

**AGENDA OF APHA EXECUTIVE BOARD MEETING**  
**14<sup>th</sup> January 2015, Manchester Town Hall**  
**Room 301 at 13:00 hrs.**

EB 15/01	List of Attendees	
EB 15/02	Apologies for absence	
EB 15/03	Minutes of previous meeting 15 October 2015	
EB 15/04	Matters arising from the Minutes, not on the Agenda	
EB 15/05	Minutes of Overview & Scrutiny meeting, 18 November 2014	
EB 15/06	Matters arising from the Minutes, not on the Agenda	
EB 15/07	Revised Financial Report as at 31 December 2014 See Profit & Loss Account, 'plus notes to accounts'	KW
EB 15/08	Chairman's letter and initiatives for fund raising for APHA	PMc
EB 15/09	Launch of APHA website and resource implications	AJS
EB 15/10	Media Policy and responsibility for communications. See draft report	JR
EB 15/11	Progress with APHA Conference.	MD
EB 15/12	Creation of the APHA Operational Board and future of the Technical Committee. See Terms of Reference	VC
EB 15/13	Any Other Business	



## APHA PORT HEALTH AUTHORITY

### Executive Summary

<b>Agenda Item:</b>	<b>EB15 03</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Minutes of Previous Meeting, 15 October 2014</b>
<b>Reference Documents:</b>	<b>15 03 (01)</b>

**Summary:**

The minutes from the meeting of the 15 October 2014 are included for Executive member's consideration.

**Recommendations:**

Members accept these minutes, agree via email and take appropriate action.

**Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	15/01/15	JR

## Minutes of the APHA Executive Board Meeting 15 October 2014, Manchester Town Hall - 10:30

EB 14/42 List of Attendees	Person Responsible
<p>List of Attendees:</p> <p>Pat McCarthy – Belfast City Council, Chairman APHA Executive Board            John Warman – Swansea Bay Port Health Authority, Vice Chairman            Hugh Barrett – Manchester Port Health Authority            Jacqui Rayment – Southampton Port Health Authority            Sandra Westacott – Southampton Port Health Authority            Val Cameron – States of Guernsey            Laurence Dettman - Hull &amp; Goole Port Health Authority            Andrew McClenaghan – Belfast City Council, Overview &amp; Scrutiny Committee            Keith Morley - Manchester PHA, Chairman of Overview &amp; Scrutiny            Ron Abbey – Mersey Port Health Authority            Jeremy Wolfson – Mersey Port Health Authority            Mercola Douglas – Mersey Port Health Authority            Hayley Phipps – PROtential Coaching Ltd            John Robinson – Manchester Port Health Authority</p> <p>Minutes taken by: John Robinson</p>	<p>PMc JW HB J Ray SW VC LD AMc KM RA JW MD HP JR</p>
EB 14/43 Apologies for Absence	Person Responsible
<p>Gary Cooper – Cornwall Port Health Authority            Karen White – Cornwall Port Health Authority            Geoff Brown – Cornwall Port Health Authority            Gary Gould – Royal Air Force            Bill Arnold – Swansea Bay Port Health Authority            Brian Lawrie – South Ayrshire            Ian Gray - CIEH</p>	
EB 14/44 Minutes of Previous Meeting 16 July 2014	Person Responsible
<p>JR asked to deliver these minutes by PMc. Meeting not quorate due to lack of elected members. SW asked for amendments to minutes. SW agreed in principle to idea of central location. No problem with Liverpool. Consider shortening conference.            RA: Central London not affordable, Mersey PHA cost £1000 per delegate. JR returned to agenda and indicated those items not on today's agenda are up for discussion now. Most have been dealt with at the AGM or appear later in this agenda.</p>	
EB 14/46 APHA Financial Report October 2014	Person Responsible
<p>The Chairman was very disappointed that no one from Cornwall could attend the meeting to provide clarity to the accounts. Noted that KW was available via email before meeting. Asked if anyone had made contact. Both LD and JR had asked a number of questions of Cornwall. Both provided details to Board. Chairman thought APHA Executive needed to ask someone to visit Cornwall to discuss the accounts Val Cameron and Sandra Westacott volunteered to undertake this function. <b>Update via JR &amp; KW</b></p>	VC/SW

