

AGENDA OF APHA EXECUTIVE BOARD MEETING
28th October 2015, Union Jack Club
Sandell Street, London, SE1 8UJ
11:30 – 15:30

- EB 15/37 List of Attendees
- EB 15/38 Apologies for absence
- EB 15/39 Minutes of previous meeting 15 July 2015
- EB 15/40 Matters arising from the Minutes, not on the Agenda
- EB 15/41 Minutes of Overview & Scrutiny meeting, 29 July 2015
- EB 15/42 APHA Accounts update and position
 - a) Ship San accounts
 - b) VAT
- EB 15/43 APHA Conference 2015 and Feedback and Accounts
- EB 15/44 APHA Conference Preparations 2016
- EB 15/45 APHA Administration, 12 Months on
- EB 15/46 APHA Business Plan
- EB 15/47 Any Other Business, agreed beforehand with the Chairman



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 39
Person Responsible:	Pat McCarthy
Title:	Minutes of Previous Meeting, 15 July 2015
Reference Documents:	15 39 (01)

Summary:

The minutes from the meeting of the 15 July 2015 are included for Executive member's consideration.

Recommendations:

Members accept these minutes, agree via email and take appropriate action.

Comments:

Actions:	Date:	Person Responsible:
	28/10/15	PMc



**Minutes of the APHA Executive Board Meeting
Wednesday, 15 July 2015, Marriott Hotel, Liverpool - 11:30**

EB 15/28 List of Attendees		Person Responsible
List of Attendees: Pat McCarthy John Robinson Cllr Jeffrey Dudgeon Cllr John Warman Sandra Westacott Val Cameron Laurence Dettman Cllr Keith Morley Bill Arnold Mercola Douglas Cllr Ron Abbey Cllr Jeremy Wolfsen Chris Rankin Gary Gould Andrea Smith Yvonne Graham Lynnette Crossley Minutes taken by: John Robinson	Authority Associate Member of APHA, Chairman Acting Company Secretary, Manchester Port Health Authority City of Belfast, Belfast PHA Swansea Bay Port Health Authority, Vice Chairman Southampton Port Health Authority, Under Secretary APHA States of Guernsey Hull & Goole Port Health Authority, Under Secretary APHA Manchester PHA, Chairman of Overview & Scrutiny Swansea Bay Port Health Authority, O&S Secretary Mersey Port Health Authority Mersey Port Health Authority Mersey Port Health Authority Mersey Port Health Authority Associate Member Overview & Scrutiny Committee Member Manchester Port Health Authority Manchester Port Health Authority Manchester Port Health Authority	PMc JR JD JW SW VC LD KM BA MD RA JW CR GG AJS YG LC
EB 15/29 Apologies for Absence		Person Responsible
Brian Lawrie Jacqui Rayment Gary Cooper Cllr Geoff Brown	South Ayrshire Southampton Port Health Authority Cornwall Port Health Authority Cornwall Port Health Authority	
EB 15/30 Minutes of Previous Meeting 15 April 2015		Person Responsible
PMc thanked Ron Abbey and Mersey PHA for organising the meeting today. He also took the opportunity to introduce Councillor Jeff Dudgeon from Belfast City Council. He called for people to introduce themselves. The minutes were checked for accuracy and approved. Proposed RA Seconded SW		
EB 15/31 Matters arising from the Minutes not in Agenda		Person Responsible
LC gave a presentation on the work of the new Operational Board. Now undertaking questionnaire on training needs for Officers and Authorities. Experimenting with tele conferencing/video conferencing. Debate then on effectiveness of latest technical day held recently at FSA. Thanks to Mike Glavin. Work to be done for next meeting on the 5 November 2015. Feedback from technical committee Technology problems – needs APHA solution demand really good communications for future. Needs planning and good management for the future. LC aware BA is drafting Operational procedures for the Operational Board. Bridget Delahunty producing draft guidelines. Decided on revolving Chair/Secretary to give ownership to all members of Operational Board.		

