



Minutes of the APHA Executive Board Meeting Held by Video Conference on 30th January 2024

| EB 24/01 | Welcome | Person Responsible | | | | | | | | | | | | | | | | | | | | | |
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| <p>With all attendees present, Jon Averns opened the meeting by welcoming everyone and asking to introduce themselves. JW advised meeting was being recorded with no objections to this.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| EB 24/02 | 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> </tr> </thead> <tbody> <tr> <td>Jon Averns</td> <td>Hon Associate & Chair</td> <td></td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA & Vice Chair</td> <td>North PLaN</td> </tr> <tr> <td>John Laird</td> <td>Falkirk Council</td> <td>Scotland PLaN</td> </tr> <tr> <td>Stacey Dallas-Thompson</td> <td>Belfast PHA</td> <td>Northern Ireland PLaN</td> </tr> <tr> <td>Louis Franks</td> <td>Executive Lead</td> <td>APHA</td> </tr> <tr> <td>James Walker</td> <td>Liaison Officer</td> <td>APHA</td> </tr> </tbody> </table> <p>Minutes taken by: JW</p> | | List of Attendees: | Authority | Representing | Jon Averns | Hon Associate & Chair | | Andrea Smith | MPHA & Vice Chair | North PLaN | John Laird | Falkirk Council | Scotland PLaN | Stacey Dallas-Thompson | Belfast PHA | Northern Ireland PLaN | Louis Franks | Executive Lead | APHA | James Walker | Liaison Officer | APHA | <p>JA AS JL SDT LF JW</p> |
| List of Attendees: | Authority | Representing | | | | | | | | | | | | | | | | | | | | | |
| Jon Averns | Hon Associate & Chair | | | | | | | | | | | | | | | | | | | | | | |
| Andrea Smith | MPHA & Vice Chair | North PLaN | | | | | | | | | | | | | | | | | | | | | |
| John Laird | Falkirk Council | Scotland PLaN | | | | | | | | | | | | | | | | | | | | | |
| Stacey Dallas-Thompson | Belfast PHA | Northern Ireland PLaN | | | | | | | | | | | | | | | | | | | | | |
| Louis Franks | Executive Lead | APHA | | | | | | | | | | | | | | | | | | | | | |
| James Walker | Liaison Officer | APHA | | | | | | | | | | | | | | | | | | | | | |
| EB 24/03 | Apologies for Absence | Person Responsible | | | | | | | | | | | | | | | | | | | | | |
| <p>Steve Bell South PLaN Simon Fuller Wales PLaN</p> | | | | | | | | | | | | | | | | | | | | | | | |
| EB 24/04 | Declaration of Interests | Person Responsible | | | | | | | | | | | | | | | | | | | | | |
| <p>There were none.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| EB 24/05 | Review of minutes of the previous meeting held on the 15th November 2023: | | | | | | | | | | | | | | | | | | | | | | |
| <p>JA went through the actions of the previous meeting. LF Advised Stacey had sent over the water sampling course. The legionella sampling on ships training day is planned for the 17th June 2024 organised jointly with APHA and UKHSA Colindale (Sandra Lai) The course content is being worked on and the NI water course information is useful. SDT advised will be sending through the final updated course as still being worked on and expected mid-February.</p> <p>Simon Fuller looking at the Trading Standards package (holding item below) and will update further.</p> | | | | | | | | | | | | | | | | | | | | | | | |

