



Minutes of the APHA Executive Board Meeting Held by Video Conference on 27th September 2023

EB 23/32	Welcome	Person Responsible																																				
<p>With all attendees present, Jon Averns opened the meeting by welcoming everyone and asking all those present to introduce themselves.</p> <p>JW advised meeting was being recorded and there were no objections to this.</p>																																						
EB 23/32	List of Attendees	Abbreviation																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">List of Attendees:</th> <th style="text-align: left; width: 30%;">Authority</th> <th style="text-align: left; width: 30%;">Representing</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Jon Averns</td> <td>Hon Associate & Chair</td> <td></td> <td>JA</td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA & 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>Stacey Dallas-Thompson</td> <td>Belfast PHA</td> <td>Northern Ireland PLaN</td> <td>SDT</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>Louis Franks</td> <td>Executive Lead & LPHA</td> <td></td> <td>LF</td> </tr> <tr> <td>James Walker</td> <td>Liaison Officer & LPHA</td> <td></td> <td>JW</td> </tr> </tbody> </table> <p>Minutes taken by: JW</p>		List of Attendees:	Authority	Representing		Jon Averns	Hon Associate & Chair		JA	Andrea Smith	MPHA & Vice Chair	North PLaN	AS	John Laird	Falkirk	Scottish PLaN	JL	Stacey Dallas-Thompson	Belfast PHA	Northern Ireland PLaN	SDT	Simon Fuller	Anglesey	Welsh PLaN	SF	Steve Bell	Portsmouth PHA	South PLaN	SB	Louis Franks	Executive Lead & LPHA		LF	James Walker	Liaison Officer & LPHA		JW	
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EB 23/33	Apologies for Absence	Person Responsible																																				
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EB 23/34	Declaration of Interests	Person Responsible																																				
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EB 23/35	Minutes of the previous meeting held on the 18th May 2023:																																					
<p>JA apologised to the board as a misunderstanding in the handover process has resulted in no minutes being taken from the previous meeting. LF has created the agenda for this meeting covering the usual topics.</p> <p>Action: Confirmed JW will be taking the minutes for this meeting.</p>		JW																																				

EB 23/36	Financial Update	Person Responsible
	<p>LF confirmed we have made no new expenses other than standard running costs since taking over. Upcoming expected expenditure is the website design. Confirmation of what financial reporting would be expected at board meetings ongoing.</p> <p>JA advised a current financial position statement will be made available for the board at the next meeting so they can be assured the Association will not be making a massive profit or loss. Action: Financial statement will be circulated to the board ahead of the meeting.</p>	LF
EB 23/37	Membership & Renewals	Person Responsible
	<p>LF confirmed no outstanding membership subscriptions remain. There were the usual delays in PHAs getting approvals, but these have now been received.</p> <p>Action: Two PHA's who have been approached to re-join APHA have so far been unsuccessful, they will further be contacted to see if anything can be done to overcome re-joining as members.</p>	JA
EB 23/38	APHA Website	Person Responsible
	<p>After the consultation period Lansdowne Publishing was selected after further exploration of what they could offer and examples of previous work. The link was shared in the agenda for the board members to view the initial website design prior to the meeting. Feedback to LF is welcomed before we hold a meeting with Lansdowne Publishing to discuss initial design and content that's required.</p> <p>AS advised the website looked great overall. Recommended the text was looked at as it was felt it was hard to read where it was close together.</p> <p>JA suggested possibly putting something to the members to get their feedback as well as they will be the main users. It was felt if all members were asked there would be too great an amount of feedback to be helpful which was seen with the last website design.</p> <p>It was suggested that if this can be done in time it would be good to get the new website up on screen at the AGM to demonstrate to the members what's being done so far with improving it.</p> <p>Action: Request for feedback will be sent out to a selection of members who are known to use the website and a visual update at the AGM to be shown to those attending.</p>	LF

EB 23/39	Training	Person Responsible
	<p>Introduction to Ship Sanitation on Thursday 12th October has been advertised and we are just waiting for confirmation we have the required minimum 8 candidates for the course to go ahead.</p> <p>We are in to process of finalising a ship sanitation course in Dublin at present as we have received a request for this and the numbers are around 18-20 candidates which is very good.</p> <p>CIEH coffee catch up on the 2nd November can be attended and used to promote the AGM/Training day.</p> <p>Feedback from training in Belfast (29th June) - it had gone well. SDT joined the meeting later to update – advised the course had over-run on the day with a lot of questions and training with added speakers. Feedback was the course needed to be streamlined and they can look at this again. Timothy is retired so wants to pass over to APHA to run but will sort the streamlining and then hand over.</p> <p>Jon has emailed the CEO of CIEH regarding the panel to be set up. He would want to work together with them and get an update on where they are with this.</p> <p>For future courses we have been asking PHA's about demand for ship sanitation courses while making contact and have numbers for this so can collate this information and target areas for future courses to be run.</p>	LF
EB 23/39	Training Day AGM	
	<p>Confirmed line up of speakers for the training day.</p> <p>AS advised Star international is another possible lead for sponsorship for the event</p> <p>JA asked to review costs etc after the training day regarding re-booking of the Union Jack Club for the 2024 booking.</p> <p>JL advised he is ex-Navy so could look into getting membership for UJC (previously booked through GG due to military connection) which would allow APHA to be able to re-book the venue ongoing if desired.</p> <p>JA thanked for the AGM lineup and advised may need to whittle down the numbers to make the programme work.</p> <p>JA advised the booking for the overnight accommodation was in place and for those requiring a room to contact LF directly to put this in place.</p>	LF
EB 23/40	BRRG	Person Responsible
	<p>JA advised the paper circulated was well out of date now and unsure how to move forward.</p>	