<p>LD thought problems with technology. Firewalls etc. Need to examine opportunities, because with cut backs LA's/PHA's cannot budget to attend meetings.</p> <p>LC suggested that one of the criteria for arranging venues for APHA meetings should be that they have the appropriate IT to support telephone/video conferencing. The board agreed that Mark Longstaff (IT support) and the APHA admin team should identify and trial potential software/systems. ACTION: APHA Admin and Mark Longstaff to progress with immediate effect.</p> <p>Following discussion re communications and IT, LC requested a 'show of hands' to see which members: A, had accessed the APHA website www.porthealthassociation.co.uk</p> <p>B, had a login/password to the 'Members Area' of the website (email APHA at apha@porthealthassociation.co.uk to request a password</p> <p>C, regularly accessed the website re minutes, events, etc.</p> <p>Approximately half of the Board had never accessed the website and/or Members Area. LC and AJS expressed concern and disappointment at this lack of engagement both in the website www.porthealthassociation.co.uk and Facebook page (Association of Port Health Authorities (APHA))</p> <p>Members Training Needs Survey Paragraph starting: PMc will look forward to Please add – the Survey Monkey data/analysis can be viewed at https://www.surveymonkey.com/ login: lynettecrossley@manchesterpha.org.uk password: operational</p> <p>PMc will look forward to seeing results of the questionnaires and recommending actions for members. RA we have a local need to check out firewalls and communications available. (Andrea came in)</p> <p>JW Referred to austerity measures and was supported by BA who thought APHA should consider paying for one member of each PlaN group to attend technical meetings/conferencing. LC/AS referred to training needs survey, available through survey monkey. Log in details. We have 345 valid email addresses. Only 23% of Officers and 12.5% of LA's have responded.</p> <p>2016 Southampton Conference: SW wanted to borrow APHA Protocol document. JR outlined document hopefully to be adopted today and used from then on. RA asked for resume of procedure. JR referred to 15/35 later.</p>	LC/ML
EB 15/32 Minutes of Overview & Scrutiny Committee Meeting 29 April 2015	
<p>BA mentioned work in progress with Operational Board and amendments to Articles of Association and Operational Procedure documents for the AGM. Need to include recent work on Directors Pack, Conference Protocol and Terms of Reference for Operational Board. APHA needs to consider again appointment of someone as Technical lead for Technical matters. JR reminded BA, this is on the agenda later. KM brought up the good work Gary Cooper had undertaken for APHA and wanted this recognised. After a suitable debate, decided to write to Gary Cooper, thanking him for his</p>	Person Responsible

efforts in a very difficult time and wishing him a speedy return to health.	
EB15/33 APHA Accounts – Update and Position	Person Responsible
<p>JR reminded the APHA Executive that following the decision taken at the previous meeting to relocate the APHA accounts to Manchester alongside the administration, MPHA had acted to facilitate this.</p> <p>In conjunction and cooperation with Gary Cooper, two Officers from Manchester travelled to Cornwall to recover the account systems and arrange for change in signatories. Since then the accounts have been reconciled by MPHA accountants the City of Salford. These accounts for the year 2014-2015, were accepted by the directors and can go forward to the AGM in September.</p> <p>Briefly, the accounts show a profit of £3,081 with reserves of £31,676.</p>	
EB15/34 Administration – Costs requested by MPHA	Person Responsible
<p>Since October 2014, the APHA accounts have returned to Manchester. Due to the generosity of Councillor Barrett, the Manchester Chairman, he agreed the administration and the creation of the new website would be accomplished by the MPHA staff for a peppercorn rent of £1000. Since then the extent of the workload and the addition of the APHA accounts, prompted JR to state at last meeting, that he would provide a business study for handling this work on behalf of APHA.</p> <p>The figures are made up as follows: £3,000 for the City of Salford £5,000 for MPHA £2,000 bursary for Andrea Smith £2,000 bursary for Yvonne Graham £2,000 bursary for Alison Smith Total £14,000 per annum</p> <p>JR went to say the figures represented a gesture to APHA. It really is not the true accurate figure for the accounts, but a figure which gives latitude to APHA to consider employing someone later in the year to manage the technical aspects of the APHA business.</p> <p>RA insisted on a more realistic figure to be considered. JR replied with the accounts at his disposal and not being aware of conference potential revenue, the budget could not be completed. Certainly for 2015-2016, officers at MPHA would carry on working for APHA in a mixture of office time and own time. The money requested was to pay for bringing in relief officers. SW was concerned about losing the goodwill of Officers at Manchester, if a support mechanism was not forthcoming.</p> <p>JR thought the systems being created, which closely mirrored those of MPHA, are making things easier. That was always the intention to create systems that others could follow. AJS agreed and said the latest newsletter appeared easier to produce, but would welcome more contributions from other Port Health officials.</p> <p>JR said the procedures would be forwarded to BA and the O & S in time for their next meeting for their consideration. A protocol on expenses and allowances will be forwarded as well. A long overdue document. PMc said the upper limit for sanctioning expenditure by the company secretary will be lowered again to £1,000 from the £2,000 currently. Amendments to be presented in revised Articles and Operating Arrangements at AGM in September.</p>	



