



## Minutes of the APHA Executive Board Meeting Held by Video Conference on 20<sup>th</sup> January 2022

<b>22/01</b>	<b>Welcome</b>	<b>Person Responsible</b>																											
With all attendees present, Gill Morgan opened the meeting at 13.04 by welcoming everyone. She introduced Jane Peatey from Shared Regulatory Services as her replacement and would be representing Welsh PLaN at future meetings																													
<b>EB 22/02</b>	<b>List of Attendees</b>	<b>Abbreviation</b>																											
<table border="1"> <thead> <tr> <th>List of Attendees:</th><th>Authority</th><th>Representing</th></tr> </thead> <tbody> <tr> <td>Gill Morgan</td><td>Swansea Bay PHA</td><td>Welsh PLaN</td></tr> <tr> <td>Andrea Smith</td><td>MPHA</td><td>North PLaN</td></tr> <tr> <td>John Laird</td><td>Falkirk</td><td>Scottish PLaN</td></tr> <tr> <td>Carol Archibald</td><td>Tendring District Council</td><td>East PLaN</td></tr> <tr> <td>Stacey Dallas-Thompson</td><td>Belfast PHA</td><td>Northern Ireland PLaN</td></tr> <tr> <td>Jon Avern</td><td>Hon Associate</td><td></td></tr> <tr> <td>Jane Peatey</td><td>SRS</td><td></td></tr> <tr> <td>Gary Gould</td><td>Hon Associate, Executive Officer</td><td></td></tr> </tbody> </table>		List of Attendees:	Authority	Representing	Gill Morgan	Swansea Bay PHA	Welsh PLaN	Andrea Smith	MPHA	North PLaN	John Laird	Falkirk	Scottish PLaN	Carol Archibald	Tendring District Council	East PLaN	Stacey Dallas-Thompson	Belfast PHA	Northern Ireland PLaN	Jon Avern	Hon Associate		Jane Peatey	SRS		Gary Gould	Hon Associate, Executive Officer		GM AS JL CA SD JA JP GG
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Minutes taken by: GG																													
<b>EB 22/03</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>																											
GG said that he had received no apologies																													
<b>EB 22/04</b>	<b>Declaration of Interests</b>	<b>Person Responsible</b>																											
There were none.																													
<b>EB 22/05</b>	<b>Appointment of Chair and Vice Chair</b>																												
GG explained that, because this was the first Board meeting since the AGM, they were required to elect a Chair and Vice-Chair.  GM proposed Jon Avern as Chair, seconded by JL. <b>Agreed all.</b>  GM proposed Andrea Smith as Vice-Chair. Seconded by JL. <b>Agreed all</b>  JA thanked everyone for their support and said that he was keen to work with everyone for the benefit of the Association.																													
<b>EB 22/06</b>	<b>Minutes of the previous meeting held on the 17<sup>th</sup> November 2020:</b>	<b>Person Responsible</b>																											
a. <b>Accuracy:</b> JA asked whether those members present at the last meeting could confirm the accuracy of the minutes.  <b>Agreed all.</b>  b. <b>Matters Arising:</b> GG referred everyone to the list of actions (attached) and confirmed that most of the outstanding actions were covered by agenda items. He added that the Ships																													

