



Minutes of the APHA Executive Board Meeting Held by Video Conference on 13th May 2021

21/19	Welcome	Person Responsible																																
<p>With all attendees present, Gill Morgan opened the meeting at 13.04 by welcoming everyone. As there was a new representative from Northern Ireland GM asked everyone to introduce themselves. Stacey Dallas-Thompson said that she was replacing Tim McKillen who was retiring shortly. It should be noted that Cllr. Brian Heading remains the Northern Ireland PLaN Group member of the Board</p>																																		
EB 21/20	List of Attendees	Abbreviation																																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">List of Attendees:</th> <th style="text-align: left; width: 30%;">Authority</th> <th style="text-align: left; width: 30%;">Representing</th> <th style="width: 10%;"></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>Manchester PHA</td> <td>North PLaN</td> <td>AS</td> </tr> <tr> <td>John Laird</td> <td>Falkirk Council</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>Stacey Dallas-Thompson</td> <td>Belfast PHA</td> <td>Northern Ireland PLaN</td> <td>SD</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	Manchester PHA	North PLaN	AS	John Laird	Falkirk Council	Scottish PLaN	JL	Steve Bell	Portsmouth PHA	South PLaN	SB	Carol Archibald	Tendring District Council	East PLaN	CA	Stacey Dallas-Thompson	Belfast PHA	Northern Ireland PLaN	SD	Gary Gould	Hon Associate, Executive Officer		GG	
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EB 21/21	Apologies for Absence	Person Responsible																																
GG said that he had received no apologies																																		
EB 21/22	Declaration of Interests	Person Responsible																																
There were none.																																		
EB 21/23	Minutes of the previous meeting held on the 17h 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: SB Seconded: AS</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 21/24	APHA Financial Report and Accounts.	Person Responsible
<p>a. APHA Income and Expenditure report to 31 Mar 21.</p> <p>GG referred Board members to the Income and expenditure report to 21 Mar 21 and said that it was part of their governance function to review the APHA expenditure. There were no questions and the Board agreed that expenditure to 31 Mar 21 was both valid and justified.</p> <p>Agreed all</p> <p>b. APHA Financial Statement 2020/21</p> <p>GG explained that as a small company APHA only have to file micro-entity accounts to Companies House. The Finance Team have drafted a document that indicates the figures that will be entered on line following the next AGM. APHA is also exempt from having the accounts audited but as a reassurance measure, they have been reviewed by Andy McNally-Johnson who is the Finance Business Partner at Medway Council who has stated that they <i>are correct and provide a true and fair view as to the financial position on APHA as at 31 March 2021</i>. There were no questions and the Board agreed that the statement could be presented at the AGM.</p> <p>Agreed all.</p> <p>c. APHA Income and Expenditure report 1 Apr to 30 Apr 21</p> <p>GG said that the Board were to review the APHA expenditure to 30 Apr 21 which was provided with the meeting papers. He said the highlight is that the FSA have paid the second part of the Grant funding which means that they have once again covered our operating costs for last year hence. This has resulted in APHA being in an even stronger financial position. There were no questions and the expenditure was confirmed as both valid and justified.</p> <p>d. APHA Budget Forecast 2021/22</p> <p>GG referred Board Members to the Budget Forecast that had been included with the papers for the meeting. He then went through the assumptions on what both the expenditure and income were based. Although £5,000 had been allocated between the PLaN Groups, it was unlikely to be taken up in full. There was also funding allocated for a physical Board meeting which also not take may place because of Covid.</p> <p>On income, APHA's main source is of income is from subscriptions and is based on the current membership which may increase. Training courses was based on a total of 3 for the year but we will have held 3 by the end of June so there is scope to run more.</p> <p>As it is not expected that APHA will receive any FSA Grant Funding this year, the projected loss is £5354.17 which is far less than previous and easily absorbed by the substantial reserves. This figure may reduce should the PLaN groups not use up their allocation and by attracting new members. The forecast is monitored at the monthly financial meetings as well as reviewed at each Board meeting.</p>		
EB 21/25	APHA Administration	Person Responsible
<p>OA 20/08a Finalise EO's draft contract: GM said that the Executive Officer's contract had been finalised and invited GG to comment. GG said that he was not prepared to sign the contract because of the requirement to provide 3 months' notice to quit. He said that the reasons for this would be covered under the succession planning item.</p>		

20/26	Membership & Renewals	Person Responsible
<p>GG said that the early payment discount has proved successful, with most members having renewed already. APHA currently has 12 subscriptions outstanding including Portsmouth, Belfast and Falkirk who had members on the Board. He asked that the relevant members chase and ensure payment before the end of May in order to secure the discount. SD said that a PO had been raised for Belfast as did SB. GM said that she noted the entry on the Income statement suggested that Manchester City Council had paid, this was clearly a typo error and should be Manchester PHA. GG will ensure it is corrected.</p> <p>Action: FT to check and amend the Income entry for Manchester CC.</p> <p>If all renew memberships will stand at:</p> <p>32 Corporate</p> <p>24 PLaN</p> <p>3 Associate</p> <p>1 International</p> <p>Total 60</p> <p>GG said that this included Southampton PHA who have recently re-joined. He also said that Stornoway had recently applied to join as a Corporate member. The membership has improved greatly from the dire figures of a few years ago.</p>		FT
EB 21/27	AGM CPD Event 2021	Person Responsible
<p>GG said that the Flat has been booked for 17 Nov 21 as a meeting place for the EB and accommodation. The Chair and EO would take 2 of the rooms, which left a third available to a Board member. AS asked if she could take it. The Board agreed.</p> <p>GG then said that the Board should consider who should speak at the Training Day and asked for suggestions.</p> <p>CA suggested someone from industry on COVID Cruise Restart, possibly those that had been involved in the Ships Catering Guide review. GG said that he had 2 contacts with Carnival who he could approach.</p> <p>As asked whether APHA should ask someone involved with Seafarers Welfare possible Tommy from the ITWF. She agreed to investigate.</p> <p>SB suggested that Merchant Navy Welfare Board.</p> <p>CA then suggested Fiona Gomes from PHE Eastern Region. GG said that she was a possibility or we could aim for someone from their Port Health Team at Heathrow.</p> <p>Actions:</p> <p>a. GG/GM to consider the suggestions when developing program for the AGM and Training Day.</p> <p>b. AS to ask Tommy from the ITWF</p>		<p>GG/GM</p> <p>AS</p>

