



Minutes of the APHA Executive Board Meeting Held at the Union Jack Club on 16th November 2022

22/46	Welcome	Person Responsible																																								
With all attendees present, Jon Averns opened the meeting at 14.40 by welcoming everyone.																																										
EB 22/47	List of Attendees	Abbreviation																																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">List of Attendees:</th> <th style="width: 30%;">Authority</th> <th style="width: 30%;">Representing</th> <th></th> </tr> </thead> <tbody> <tr> <td>Jon Averns</td> <td>Hon Associate & Chair</td> <td></td> <td>JA</td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA & Vice Chair</td> <td>North PLaN</td> <td>AS</td> </tr> <tr> <td>John Laird</td> <td>Falkirk</td> <td>Scottish PLaN</td> <td>JL</td> </tr> <tr> <td>Niall Convery</td> <td>Belfast PHA</td> <td>Northern Ireland PLaN</td> <td>NC</td> </tr> <tr> <td>Steve Bell</td> <td>Portsmouth PHA</td> <td>South PLaN</td> <td>SB</td> </tr> <tr> <td>Gary Gould</td> <td>Hon Associate, Executive Officer</td> <td></td> <td>GG</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4">By teleconference</td> </tr> <tr> <td>Simon Fuller</td> <td>Isle of Anglesey</td> <td>Welsh PLaN</td> <td>SF</td> </tr> </tbody> </table>		List of Attendees:	Authority	Representing		Jon Averns	Hon Associate & Chair		JA	Andrea Smith	MPHA & Vice Chair	North PLaN	AS	John Laird	Falkirk	Scottish PLaN	JL	Niall Convery	Belfast PHA	Northern Ireland PLaN	NC	Steve Bell	Portsmouth PHA	South PLaN	SB	Gary Gould	Hon Associate, Executive Officer		GG	 				By teleconference				Simon Fuller	Isle of Anglesey	Welsh PLaN	SF	
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Minutes taken by: GG																																										
The meeting was quorate.																																										
EB 22/48	Apologies for Absence	Person Responsible																																								
Apologies had been received from:																																										
Carol Archibald - East PLaN (CA)																																										
Stacey-Dallas Thompson – Northern Ireland PLaN (SD)																																										
EB 22/49	Declaration of Interests																																									
There were none.																																										
EB 22/50	Minutes of the previous meeting held on the 15^h September 2022																																									
JA proceeded to go through the minutes page by page for accuracy. He then asked whether those members present at the last meeting could confirm the accuracy of the minutes.																																										
Proposed: SB, Seconded: AS																																										
Agreed all																																										
EB 22/51	APHA Financial Report and Accounts	Person Responsible																																								
a.	Final Accounts 2021/22																																									
GG referred to the Accounts and Filleted Accounts documents that had been distributed with the papers. Although agreed back in May, the accountant had made some minor amendments, hence they had been re-presented to the Board. SF queried the figures listed for 2021 in the detailed profit and loss statement. There was a substantial jump in costs recorded for both "Software" and "Consultancy". £6050 seemed quite excessive for software.																																										

GG replied that "Software" was how the website and webmaster costs were recorded but agreed that the figure recorded for 2021 was incorrect as were other items listed. GG said that the figures were historic and did not impact on what was to be filed at Companies House but that he would consult the accountant to identify what had happened.

Action: GG to make enquiries why the 2021 figures in the detailed profit and loss statement appeared low.

GG

It was agreed that the Filleted Accounts could be signed off, electronically, by the Chair and filed at Companies House.

Agreed all

Action: The Filleted accounts to be signed by the Chair and filed at Companies House by the Finance Team (FT)

JA/GG/
FT

Agreed all.

b. Income and Expenditure since the previous meeting.

GG referred to the Financial Report that had been distributed prior to the meeting. The total Capital & Reserves stood at £191,069 and there were not many debtors but that the FT would be chasing the late payers. GG then referred to the expenditure report and said that it was part of APHA's Financial Governance for the Board to examine the expenditure since the last meeting and confirm that it was both valid and justified. He then asked if there were any questions. There were none.

It was agreed that all expenditure was both valid and justified.

Agreed all

c. Budget 2022/23

GG then referred to the Budget document. He said that it was of note that on the current projection, APHA would end the financial year in the black by £10,379.13. This may impact on the decision regarding membership subscriptions.

d. Updating Savings Account Details.

GG was pleased to report that the transfer of signatories to all accounts was now complete, consequently, the FT are able to operate all accounts effectively.

e. Membership Subscriptions 2023/24

GG said that it was at the November meeting when the Board traditionally reviewed the membership subscriptions for the next financial year. The current rates had been included with the papers for the meeting and were as follows.

	Subscription 2022/23	Discounted – if paid before 31 May 2022
Corporate	£1310.00	£1155.00
Associate	£1058.75	£962.50
PLaN	£435.60	£396.00
International	£635.25	£577.50

GG continued that, because of the financial pressures that Local Authorities were under, the fact that the Association was a non-profit making organisation but are on track to finish the financial year with £10k profit, and that the financial position of APHA was very healthy, the Board may wish to consider freezing the subscriptions for the next year. He did make the point that there may be increased costs incurred by the changes to the Executive Officer and Administration roles but that the reserves would be able to absorb these easily. Following some discussion where JA said that freezing the subscriptions would be sending a signal to member authorities that the Association were aware of the pressures they were under, it was agreed not to increase the membership subscriptions.

