



Minutes of the APHA Executive Board Meeting Held by Video Conference on 17th November 2021

| EB 21/50 | Welcome | | | Person Responsible | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| With all attendees present, Gill Morgan opened the meeting at 14.00 by welcoming everyone. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EB 21/51 | List of Attendees & Apologies for Absence | | | Abbreviation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table><thead><tr><th>List of Attendees:</th><th>Authority</th><th>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>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 (from 14.20)</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>Jon Avern</td><td></td><td>Observer</td><td>JA</td></tr><tr><td>Gary Gould</td><td>Hon Associate, Executive Officer</td><td></td><td>GG</td></tr></tbody></table> | | | | 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 (from 14.20) | Portsmouth PHA | South PLaN | SB | Carol Archibald | Tendring District Council | East PLaN | CA | Stacey Dallas-Thompson | Belfast PHA | Northern Ireland PLaN | SD | Jon Avern | | Observer | JA | Gary Gould | Hon Associate, Executive Officer | | GG | |
| 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 (from 14.20) | Portsmouth PHA | South PLaN | SB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carol Archibald | Tendring District Council | East PLaN | CA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stacey Dallas-Thompson | Belfast PHA | Northern Ireland PLaN | SD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jon Avern | | Observer | JA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gary Gould | Hon Associate, Executive Officer | | GG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minutes taken by: GG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| As all Board members were present there were no apologies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EB 21/52 | Declaration of Interests | | | Person Responsible | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| There were none. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EB 21/53 | Minutes of the previous meeting held on the 9 th September 2021 | | | 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: CA Seconded: AS</p> <p>Agreed all.</p> <p>b. Matters Arising: GG referred everyone to the list of actions (attached) and confirmed that there were none outstanding.</p> <p>Agreed all</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EB 21/54 | APHA Financial Report and Accounts. | | | Person Responsible | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GG said that the Board will be aware that Financial Services were now being provided by Lansdowne Publishing. This has required the HSBC mandate to be amended so that they can manage the account. The relevant forms were completed and sent to HSBC on 5 Oct 21. GG visited a branch on the 22 Oct 21 and it was confirmed that HSBC had received the paperwork and it was being processed. It was also confirmed that there was likely to be a delay because they had a backlog of forms to action. GG confirmed that he was planning to visit the branch again on 19 Nov 21 for an update. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>(Secretary's note: HSBC confirmed that the changes to the Mandate had been actioned on 27 Oct but they had omitted to inform APHA. In order to manage the account Lansdowne are required to register for internet banking. Once the form has been submitted it would take a further 10 working days to process).</p> <p>GG continued that other than the direct debits of VAT and bank charges there has been no "expenditure" since the last meeting although there are several bills waiting to be paid. APHA has recorded £1864 in training income since the last meeting and there remains £2228 training income outstanding. It should be noted that this is based on remittance advices and may therefore not be accurate because not all local authorities send such advices.</p> <p>The budget has not been updated since Lansdowne took over. The projected deficit of £9300 is likely to reduce substantially because the money allocated to PLaN groups is unlikely to be spent and training income was only based on only 3 courses. So far this financial year APHA has run 6 introduction to ships sanitation inspection courses and one workshop, with a further 2-3 workshops planned.</p> | | |
| 21/56 | Membership & Renewals | Person Responsible |
| <p>GM said that because Steve Bell had yet to arrive, item 21/55 - Administration would be delayed until he joined.</p> <p>GG reported that there are 2 membership subscriptions indicated as outstanding.</p> <p>a. Lewes & Eastbourne: he had been in contact with the Authority and they confirmed that it should have been paid. APHA was currently unable to check this because of a lack of access to the bank account.</p> <p>(Secretary's note: It has since been confirmed that Lewes paid on 15 Oct 21)</p> <p>b. Portsmouth: GG said that on investigation this was probably because there was no purchase order on the invoice, this will be addressed by the new bookkeeper and the invoice re-issued.</p> <p>Membership currently stands at:</p> <p>33 Corporate 26 PLaN 3 Associate 1 International</p> <p>Making a total of 63 Members</p> <p>He continued that APHA have had an enquiry from Bermuda re costs for membership so that it could be included in their next year's budget. GG identified that Cornwall and Mersey were the 2 major PHAs that are still to re-join the Association. He asked that Board members assist with encouraging them to re-join.</p> <p>GG then said that he had identified the following PLaN members that may be upgraded to Corporate because they will be either operating a new BCP or an expanded one once Import Controls are applied to the EU from next year:</p> <ul style="list-style-type: none"> • Bristol • Bournemouth Christchurch Poole (BCP) Council | | |

