Minutes of the APHA Executive Board Meeting Wednesday, 28 October 2015, Union Jack Club, London

EB 15/37 List of Attendees		Person Responsible
List of Attendees:	Authority	
Pat McCarthy	Associate Member of APHA, Chairman	PMc
John Robinson	Acting Company Secretary, Manchester Port Health Authority	JR
		DC
Cllr David Carr	Medway and Chatham	
Tobin Cook	States of Guernsey	TC
Val Cameron	States of Guernsey	VC
Laurence Dettman	Hull & Goole Port Health Authority, Under Secretary APHA	LD
Cllr Adrian Brocklehurst	Manchester Port Health Authority	AB
Cllr Ron Abbey	Mersey Port Health Authority	RA
Cllr Jacqui Rayment	Southampton Port Health Authority	JRay
Sandra Westacott	Southampton Port Health Authority	SW
Cllr Geoff Bell		GB
	North Tyneside Port Health Authority	_
	Overview and Scrutiny Committee	
Cllr Keith Morley	Manchester PHA, Chairman of Overview & Scrutiny	KM
Cllr Steve Hunt	Swansea Bay Port Health Authority	JL
John Lee	Highland Council	SH
Bill Arnold	Swansea Bay PHA & Overview & Scrutiny member	BA
Gary Gould	Associate Member & Secretary Overview & Scrutiny Committee	GG
	•	DMc
Drew McClenaghan	Belfast Port Health Authority	DIVIC
Others attending:		
Chris Rankin	Mersey Port Health Authority	CR
Mercola Douglas	Mersey Port Health Authority	MD
Glynn Cavell	Mersey Port Health Authority	GC
Minutes taken by: John		
Robinson/Bill Arnold		
EB 15/38 Apologies for Absence		
Cllr John Warman	Swansea Bay PHA & Vice-Chair Executive Board	
Cllr Jeffrey Dudgeon	City of Belfast, Belfast Port Health Authority	
Cllr Paul Kimber	Weymouth PHA	
Brian Lawrie	South Ayrshire Council	
Bhan Lawie		
	vious Meeting 15 July 2015	Person Responsible
	e accepted. KM proposed. SH seconded. MD objected to 15/35.	
Meeting decided to note com	iment, minutes stand.	
EB 15/40 Matters arising	g from the Minutes not in Agenda	Person Responsible
15/36 Appointment of the National Environmental Health Board – appeal to be raised on		
	ovirus guidelines:- SW arranged meeting at Southampton. Item	JR
under AOB. Appeal to go ou		
EB 15/41 Minutes of Ove	erview & Scrutiny Committee Meeting	Person Responsible
BA highlighted the sections of the minutes most relevant to this meeting.		

BA highlighted the sections of the minutes most relevant to this meeting 15/22 & 15/25:

 Concern about conference expenditure 2015 and available balances to secure the new post considered essential in allowing APHA to develop and remain fit for purpose. Concerned that Executive members continue straying from the agreed Operating Arrangements. Not enough deadlines for agreed actions. Overview and Scrutiny would remind everyone that the OA's had been designed for a specific purpose. Further example: Montenegro Report. No sign of documents on website. SW insisted they had been forwarded to APHA admin. JR to confirm. DMc & BA agreed to finalise the job description and report to Board members in advance of the next meeting. 		
EB15/42 APHA Accounts – Update and Position	Person Responsible	
 JR outlined the APHA accounts. Since the previous meeting on the 15 July 2015, members of the Executive and Overview and Scrutiny Committee have received monthly itemised accounts. This was part of the Chairman's strategy of openness and transparency. The current account balance at 28 October 2015 stood at £58,948.05. JR advised meeting some outstanding expenditure will reduce this below £50,000. With further expenditure due to the recent APHA conference. PMc asked when APHA could expect to see the expenditure and accounts completed by Mersey PHA. CR indicated the 30 days' notice on invoices was nearly up and further said he did not realise the urgency in collecting revenue from the APHA conference and quoted insufficient instructions given by Company Secretary. a) Ship San Accounts – JR produced a report from Andrea Smith who had been working with Ship San on the contract between themselves and APHA. Cornwall had been managing this but with the retirement of Gary Cooper, responsibility has now passed to APHA Admin in Manchester. APHA is responsible for the delivery of actions under work package 2: The total budget allocated to APHA to carry out the requirements of the project is 43,825 euros. Two instalments have been paid into the Falmouth account. A third payment is outstanding. From the estimate of the work undertaken it appears APHA are on budget for the delivery of this project. There remains £2,000 in the APHA account for work to be completed, before the release of the third instalment of money from Ship San. Andrea has indicated she would like to see this project through to completion in October 2016. 		
b) VAT – JR had to inform the meeting that APHA had not paid any VAT since December 2014. Reasons unknown. Situation under control. VAT office contacted. Further information to follow.		
EB15/43 APHA Conference 2015, Feedback and Accounts	Person Responsible	
MD produced a detailed evaluation report post conference. Expressed many challenges and difficulties faced. Gave a number of recommendations to APHA. Information feedback. Success with sponsorship can confirm £12,000 net profit for APHA but still in process of obtaining revenue. Once completed, monies would be forwarded to APHA. It was never made clear what the revenue would be used for within APHA. There were 20 outstanding invoices to be collected as of 28/10/15. JR reminded meeting Mersey had requested and been given permission to manage the conference accounts at the 15 January 2015 meeting. Minutes reflect this and written by MD. VC made reference to Guernsey conference in 2011. Gave a spreadsheet to APHA, who then issued invoices and controlled the accounts. Not good practice if APHA not in charge of its own accounts. The Executive Board needs to know how much money coming in. VC also concerned that only ten Port Health Authorities were represented at the last conference. SW thanked Mersey Port Health Authority, noted difficulties encountered and confirmed that. Mersey remains a major player within APHA. Looks good going forward. CR, Mersey had provided £9,000 by way of sponsorship, booking of delegates and hospitality. RA brought to the attention of the meeting the conduct of the Company Secretary. He		