EB 21/28	Training	Person Responsible
<p>GG said that there had been 3 courses since the last Board meeting. All were Introduction to Ships Sanitation Inspections and IHR. All were delivered on line via Teams and have been well received.</p> <p>Owing to demand a further one is scheduled for 24 Jun 21. APHA continues to promote the monthly CIEH Port Health Coffee & Catch Up Webinars and they remain free to APHA members.</p>		
EB 21/29	Brexit	Person Responsible
<p>GG said that he continued to attend the weekly and renamed DEFRA PHA Capability Delivery Forums. He diligently writes them up for the benefit of those colleagues who were unable to attend. He continued that he also hosts the weekly PHA BCP Group that has proved very useful. As ¾ of the Board attend the meetings there is not much else to add except that attendance and writing the meetings up does take some considerable time and he hoped that colleagues found them of use. He suggested that as Brexit and the route to the introduction of controls for EU Imports is in place this item is dropped as a standing agenda item. Any issues could always be raised as AOB at future meetings.</p> <p>Agreed all</p>		
EB 21/30	Covid-19	Person Responsible
<p>GG said that he continues to attend the fortnightly DfT/PHE Maritime Calls, as well as the weekly CLIA Cruise Restart Port Committee. The former is pretty much spent now as there is nothing really new coming out of it other than a status report from PHE. The latter is very useful because it connects with the fortnightly APHA PHA Cruise Restart meeting that he also hosts and is chaired by Southampton PHA. He suggested that this item was now also removed from the agenda with any issues being raised as either agenda items or AOB at future meetings.</p> <p>Agreed All</p>		
EB 21/31	APHA Handbook	Person Responsible
<p>OA 21/15:</p> <p>a. Update Port Directory</p> <p>GG said that despite repeated requests for PHAs to update their entry via the newsletter only a few have responded. He said that it would be useful if at least the members of the Board could check their entry. As a final attempt GG said that he could send an email to individual PHAs requesting that they check their entry but would expect a similar response. After that it would be down to contacting PHAs individually but that neither he nor Swansea Bay PHA had the capacity to undertake the work.</p> <p>SB said that with the recruitment that Portsmouth CC had undertaken in readiness for the introduction of Import Controls and then the subsequent delay to implementation, his team may be able to undertake this task.</p> <p>Action:</p> <p>GG and SB to discuss the possibility of Portsmouth CC undertaking the review and update of the Port Directory</p>		GG/SB

	<p>b. Consider organisations/companies to approach for advertising revenue.</p> <p>AS said that she had been working with BASF regarding some pest control work who may be prepared to advertise.</p> <p>Action:</p> <p>GG & AS to discuss approaching BASF regarding advertising in the handbook.</p> <p>c. Review of content.</p> <p>Martin Walker has agreed to review most of section 1 but there is a need to identify volunteers who would be prepared to review the rest of the book. GG said that it would be useful if the members of the Board could undertake some of this work. GG said that he would tabulate the sections and forward to Board members.</p> <p>Action:</p> <p>GG to tabulate the sections of the Handbook and forward to Board members.</p>	<p>GG/AS</p> <p>GG</p>
EB 21/32	Succession Planning/Business Continuity	
OA 21/16:	<p>Draft an advert to recruit EO assistance for the APHA Newsletter</p> <p>GM said that GG has already indicated that he would like to step down by the end of the year and there has been problems finding someone to take the role on. She continued that because she intended to also retire by the end of the year, Swansea Bay would no longer be able to continue with the administration role because of a lack of capacity. It was therefore clear that the Board would have to investigate and determine a new way of running the Association. GG said that ideally it would be better for a single PHA taking it on and running it, he continued that he had already had exploratory talks with SCPHA and London PHA and that they were giving it some thought.</p> <p>CA suggested that the private sector be considered.</p> <p>SB said that as part of the spare capacity they had to undertake the port directory work, there was a possibility that Portsmouth CC could take it on even if it was for the short term so that more time could be given to future planning.</p> <p>Action:</p> <p>a. GG would continue discussions with SCPHA and London PHA.</p> <p>b. GG, GM and SB would have discussions to explain what was involved and determine whether Portsmouth CC could undertake the role.</p> <p>Agreed all</p>	<p>GG</p> <p>GM/GG/ SB</p>
EB 21/33	Proposed Meeting Schedule	
Executive Board:	<p>a. 9th September 2021 at 14.30 via MSN Teams</p> <p>b. 17th November 2021 Union Jack Club, C-19 permitting.</p>	

APHA AGM 2021: 18 th November 2021 - Gascoigne Suite, Union Jack Club.		
Agreed all.		
Action:		
GG to send out calendar invites to all Board members.		GG
EB 21/34	AOB	Person Responsible
There being no further business, the Chair thanked everyone for their attendance and contribution then closed the meeting at 14.26.		

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			
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	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