



## Minutes of the APHA Executive Board Meeting Held by Video Conference on 19<sup>th</sup> January 2023

<b>23/01</b>	<b>Welcome</b>	<b>Person Responsible</b>																																				
With all attendees present, Jon Avern opened the meeting at 13.04 by welcoming everyone.																																						
<b>EB 23/02</b>	<b>List of Attendees</b>	<b>Abbreviation</b>																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"><b>List of Attendees:</b></th> <th style="width: 30%;"><b>Authority</b></th> <th style="width: 30%;"><b>Representing</b></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Jon Avern</td> <td>Hon Associate &amp; Chair</td> <td></td> <td>JA</td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA &amp; 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>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>Simon Fuller</td> <td>Anglesey</td> <td>Welsh PLaN</td> <td>SF</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> </tbody> </table> <p>Minutes taken by: GG</p>			<b>List of Attendees:</b>	<b>Authority</b>	<b>Representing</b>		Jon Avern	Hon Associate & Chair		JA	Andrea Smith	MPHA & Vice Chair	North PLaN	AS	John Laird	Falkirk	Scottish PLaN	JL	Carol Archibald	Tendring District Council	East PLaN	CA	Stacey Dallas-Thompson	Belfast PHA	Northern Ireland PLaN	SD	Simon Fuller	Anglesey	Welsh PLaN	SF	Steve Bell	Portsmouth PHA	South PLaN	SB	Gary Gould	Hon Associate, Executive Officer		GG
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<b>EB 23/03</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>																																				
There were no apologies																																						
<b>EB 23/04</b>	<b>Declaration of Interests</b>	<b>Person Responsible</b>																																				
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<b>EB 23/05</b>	<b>Appointment of Chair and Vice Chair</b>																																					
<p>GG explained that, because this was the first Board meeting since the AGM, they were required to elect a Chair and Vice-Chair.</p> <p>SD proposed Jon Avern as Chair, seconded by SB. <b>Agreed all.</b></p> <p>JL proposed Andrea Smith as Vice-Chair. Seconded by SF. <b>Agreed all</b></p> <p>JA thanked everyone for their confidence.</p>																																						
<b>EB 23/06</b>	<b>Minutes of the previous meeting held on the 16<sup>h</sup> November 2022:</b>	<b>Person Responsible</b>																																				
<p>a. <b>Accuracy:</b> JA asked whether those members present at the last meeting could confirm the accuracy of the minutes.</p> <p><b>Agreed all.</b></p> <p>JA thanked GG for organising as successful AGM, it was a really good event and there was excellent feedback.</p>																																						

	<p><b>b. Matters arising that are not on the agenda.</b></p> <p><b>(1) Ships Sanitation Inspection Charges</b></p> <p>GG reported that there has been no further action on surveying PHAs regarding whether their charges depart from those set by APHA. This was because APHA would only want one response from each sea PHA. To achieve this requires the Port Contacts distribution list to be updated on Mailchimp to reflect the recent Port Directory review for the handbook. GG explained that it was because the list is used rarely that it had not been updated. He also thought it would be useful to do this as part of the handover to LPHA so would be probably undertaken as part of the process.</p> <p><b>(2) Board members to initiate a meeting of their respective Plan Group to confirm their appointment as necessary</b></p> <p>SF confirmed that they had a Welsh PLaN Group meeting scheduled for January.</p> <p>SD said that she had emailed the NI PLaN Group Authorities and all bar one had replied. So far, everyone had agreed that she should continue as their representative.</p> <p>JL said that he had forwarded the minutes of the recent Scottish PLaN Group meeting. GG confirmed that he had received them and they would be uploaded to the website.</p> <p>CA said that her appointment was supposed to be a temporary arrangement but has been ongoing for some time now. She did not know who the members of the East Plan Group were because it had been some time since they met. She believed that it was time for her to hand this role on but she was not sure how to go about arranging it. GG replied that he could provide a list of the East Plan members and email addresses if that would help.</p> <p><b>Action:</b> GG to provide a list of EPLaN Contacts to CA so that she could seek a replacement.</p> <p>AS said that she had not taken any action on this but will pursue with the Chair and Secretary at River Tees PHA.</p> <p>SD asked whether there is a PLaN Agenda that is used and if Minutes were required for the website. GG said that he would send something out and that Minutes and Agenda should be uploaded to the website.</p> <p><b>Action:</b> GG to distribute suggested agenda and templates to the PLaN representatives.</p>	GG
EB 23/07	<b>APHA Financial Report and Accounts.</b>	Person Responsible
a.	<p>Financial Statement 2021/22</p> <p>GG referred to the concerns raised by SF at the last meeting regarding the figures relating to financial year 20/21 that were listed on the statement. Investigation indicated that his concerns were valid because the figures did not represent actual costs incurred. It was subsequently determined that the accountant did not have all the relevant financial information for that year, hence the error. This was subsequently provided and the statement updated. GG continued that it should be noted that these figures were included in the statement for comparison purposes and had no effect on what was required to be filed at Companies House. GG then confirmed that the accounts were filed at Companies House well within the required deadline and could be checked by anyone searching for the Association on that website.</p>	