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| <ul style="list-style-type: none"> • Doncaster <p>He added that Pembrokeshire will be operating a BCP in Wales but they are not members. GM agreed to discuss membership with Pembrokeshire.</p> <p>Action: GM to discuss membership with Pembrokeshire Council.</p> <p>GG said that there remains an argument for a membership review in order to determine whether the current structure remains valid and fair or an alternative structure would be better. This has been discussed before but the decision was to wait until Brexit had been completed before making any changes. It should be noted that any changes would need to be put before the AGM and would require an amendment to the Articles.</p> | | GM |
| 21/57 | APHA Membership Subscriptions 2022/23 | Person Responsible |
| | <p>GG said that the subscriptions were increased last year by 10% but this was discounted to the old rate if they were paid by 31 May 2021. They are currently set at</p> <ul style="list-style-type: none"> • Corporate £1155 • PLaN £396 • Associate £962.5 • International £577.50 <p>He continued that APHA has, for the past few years, been operating with a budgeted deficit of approximately £10,000. To eliminate this, the membership subscriptions would need to increase by 21.5% which would probably be unacceptable to PHAs in one go.</p> <p>GG suggested the following options:</p> <ol style="list-style-type: none"> 1. Leave subscriptions as they are. 2. Agree a modest increase, say 10% discounted again to the old rate for early payers. 3. A deficit elimination increase 4. Any other suggestions from members of the Board. <p>It should be notes that the reserves are projected to be approximately £160,000 at year end.</p> <p>There followed some discussion by the Board. JA asked whether any other income options had been considered. GG said that the only other real source of income was from training but this was delivered at minimum cost to PHAs and could not be considered reliable. There was a bit of sponsorship but this was difficult to secure and, unfortunately, Novus Environmental have withdrawn their website sponsorship this year. AS said that there was a need to look at the structure to make it fairer to those PHAs that were not in receipt of BCP income. GM said that PHAs were getting very good value for their subscription considering what they receive for it and that Swansea PHA could afford a 10% increase. JA asked about the FSA grant monies. GM said that APHA were fortunate to receive this in recent years because the Association was in danger of going under. GG said that the FS had covered APHA's operating costs for the past 3 years because of the work on Brexit. That was the reason the reserves were so healthy. Whilst there was grant money this year for PHAs, he understood that it had all been allocated. That said, it was the same situation last year but that there was an eventual underspend that APHA took advantage of. GG would be monitoring the situation and will be making a bid if possible.</p> <p>SB arrived at this point.</p> | |

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| <p>GM proposed that membership subscription be increased by 10% with a 10% discount for those who pay before 31 May 22. This was seconded by JL.</p> <p>Agreed All</p> <p>Action: GG to tabulate the changes, notify APHA Finance and inform the membership via the next newsletter.</p> | | GG |
| EB 21/55 | APHA Administration - including succession planning/business continuity. | Person Responsible |
| <p>GM said that Portsmouth were considering taking on the role of Administration and Executive Officer Roles. She asked SB where they were with the proposal. SB replied that he was in the process of drafting an information paper for Portsmouth CC but that he believed that it would be agreed that they could take on the roles.</p> <p>GM said that she had already indicated that she would like to hand over by the end of the year. It was of note that there would be no contact telephone number in the new handbook and that she would be content to organise their distribution when it is published.</p> <p>It was agreed that SB would schedule another meeting in a week or so to discuss the transition with GM and GG.</p> <p>Action: SB to organise a meeting with GM and GG to discuss the transition of APHA Admin and Exec roles.</p> | | SB/GM/ GG |
| EB 21/58 | AGM CPD Event 2021 | Person Responsible |
| <p>GG said that everything was now organised for the AGM and Training event scheduled for the 18 Nov 21. The AGM was not expected to last more than 10 minutes and there were no special resolutions but to generate some CPD he had organised some speakers to deliver presentations. Ninety minutes of CPD should be available to attendees. He continued that Defra had postponed their PHA Capability Readiness Forum to 14.00 on the same day. Although it should only last an hour, there was a possibility that it could over run and delay the start of the AGM. GM said that we had in excess of 70 attendees registered and that she would email them to say that there could be a delay in starting.</p> <p>SD asked whether any other PHAs from Northern Ireland were attending. GM replied that there were none at present.</p> <p>Action: GM to email all attendees to warn of a potential delay to the start of the AGM.</p> | | GM |
| EB 21/59 | APHA Handbook | Person Responsible |
| <p>GG reported that the review of the content was complete and the draft has been sent to Lansdowne so that they can prepare it for publishing. Work had continued with checking the entries in the port directory and there are only 6 PHAs left to respond. GG said that they have been chased repeatedly but if there was no response by the time that the handbook is finalised they would remain un-amended. It was of note that there were a substantial amount of amendments to the directory required.</p> <p>GG then said that a decision was required in respect of what the distribution should be. Following some discussion it was agreed that 1 box should be sent to Corporate & Associate</p> | | |