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| Financial statements have been produced and were sent out 29 th January 2024. UTB account is in the wrong name. Andrea is going to ask for this to be changed again. | | |
| EB 24/06 | APHA Financial Report and Accounts | Person Responsible |
| <p>Statements and reports have been circulated to members as advised at the AGM. End of year figures are looking healthy and projected to be £12,500.</p> <p>Action: Financial statement will be circulated to the board ahead of the meeting.</p> | | LF |
| EB 24/07 | Membership & Renewals | Person Responsible |
| <p>Mersey PHA are still currently not looking to join APHA and sources have stated financial difficulties are the main reason for this. LF and JW are going to use interest in BASF Pest Control series courses to push for memberships as the courses are not free for non-members. 34 Corporate members 26 PLaN members 3 Associate members 1 International member</p> <p>Action: JA will continue to speak with Mersey PHA re. rejoining.</p> | | JA |
| EB 24/08 | APHA Website | Person Responsible |
| <p>LF and JW had a meeting with Lansdowne Publishing. Adrian and Kevin will need help with the content from LF and JW. Lansdowne have estimated that there would be approximately 4 months lead time to go live once everything is decided. Lansdowne are also happy to look for advertisers on our behalf. LF has written to Livetech to advise we will not be going ahead with their quote.</p> <p>Lansdowne have looked at usage figures of the current website. Port Directory and contacts were by far the most used areas of the site. re. the new website Lansdowne would like to slim down some of the content to make it more user friendly and run better. An events tab is also to be added for better promotion of upcoming training events and looking at options for having a booking button on the site for members wanting to attend. JA would like to know about promoting it once website development has started.</p> <p>Action: make sure newsletters are linking to Facebook as well which Lansdowne have advised is a setting on Mailchimp.</p> | | JW |
| EB 24/09 | Training | Person Responsible |
| <p>Planned training:</p> <ul style="list-style-type: none"> • Ship inspection workshop Grimsby 8 March 2024. • Ship inspection workshop Dublin. Date TBC. • BASF series of pest control courses April/May 2024. <p>Should there be a fee for non-members? AS advised the training was being delivered by BASF for free and online so no cost to APHA.</p> | | |

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| | <p>JA felt non-members should have a fee and £30 per session was suggested per session to encourage membership to be taken.</p> <p>Legionella water sampling course has been provisionally penned in for the 17th June 2024. Ambassador Cruise Line have confirmed they are happy to host, this will be on their cruise vessel Ambience.</p> <p>Capacity will be 50 with UKHSA, PHA's, cruise lines and crew members.</p> <p>The cruise line has said they will host the event for free and lunch will possibly be provided for free as well. This should be a low-cost event and the aim is to encourage small ports to attend. JA Would like to offer this free to members and paid for non-members to demonstrate value for its membership.</p> <p>Charges discussed and 1st member free, second member £45 and non-members £100.</p> <p>Action: Add extra flyer to the membership renewals to sell all the good being done.</p> | LF |
| EB 24/10 | Training Day and AGM 16 November 2023 | |
| | <p>LF asked for any board feedback from the event to help improve 2024 training day. Feedback was very positive overall. Board felt it was a little rushed in places with so many speakers and a balance is needed.</p> <p>Virgin Atlantic and British Airways have been identified as potential speakers at the next event.</p> <p>Student grant - it has been suggested we offer 2 grants of £100 to cover the costs for students to attend and must be enrolled on a course.</p> <p>The board agreed with the two grants and there will be a need to vet candidates by an application form.</p> <p>Hardship place discussed and this is only to be considered on its merits and with board approval.</p> | LF |
| EB 24/11 | Training Day and AGM confirmed 14 November 2024, UJC. | Person Responsible |
| | <p>JL has become a member of the Union Jack Club and has booked the venue again for the AGM and Training Day 14th November 2024. FERA is also keen to become a member as well as the Local Government Chemist. Both are keen to present at the next training day.</p> | LF |
| EB 24/12 | Ship Sanitation Charges | Person Responsible |
| | <p>Board advised of the new ship sanitation charges. These have been created in the same way as previous years taking RPI index into account. RPI annual rate of inflation to September, rounded to the nearest £5. September is chosen because it is the rate for this month that the government uses for increases to benefits/pensions etc. that are implemented for the next financial year.</p> <p>Board are satisfied with the updated charges.</p> <p>Action: These will continue to be published on the Association website and have a specific email out to members.</p> | LF |