EB15/35 APHA Conference Update	Person Responsible
<p>Mercola Douglas assisted by accountant Chris Rankin gave details of the forth coming Conference programme. An updated status report was presented to all members.</p> <p>There had been some slippage due to printer problems. Not back on track. All speakers confirmed. Many of whom are local and will not require overnight accommodation. This will generate more profit for APHA.</p> <p>The social programme is complete. The formal dinner will take place in the Marriott Hotel on the Tuesday. This will be sponsored by Peel Ports.</p> <p>The Gala dinner in St Georges Hall will be sponsored by Mersey Port Health Authority. A number of delegates will be invited by Mersey Port Health, including the three Mayors from Liverpool, Wirral and Sefton Council. This will take place on Wednesday, 9 September 2015.</p> <p>One of the better suggestions to come out of the conference planning meetings, has been a Conference Protocol, produced jointly by the acting Company Secretary, VC, SW AJS and LC. This was adopted at the meeting. Action.</p> <p>MD enquired as a result of this, she assumed arrangements and amendments would now be in conjunction with the acting Company Secretary. Confirmed and agreed by JR.</p> <p>Chris Rankin outlined bookings and sponsorship which should result in a good profit for APHA to aid its development programme for the future.</p> <p>VC made comment about proposed gift for speakers. Suggested APHA make a donation instead to a charity on behalf of speakers, rather than give a knick-knack.</p> <p>BA came back to APHA paying for a PlaN representative to attend conference. Agreed in principal. Need to obtain costs via Mersey PHA for this action. JR to follow up.</p> <p>RA announced the two dates for APHA Executive meetings in the North at Liverpool, now booked for 2016.</p> <p>RA also wanted a 'root and branch review' of APHA at the next meeting in October. PMc thought this might be a job for the Operational Board. Will place an agenda for October meeting anyway.</p>	<p></p> <p></p> <p></p> <p></p> <p>JR</p> <p>JR</p> <p></p> <p>JR</p> <p></p> <p>JR</p>
EB15/36 Any Other Business	Person Responsible
<p>Airsan Project:- letter of invitation to join the AIRSAN Consortium in proposal for the COST funding. GG outlined the invitation. After a suitable debate, APHA can see the merit of such a proposal but required more information GG detailed to pursue this element.</p> <p>Review of the Norovirus Guidelines:- SW thought the 2008 document produced jointly with the MCA and the PHE should be reviewed. Meeting agreed and asked SW to action.</p> <p>In addition SW asked about sharing confidential and sensitive information regarding outbreaks to colleagues. Webmaster to be consulted.</p> <p>Membership of the Natural Environmental Health Board:- With the confirmed absence of Gary Cooper. Need to appoint someone to represent APHA at these meetings.</p> <p>Gary Gould also raised the question of support or otherwise for Environmental Health</p>	<p>GG</p> <p>SW</p> <p>JR</p>

<p>Apprenticeships. Decided Company Secretary should write to Corporate members asking for their view on the subject.</p> <p>Administration:- JR announced that the election process will commence next week. Unfortunately the process was not followed correctly last year. JR to correct and issue invites to membership to apply for APHA Executive and Overview and Scrutiny Committee.</p> <p>Meeting dates for 2015-2016. Change of venue to be the Union Jack Club, 28 October 2015. Rest of dates to be confirmed at the AGM.</p> <p>Meeting closed at 14:30. There followed a tour of the conference facilities led by Mercola Douglas meeting finished at 15:30.</p> <p>Next meeting. Before the AGM in Liverpool on Tuesday, 8 September 2015.</p>	<p>JR</p>
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Item O&S 15/28

Draft Minutes of the Overview & Scrutiny Committee

held at the Union Jack Club, London on 29th July 2015

Present

Councillors:	Keith Morley Paul Kimber	Manchester Weymouth	KM PK
Officers:	Andrew McClenaghan John Lee Gary Gould Bill Arnold	Belfast Highlands Associate Member Swansea	AM JL GG BA

O&S 15/19 - Apologies for absence

An apology was received from Councillor Steve Hunt. He wished the Committee to know that he has a complete e-mail data base of all Councillors throughout UK and has prepared a presentation regarding contacting them about APHA matters and raising awareness on port health issues. This will be available at the Conference.

