



## Minutes of the APHA Executive Board Meeting Held by Video Conference on 15<sup>th</sup> September 2022

| <b>22/31</b>   | <b>Welcome</b>   | <b>Person Responsible</b> |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
|--|--|---------------------------|------------------|---------------------|------------|-----------------------|--|--------------|-------------------|------------|------------|---------|---------------|------------------------|-------------|-----------------------|-------------|-----|------------|------------|----------------|------------|------------|----------------------------------|--|--|
| With all attendees present, Jon Averns opened the meeting at 13.04 by welcoming everyone.  |  |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| <b>EB 22/32</b>  | <b>List of Attendees</b>   | <b>Abbreviation</b>       |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><b>List of Attendees:</b></th> <th style="text-align: left; width: 30%;"><b>Authority</b></th> <th style="text-align: left; width: 30%;"><b>Representing</b></th> </tr> </thead> <tbody> <tr> <td>Jon Averns</td> <td>Hon Associate &amp; Chair</td> <td></td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA &amp; Vice Chair</td> <td>North PLaN</td> </tr> <tr> <td>John Laird</td> <td>Falkirk</td> <td>Scottish PLaN</td> </tr> <tr> <td>Stacey Dallas-Thompson</td> <td>Belfast PHA</td> <td>Northern Ireland PLaN</td> </tr> <tr> <td>Jane Peatey</td> <td>SRS</td> <td>Welsh PLaN</td> </tr> <tr> <td>Steve Bell</td> <td>Portsmouth PHA</td> <td>South PLaN</td> </tr> <tr> <td>Gary Gould</td> <td>Hon Associate, Executive Officer</td> <td></td> </tr> </tbody> </table> |  | <b>List of Attendees:</b> | <b>Authority</b> | <b>Representing</b> | Jon Averns | Hon Associate & Chair |  | Andrea Smith | MPHA & Vice Chair | North PLaN | John Laird | Falkirk | Scottish PLaN | Stacey Dallas-Thompson | Belfast PHA | Northern Ireland PLaN | Jane Peatey | SRS | Welsh PLaN | Steve Bell | Portsmouth PHA | South PLaN | Gary Gould | Hon Associate, Executive Officer |  | JA<br>AS<br>JL<br>SD<br>JP<br>SB<br>GG |
| <b>List of Attendees:</b>  | <b>Authority</b>   | <b>Representing</b>       |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| Jon Averns   | Hon Associate & Chair  |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| Andrea Smith   | MPHA & Vice Chair  | North PLaN                |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| John Laird   | Falkirk  | Scottish PLaN             |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| Stacey Dallas-Thompson   | Belfast PHA  | Northern Ireland PLaN     |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| Jane Peatey  | SRS  | Welsh PLaN                |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| Steve Bell   | Portsmouth PHA   | South PLaN                |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| Gary Gould   | Hon Associate, Executive Officer   |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| Minutes taken by: GG   |  |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| <b>EB 22/33</b>  | <b>Apologies for Absence</b>   | <b>Person Responsible</b> |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| Apologies had been received from Carol Archibald, East PLaN  |  |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| <b>EB 22/34</b>  | <b>Declaration of Interests</b>  | <b>Person Responsible</b> |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| There were none.   |  |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| <b>EB 22/35</b>  | <b>Lansdowne APHA Website Proposal</b>                                     |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| As Adrian Wright from Lansdowne Publishing was having technical problems accessing the meeting JA said that the meeting would continue with the other items on the agenda.   |  |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| <b>EB 22/36</b>  | <b>Minutes of the previous meeting held on the 12<sup>h</sup> May 2022</b> | <b>Person Responsible</b> |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |
| <p>JA proceeded to go through the minutes page by page for accuracy and to pick up on actions that were not included on the agenda.</p> <p>a. Ship Inspection Workshop – Belfast: This remained ongoing. It was agreed that GG and SD would schedule a meeting to discuss the possibility of delivering a workshop in Belfast.</p> <p>b. It was confirmed that BASF were prepared to provide some sponsorship for the AGM.</p> <p>c. Accuracy: JA asked whether those members present at the last meeting could confirm the accuracy of the minutes.</p> <p>Proposed: AS, Seconded: SB</p> <p><b>Agreed all</b></p>  |  |                           |                  |                     |            |                       |  |              |                   |            |            |         |               |                        |             |                       |             |     |            |            |                |            |            |                                  |  |  |

