the figures being skewed by the increased traffic caused at the start of the Covid pandemic. That said it remains well used. Of note is that APHA is now second in the rankings when searching for "port health", the top spot being gov.uk which is understandable</p>	GM
<p>20/09</p>	<p>Membership & Renewals</p>	<p>Person Responsible</p>
<p>Steve Bell from Portsmouth CC joined at this point.</p> <p>GG reported that all members have now renewed for 20/21. The FT & GG were still trying to determine what happened to the RAF's payment. This has proved difficult because HSBC will not undertake a search by BACs reference and that the main RAF point of contact has been on leave. The FT believes that APHA may have now received the payment as part of the unreconciled income mentioned above.</p> <p>He then said that both Hull & Goole PHA and Ashford BC have now joined as Corporate members with Dover having agreed to re-join as well.</p> <p>Membership now stands at:</p> <p>29 Corporate, 30 if Dover is included. 23 Plan 3 Associate</p>		

1 International		
Total: 56		
The membership numbers by 2017 had dwindled to a total of 34 so this represents a substantial increase of 22 members.		
GG the mentioned that he had also received an enquiry from Great Yarmouth BC to re-join.		
GG confirmed that the FT would be starting the process of renewals for 2021/22 shortly.		
EB 21/10	AGM CPD Event 2021	Person Responsible
GG said that the Gascoigne suite of the Union Jack Club (UJC) had been booked for the 18 Nov 21. The decision as to whether it will go ahead as a live or virtual event will depend on whether there any C-19 restrictions nearer the time. That said, he asked whether he should book a flat to provide accommodation for 3 individuals as well as providing a place for the Board meeting the day before.		
As APHA were intending to publish an updated version of the Handbook this year it would be a good opportunity to launch it and also provide a deadline to work to.		
CA said that it would also be a good opportunity to launch the revised Ships Catering Guide if it is completed by then.		
Following discussion it was agreed that the flat should be booked.		
Agreed All.		
Action:		
GG to book a flat at the UJC		GG
EB 21/11	Training	Person Responsible
GG confirmed that there were no live training events scheduled for 2021 as yet but that he had been in discussions with the 2 facilitators regarding the potential to run events later in the year once C-19 restrictions had been lifted.		
APHA/CIEH Coffee & Catch Up events are scheduled for:		
21 Jan 21		
18 Feb 21		
18 Mar 21		
They remain free to APHA members.		
EB 21/12	Industry Guide to Good Hygiene Practice: Catering Guide – Ships	Person Responsible
GG said that there had been no further progress on this CIEH project that APHA were assisting with. This was due to Coronavirus. He suggested that it be removed from the agenda until such time that the project recommences.		
Agreed All.		
Action:		

GG to remove the Ships Catering Guide from the agenda.		GG
EB 21/13	Brexit	Person Responsible
<p>GG said that responsibility for the Defra Port Health Steering Group meetings have now moved to the new Readiness and Capability Team. He confirmed that he had a good working relationship with Steve Andrews who is on the Team. Their approach is to be the voice of Port Health internally with Defra, with an aim to get things moving a lot quicker than they have hitherto. Their main focus is now readiness for 1 Apr and 1 Jul 21 as the next 2 key dates. They have taken on responsibility for produce the notes of future meetings, relieving the burden from the EO. GG said that despite this it will not reduce the workload because he believed it would be important to get a summary out as quickly as possible after the meeting in order to inform those who could not attend.</p> <p>GG then said that the Smaller Ports BCP group continues to be well received; Steve Andrews attends for the last 20 minutes or so, which is an opportunity to raise specific concerns with him. SB said that these were meetings were very useful and a means to share concerns and raise issues as well as find answers to problems and would advocate attendance.</p> <p>GG said that he attended the daily Border Protocol and Delivery Group Daily BDPG Stakeholder calls, he summarises and distribute what was delivered for the benefit of those that could not attend. He did ask the smaller ports group whether the summaries were useful and their view was that they were so he would continue to produce them despite the additional workload.</p>		
EB 21/14	Covid-19	Person Responsible
<p>GG said that he continued to attend the fortnightly DfT/PHE teleconferences but there is not a lot of new information coming out of them which is not already available through the media. The latest view seems to be that the latest Covid restrictions in England will last until late March. There was discussion regarding undertaking Ships Sanitation Inspections with some undertaking risk based visits whilst others having reverted to 30 day extensions.</p> <p>GG said that he had received a request from UK Chamber of Shipping for a port health roundtable to discuss cruise ships re start. He had discussed with Gavin Stedman who said that London PHA would like to participate. It was also mentioned at the smaller ports group and there was interest expressed across the UK. There was not time to raise it at that morning's Major Ports meeting so he would email Liverpool and Southampton on this.</p> <p>It was agreed that GG should discuss this group with the Chamber of Shipping and facilitate any meetings.</p> <p>Agreed All</p> <p>Action:</p> <p>GG to hold exploratory discussions with the Chamber of Shipping on their proposal.</p>		GG
EB 21/15	APHA Handbook	Person Responsible
<p>EB 20/60 Outstanding actions:</p> <p>a. Update Port Directory: GG said that he had created an area on the Teams site where a spreadsheet version of the on-line port directory had been filed. This will be used to update entries with amendments being highlighted until made. In an attempt to reduce the burden GG would include a request for authorities to check their entry in the newsletter. This would be followed by mailshots to the PHAs, finally any remaining PHAs would be contacted</p>		