O&S 15/20 - Minutes of the previous O&S meeting held on 29th April 2015

- a) Given that Gary Gould now is an Associate Member the minutes were agreed as a true record.
- b) Matters arising:
 1. **Communications:** AM advised members of the communication difficulties experienced at the last 'virtual' meeting of the Operational Board which highlight the need to swiftly resolve communication issues.
 2. **Operational Board:** AM advised of the time pressure on OB members to undertake duties effectively whilst also carrying out their 'day jobs'.
Agreed: that the Company Secretary should write to the OB line managers advising of the role and requesting that time be allowed for those individuals to carry out APHA work. Confirmation should be sought from managers before Conference.
 3. **PLaN groups:** AM informed members that the multi-disciplinary 'Port Health Forum' in Northern Ireland has agreed to act as a PLaN group - this is to verified. The Forum currently meets ad hoc - the last time at onset of Ebola outbreak but will in future meet 3 times a year routinely. BA confirmed that there is a similar arrangement in Wales - meetings funded by the Wales Heads of Environmental Health Group. AM mentioned that PHOs from south of the border will be invited to attend the NI PLaN group, which meet in Belfast.
Agreed that clarity is required comparing the benefit of PLaN membership to full membership of APHA. This should be detailed in the subscriptions renewal information provided in January 2016

and in any membership drive.

O&S 15/21: - Minutes of the Executive Board 15th July 2015

KM, WA & GG, having attended the Board meeting, reported further on proceedings. BA had circulated a further bundle of documents received from JR on 27th July relating to the Business Plan and financial management. GG updated members on the AirSan project which APHA with no financial impact.

O&S 15/22 - Matters arising from the meeting of the Executive Board

EB 15/34 - Admin costs: O&S endorse the £14K admin costs

EB 15/35 - Conference expenditure 2015: BA circulated details of expected expenditure provided by Mercola Douglas to JR. This had been required as the conference surplus remained in doubt at the last meeting of the Executive Board. Members questioned the need for a Master of Ceremonies (£450) and a Soprano (£180) at the Gala Dinner; and the purchase of banners (£564.83) and room dressings (£1200).

Agreed to recommend that these expenses are cancelled saving over £2300 for use in improving APHA communications and marketing.

EB 15/36 - AirSan: Agreed that this is an important project potentially equivalent to ShipSan. It is recommended that APHA should participate.

John Craigs Memorial Ward: The discussion is not reflected in the minutes. VC had advised that she had contacted CIEH to inform Universities but that no entries had been submitted as at 15th July. O&S hope that a worthy dissertation will be received before Conference and suggest that in future APHA deals directly with the Universities.

Operating Arrangements: It is apparent from the minutes that the Executive Board are still straying from agreed arrangements. For example:

1. There is no record of a written report submitted regarding the visit to Montenegro by SW.
2. Set deadlines are lacking regarding agreed actions. These are needed for clarity and effectiveness - examples include:
 - i) EB 15/31 - Software solution are required immediately.
 - ii) EB 15/35 - Invitations need to be sent to PLaN Groups for nominated representatives to attend Conference. This 'sponsorship' needs inclusion in the draft 'Allowances & Expenses' protocol.

O&S would remind all members that the Operating Arrangements have been designed for a purpose.

O&S 15/23 - Draft amendments to the APHA Operating Arrangements

BA introduced the document redrafted following the Executive Board meeting. He also introduced additional documents received from JR regarding '*Payment Procedure*' and '*Scheme of Allowances & Expenses*' to be included as an Appendix. The finalised version will be recommended to membership for adoption at the AGM. BA outlined a further document received from JR - the Business Plan 2013.2014 for consideration as a template for the Operating Arrangements.

Note from JR - he will be on leave from 30th July - 17th August

Agreed that all will consider these documents and forward comments/amendments to BA by 15th August to redraft the Operating Arrangements.