thought JR had upset his own staff, hotel staff, and delegates with a bad attitude towards the conference. No sign of the accounts completed yet. Mersey reminded by PMc, APHA	
running out of money before March 2016.	
EB15/44 APHA Conference preparations 2016	Person Responsible
 SW produced a report of the proposed 2016 conference and suggested the theme: Widening Horizons. She asked the meeting for direction with duration of conference. 1. Should conference be one day of presentations with the AGM held at a separate event or the evening before? 2. Should conference be one and a half days of presentations with the AGM held before or after the presentations? 	
A lively debate ensued. RA thought one and a half day conference was adequate. JRay agreed.	
JR: people want value for money. Unlikely to come for half a day. Would prefer AGM to be held in the evening of first night. TC: need to provide training for officers, the work of the Operational Board has highlighted this.	
Budget setting, move towards shorter courses, paper already produced. MD: need for steering group. This year seen as a dictatorship feel through the conference. VC: wanted a return to old regime of a conference steering committee. All agreed. JR contacted Ivan Bratty during the meeting. He agreed to assist the Steering Group and, as he is in Southampton over the 2 days following this meeting, asked if SW would contact him to discuss initial requirements.	IB/SW
GG observed last conference had attracted 120 delegates, but only ten ports represented. With one and a half days, no one will send people for three hours. RA wanted a move toward a bi-annual conference after 2016. LD: can we not wait until after the Southampton conference before deciding about 2017	
conference. Agreed by meeting. EB15/45 APHA Administration, 12 months on	Person
JR reminded the meeting that it was 12 months since the previous Chairman of Manchester had volunteered Manchester to become the administrator for APHA. JR asked LD if he remembered that he was Hugh Barrett's first choice not Manchester. LD remembered and concurred. Therefore on return to office, JR held a staff meeting to outline the proposals. Advised, this could not be achieved without the cooperation of staff. Duties outside the contract for Manchester PHA employees. Staff agreed to undertake these duties on the understanding operational procedures and rules for the organisation would be introduced. Therefore new financial operational procedures, accepted at recent AGM, have been introduced. This is the first time in memory that financial arrangements now in writing. Rules of the Association, already exist. JR promised to reinforce those with repeated messages to the membership. Been in force since 1989.	Responsible
Manchester had therefore taken responsibility for the APHA administration since October 2014. Now APHA was more visible and approachable to the membership. From May 2015, Manchester was asked to make arrangements to handle the APHA accounts. It took until the July 2015 meeting for the accounts to be reconciled and whilst there is still work to be undertaken, JR thought process well under way and that Manchester would be in a position to handle the APHA accounts in 2016 for the conference. With regard to the conference, the Conference Protocol was a document produced this year to assist with conference preparation incorporating the rules already existing in the Articles of Association. Trying to manage the conference arrangements on top of the APHA administration proved very daunting for the company secretary. Advice, encouragements, recommendations and then finally instructions had been offered to Mersey Port Health. Most of this had been ignored, even ignoring the wishes of the Overview and Scrutiny Committee and the Chairman of APHA. JR gave the example of the printing costs for conference. The folder was not produced as a generic folder that could be used again by APHA in Southampton. A sad waste of money.	

Andrea had taken on the role of editor of the newsletter and website. Meeting advised Andrea would be on maternity leave for nine months minimum in 2016. Staff reduced, so membership be advised help is required to fulfil APHA duties. On the same theme. Manchester firstly agreed to undertake the Administration and now from June the accounts. In the scheme of things Manchester have separated Administration/Accounts from the operational and do not have the resources to manage the technical side of APHA on top of Admin and Accounts. A solution needs to be found quickly. <u>VC proposed that an individual from the APHA Executive should represent the Executive and report back to the Board on the Conference Steering Group. VC volunteered to undertake this. All agreed.</u>	
EB15/46 The APHA Business Plan	Person Responsible
The Executive were reminded that the APHA Business Plan had been introduced at the AGM by Drew McClenaghan. A number of objective for achievement in 2016 were introduced by DMc. These included effective governance arrangements, effective intelligence and communication, introduce training and development to meet competency requirements. Finally the building of effective partnerships to improve influence and representation of the Association. PMc added he had idea to engage with politicians in the House of Parliament to highlight the role of APHA. Will follow this up next week. DMc was thanked for his presentation and Overview and Scrutiny will monitor the achievements of the objectives for APHA.	
EB15/47 Any Other Business	
A report of a meeting held at Southampton on Norovirus was reported by VC. As a result of meeting agreed the Guidance for the Management of Norovirus Infection on Cruise Ships needed to be updated. APHA to lead the review of the 'Guidance for the Management of Norovirus Infection on Cruise Ships. Meeting closed 15:00 Next meeting Liverpool Town Hall. On 20 January 2016 at 12 noon.	