Catering Guide Working Group would resume when C-19 permits. John Ambrose will continue to Chair the Group even though he had retired. JA asked what APHA involvement was with the Group. GG replied that he had represented the Association was represented on it as a member. The Group was a CIEH initiative that APHA had assisted with.		
<b>EB 22/07</b>	<b>APHA Financial Report and Accounts.</b>	Person Responsible
<p><b>a. HSBC Account:</b> GG said that he was sorry to report that APHA still did not have online access to the bank account. He made a visit to his local branch after the last Board meeting and it was confirmed that the mandates had been changed but to get online access another form had to be completed. This was submitted but a further visit to the Branch confirmed that it had not been received and was probably "lost" in the post. HSBC suggested resubmitting the form but bringing it into the branch so that they could scan and email it to the relevant department. Owing to the accumulation of creditors the decision was taken to make outstanding payments via the Branch. This was completed by a further visit by GG on 14 Jan 22. This did not include the Executive Officer's (EO's) remuneration because the amount owed far outstripped funds available in the current account. However, GM had now transferred sufficient funds to cover the EOs remuneration so a manual payment will be made during his next visit to the branch.</p> <p><b>b. HSBC Safeguarding Check:</b> GG said that another complication from HSBC was the requirement for a Safeguarding check. Although originally requested in September, there was a delay in Medway forwarding the letter on and therefore in it being addressing. APHA were not able to complete the forms because it required online access to the account. It was not until a recent visit to the Branch that GG was made aware that, because it had not been completed, HSBC were taking steps to close the account. Fortunately, HSBC have now made alternative arrangements to allow GG to have access to the process; the required form has now been completed and returned. GG was advised that once the form was received by HSBC closure of the account should be put on hold. He will continue to monitor the situation.</p> <p><b>c. Income and Expenditure Spreadsheet.</b> GG said that as part of financial governance the Board are required to review expenditure to ensure that it is both appropriate and justified. The spreadsheets have been updated as far as possible and were distributed to the Board. There is an amount of £773.63 that needs to be reconciled. This will be done once Finance have online access to the bank account. There were no questions and the Board agreed that the expenditure was both valid and justified.</p> <p><b>Agreed All</b></p> <p><b>d. Debtors:</b> GG informed that Board that there was an amount of £360.00 owing. Although they had been chased repeatedly by the Finance Team, GG got involved when there was no response. Most have now taken steps to ensure that payment will be made.</p> <p><b>e. Accounts Package:</b> GG informed that Board that Lansdowne have requested that APHA subscribe to an accounts package to manage APHA Finances. The current system of spreadsheets is complicated, prone to error, and subject to a lot of duplication. It also takes a lot of time to service and therefore the use of a package would be more cost effective. Furthermore VAT returns are required to be digital in the next financial year and, as a result, will require the use of software to link into the Inland Revenue. The package that Lansdowne want to use if called Xero, it is VAT compatible, and the staff are familiar with it. It costs £26/month for the standard package and £33 for the premium. The only difference between the 2 is the ability to handle multiple currencies but GG would confirm with Lansdowne which package they would like to subscribe to. The previous Chair has already authorised the subscription but it has been agreed that it will not be set up until there is online access to the bank account so that APHA can take advantage of the 30 days free trial.</p>		

	<p><b>f. VAT account:</b> GG reported that APHA is required to submit a VAT return by the end of February. Access to the online VAT account was prevented because the telephone extension at Medway for the authentication call no longer existed. With Medway's assistance, the problems have now been resolved and the Finance Team have now have access.</p> <p>JA thanked GG for his tenacity in dealing with the HSBC and other finance issues. GG did say that even the person he spoke to in the local Branch said that HSBC Banking Customer Service was not very good. He suggested that once the problems had been resolved, and things had settled down, that APHA may wish to consider changing banking provider.</p>	
<b>EB 22/08</b>	<b>Membership &amp; Renewals</b>	<b>Person Responsible</b>
	<p>GG reported that all members have now renewed for the 2021/22 membership year.</p> <p>Membership is:</p> <p>33 Corporate 26 PLaN 3 Associate 1 International</p> <p>Making a total of 63 Members</p> <p>The Finance Team will be starting the round of renewals for 2022/23 next month by approaching PHAs and requesting Purchase Order numbers.</p> <p>GG said that he had been in discussion with a colleague in Bermuda and they have managed to identify some funds to allocate for APHA membership. It was therefore hoped that they would be joining shortly. JP said that with Bermuda joining would it not be better to subscribe to the Premium finance package. GG said that as there were only 2 international members and it was unlikely that there would be more than a couple of overseas financial transactions, the extra cost would not really be justified but that he would seek advice from Lansdowne on this.</p> <p>JA asked about the membership and whether some PHAs would have to change their grade of membership as a result of Brexit. GG said that there were some PHAs that were expanding such that they should upgrade from PLaN to Corporate. However, the possibility of a membership structure review had been discussed previously but it was decided to wait for Brexit to be completed before embarking on that process. JA said that he would have a conversation with GG offline on this.</p> <p><b>Action:</b> JA and GG to discuss the future of the membership structure</p>	JA/GG
<b>22/09</b>	<b>APHA Administration</b>	<b>Person Responsible</b>
	<p><b>a. Website - Metrics report from Webmaster</b></p> <p>GG said that the Board are overdue a website metrics report from the webmaster. This is because the Webmaster has been focussing on the publication of the new handbook and GG did not want him to be diverted from this task. The metrics report will therefore be presented at the next Board meeting.</p> <p><b>Action:</b> Webmaster to provide metrics report at the May Board meeting.</p> <p><b>b. Succession Planning</b></p>	GG/ WebM