**b. Management Accounts.**

GG referred the board to the "Management Accounts" report that had been included with the agenda and papers as follows;

- **Balance sheet:** This indicates that the financial position of the Association which remains healthy with capital and reserves at just under £185,600. Of the aged debtors GG has taken steps to chase Bermuda's membership subscription. The Finance Team will be following up with the others in due course. The item for £14.00 relates to handbook sales and should probably be cancelled because the fact it has not been paid indicates that the individual probably does not want the handbook.
- **Income and Expenditure:** This lists the transactions since the reporting period discussed at the last meeting until 31 Dec 22. He confirmed 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.**

- **Profit and loss:** GG said that this indicated the totals of income and spend as well as their breakdown for the financial year. There were no questions.

**c. Budget 2022/23**

GG said that APHA are projected to be in the black by £12,352.43 at the end of the financial year but that it will probably be less than this because of the additional costs that will be incurred because of the planned transition to London PHA. JA asked whether there would be any other administrative costs. GG replied that there were not other than the London PHA Costs which, if agreed, would be £38k per year and will start to impact in February.

JA thanked GG for his efforts in ensuring that the Association remains in the black with a small operating profit.

**EB 23/08 Membership & Renewals**

Person Responsible

GG said that there has been no change in membership since the last Board meeting. However, it has been reported that Martin Walker will be leaving Bermuda shortly which leaves a question over their continuing membership. Including Bermuda, membership currently stands at:

33 Corporate  
26 PLaN  
4 Associate  
2 International

Making a total of 65 members.

EB 23/09	APHA Administration	Person Responsible
<b>Succession Planning including EO replacement/recruitment</b>		
<p>JA that they had looked at various options over the past year and the latest was to consider London PHA taking on the role. He continued that JA and GG had been in discussion with Gavin Stedman at LPHA and his new Assistant Director for Port Health, Tim Bage, on how that may work. There is now have an outline agreement in principle but will be subject to contract. It is scheduled to start from 1 Feb 23 but GG will continued to be employed alongside. Louis Franks (LF) has been identified by LPHA to take on the role as the lead person. The point was made, however, that we need flexibility so other colleagues may be involved. There is also a Technical Officer who will be doing more of the administrative work. JA then asked if GG if had anything to add.</p>		
<p>GG confirmed that he would circulate the Job Descriptions to the Board but that the plan was for the Port Health Officer to be employed for 0.2 Full Time Equivalent, or one day a week, and the Tech Officer for 0.5 FTE or 2 &amp; ½ days a week making a total of 3 &amp; ½.</p>		
<p>JA said that they had asked the delivery to be reviewed at 3 and 6 months as well as time sheets to be maintained in the first instance to see what is being done and who is doing it. This is to ensure that they have the amount to be delivered and the balance correct. It is where the flexibility comes in. He continued that Gary had agreed to be available thereafter to assist, if required, for example at the AGM.</p>		
<p>JA said that this is the recommendation to the Board and asked if the Board were content with the proposal. He confirmed that this would be discussed further at the next Board meeting and asked GG if he could attend so as to steer LF through it and assist in reporting back.</p>		
<p>CA asked if there was a contingency and whether money had been set aside in case of this. JA said that there was not a contingency as such other than London PHA supplying an alternative officer. It was a good point and we should ask that question of London. There is funding available for this, as alluded to earlier. CA suggested that funding be put aside in the Budget for this she then asked what the contractual obligations were should things not work out. JA said that a draft contract had not been received yet, they were waiting on agreement to proceed but he would be happy to share the contract with the Board once received. JA said that a "termination period" would need to be considered. GG replied that he would recommend at least 3 months.</p>		
<p>It was agreed, in principle, to continue with the arrangements for London PHA to take on the Executive Role.</p>		
<p><b>Agreed All</b></p>		
<p><b>Actions:</b></p>		
<p>1. GG to distribute the job descriptions for the roles to the Board.</p>	<p>GG</p>	
<p>2. GG to distribute the draft contract when it is received to the Board.</p>	<p>GG</p>	
<p>3. It is ensured that an appropriate termination notice period is included, minimum 3 moths.</p>	<p>JA/GG</p>	
<p>4. Contingency funding be included in the budget</p>	<p>JA/GG/ FT</p>	