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| EB 24/13 | CIEH Port Health Panel | Person Responsible |
| <p>CIEH expert panel was advertised at the AGM. Helen Buckingham will be representing APHA on the panel and will be feeding back updates for the board. JA / LF held a meeting with the CIEH 3rd January 2024. They are keen to work with us and our expert panel member. We have agreed to discuss specific issues as they arise.</p> | | JA |
| EB 24/14 | MCA | |
| <p>LF is still chasing up with them for a date to hold the meeting as they have so far been unable to confirm a date re. the re-writing of the blue book and update of our MoU.</p> | | LF |
| EB 24/15 | Guidance for the management of Norovirus infection in cruise ships (2007) update working group | Person Responsible |
| <p>There has been interest shown from other cruise lines looking to be part of the working group to update the Norovirus Guidance. LF will also look to ask other member authorities to attend too. SDT advised Belfast would be willing to help with online meetings. The board advised there are lots of ports with cruise terminals that would probably also be interested in helping with the creation of this.</p> <p>Action: To follow up with cruise lines to discuss setting working group for this</p> | | LF |
| EB 24/16 | Executive Team update | Person Responsible |
| <p>Brenda McRory has agreed to chair the East of England PLaN group. Emails have gone out with positive replies for the resurrection of the North England PLaN meetings.</p> <p>SharePoint site is available to members with all the BCP information collated from the fortnightly PHA BCP group meeting. Information has been collated by LF around the training needs of BCP's which has helped shape the locations for the current and future Ship Inspection courses to be held.</p> <p>Action: All members to receive an individual email promoting what APHA are doing alongside the membership renewals.</p> | | LF |
| EB 24/17 | Increase of LF Association hours from 0.2 FTE to 0.4 FTE (max) proposal | Person Responsible |
| <p>The meeting was held with LPHA, JA, LF and JW on 17 January. The review after 6 months in the role was agreed with LPHA and they are happy for LF and JW to continue. LF advised that at the meeting, there was discussion regarding the work being completed and how there was not enough time for him to complete all the tasks. It was proposed that LF's FTE be increased from 0.2 to 0.4 as this would allow more time that is needed for everything to be done to a satisfactory standard. Board agreed to increase LF hours.</p> | | LF |

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| EB 24/18 | APHA Handbook | Person Responsible |
| <p>APHA handbook to be PDF format. Item is on the agenda for later but confirmed Lansdowne are happy with either PDF or book click through. Not a lot of interest has been received from individuals to help update the handbook. JA and LF to have a discussion over who to target to help.</p> <p>Action: LF and JA will discuss potential people and authorities who can help with this.</p> | | LF / JA |
| EB 24/19 | IDB and Regulators' Pioneers funding | Person Responsible |
| <p>SF to keep an eye on developments. Regulators and local authorities can apply for grants of up to £1 million for projects that will help create a UK regulatory environment that encourages business innovation and investment. Trading Standards Comms package. Standing item.</p> | | SF |
| EB 24/20 | Operating Arrangements 4th amendment | Person Responsible |
| <p>Completed. Approved 15 November 2023 board meeting.</p> | | JA |
| EB 24/21 | Succession planning | Person Responsible |
| <p>JA to discuss with the board members individually and report back to the board at the next meeting.</p> | | JA |
| EB 24/22 | AOB | Person Responsible |
| <p>Letter to the environment minister. LF will speak to SF to help get this completed and sent to ministers.</p> <p>PHA Centre of Excellence Meeting was held with DEFRA where LF was able to detail what the Association is and how it can assist. DEFRA confirmed this is only in the development stage and not a lot of details were available at this time.</p> <p>SDT wanted the association to try and do more to make the small ports visible possibly using the newsletter as a platform for this. AS advised the best way to be seen is to be on the ships and they need to promote themselves.</p> <p>SDT Suggested promotional items could be handed out at the training day to help us be more visible. The board discussed possible items such as folders, hessian bags, mugs and pens. This will be investigated for the training day this year.</p> | | SF LF SDT |

James Walker
APHA Liaison Officer