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| <b>EB 22/35</b>  | <b>Lansdowne APHA Website Proposal</b>    |                           |
| <p>JA suggested that the Board took the opportunity to discuss the Lansdowne Website proposal. GG referred to the proposal saying that it was broken down into various sections outlining what they proposed to do. He continued that it looked as though they were going to build a website from scratch instead of the "refresh" that APHA had asked for. The cost was a lot more than APHA had paid when the website had been originally built 7 years ago. He said that the question was what APHA actually wanted from the website and maybe the Board should give it some more thought.</p> <p>In order to get best value, APHA ought to seek other quotes in accordance with the Operating Procedures. JP asked whether Lansdowne were sub-contracting it out. GG replied that he believed they were. JA agreed that APHA should seek competitive quotes. AS suggested that APHA identifies how many pages that were required on the website to facilitate the additional quotes, it was not necessary for it to be rebuilt but refreshed.</p> <p>JA said that it was clear that the website tended to be used by others external to the organisation over the membership. SB suggested that APHA survey the membership for what they want from the website. GG replied that this had been undertaken prior to the design of the original website; the problem was that the membership wanted an all-encompassing site that provided chat rooms etc, but when it was delivered these extra functions were not used and have since been removed. JA said that we should provide information for our member authorities, people from outside should be able to get information from their own Local Authority and Government websites because we do not have the resource for that. JP mentioned the social media integration and what APHA actually needs from this and what platforms we should use. AS said that she only used the front page, the port directory, events and getting the minutes from the website. JL said that APHA should consider refreshing the members' area because APHA needs to give the membership value, information that is only available to members. He also mentioned that "accessibility" had not been mentioned in the quote, this would be necessary for people with an impairment or disability.</p> <p>JA said that Andrea and he should meet with Adrian and also look at other quotes for a "revamp" rather than a redesign.</p> |   |                           |
| <b>EB 22/37</b>  | <b>APHA Financial Report and Accounts</b> | <b>Person Responsible</b> |
| <p><b>a. Finance Report.</b></p> <p>GG referred to the Finance Report that was distributed to the Board prior to the meeting. The Balance Sheet on page 2 indicated that the current financial situation was very healthy. These were followed by the account transactions from 1 May 22 to 31 Aug 22. They start on page 3 with Income, which was mainly subscriptions, training and interest. Expenditure started on page 4; GG stressed that it is part of the financial governance of APHA that the Board reviews and confirms that the expenditure of the Association is both valid and justified. GG invited questions, there were none.</p> <p>It was agreed that the expenditure was both valid and justified.</p> <p><b>Agreed all</b></p> <p><b>b. Budget 2022/23</b></p> <p>GG said that the Budget Spreadsheet arrived too late to distribute to the Board. He therefore shared it on screen. GG explained that the accountant had provided totals on expenditure and income up until 31 Aug 22 and then the expected spend for each month to the end of the</p>   |   |                           |

financial year. Training income and costs have now been included which was an action from the last meeting. The budget shows that APHA were on track to be in the “black” by the end of the financial year. GG then invited questions on the budget. JA said that the document was useful and should reflect what can be expected.

GG said that he would be speaking with the Accountant next week to feedback from the Board meeting on the way that the finances were presented and whether there was any additional information that the Board required. JA said that they did provide a good overview and there was general agreement that there should be no changes.