Agreed all

Action: The decision on membership subscriptions to be promulgated to the membership

GG

EB 22/52 | **Membership and Renewals.**

Person
Responsible

GG reported that FERA Science have now paid their subscription and have joined as Associate Members. Bermuda's invoice remains outstanding although they are now treated as members. APHA has received an approach from Crawley BC about re-joining as Corporate members. He had provided details but have heard nothing further as yet. GG said that as a representative from Crawley BC will be attending the AGM, perhaps the Chair could have a discussion about membership with him. The Chair agreed.

Including Bermuda membership will stand at:

33 Corporate
26 PLaN
4 Associate
2 International

Making a total of 65 members.

EB 22/53 | **APHA Administration - Succession Planning including EO replacement/recruitment**

Person
Responsible

JA said that as the Board were aware, APHA had approached some PHAs with a view to them taken on the roles and responsibilities of the Executive Officer. Portsmouth CC had to withdraw their offer following the decision to delay import controls on products from the EU. The next venture was with London PHA who have agreed in principle to set something up. He continued that there were no costed proposals as yet so he would be speaking with Gavin Stedman at LPHA to get something as soon as possible. GG said that he had been informed that Louis Franks was the individual who had been identified to take on his role. Louis would be attending the AGM so it would be an opportunity to discuss the situation with him.

<p>SB asked whether it would be taken for granted that LF would take on the role without him meeting or being interviewed by the Board. He suggested that a meeting be set up, even if it was just a Team's meeting.</p> <p>Following further discussion, the following actions were agreed.</p> <p>a. JA to obtain a written proposal from LPHA including costings.</p> <p>b. GG to circulate the proposals to Board members when received.</p> <p>c. If everything is agreed, a meeting to be set up with Louis Franks so that he can be introduced to the Board.</p> <p>SF said that he believed that such matters were open and transparent to the membership. GG said that all documentation including minutes agendas and finance are uploaded to the membership area of the website so that all can read. JA confirmed that this issue would be covered at the AGM</p>		<p>JA</p> <p>GG</p> <p>GG</p>
EB 22/54	Website	Person Responsible
<p>a. Outstanding Action: The Board to seek competitive quotes for the redesign of the website.</p> <p>JA said that this followed on from a chat that he and As had had with Adrian at Lansdowne. APHA has been provided with a proposal for website redesign but it was thought to be costly. The Board were therefore asked to seek competitive quotes. Thoughts were:</p> <ul style="list-style-type: none"> • SCPHA who employed a web designer. • Mark Longstaff, the previous webmaster who had designed the site. • JA said that if anyone knew of IT people who could undertake the task. <p>GG confirmed that whilst the website was good and functional it was dated. Much of the improvements required were to the "back end" functionality. As the site became older, it took more resources to keep it functional.</p> <p>SF suggested that any website would only last about 3 years before it encountered problems. He asked for a copy of the Lansdowne specification so that he could consult a company at his location. It was agreed that GG would circulate a copy of the specification to all.</p> <p>Action: GG to circulate a copy of the Lansdowne specification.</p>		<p>GG</p>
<p>b. Website Metrics Report</p> <p>GG said that the Webmaster was tasked to provide a metrics report on the website at every other meeting. The latest report was included with the agenda and papers. He continued that the Webmaster was forced to change the analytical software and was now using "Google Analytics".</p> <p>Following discussion, it was agreed that the report was useful and should continue to be published for alternate Board meetings.</p>		
EB 22/55	Review of Ships Sanitation Inspection Fees	Person Responsible

GG referred to the Executive Summary that had been distributed to the Board with the agenda and papers. The Executive Board are required to set the Ships Sanitation Inspection Charges for the financial year 2023/24. Traditionally they have been raised in line with the RPI annual rate of inflation to September, 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 for the next financial year.

According to the report from the [Office for National Statistics](#), the RPI annual rate of inflation to September 2022 was 12.6%. The old and proposed new charges are tabulated below and, if approved, come into effect on 1st April 2022.

SHIP SANITATION INSPECTION CHARGES 2023/24		
Gross Tonnage	Old Rate (2022/23)	New Rate (2023/24)
Up to 1000	£110	£125
1001 to 3000	£150	£170
3001 to 10000	£220	£250
10001 to 20000	£285	£325
20001 to 30000	£365	£415
Over 30000	£425	£480
Vessels with 50 – 1000 persons	£425	£480
Vessels with 1000 Persons	£725	£820
Extensions	£80	£95

It was agreed that there was an outstanding piece of work required to confirm and validate these charges but this had been placed on hold because of Brexit. There was some discussion as to whether PHAs actually use the charges. GG confirmed that these were the basic charges and that PHAs were at liberty to add additional costs such as out of hours supplement, travel, water sampling.