<p>The aim was to work to get PHOs to be able to complete inspections as well as OV's.</p> <p>The concern is this may be a lot of time invested from LF and JW and asked if John and Diana providing feedback to us should be sufficient rather than becoming directly involved in the meetings.</p> <p>Board agreed with this, and JA will ask John Ambrose and Diana Tumova.</p>		JA
EB 23/41	MCA	Person Responsible
<p>Julie Carlton has asked to meet with us to update the MoU between MCA and the Association. It has been hard to fix the date with Julie but we are hoping to have this done in October. Also, to resurrect the working group for the blue book (food hygiene on ships). Carnival Corp also want to work with the Association as need to update the Norovirus guidance (HPA, 2007) which is out of date and has had an error since publication.</p> <p>AS stated she uses the WHO Guide to ship sanitation rather than the CIEH one so not sure this is still required.</p> <p>JA asked who will publish this and will they have accreditation. LF advised was done with CIEH backing and JA will follow this up with them.</p> <p>Look at the validity of it and how it could be used and report back on this at the November meeting.</p> <p>JA updated the board members on monthly catch-up meetings with LF and JW and the newsletter has been going well.</p> <p>JW advised the members of the newsletter figures and there improvement as being shown in the analytics from the Mailchimp software used to send this out. LF also asked members to provide feedback on the newsletters as we are always looking to improve this for the members.</p> <p>East of England EPLaN has been resurrected after being dormant for some time and will be held at Felixstowe port on the 5th October.</p>		LF
EB 23/42	Executive Team update and BTOM update	Person Responsible
<p>LF advised the board of the meetings currently being attended relating to the BTOM. DEFRA BBTP (business readiness) forum, DEFRA Capability Forum, IUU Forum. Fortnightly, there is the PHA BCP meeting of which the Association host and take minutes.</p> <p>BTOM workshop held on 9th October should collate a lot of the issues PHA members face and allow for this to be collated into a more formal document. LF advised that we are happy with the contacts we have at DEFRA/FSA and advised of bi-weekly engagement meetings being held with Lee Burge of DEFRA. The board advised that they are happy with the way LF and JW have been working since taking over in May 2023, SF very happy with the technical help and advice he has received from LF and JW. SF asked if we need to get the devolved administrations involved. Should we reach out to them possibly invite them to the AGM to try and engage with them. Could also invite them to the fortnightly meeting and will discuss this with Lee Burge.</p>		

	<p>SB thanked LF and JW for the ongoing work and thanked for a good job. LF advised meeting notes are regularly uploaded to the UK Port Health Resource Hub SharePoint hosted by SCPHA for all members of the PHA BCP group to view. JA asked if we need a formal letter from APHA to DEFRA to push better flow of information. SB advised DEFRA do not know and it may be that we need to send something to Matthew Purkiss of LPHA (seconded to DEFRA) with issues and problems. JA advised we should write to the Minister, Therese Coffey. JA to work with LF to create this and advise what we need.</p> <p>JA advised we may also need to do something jointly with the trade.</p> <p>SB stated they do attend weekly trade meetings on Monday.</p> <p>The Board are happy for JA/LF to draft a letter and will run this by the board before sending to Minister and Devolved administrations. SDT advised APHA not needed in NI as DEFRA have taken over with the political difficulties.</p>	<p>JA / LF / JW</p>
<p>EB 23/15</p>	<p>Proposed Meeting Schedule</p>	
	<p>Looking to continue midweek meeting dates. Review of AGM will be done at January meeting.</p>	<p>LF</p>
<p>EB 22/16</p>	<p>AOB</p>	<p>Person Responsible</p>
	<p>SF mentioned the IDB Comms package Trading Standards use to track rogue traders. Sharing information by talking to Trading Standards re. using this UK government pioneer fund. Could be used by APHA (make a bid) to get PHA's onto a secured site to share sample results etc. Can look at results and open up to all PHA's in the UK.</p> <p>This can only be a good thing and can we talk to people using this already. JL stated Scotland have similar system called CIVE shared between Police, Border Force. He feels it would be good to have a national one.</p> <p>JA to ask for information to be shared with us. SF advised he has shared the info with LF already and will talk the Trading Standards team and if the budget will be in next year. If able to get the information before the AGM, he will share an update then. LF will also look into this and report back on worthiness of taking this forward.</p> <p>SDT asked if any update on pest control. AS is working with BASF on this currently. Expected to be online series of courses spring 2024.</p>	<p>SF</p> <p>AS</p>

James Walker
 APHA Liaison Officer