**c. Updating Account Details**

GG said that they had finally managed to organise access by Kate and Susie at Lansdowne to the Aldermore savings account. They are now able to manage it in accordance with the documented procedure. That left the UTB notice account; AS had contacted UTB and discovered that they had failed to action the request for Kate and Susie to operate the account. This was because we are only permitted one operator. It was of note that they had failed to notify us of that requirement or even acknowledge the receipt of the letters. AS has since written again to UTB in order to request that Kate to operate the account.

(Secretary’s note: Gill Morgan has confirmed that she has been replaced by Kate as a signatory on the account)

**d. Lansdowne Accounts Service Level Agreement**

GG said that Adrian at Lansdowne has submitted the monthly cost for providing financial services which, whilst agreed by the Chair, should be ratified by the Board. The monthly cost was determined to be £366 + VAT, which included the £30 per month for the use of Xero online accounting software.

**Agreed All**

**e. Executive Officer Remuneration**

GG said that the Executive Officers remuneration was agreed in September 2019 at £200 per day. It has not changed since then despite inflation. It is therefore proposed to award an inflationary increase back dated to 1 April. If applying RPI this would be an increase to £236 per day, for CPI it would be £226 so he was prepared to accept an increase of £30 per day.

JA said that with the increase, it was still very reasonable for what GG was delivering. There was agreement from the Board.

**Agreed All**

**f. Situations Vacant Advertising.**

GG said that he had recently received an approach from a recruitment agency working for London PHA to advertise a post. APHA has done this a few times in the past, a notable success being Bermuda recruiting Martin Walker. It has never been agreed what APHA should charge for this service. In discussion with the Chair, the following has been suggested:

Corporate: £150 + VAT

Plan/International: £200 + VAT

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| <p>Non-Member: £250 + VAT</p> <p>GG said that it was of note that London PHA believed we would offer this service for free which may be why the advertising was not pursued.</p> <p>JA said that we should be charging, it is niche part of environmental health and the suggested rates reasonable. He proposed that the Board agree that APHA use those rates.</p> <p><b>Agreed All</b></p>  |                                 |                           |
| <b>EB 22/38</b>  | <b>Membership and Renewals.</b> | <b>Person Responsible</b> |
| <p>GG said that all members have now renewed. Since the previous meeting APHA has been approached by FERA Science for Associate membership. Whilst this has been agreed by the Chair, they have not yet paid their invoice. That said, there is confidence that it will be paid because they have drafted a few paragraphs for the next Newsletter. Bermuda's membership has also not yet been confirmed. This was because of the stringent financial rules they apply when setting up a new supplier. GG said that he was now hopeful that their requirements have now been met and that they should pay the invoice shortly.</p> <p>Including Bermuda and FERA, membership will stand at:</p> <p>33 Corporate<br/>26 PLaN<br/>4 Associate<br/>2 International</p> <p>Making a total of 65 members.</p>   |                                 |                           |
| <b>EB 22/39</b>  | <b>APHA Administration</b>      | <b>Person Responsible</b> |
| <p><b>Succession Planning including EO replacement/recruitment</b></p> <p>GG said that, as the Board were aware, he has wanted to step down for some considerable time. Portsmouth CC had kindly offered to step in and take over the role but, unfortunately, as a result of the Government delaying the introduction of import controls Portsmouth will be undertaking a service review. This means that they have had to withdraw the offer until such time as the review is complete. GG continued that whilst he was prepared to continue for now because he did not want the Association to founder, steps needed to be taken to decide how the role will be delivered in future. He understood that there had been discussions with Felixstowe which JA may be able to elaborate on.</p> <p>JA confirmed that there had been outline discussions with SCPHA but nothing in time for this meeting. He continued that the other options that could be considered are seeking an individual but as GG had mentioned in the past, he felt very isolated working from home. Ideally, it would be better if we could get an Authority to deliver who would have a lead APHA person but also had back up from their colleagues.</p> <p>Adrian Wright (AW) from Lansdowne Publishing joined the meeting at this point (13.30).</p> <p>He apologise for the delay and explained that he had had some technical problems.</p> |                                 |                           |

**Website Proposal Cont. (Item 22/35).**

JA said that he would suspend proceedings at this point and go back to the Lansdowne Website Proposal (Item 22/35). He explained that the Board had had some discussion and had some questions. He invited Adrian to explain more about the proposal.