It was suggested that a survey could be undertaken of PHAs to determine whether they use the published charges or not and what additional charges that they make. It was agreed that a survey be undertaken and that members of the Board would make enquiries as to what other countries charge for the same service via ships Masters.

Actions:

- | | | |
|-----|--|-----|
| a.. | The new charges to promulgated | GG |
| b. | A survey of PHAs be undertaken as indicated. | GG |
| c. | The charges that other countries make be investigated. | All |

EB 22/56	Training	Person Responsible
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GG reported that a very successful Workshop was held in Newport on 20 Oct 22. There were finally 16 delegates in total and APHA made a small profit from the event which would cover the administration costs.

	<p>The Ships Inspection next Workshop is scheduled for 3 Feb in London, advertising for this event will commence with the November newsletter. Thanks to LPHA for use of the conference room at Walbrook Wharf</p> <p>Stacey Dallas-Thompson had confirmed that progress is being made on the Ships Water Training for Belfast with the intention for it to be delivered in the New Year.</p> <p>ACTSO have agreed to deliver free Imported Feed Training for port health officers. It has been scheduled for 1 Dec 22 at 10.00 and has just been advertised.</p> <p>The Pest Control Training survey received a fairly good response. Several additional topics were identified for inclusion in the training. The next step is to schedule a meeting between AS, GG and Diana Tumova to agree how to take forward.</p> <p>There was some discussion regarding what other training that APHA could deliver. NC suggested imported food and whether there was scope for practical training because they had a consistent turnover of staff. GG said that imported food training was supposed to be delivered by Defra and the FSA, it was certainly the case that it was being planned prior to the postponement of import controls on goods from the EU back in April. It was suggested that PHAs could be surveyed with regards to what training is required but it was acknowledged that it would probably be work for GGs replacement. GG did point out that there was also the question of capacity to deliver more training because administering the training did take up a lot of time. AS agreed to look for the reports on previous training surveys.</p> <p>Action: AS to forward the reports on previous training surveys to GG</p>	AS
EB 22/57	AGM/CPD Event 2022	Person Responsible
	<p>GG reported that everything was ready for the AGM and Training event to be held in the Gascoigne Suite on 17 Nov 22. He had secured the assistance of the Associate members to manage things on the day. John Ambrose had agreed to manage the presentations and projector and David Jones would be employed on meet and greet at the front entrance. AS agreed to assist with signing delegates into the event and Diana Tumova was available to assist as well.</p> <p>GG confirmed that there were 41 delegates attending and, provided the Corporate members stayed for the AGM, it would be quorate.</p> <p>JA thanked GG for his work in organising the event.</p>	
EB 22/58	CIEH Review of POAO Authorised Officers (BRRG)	Person Responsible
	<p>Outstanding Action: GG to ask the BRRG if the draft report could be shared with Board members.</p> <p>JA asked GG whether there had been any further progress with the BRRG. GG said that there had been very little, he was still waiting for the draft survey report to share with the Board. This had been outstanding since the May Board meeting. As the CIEH representation on the BRRG were being made redundant, there was a question on the continuing viability of the Group. GG continued that some work had been done drafting evidence to submit to the Public Bill Committee on the Retained EU Law (Revocation and Reform) Bill which should be submitted shortly. Following discussion it was agreed that GG would continue as APHA representative on the Group but to keep membership under review.</p>	

EB 22/59	Brexit – further delay to the introduction of import controls	Person Responsible
<p>There was some discussion with regards the publication of the Target Operating Model. The general view was that the draft should be published before Christmas with the final version before Easter. There may be further information from Nigel Benwell from Defra who was presenting at the AGM. The point was made that there was a Cabinet deadline of the 9 Dec 22 for the draft to be published before Christmas. GG did say that at a recent SPS WG, FSA colleagues had confirmed that there would be some form of import controls introduced on goods from the EU by the end of 2023, if not the new regime, under the old regime. This was to address the imbalance in trade between the UK and EU.</p>		
EB 22/60	Proposed Meeting Schedule	Person Responsible
<p>a. APHA Executive Board 2023.</p> <ul style="list-style-type: none"> • Thursday 19 Jan 23 – Online via Teams • Thursday 18 May 23 – Online via Teams • TBD Sep 22 • TBD Nov 22 <p>b. APHA AGM 2022</p> <p>TBD</p>		
EB 22/61	AOB	Person Responsible
<p>a. UKHSA The future of the local health protection system</p> <p>JA said that he was continuing to attend the meetings of the group. It would appear that port health was outside what they had in mind but he would keep a watching brief. He did ask the Board to keep him informed should anything be happening locally.</p> <p>b. PLaN Groups</p> <p>GG said that each Board member represented their respective PLaN Group. The Scottish PLaN had recently re-validated JL to represent them. SFs position would be validated at the next meeting of the Welsh PLaN Group. It would therefore be appropriate for the other PLaN Groups to meet and confirm who should represent them going forward.</p> <p>Action: Board members to initiate a meeting of their respective Plan Group to confirm their appointment as necessary.</p> <p>There being no further business the meeting was closed at 16.09</p>		AS/SB/ CA/SD

G Gould
Hon Associate
APHA Executive Officer