<p>JA said there was an outstanding action for a meeting with Portsmouth CC to progress the transfer of Admin and Executive Officer roles. GG said that the Board were aware that the EO had wanted to step down last November. As this deadline has passed he informed the Board that he wanted to finish on 31 Mar 22. This was because it fitted with his remuneration schedule and would coincide with the end of the tax year.</p> <p>JA said that as Steve Bell from Portsmouth was absent, a meeting should be scheduled between JA, SB and GG as soon as possible but that we would be unavailable until week commencing 6 Feb 22.</p> <p><b>Action:</b> GG to discuss with SB and schedule a meeting between them and JA.</p> <p><b>Secretary's note:</b> SB has confirmed that he was waiting on a decision from Portsmouth CC Elected Members as to whether they can take on the role. Once this decision is taken a meeting will be arranged as soon as possible.</p>		JA/SB/ GG
<b>EB 22/10</b>	<b>Training</b>	Person Responsible
<p>GG reported that, owing to a lack of delegates, APHA had to postpone the last ships inspection workshop, scheduled for 14 Jan 22. It is now planned for 4 Mar 22. At least 9 delegates were required to make the event viable from a practical perspective and there were only 5 booked on the course. It is believed that the lack of bookings was down to C-19 and the "Plan B" measures that were introduced before Christmas. As these were being lifted it is hoped that sufficient delegates would book to make the workshop viable.</p> <p>He continued that there had not been an Introduction to Ships Inspection Webinar for some time. However, there has been interest expressed by the Isle of Man for this training and it is expected that the next one will be in March.</p> <p>JP asked what had happened to the Ships Inspection Workshop that had been planned to be held in Wales. GM said that the event was to be hosted in Newport. Newport being chosen because it may attract delegates from just across the border, such as Bristol PHA. Unfortunately, the Welsh Covid restriction means that LA officers are working from home and no outside training may be delivered. Until restriction are lifted APHA would not be able to book the venue nor deliver the training. It is intended to run the event as soon as conditions permit.</p> <p>GG said that APHA continue to promote the CIEH Port Health Coffee and Catch Ups. APHA members are permitted to attend for free even if they are not members of the CIEH. The next event is scheduled for 24 Mar 22 and we have already received registrations.</p> <p>SD said that, at a recent Northern Ireland (NI) PLaN Meeting colleagues had requested training on the practicalities of ships water sampling. She has had a conversation with Tim McKillern, a retired EHO in NI, who was prepared to facilitate this. It was agreed that GG and SD would discuss and pursue offline.</p> <p><b>Action:</b> GG and SD to discuss the provision of ships water sampling training.</p>		SD/GG