AW said that they just thought it was time that the website was refreshed, it was getting slightly out of date, it was a bit “clunky”, and there has been a tremendous amount of development regarding websites over the last 5 or 6 years. Lansdowne had inherited the site from a previous provider but there are a number of things that would need updating over the next few years and rather than undertake them on the existing site, it was proposed that they build a new one. For this they would use a provider that was well known to them and they had worked with for a number of years so have developed the proposal to give an idea of the costs involved.

JA said that there was more in the proposal than was expected for a “revamp” the thought was that the site worked and did not need that much to bring it up to date. He asked if the proposal be done in a phased fashion”. AW replied that they would develop the new site and it could be launched whenever it was appropriate.

JA then asked about the interface with other social media. AW replied that it would depend on how APHA wanted to interact with social media. A discussion could be held on this.

JA then mentioned “accessibility” and invited JL to comment. JL said that it was to ensure that individuals who were disabled or had an impairment could access the site and would this be factored in. AW agreed that it could.

JA said that the proposal was for a new website and asked whether anything could be done to update the existing one. AW replied that it would work out at the same cost. it is what was concluded when they had done the preliminary work. He continued that they can continue to maintain the existing site but eventually it will look outdated and require a lot of maintenance.

JA said that as a Board, they were required to get competitive quotes and they want to make sure they were getting like for like. AW said that the specification that they had outlined should be sufficient for anyone to provide a quote. However, in terms of maintaining the site, it would be helpful if they had actually built the site.

JP asked how long it was envisaged that the work would take. AW replied about 6 to 8 weeks.

AW then asked whether members of the Board would like to have access to the accounting software Xero. It would mean that they would have access to real time information on APHA’s finances. GG said that it had already been agreed that the Chair and Vice Chair would have access; this would probably be sufficient unless other members of the Board also wanted sight. He continued that this would not negate the need for written finance reports because they are uploaded to the website in the interests of openness and transparency.

JA thanked Adrian for joining and invited him to leave the meeting.

JA asked for thoughts on Adrian’s comments and explanation. AS said that APHA may have to opt for a new build but still thought the price was expensive. There was general agreement with this comment. SB said that there were software packages that facilitated users to build their own website. JA said that APHA should proceed with getting some competitive quotes using the proposal as a basis for it. SB wondered whether any Authorities had their IT provision contracted out and see whether they would do it for payment. GG said that Felixstowe had their own IT specialist, JA agreed and that APHA should look into it.