EB 23/10	Website	Person Responsible
<p><b>Outstanding Action:</b> The Board to seek competitive quotes for the redesign of the website.</p> <p>JL and CA said that they would not recommend their providers for this task. AS said that she had approached Mark Longstaff, the previous webmaster, but had heard nothing and would follow up. GG said that he had had a conversation with Mark who had indicated that he would feedback to AS.</p> <p>SF said that he had approached someone in North Wales who may be interested. He was waiting on a further conversation.</p> <p>JA said that the other person that approached him at the AGM was Tony Lewis from RHE. He asked GG to send the specification to Tony Lewis. He continued that it should be retained as an outstanding action.</p> <p><b>Action</b></p> <p>GG to send specification to Tony Lewis and request a quote.</p>		GG
EB 23/11	Training	
<p>GG reported the following:</p> <p><b>a. Ship Inspections Workshop</b></p> <p>The next Ships Inspection Workshop is scheduled for London on 3 Feb 23. Despite the advertising campaign APHA has had no bookings to date. In addition there is a rail strike planned for that day. In light of this consideration was being given to postponing the event. We are also aiming to deliver a Workshop in Belfast during April. This is subject to the dates when the venue is available being acceptable to the facilitators.</p> <p>(Secretary's note, the event scheduled for 3 Feb 23 has been postponed)</p> <p><b>b. Ships Water Training</b></p> <p>The planning for the Ships Water training in Belfast is progressing. Once the lead facilitator has confirmed that he is available on 22 February, advertising will commence. SD confirmed that Timothy McKillen was content with delivering the training on 22 Feb 23.</p> <p><b>c. Pest Control Training</b></p> <p>A meeting is scheduled for next week to finalise the content of the proposed pest control training before planning the actual event. SD asked whether the training would be on-line or in person. GG confirmed that it would be on-line training.</p> <p>JA asked about future training and whether APHA had reached capacity on certain items. GG replied that there will always be a need for the Ship Inspection Workshop and Introduction to Ship Inspection Webinar as new staff are recruited. It will be a question of gauging interest at the appropriate time. He continued that it is sometimes the case that APHA is asked to run an event in a specific region or area that will be dependent on generating sufficient interest and identifying an appropriate venue. As regards future training, he would recommend to LF that a survey of training needs is undertaken, similar to that delivered by Lynnette Crossley several years ago. GG continued that he was a bit wary about APHA delivering imported food training because this should be delivered by Defra and the FSA at no cost to PHAs although there may be specifics that are not covered.</p>		



updated at the meeting. JA then asked GG to brief the Board on BRRG developments. GG said that the Board were aware of the CIEH review of authorised officers for POAO and that the BRRG was set up to provide information to the CIEH so that they could lobby to get EHPs , in the main, but also other competent people, authorised to undertake POAO import controls. A survey was undertaken and a report drafted but for one reason or another it was not progressed. It had been agreed that the Board would get sight of the draft prior to publication. GG continued that he finally got sight of the draft recently but, unfortunately, it was out of date because it had been produced prior to the cancellation of the introduction of import controls on goods from the EU. It therefore needed major amendment. Representation was made to the CIEH about their lack of involvement from a professional perspective on the Brexit issue in respect of the new regime for import controls. A meeting was called by the CEO of the CIEH that included their new Chair and John Ambrose was invited, as representing the Port Health Hub. John subsequently asked Helen Buckingham and GG also to attend. From the discussions it was decided that a port health expert advisory panel be created to feed into the policy side of the CIEH. There was an offer of some money and secretarial support. A subsequent meeting of John Ambrose, Helen Buckingham, JA, Gavin Stedman and GG to discuss the proposal was arranged from which the document that JA referred to was drafted.