O&S 15/24 - APHA membership detail 2015.2016

BA circulated a spreadsheet detailing membership renewals, supplied by the Admin Team for information. As some Authorities have indicated that they are to re-join, the nett balance is a moving feast.

Members were surprised by the Authorities who are not currently members of the Association. PK will contact the leader of Plymouth Council, Cllr. Tudor Evans, with a view to encouraging that Authority to re-join. O&S consider the monthly Chairman's newsletter to be a great improvement to the means of communication - they are interesting and informative. All should be encouraged to contribute articles to future editions.

Agreed that a concerted marketing strategy must be implemented - see O&S 15/25.

O&S 15/25 - Any other business

1. Draft diary dates 2015.16: BA circulated an initial draft for consideration and will work with JR, PLaN & Tech Committee secretaries and the PHSIG to update before the AGM.

Agreed that O&S should also meet at the UJC on 27th October

2. Draft Chair's Annual Report: BA circulated an initial draft for comment.

Agreed that all such reports for the AGM should be provided for issue with other papers.

3. New post: JR requests O&S to consider the role and responsibilities of an additional post. He has identified a potential £15K available given current surplus from membership receipts and projected outgoings.

Agreed the following initial suggestions:

1. Responsible to the Company Secretary, the post inevitably will be part time (possibly 2 or 3 days per week) and should be for an initial fixed term of 1 year allowing review at the Conference 2016.
2. Technical matters should remain with the Under Secretaries
3. The post should concentrate on marketing - principally membership recruitment and raising the profile of APHA.

The post holder should:

4. Be skilled in engaging with people and target dissenting Authorities. He/she should work closely with the Admin Team, Under Secretaries and Company Secretary and Executive Board
5. Contribute to the annual Business Plan
6. Have responsibility for streamlining means of communication in working with Cllr Hunt and others to optimise attendance at technical committees and feedback to PLaN groups
7. Co-ordinate a training programme in conjunction with the Operational Board and the Under Secretaries
8. Liaise closely with the Authority hosting Conference regarding marketing and sponsorship.
9. Work with the Admin Team & the web master regarding advertising space / links and APHA memorabilia.
10. Have responsibility for arranging the annual John Craigs Memorial Award.
11. Report progress to each meeting of the Executive Board

The job description will eventually depend on actual funds available. It is essential that a complete job description is designed; to advertise the vacancy appropriately; and that interviews are undertaken by members of the Executive Board.

5. Draft 'Allowances & expenditure Protocol': O&S support the JR draft for inclusion in the Operating Arrangements and would suggest reference to rotational PLaN reps at Tech Committees be included.

O&S 15/26 - Future meetings 2015

Conference 8th - 10th September - Marriott Hotel, Liverpool
27th October - Union Jack Club, Waterloo
Joint meeting with Executive Board 28th October 2015 Union Jack Club, Waterloo

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 42
Person Responsible:	John Robinson
Title:	APHA ACCOUNTS UPDATE AND POSITION
Reference Documents:	15 42

Summary:

As Executive members are aware, MPHA took over the APHA accounts from May 2015. It took until the July 2015 meeting to reconcile the accounts and work is still in progress. One of the outstanding issues from Cornwall has been the managing of the Shipsan account. Long serving members of the Executive will recall, the previous Chief Executive had committed APHA to support the work of Shipsan and had chosen to manage the (WP2) marketing/media/publicity element of the programme. Cornwall Council offered to manager this on behalf of APHA, due to no revenue being attributed directly to APHA. This had now returned to APHA and Mrs Andrea Smith has taken on the task. It is hoped a full report might be forthcoming on progress from Andrea by the 28 October.

APHA took on a commitment to 'Shipsan' to be responsible for the publicity of the project. As such this role, was delegated to Cornwall Port Health Authority, who have managed the project on behalf of APHA. A full explanation of the current situation will be given at the meeting.

The APHA accountant has discovered that APHA have not paid any VAT since January, enquiries in Cornwall have come to nothing and the Company Secretary is now in contact with the VAT people to rectify the position.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	28/10/15	JR

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 43
Person Responsible:	Mercola Douglas
Title:	APHA CONFERENCE 2015 FEEDBACK & ACCOUNTS
Reference Documents:	15 43

Summary:

The 2015 APHA Conference was held in Liverpool between the 8th – 10th September 2015.