<b>EB 22/11</b>	<b>APHA Handbook</b>	Person Responsible
<p>GG said that the publishing draft was with the Webmaster for design and setting. He had hoped that it would have been ready to share with the Board before the meeting but there had been one or 2 issues that have caused it to be delayed. He said that he would distribute it to the Board when ready and asked that all members reviewed the technical content and highlight any errors. JA said that it is important that the document be reviewed by the Board because they have the technical expertise to ensure that it is correct.</p> <p><b>Action:</b> GG to distribute the publishing draft of the handbook to the Board. All Board members to review the content.</p>		All
<b>EB 22/12</b>	<b>AGM CPD Event 2021</b>	Person Responsible
<p>Carol Archibald joined the meeting at this point.</p> <p>GG confirmed that the Gascoigne Room at the Union Jack Club had been booked for the event. A flat at the club had also been booked in order to provide accommodation for 3 Board members as well as to provide a meeting space for the Board meeting on the day before. This would be of course subject to any Covid restrictions in place.</p> <p>JA asked whether there was a theme for the Training Event. GG said that it was early days as yet but speakers tended to be topical and whoever was available. It was normally the case that colleagues from the FSA, Seafish and UKHSA FW and E Laboratories were prepared to speak. This year, the AGM was scheduled for just after the introduction of the final import controls as part of Brexit and Covid would still be topical so there would be plenty to discuss. JA suggested that the Board should talk to colleagues as to what is required and start to look at the detail of the AGM/Training event at the May meeting.</p>		
<b>EB 22/13</b>	<b>CIEH Review of POAO Authorised Officers</b>	Person Responsible
<p>GG said that he had had a meeting with colleagues from the CIEH on 19 Jan 20. They had asked for APHA assistance in identifying those PHAs that operate or will operate BCPs. This is so that a questionnaire could be distributed seeking views on a proposal to widen those who may be authorised to undertake checks on POAO and include EHPs. GG continued that he had raised this at the PHA BCP Group meeting on the same day. There was general agreement that the questionnaire should be completed but that there should be one response from each PHA.</p> <p>JA said that this was a good initiative. Members needed flexibility in their ability to deliver controls. He suggested that as it would affect members, the CIEH should be asked if the Board could be permitted sight of the draft questionnaire.</p> <p><b>Action:</b> GG to request that the CIEH forward the draft questionnaire to the APHA Executive Board prior to distribution. The Board to review the questionnaire.</p>		GG/All
<b>EB 22/14</b>	<b>Proposed Meeting Schedule</b>	
<p><b>a. APHA Executive Board 2022.</b></p> <p>(1) 12<sup>th</sup> May 2022  (2) 15<sup>th</sup> September 2022  (3) 16<sup>th</sup> November 2022 – Union Jack Club</p> <p><b>b. APHA AGM 2022 - 17<sup>th</sup> November 2022 - Gascoigne Suite, Union Jack Club</b></p>		

<p>All meetings to be held online unless otherwise indicated.</p> <p>JA suggested that, C-19 permitting, it would be useful to have a physical Board meeting at some point rather than online. GG replied that, in the past, they had booked meeting rooms at the Union Jack Club but that it would be useful if JA could approach the City of London for a Room at Walbrook Wharf. JA replied that he could make enquiries and suggested that the May meeting should be online, as planned, and a decision could be taken then about the venue for the September meeting.</p> <p><b>Agreed All</b></p>		
<b>EB 22/15</b>	<b>AOB</b>	<b>Person Responsible</b>
<p>a. JL referred to a biting insects survey that Chris Redmand from PHS had mentioned. This was separate to the mosquito survey that was ongoing. It was agreed that JL would feedback at the next meeting.</p> <p>b. JA thanked Gill for all the hard work and that she had delivered for APHA over the years and wished her all the very best for the future. He also welcomed Jane Peatey to the Board as the Welsh PLaN representative.</p> <p>There being no further business, JA closed the meeting at 13.53 hrs.</p>		

G Gould  
Hon Associate  
APHA Executive Officer

Table of Actions arising from APHA Executive Board Meetings		
Ref	Action	Completed/Comments
<b>Actions from the Executive Board Meeting held on 9 Sep 21</b>		
21/56	GM to discuss membership with Pembrokeshire Council.	Done
21/57	GG to tabulate the changes, notify APHA Finance and inform the membership via the next newsletter.	Done
21/55	SB to organise a meeting with GM and GG to discuss the transition of APHA Admin and Exec roles.	Outstanding
21/58	GM to email all attendees to warn of a potential delay to the start of the AGM.	Done
21/60	GG to promulgate the revised charges on the website and via the newsletter.	Done
21/62a	GG to inform the CIEH of the Board's decision to support the proposal for EHPs to be able to undertake controls of POAO	Done
21/62b	GG to investigate the status of the review of the Ships Catering Guide.	Done. Was on hold because of Covid. John Ambrose intends to restart the WG in due course.

#### Key

GM Gill Morgan, Chair  
SB Steve Bell  
CA Carol Archibald  
JA Jon Avers  
WM Webmaster

AS Andrea Smith Vice-Chair  
JL John Laird  
SD Stacey Dallas-Thompson  
GG Gary Gould, APHA Executive Officer  
FT Finance Team