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| <p><b>Action:</b> The Board to seek competitive quotes for the redesign of the website.</p> <p><b>Succession Planning including EO replacement/recruitment</b></p> <p>The meeting returned to the issue of EO replacement. JA said SCPHA were potentially considering the role and that he was unsure whether there were other Authorities out there that would be willing to take it on. He was aware that there were one or 2 individuals that were also interested but in the first instance APHA should talk to SCPHA. He asked GG for any comment, GG replied that this should not be allowed to drag on to the next Board meeting and should be progressed quickly. Perhaps JA could discuss with Richard Jacobs (RJ) and Gavin Stedman (GS). JA agreed that he would as the situation could not be allowed to drag on.</p> <p>SB suggested re-organising the Board as a more conventional committee where the duties of the EO are divided. That would mean that the work would be done by the Committee. JA said that the way it is at the moment is that the Board oversees the Executive. He would be happy to have that conversation but thought that it would dilute delivery without having a single person responsible. As Chair it is good to have a person to go to and have that person report to the Board what is going on. SB said that it would be the same case just different people with set areas of expertise, there are Boards that do function successfully that way.</p> <p>GG said that Lansdown has offered to take on more of the Administration for APHA, at a cost, and it would be the type of work that does not require a professional person to deliver. JA did say that it would be worth exploring what else Lansdowne could do because they would want to get the best out of a professional person. JA invited comments. AS said that having a paid person to do the work was better because that is their role; a lot of people may agree to take actions but then fail to deliver because work gets in the way or things are watered down. GG said that it was one of the reasons why he was recruited. JA said that, as part of the process, what Lansdowne could be contracted to deliver should be identified as well as work that members of the Board may be prepared to do. GG then said that it should not be forgotten that the members of the Board represented a PLaN Group this means that there could be a different representative each year which would have an impact on continuity.</p> <p>JA said that if the discussions about SCPHA did not come to anything, the Board should consider what aspects they could deliver as well as look at recruitment</p> <p><b>Action:</b> JA to discuss EO replacement with RJ and GS to see what may be offered by SCPHA.</p> <p>GG then said that as he had several things planned in October that would take him away from APHA duties, he would need some cover similar to when he was on holiday in August. SB agreed that his Team would be able to provide cover.</p> <p><b>Action:</b> GG and SB to arrange cover for meetings and the email account etc. for GGs periods of absence.</p> | <p>All</p> <p>JA</p> <p>GG/SB</p> |
| <p><b>EB 22/40</b>    <b>Training</b></p>   | <p>Person Responsible</p>         |
| <p>a.        GG reported that the next Introduction to Ships Inspection Webinar was scheduled for 20 Sep 22. There were 17 delegates which has easily covered APHA's costs for delivering the training.</p> <p>b.        GG then said that the Practical Ships Inspection Workshop, that was scheduled to take place in July at Newport, had to be postponed because the lead facilitator was struck down with Covid. It has been rescheduled for the 20 Oct 22. There are still places available</p>   |                                   |

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| <p>so the event will be advertised further in an attempt to encourage more delegates. There is a concern that APHA will only break even on this because it had not proved as popular as originally envisaged. GG asked JP if she could help promote the workshop. JP replied that SRS had, potentially, 2 delegates wishing to attend.</p> <p>c. GG said that in relation to the Belfast Water Training, Timothy McKillen was going to assist with this but there appeared to be a breakdown in communication. He suggested that he discuss this with SD offline to agree a way forward. SD agreed. There was also the potential for a Ships Inspection Workshop in Belfast which could be discussed at the same time.</p> <p><b>Action:</b> GG and SD to discuss Belfast training delivery</p> <p>d. GG said that BASF had offered to run some Pest Control training for port health officers. A survey of subscribers has been drafted to confirm interest, the costs they were prepared to pay and identify the specifics required. Diana Tumova had assisted with the design of the survey which should be distributed shortly. The training will be organised on the basis of what the survey identifies and in discussion with AS and BASF.</p> <p>e. GG continued that ACTSO have offered free training on import food controls for feed. There is interest from port health officers on this and he was waiting on a reply as to how it could be facilitated.</p> <p>JA asked how far ahead the courses were planned. GG replied that he did not organise them too far in advance because the administration of training did take up a lot of time. He had been in discussion with John Ambrose about the possibility of running a Ships Inspection Workshop during December in London subject to facilitator and rooms' availability. These are normally planned 2 to 3 months in advance. As regards the Introduction to Ships Inspection Webinars, it is believed that APHA has exhausted demand for now so will not be running one for another 6 months unless there is interest.</p> |   | GG/SD                     |
| <p><b>EB 22/41</b></p>  | <p><b>AGM/CPD Event 2022</b></p>  | <p>Person Responsible</p> |
|   | <p>JA said that the AGM was set for the 17<sup>th</sup> November and ask GG to outline what speakers had been secured. GG said Keith Johnstone from the MCA had agreed to talk about Green Fuels at Ports; Nigel Benwell who is Chief of Staff for the Borders, Bio-security &amp; Trade Programme has agreed to speak about the TOM. John Furzer and Gary Welsh at the FSA have confirmed speakers from their departments and a John Vodden from the Waste Water Surveillance Programme at the UKHSA. He was waiting to hear back from Robert Sookoo and Bharat Sibbal from the UKHSA Port Health.</p> <p>GG said that he had asked RHE whether they would be prepared to sponsor the event again, AS had secured sponsorship from BASF and he was thinking of approaching Star International who had sponsored the event in the past.</p> <p>He asked if the Board were content for Corporate members to have one free place at the event as they have in the past. This helps to ensure that the AGM is quorate. This was agreed.</p> <p>GG continued that a flat at the Union Jack Club has been booked for accommodation and to provide a meeting space for the Board meeting. As it was likely that he would still be around, he would require one of the rooms but there were 2 others for accommodation. It was agreed that AS would take one and JL the other.</p> |                           |