GG/All

JA continued that it was agreed that the group would hold a further meeting with the CEO of the CIEH and some dates were suggested but that JA thought it better that the port health community in its widest sense determined a way forward first. He said that there were different things at play; first the BRRG with the view that EHPs could be authorised for POAO; second, there is the development of the TOM and making sure that the port health community are in a position to respond to it swiftly; thirdly, there is the broader port health remit where the CIEH has an understanding and some expertise to be able to support the Institute. At the meeting the focus was on how to respond to the TOM proposals and it was considered to have CIEH representation on the BCP Group who could then feedback to the Institute.

JA then said that the proposal to seek Board agreement that a CIEH representative be invited to the BCP Group. GG then added that there were 2 options being considered, either expand the BCP Group or for the BCP Group to have a representative on whatever body the CIEH sets up or the BRRG should it continue.

GG said that the BRRG had not been approached on this yet and whatever decision is taken should have "buy in" from everybody. GG said that he also had reservations about expanding the BCP Group further, as HB was proposing, and that the 2 Chairs of the BCP Group should be consulted should this be taken forward. He continued that the group was dynamic, where people spoke freely because they knew who was in attendance; discussion would likely be stifled if attendance went beyond PHAs and government bodies. JA said that he acknowledged GG's concerns about wider representation beyond port health but that it may be useful to have such representation from time to time to attend for part of the meeting. JA said that main proposal from today is that there is CIEH representation at that group, that the CEO of the CIEH be informed of this, and then see how he wanted to progress things. GG responded that he was expecting John Ambrose to call a meeting of the BRRG so that with GG's and HB's input things would be progressed. As regards CIEH representation on the BCP Group, his recommendation would be an EHP from local government and not a CIEH Policy Officer.

<p>JA then welcomed any other views. SF said that he had attended 2 BRRG meetings as Welsh representative but stopped because of the lack of focus. He continued that he was in favour of the BCP Group meeting as it stands, content with CIEH representation but would not want it expanded beyond the current membership.</p> <p>JA then concluded the discussion by summarising what had been agreed:</p> <ul style="list-style-type: none"> <li>• The BCP Group should be used to respond to the TOM when published.</li> <li>• The APHA Board were content for there to be a CIEH representative on the BCP Group who should be an EHP from local government.</li> <li>• It would be the BCP Group to decide if and when to expand the Group further.</li> <li>• This decision would be communicated to the CIEH and it will be for them to decide the future of the BRRG.</li> </ul>	
<p><b>EB23/14</b>   <b>Brexit</b></p>	<p>Person Responsible</p>
<p>JA said that there was not much to add regarding the Target Operating model. GG confirmed that the latest is that the draft TOM is not expected to be published until March 2023.</p>	
<p><b>EB 23/15</b>   <b>Proposed Meeting Schedule</b></p>	
<p><b>a.      APHA Executive Board 2023</b></p> <p>          (1)      Thursday 18 May 23</p> <p>          (2)      TBD Sep 23</p> <p>          (3)      Wednesday 15 Nov 23 at the Union Jack Club</p> <p><b>b.      APHA AGM 2022 - 16<sup>th</sup> November 2023 - Gascoigne Suite, Union Jack Club</b></p> <p>All meetings to be held online unless otherwise indicated.</p>	
<p><b>EB 22/16</b>   <b>AOB</b></p>	<p>Person Responsible</p>
<p>JA asked if there was any other business.</p> <p>GG raised the following 2 items.</p> <p><b>a.      SPAM Emails</b></p> <p>GG said that some of the Board members had received spam/phishing emails from someone purporting to be the Executive Officer at APHA. It appears that the email addresses were lifted from the “Who we are” page on the website. GG confirmed that the webmaster should be removing the email addresses from the website but asked to be informed should any Board member receive a suspicious email.</p> <p><b>b.      Rabies Communications Working Groups.</b></p> <p>GG said that the Exotic Disease Control Team at Defra are organising a rabies communications working group to develop messages and guidance in the unlikely event of a rabies outbreak in pets/wildlife. They decided to create some sub groups and have offered APHA a place on the one that will focus on guidance for local authorities, border force, transporters, etc. GG asked whether it should be LF that picks this up or would a Board member be interested.</p> <p>The first meeting has been scheduled for Wed 8 Feb 23 at 10.00.</p> <p>JA asked for any detail to be circulated and consider any other PHA that may be interested</p>	



<p><b>Action:</b> GG to circulate information to the Board on the Working Group</p> <p>There being no further business, JA acknowledged that it was GG's last meeting as EO and therefore thanked him for all the work he had done on behalf of the Association since 2016.</p> <p>He then closed the meeting at 14.34 hrs.</p>	GG
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G Gould  
Hon Associate  
APHA Executive Officer