members, five each to PLaN and International members. GM confirmed that she would send complimentary copies to Government departments and other groups that APHA works with.

GG said that APHA would also be provided with a PDF version that will be uploaded to the Members Area on the website. This would be useful for colleagues should they wish to access the hyperlinks.

EB 21/60 Ships Sanitation Inspection Fees 2022/23

GG referred the Board to the Summary Sheet on this item that had been included with the papers. He explained that the Executive Board were required to set the Ships Sanitation Inspection Charges for the financial year 2022/23. It was proposed that they should be raised in line with the RPI annual rate of inflation to September 2021, rounded 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 in the next financial year.

According to the report from the [Office for National Statistics](#), the RPI annual rate of inflation to September 2021 was 4.9%.

The proposed changes are therefore:

| SHIP SANITATION INSPECTION CHARGES 2021/22 | | |
|--|--------------------|--------------------|
| Gross Tonnage | Old Rate (2021/22) | New Rate (2022/23) |
| Up to 1000 | £105 | £110 |
| 1001 to 3000 | £140 | £150 |
| 3001 to 10000 | £210 | £220 |
| 10001 to 20000 | £270 | £285 |
| 20001 to 30000 | £345 | £365 |
| Over 30000 | £405 | £425 |
| Vessels with 50 – 1000 persons | £405 | £425 |
| Vessels with 1000 Persons | £690 | £725 |
| Extensions | £75 | £80 |

JA said that LPHA do not follow the APHA table of charges because they would not recover their costs. GG said that these were the basic charges and that PHAs could add additional expenses for example travel and subsistence, the hire of a launch, out of hours etc. He continued that as far as he was aware, the original rates were set some 14 or 15 years ago based on the work of the then Environmental Health and Hygiene Technical Committee. There was a period of several years where the rates remained unaltered because there was concern that the UK could lose the work to the EU. GG said that it had long been acknowledged that the rates should be re-validated but that the Board took the decision to leave such work until after Brexit changes took effect. GM suggested that basing the rates on vessel capacity rather than passengers and crew could be unfair. There was little extra work in undertaking an inspection of a vessel of 30,000 tons compared to one of 20,000 tons. She continued that the Germany and the Netherlands were cheaper than the UK.

