

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

EB 15/37 List of Attendees		Person Responsible
<p>List of Attendees: Pat McCarthy John Robinson Cllr David Carr Tobin Cook Val Cameron Laurence Dettman Cllr Adrian Brocklehurst Cllr Ron Abbey Cllr Jacqui Rayment Sandra Westacott Cllr Geoff Bell</p> <p>Cllr Keith Morley Cllr Steve Hunt John Lee Bill Arnold Gary Gould Drew McClenaghan</p> <p><u>Others attending:</u> Chris Rankin Mercola Douglas Glynn Cavell</p> <p>Minutes taken by: John Robinson/Bill Arnold</p>	<p>Authority Associate Member of APHA, Chairman Acting Company Secretary, Manchester Port Health Authority Medway and Chatham States of Guernsey States of Guernsey Hull & Goole Port Health Authority, Under Secretary APHA Manchester Port Health Authority Mersey Port Health Authority Southampton Port Health Authority Southampton Port Health Authority</p> <p>North Tyneside Port Health Authority</p> <p>Overview and Scrutiny Committee Manchester PHA, Chairman of Overview & Scrutiny Swansea Bay Port Health Authority Highland Council Swansea Bay PHA & Overview & Scrutiny member Associate Member & Secretary Overview & Scrutiny Committee Belfast Port Health Authority</p> <p>Mersey Port Health Authority Mersey Port Health Authority Mersey Port Health Authority</p>	<p>PMc JR DC TC VC LD AB RA JRay SW GB</p> <p>KM JL SH BA GG DMc</p> <p>CR MD GC</p>
EB 15/38 Apologies for Absence		Person Responsible
<p>Cllr John Warman Cllr Jeffrey Dudgeon Cllr Paul Kimber Brian Lawrie</p>	<p>Swansea Bay PHA & Vice-Chair Executive Board City of Belfast, Belfast Port Health Authority Weymouth PHA South Ayrshire Council</p>	
EB 15/39 Minutes of Previous Meeting 15 July 2015		Person Responsible
<p>PMc called for minutes to be accepted. KM proposed. SH seconded. MD objected to 15/35. Meeting decided to note comment, minutes stand.</p>		
EB 15/40 Matters arising from the Minutes not in Agenda		Person Responsible
<p>15/36 Appointment of the National Environmental Health Board – appeal to be raised on website for volunteer. Norovirus guidelines:- SW arranged meeting at Southampton. Item under AOB. Appeal to go out via website.</p>		<p>JR</p>
EB 15/41 Minutes of Overview & Scrutiny Committee Meeting		Person Responsible
<p>BA highlighted the sections of the minutes most relevant to this meeting. 15/22 & 15/25:</p>		

<p>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.</p>	
<p>EB15/44 APHA Conference preparations 2016</p>	<p>Person Responsible</p>
<p>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.</p> <ol style="list-style-type: none"> 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? <p>A lively debate ensued. RA thought one and a half day conference was adequate. JR agreed.</p> <p>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.</p> <p>Budget setting, move towards shorter courses, paper already produced.</p> <p>MD: need for steering group. This year seen as a dictatorship feel through the conference.</p> <p>VC: wanted a return to old regime of a conference steering committee. All agreed.</p> <p>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.</p> <p>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.</p> <p>LD: can we not wait until after the Southampton conference before deciding about 2017 conference. Agreed by meeting.</p>	<p>IB/SW</p>
<p>EB15/45 APHA Administration, 12 months on</p>	<p>Person Responsible</p>
<p>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.</p> <p>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.</p> <p>Manchester had therefore taken responsibility for the APHA administration since October 2014. Now APHA was more visible and approachable to the membership.</p> <p>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.</p>	

<p>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.</p> <p><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></p>	<p>VC</p>
<p>EB15/46 The APHA Business Plan</p>	<p>Person Responsible</p>
<p>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.</p>	
<p>EB15/47 Any Other Business</p>	<p>Person Responsible</p>
<p>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.</p> <p>APHA to lead the review of the 'Guidance for the Management of Norovirus Infection on Cruise Ships.</p> <p>Meeting closed 15:00 Next meeting Liverpool Town Hall. On 20 January 2016 at 12 noon.</p>	