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|                        | <p>He then asked the Board if they were aware of any dignitary who could open proceedings. In the past, Kate Hoey and opened it. JA said that he would give it some thought but also invited suggestions from others.</p> <p><b>Action:</b> JA to consider who should open the AGM</p> <p>GG explained that the timing had to be agreed but thought it would be best to stick with 15.30 and after the training.</p> <p>JA asked about the timing of the Board meeting. GG replied 14.30 because we would not get access to the flat until 14.00.</p> <p>JA said that the AGM was taking shape but we had the item of Fellowships. He asked GG if there had been any nominations. GG replied that none had been received. JA then asked if GG had managed to find any records of who had them previously. GG said that he had not and that in his time only Bill Arnold and Andrew McLenagh has been awarded a fellowship.</p> <p>JA asked GG what the procedure was. GG replied that it was at the discretion of the Board but that he would need to check the Articles. If approved the individual would be invited to attend the AGM at APHAs expense to receive the award.</p> <p>Members of the Board then proposed individuals as potential candidates for Fellowship. GG would check the Articles to ensure that any criteria was met.</p> <p><b>Action:</b> GG to process the nominations for Fellowship</p> | <p>JA</p> <p>GG</p>       |
| <p><b>EB 22/42</b></p> | <p><b>CIEH Review of POAO Authorised Officers (BRRG)</b></p>   | <p>Person Responsible</p> |
|                        | <p>JA asked GG whether there had been any further progress with the BRRG. GG said that there had been very little. There was a further meeting scheduled for that afternoon which he would be attending. He continued that some of the Group had expressed some concerns about the lack of progress as well as the lack of direction. These should be addressed at that meeting. Provided the Board were content, he would continue to attend the meetings as the APHA representative but he would not be willing to take on any additional work other than when it was necessary for APHA members. It is a CIEH project and for them to manage. JA agreed with this stance.</p> <p>JP left the meeting at this point.</p>   |                           |
| <p><b>EB 22/43</b></p> | <p><b>Brexit – further delay to the introduction of import controls</b></p>  | <p>Person Responsible</p> |
|                        | <p>JA said that he just wanted to make sure that APHA is representing members' interests. He has talked to the International Meat Traders Association and the LGA about the delay. When the draft TOM is published, the Board will need to take a close look at it and draft a response on behalf of the membership. Work is being undertaken by the City of London to put forward a document to Government about the issues affecting port health authorities (PHAs) and maybe APHA could endorse/support that. This would involve circulating it to the Board. He understood that publication of the TOM had been pushed back.</p> <p>GG said that Nigel Benwell had attended the BCP Group Meeting and reassured PHAs that their voice would be heard. He confirmed that because of the appointment of the New PM and Cabinet members, as well as the death of Her Majesty, everything would be delayed potentially to the third week in October. SB confirmed the delay and said that it was all a bit vague.</p> <p>JA said that when the TOM is published APHA would need to talk to other organisations and see what representation can be made. He continued that he knew APHA had moved away</p>  |                           |