<p>directly. CA said that she had resolved the “Brightlingsea” issue with Colchester and it has been confirmed that they are the PHA for that port. She said that it may be worth contacting Colchester with a view to membership of the Association.</p> <p>Action:</p> <p>GG to approach Colchester and discuss membership of APHA.</p> <p>b. Forward quote from Lansdowne to Board Members for approval. GG said that whilst the Board had agreed the quote by email, it should now be ratified for the purposes of the record.</p> <p>Agreed All:</p> <p>GG then said that he was waiting for the final contract to be sent through for signature but that he would hold off chasing it until the workload had eased such that work on the revision could commence.</p> <p>Agreed All</p> <p>c. Review content of the 2018/19 Handbook and identify any new potential sections. AS said that Lynette Crossley had agreed to produce the section on Seafarer’s Welfare and Mental Health. She had already started work on this by contacting organisations such as The Mission to Seafarers. The Board thanked Lynette for her efforts which were very much appreciated. GG said that there would need to be a section on Covid within the Infectious Disease Chapter, other than that there were no new sections but some of them would need major revision because of Brexit.</p> <p>d. Consider organisations/companies to approach for advertising revenue. GG said that the ideal would be for the Handbook to be self-funded out of advertising. Unfortunately, only approximately 50% of the cost of the last edition was covered by advertising. Lansdowne have requested that APHA expands the list of potential advertisers and to that end it would be useful if all Board members give consideration to any companies that they use for work at the port; for example, waste disposal, pest control, water analysis etc. This could be expanded to other port operations like Chandlers.</p> <p>Action:</p> <p>Board members to draw up a list of potential advertisers for the next edition of the handbook.</p> <p>e. Consider rate for honoraria for contributors. SB asked whether this would be on a contract basis or more of a gratuity. In the ensuing discussion it was agreed that whilst the thought was to award a gratuity for contributors, it was a bit of a “minefield” to ensure that the payments were fair. Previously contributors had done the revision <i>pro bono</i> but a lot was left to the Executive Officer to do because there were insufficient volunteers. Following discussion it was decided that the approach should be to ask individuals to volunteer their services for this work and assess what the response is before considering the award of honoraria.</p> <p>Agreed all.</p>	<p>GG</p> <p>All</p>
<p>EB 21/16 Succession Planning/Business Continuity</p>	
<p>GM said that from the dark days of a few years ago, APHA was now in a very good place thanks to the efforts and dedication of the Executive Officer. However, GG has said that he did not want to continue in the role “forever” and intended to stand down this year. It is therefore critical that the Board start looking for a replacement so as to allow an orderly</p>	

<p>transition. This is likely to be challenging because the role requires someone who is prepared to work on their own initiative and willing to undertake whatever tasks are required to ensure that the Association runs smoothly. GG said the job is all encompassing, requiring skills that include in addition to a knowledge of port health and the Association, administration, finance, organisational and IT skills.</p> <p>In the ensuing discussion it was clear that there was no obvious candidate that could be approached but the job description has been finalised as part of the EOs contract. GG said that the ideal would be to recruit someone to work alongside him for a period of time with a gradual transfer of responsibilities as they became familiar with role. It was agreed that whilst this approach could work it would be difficult to find the right individual. If all else fails APHA could advertise the position through CIEH as was done in 2016 when GG was recruited. It was agreed that it was essential to find the right person for the job and to that end GM and GG would draft something for the newsletter to invite expressions of interest.</p> <p>Agreed all.</p> <p>Action:</p> <p>GM and GG to draft a piece for the APHA Newsletter</p>		GM/GG
EB 21/17	Proposed Meeting Schedule	
<p>Executive Board:</p> <p>a. 13th May 2021 venue tbc</p> <p>b. 9th September 2021 venue tbc</p> <p>c. 17th November 2021 Union Jack Club, C-19 permitting.</p> <p>APHA AGM 2021: 18th November 2021 - Gascoigne Suite, Union Jack Club.</p> <p>Agreed all.</p> <p>Action:</p> <p>GG to send out calendar invites to all Board members.</p>		GG
EB 21/18	AOB	Person Responsible
<p>GM said Cllr. John Warman, who was Chair of the Executive Board until January last year, had broken his foot before Christmas and, whilst in hospital, had contracted Covid. She was pleased to report that he was now much better and well on the mend.</p> <p>There being no further business, the Chair thanked everyone for their attendance and contribution then closed the meeting at 14.30.</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 the Executive Board Meeting held on 15 Jan 20			
20/08a	Finalise EO's draft Contract & Job Description.	All	GM to distribute draft to Board Members
Actions from the Executive Board Meeting held on 9 Sep 20			
20/39	Compile Website Metrics Report for the Jan 21 Board Meeting	GG/Webmaster	Done, on agenda.
Actions from the Executive Board Meeting held on 17 Nov 20			
20/55	a. Advise the FT of the changes in subscriptions.	GG	Done.
	b. Apply early payment discount to relevant invoices	FT	Done – will be actioned when renewals sent out.
20/60	APHA Handbook 2021/22		
	a. Ensure that the contacts in the port directory are current.	GM	Swansea Bay PHA have commenced checking entries.
	b. Forward quote from Lansdowne to Board Members for approval.	GG	Quote forwarded; 3,000 hard copies and pdf version agreed.
	c. Review content of the 2018/19 Handbook and identify any new potential sections.	All	New sections on Seafarer Welfare and Mental Health to be included, drafted by Lynette Crossley at MPHA.
	d. Consider organisations/companies to approach for advertising revenue.	All	Ongoing
	e. Consider rate for honoraria for contributors	All	
20/61	Promulgate the new fees by including them in the next APHA Newsletter, published to the website and emailed to PHAs	GG	Included in December newsletter.
20/62	Succession Planning/Business Continuity		

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
	a. Consider potential candidates b. Develop job description for the role(s). c. Consider advertising role in newsletter	All All GM	
20/63	Draw up a programme of Board meetings for 2021.	GG	Done – included in agenda for 14 Jan 20.

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