



## Item O&S 15/28

### Draft Minutes of the Overview & Scrutiny Committee held at the Union Jack Club, London on 29<sup>th</sup> July 2015

<b>Present</b>			
<b>Councillors:</b>	Keith Morley Paul Kimber	Manchester Weymouth	KM PK
<b>Officers:</b>	Andrew McClenaghan John Lee Gary Gould Bill Arnold	Belfast Highlands Associate Member Swansea	AM JL GG BA
<b>O&amp;S 15/19 - Apologies for absence</b>			
<p>An apology was received from Councillor Steve Hunt. He wished the Cttee 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.</p>			
<b>O&amp;S 15/20 - Minutes of the previous O&amp;S meeting held on 29<sup>th</sup> April 2015</b>			
<p>a) Given that Gary Gould now is an Associate Member the minutes were agreed as a true record.  b) Matters arising:  <b>1. Communications:</b> 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.  <b>2. Operational Board:</b> AM advised of the time pressure on OB members to undertake duties effectively whilst also carrying out their 'day jobs'.  <b>Agreed:</b> 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.  <b>3. PLaN groups:</b> AM informed members that the multi-disciplinary 'Port Health Forum' in Northern Ireland has agreed to act as a PLaN group (to be 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.  <b>Agreed</b> 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.</p>			
<b>O&amp;S 15/21: - Minutes of the Executive Board 15<sup>th</sup> July 2015</b>			
<p>KM, WA &amp; GG, having attended the Board meeting, reported further on proceedings. BA had circulated a further bundle of documents received from JR on 27<sup>th</sup> July relating to the Business Plan and financial management. GG updated members on the AirSan project which APHA can join with no financial impact.</p>			

## 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 15<sup>th</sup> 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 rejoin, 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 rejoin. 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 Cttee 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 Cttees be included.

#### **O&S 15/26 - Future meetings 2015**

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