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|                 | <p>from the political side of things but thought that the Articles should be looked at so that there is a statement of principles on what the Association is for. This would be regarding representing members' interests, promoting and public and environmental health etc. It would be an overall aim of what we are about to ensure that whatever we do is objective and covers the organisation.</p>   |    |
| <b>EB 22/44</b> | <b>Proposed Meeting Schedule</b>  |    |
|                 | <p><b>a. APHA Executive Board 2022.</b></p> <p>16<sup>th</sup> November 2022 – Union Jack Club at 14.30</p> <p><b>b. APHA AGM 2022</b></p> <p>17<sup>th</sup> November 2022 - Gascoigne Suite, Union Jack Club</p> <p><b>c. Use of Walbrook Wharf.</b></p> <p>GG advised the Board that Gavin Stedman at LPHA had offered the use of meeting rooms at Walbrook Wharf to the Association. JA asked GG whether they had sorted out the “hybrid” meeting installation yet. GG replied that he had heard nothing. JA said that he would follow that up separately.</p> <p><b>Action:</b> JA to determine whether the Conference rooms at Walbrook Wharf can accommodate “hybrid” style meetings</p> <p>GG said that the Board would need to agree a meeting schedule for next year and that unless anyone had any objections, they follow previous years by scheduling meetings in Jan, May, Sep and Nov. There were no objections</p>  | JA |
| <b>EB 22/45</b> | <b>AOB</b>  |    |
|                 | <p><b>a. UKHSA The future of the local health protection system</b></p> <p>JA said that he was a member of a wide ranging group that had been meeting occasionally on a Thursday to discuss health protection. They had a workshop scheduled for 20 Sep 22 that GG would be attending on his behalf. The workshop would be looking at local health protection systems but it was quite broad, not just about port health. APHAs main interest was to safeguard what we have currently and raise any concerns. JA continued that he was not sure how it worked in Scotland and asked JL if it was different. JL said that Health Protection Scotland changed to Public Health Scotland and have had a bit of a re-organisation and he was still trying to understand how UKHSA will exert authority across the UK. GG said that as public health was devolved, with each of the countries having their own organisation, UKHSA only covered England, currently.</p> <p>JA asked whether there were any issues that needed to be raised. GG should be able to find out more at the meeting.</p> <p><b>b. Policy development and representing the membership’s interests.</b></p> <p>JA said that he had just mentioned this in relation to border control and we will proceed with that in due course.</p> <p><b>c. Proactive ships boarding visits</b></p> |    |

SD said she wanted to ask the Group whether anyone was undertaking pro-active boarding of ships. Belfast used to do this prior to Covid but since have only responded to SSC requests. AS said that Manchester PHA had resumed pro-active visits and that the majority were welcoming them back on board. She continued that standards had slipped a bit because they had got used to not being boarded. SD that she could concur because they had a request for a SSC inspection and they found a black rat, although it was dead, it had eaten through everything. The ship was detained by the MCA but for other reasons. JL said that they had carried out 20 SSC inspections so far this year when it is normally 20 per year. He continued that they are a lot more expensive in Rotterdam and that ships were finding it hard to get an inspection carried out. AS said that they had found that other ports did not want to do them out of hours or at the weekends. JL said that they had not found a lowering of standards.

AS asked whether other officers request legionella samples. They are struggling with this because not many PHAs are asking for them. SD said they would but only when there was evidence on board that they needed to. For example, if the temperature and free chlorine concentrations were satisfactory, they would not. AS said that they would be looking for a sample every 12 months but the majority of ships are not testing or only undertaking ship board testing which is unsatisfactory because it only tested for serogroup 1 and there were false positives.

c. Associate member request – Diana Tumova

GG said that some colleagues may be aware of Diana because she has attended some other port health meetings. Diana was originally from the Czech republic and had been working at Ashford. She is very keen on port health and would like to continue being connected with it when she has left Ashford. Her thinking was that becoming an Associate member is the best way of achieving that. She wants to help and, as mentioned, she has been assisting with designing the pest control training survey. She does have those sort of skills which would be useful to the Association.

The Board agreed that Diana should be made a Honorary Associate Member of APHA.

Agreed all.

**Action:** GG to inform Diana Tumova of the decision and take the necessary action

GG

There being no further business, the Chair closed the meeting at 14. 40

G Gould  
Hon Associate  
APHA Executive Officer