It is hope the Chairman of Mersey Port Health Authority Councillor Ron Abbey might be able to present a report on the conference and more especially present the accounts from the conference.

Unfortunately the conference invoices to delegates were not issued until early October, therefore it is unlikely the complete accounts will be finalised before the October meeting.

Mercola Douglas forwarded four documents for Executive member's attention. Could I bring to the attention of Executive members, the 'Conference Evaluation Report', especially item 1.8.1 in which on the 14 January 2015, it was agreed that MPHA (Mersey Port Health Authority) would handle the finances/income generated from the APHA conference.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	28/10/15	MD

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 44
Person Responsible:	Sandra Westacott
Title:	APHA CONFERENCE PREPARATIONS 2016
Reference Documents:	15 44

Summary:

It was confirmed at the July meeting of the APHA Executive that the 2016 APHA conference will take place in Southampton.

The Company Secretary has written on three occasions to representatives of Southampton Port Health Authority, asking for their thoughts on the 2016 conference.

Alas there has been very little feedback and according to the conference status report, conference preparations are now behind schedule.

The 2016 Conference, will see APHA managing its own finances again. The use of the Conference protocol, with the resurrection of the conference organising committee.

It is hoped at the meeting of the 28 October, that representatives of Southampton City Council, will provide a full report on their ambitions for the 2016 conference.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	28/10/15	SW

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 45
Person Responsible:	John Robinson
Title:	APHA ADMINISTRATION, 12 MONTHS ON
Reference Documents:	15 45

Summary:

It was on the 15 October 2014, that APHA asked Manchester Port Health Authority to take on the APHA administration again. Long surviving members of the Executive will remember until 2005, the entire APHA operation was managed from the Runcorn office.

The APHA administration is now very visible and the newsletter is now approaching nine issues this year. The new website is developing well and I would just ask how many of the Executive have actually logged into 'the members area'.

A more comprehensive report will be offered by the Company Secretary at the meeting.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	28/10/15	JR



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 46
Person Responsible:	John Robinson
Title:	APHA BUSINESS PLAN
Reference Documents:	15 46

Summary:

Colleague recently adopted APHA Business Plan is enclosed for Executive member's consideration. It is hope that the author Drew McClenaghan from Belfast will outline the objectives. From this it is hoped 'ownership' of the 'adopted' by members of the APHA Executive to assist APHA achieve these objectives.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	28/10/15	JR

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 47
Person Responsible:	John Robinson
Title:	Any Other Business
Reference Documents:	15 47(01)

Summary:

Matters will only be considered if notified to the Chairman beforehand and time allows proper debate and consideration.

Next meeting during the 20 January 2016 at Liverpool Town Hall

2015-2016 Updated list of APHA Meeting Dates are overleaf.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	28/10/15/15	JR

APHA Diary Dates for 2015-2016 - Revised 23rd September 2015

2015		
DATE		VENUE
09-10-15	Joint meeting PHSIG & ISIG	Sheffield University
27-10-15	Overview & Scrutiny Committee	Union Jack Club, Waterloo
23-10-15	Wales PLaN meeting	Bell Inn, Llanyre
28-10-15	Joint meeting Exec Board and O&S Committee	Union Jack Club, Waterloo
05-11-15	Imported Foods and Environmental Health Technical Committees	TBC
2016		
20-01-16	Executive Board	Liverpool Town Hall
17-02-16	Overview & Scrutiny Committee	Union Jack Club, Waterloo
24-02-16	PHSIG AGM at CIEH HQ	TBC
26-02-16	Wales PLaN meeting	Bell Inn, Llanyre
09-03-16	Imported Foods and Environmental Health Technical Committees	TBC
20-04-16	Executive Board	Union Jack Club, Waterloo
18-05-16	Overview & Scrutiny Committee	Union Jack Club, Waterloo
03-06-16	Wales PLaN meeting	Bell Inn, Llanyre
22-06-16	Imported Foods and Environmental Health Technical Committees	TBC
01-07-16 or 08-07-16	PHSIG meeting re Food Fraud at Portsmouth	TBC
20-07-16	Executive Board	Liverpool Town Hall
17-08-16 **	Overview & Scrutiny Committee	Union Jack Club, Waterloo
06-09-16 to 08-09-16	APHA Conference at Southampton	Dates & Venue TBC
26-10-16	Joint meeting Exec Board and O&S Committee	Union Jack Club, Waterloo