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| <p>GG suggested that a working group be formed next year to revalidate the table of charges.</p> <p>The Board agreed to the proposed charges.</p> <p>Agreed All</p> <p>Action: GG to promulgate the revised charges on the website and via the newsletter.</p> | | GG |
| EB 21/61 | Proposed Meeting Schedule | Person Responsible |
| <p>GM said that GG had drafted some proposed dates for next year's meeting and they were included on the agenda. They were:</p> <p>Proposed Meeting Schedule:</p> <p>a. APHA Executive Board meeting schedule 2022.</p> <p>(1) 20th January 2022 (2) 12th May 2022 (3) 15th September 2022 (4) 16th November 2022 – Union Jack Club</p> <p>Online unless otherwise indicated</p> <p>b. APHA AGM 2022 - 17th November 2022 - Gascoigne Suite, Union Jack Club</p> <p>The dates are flexible except for the meetings scheduled at the Union Jack Club.</p> | | |
| EB 21/62 | AOB | Person Responsible |
| <p>GM said that GG had an additional piece of AOB that should be addressed before that on the agenda.</p> <p>a. GG said that the CIEH had formed a Working Group to form a proposal to Defra for EHPs to be authorised to undertake Products of Animal Origin checks on Imported Food. This would allow greater flexibility in the delivery of official controls and that Mike Glavin from the FSA had indicated that it would be within legislation. GG continued that he has had exploratory discussions with Kate Thompson and Gary McFarlane of the CIEH on this and hoped to have something from them to present to the Board today. The question was whether the Board felt it was something that APHA should support.</p> <p>There followed some discussion, JA suggested that it was essential that APHA is involved, it would affect a lot of members and would assist in the work that they do. SD agreed that the more staff available to undertake official controls "the merrier". SB said that there was not enough skilled people available to do the work so would support it. JL said that there was not enough vets nor port health officers available to deliver the work although in Scotland fish meal came under TSOs. There was also some discussion about the training of officers but that this would need to be addressed to ensure competency.</p> <p>It was agreed that APHA would support the CIEH's proposal.</p> <p>Agreed All</p> <p>Action: GG to inform the CIEH of the Board's decision.</p> | | GG |

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| <p>JA was asked to leave the meeting at this point.</p> <p>b. GG said that he had 2 proposals for Honorary Associate members. He explained that this class of membership was available to colleagues who were not employed by a member authority but would like to contribute to the work of the Association. It was the class of membership that he has enjoyed since retiring from the RAF.</p> <p>(1). John Ambrose.</p> <p>John has been working in port health for many years and is well known to the Board. He is very knowledgeable about all aspects of the work and is the lead facilitator for the training that APHA delivers. As John was retiring from LPHA he would be an asset to the Association</p> <p>The Board agreed to make John Ambrose an Honorary Associate.</p> <p>Agreed all</p> <p>(2). Jon Avern</p> <p>Jon was also well known to the Board. He was heavily involved in the running of the Association in the past and had served on various Technical Committees and the Executive Board. Jon is soon retiring as Director of Markets & Consumer Protection at the City of London and would like to continue to be involved with port health. He was therefore offering his services to the Board. Following discussion, it was agreed that Jon should be made an Honorary Associate and be co-opted onto the Executive Board.</p> <p>Agreed All</p> <p>JA returned to the meeting.</p> <p>c. SD said that a Northern Ireland (NI) PLaN meeting was being scheduled for December. One of the agenda items would be to agree the NI Plan representative on the Executive Board. She would confirm the outcome following the meeting.</p> <p>d. CA asked what was happening to the Ships Catering Guide now that John Ambrose had retired. GG said that he had heard nothing since the project had been placed on hold as a result of Covid but he would check.</p> <p>Action: GG to investigate the status of the review of the Ships Catering Guide.</p> <p>There being no further business the Chair closed the meeting at 14.56.</p> | <p>GG</p> |
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G Gould
Hon Associate
APHA Executive Officer

| Table of Actions arising from APHA Executive Board Meetings | | | |
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| Ref | Action | Person Responsible | Completed/Comments |
| Actions from the Executive Board Meeting held on 13 May 21 | | | |
| 21/27 | AGM/Training Event AS to ask Tommy from the ITWF to speak at the AGM | AS | |
| 21/31 | APHA Handbook a. Update Port Directory GG and SB to discuss the possibility of Portsmouth CC undertaking the review and update of the Port Directory b. GG & AS to discuss approaching BASF regarding advertising in the handbook. c. GG to tabulate the sections of the Handbook and forward to Board members. | GG/SB GG/AS GG | Done. Portsmouth CC are updating the Port Directory Done. Details forwarded to Lansdowne done |
| 21/32 | Succession Planning/Business Continuity a. GG would continue discussions with SCPHA and London PHA b. GG, GM and SB would have discussions to explain what was involved and determine whether Portsmouth CC could undertake the role. | GG GG/GM/SB | Ongoing. Ongoing |

Key

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| GM | Gill Morgan, Chair | AS | Andrea Smith Vice-Chair |
| SB | Steve Bell | JL | John Laird |
| CA | Carol Archibald | SD | Stacey Dallas-Thompson |
| GG | Gary Gould, APHA Executive Officer | FT | Finance Team |