EB 14/47	AGM 2014 Outcomes. Update on CIEH Partnership and Administration arrangements	Person Responsible
	<p>Noted that KW had indicated there was no agreed budget for conference. Very loose arrangement with CIEH. LD questioned the value for money at the House of Commons, given the poor attendance by MPs and the overall cost. KM indicated 21 MPs had given notice of attending the function, but important voting in the House had prevented them from visiting the APHA event. Also, LD not aware the accounts presented were inaccurate for the House of Commons function.</p> <p>JR indicated purpose was to raise the profile of APHA. To invite all the leaders of the various Local Authorities with Ports to attend. As a result Boston in Lincolnshire have agreed to re-join and there is a good chance Crawley may well come back as a result of the event. APHA to follow up with all the attendees who attended. JR to follow up. Noted the event cost £2,300 not £3,700 as reported in the accounts. This was due to Derek Twigg, MP for Halton, who sponsored the event on behalf of APHA.</p> <p>HB. Losses of conference – the reason we went to London was as a result of the 2013 Questionnaire. In this people indicated they wanted a conference in a Central location, low cost training and own accommodation. Unfortunately the people did not take up the conference. Hence return to visiting other ports with sponsorship. No sponsorship this year from our patron, only charges.</p> <p>JRay we are where we are? I want to thank the officers again from Manchester who made the event possible. JR reminded meeting, it was a grand team effort, with HB as Chairman, determined to put on a conference, KM organising the House of Commons and the officers working together to create a quality conference.</p> <p><u>Update on CIEH Administration:</u> PMc, based on figures given at the AGM, thought APHA could not afford to move into London office. RA Agreed. Too expensive and ambitious. APHA needs to restructure itself according to its means. <b>Update from VC following meeting with CIEH on 08/01/15</b> PMc Do we want to remain with status quo or do we change things? Elected members had an earlier discussion and decided the following:</p> <p>We need to make changes to enable the operation to function better. HB MPHA can assist with administration in the role created for the CIEH person. Accounts to stay in Cornwall for present. JRay To clarify matters, the following was agreed by the membership.</p> <p>Therefore it was agreed that Manchester will now supply office space for a peppercorn rent of £1,000 per annum and the administration function for the next six months.</p> <p>John Robinson will assist Gary Cooper in his role as the Company Secretary during this period. Starting with updating the Companies House paperwork. <b>Update via JR &amp; KW</b></p> <p>VC asked who the directors were of APHA to enable corrections to Companies House paperwork. JR replied. The Chairman, Vice Chairman, the four officers appointed to represent APHA, plus the Company Secretary. For clarity there are only three officers appointed currently. Lawrie Dettman, Sandra Westacott and John Robinson. Need another one VC nominated MD, seconded by PMc.</p> <p>The Chairman, Pat McCarthy, to write to Gary Cooper, outlining the changes agreed amongst the APHA Executive. The Chairman, Pat McCarthy, to write to Gary Gould to confirm his role, with the restructure, especially around work in the CIEH building and Ship San.</p>	<p>JR</p> <p>JR/GC</p> <p>PMc</p> <p>VC/SW</p>

<p>Val Cameron and Sandra Westacott to visit Cornwall to meet with Karen White/Gary Cooper to investigate the APHA finances and SHIPSAN income/expenditure and report back to the next meeting. (30 November 2014 deadline). <b>Dealt with by JR</b></p> <p>Manchester to get the website issues sorted and up and running as soon as possible (Hayley Phipps did offer her webmaster to sort out website in quick time for approx. £400) Agreed subsequently with Chairman (30 November 2014 deadline). <b>On Agenda</b></p> <p>PMc These decisions are not a slight against Cornwall. Very grateful for all the hard work provided by Cornwall.</p> <p>RA Feeling Cornwall is too remote, that is not to be disrespectful to Cornwall. But not being present makes decision making difficult. London ideal location for office, just cannot afford it at present.</p> <p>VC If APHA is going forward, need people offering services. Against this if elected to a board, expect to be taking part in the decision making.</p> <p>PMc The decisions taken offer no slight against anyone. We all come from a Local Authority background. With governance. We need set of rules to take changes forward. JR reminded everyone we have new Articles of Association and Operating Arrangement documents, which will be lodged with Companies House next week.</p> <p>KM Echoed the Chairman and apologised to VC also. Completely justified comments. Will not happen in the future.</p> <p>VC reiterated, all representatives elected to the Executive Board should be involved in decision meeting regardless of whether they are elected members of Local Authorities or senior officials/civil servants etc.</p> <p>RA Following the 2015 conference, Mersey Port Health Authority may be willing to take on a greater role within APHA. To concur with MD.</p>	<p>JR</p>
<p><b>EB 14/48 Update on arrangements for 2015 Conference in Liverpool</b></p>	<p>Person Responsible</p>
<p>MD outlined progress with conference, chosen a Marriott Hotel in Central Liverpool. Close to Lime Street Station. No budget set yet; aiming for 90 delegates per day. Costs to attend £100 per day. Aim to have by first quarter 2015, conference set. Work split between members and officers. Business to attract partners and associated businesses. Want six months advertising conference. Costs aiming for £600 per delegate. 2 day conference. Gala Dinner; St Georges Hall. <b>On Agenda</b></p>	
<p><b>EB 14/51 Creation of Operational Board</b></p>	<p>Person Responsible</p>
<p>VC AGM discussion and approval. Letter to go out to full membership, calling for nominees to new board. Role is to support Executive Board with Operational issues. Aim to hold an inaugural meeting this autumn. Target date for completion VC to decide. <b>On Agenda</b></p>	<p>VC</p>
<p><b>EB 14/52 Re-Appointment of Under Secretaries 2014-2015</b></p>	<p>Person Responsible</p>
<p>PMc asked SW and LD to continue to lead on the various technical disciplines they have responsibility for. Both agreed. Chairman offered his thanks.</p>	
<p><b>EB 14/54 AOB</b></p>	<p>Person Responsible</p>
<p>Decided in view of restructuring APHA to hold Executive meetings in Manchester next year, beginning on the 14 January 2015, 15 April 2015, 15 July 2015, and 14 October 2015. <b>Possibility to visit Liverpool to hold meeting at conference hotel, 15 July 2015</b> <i>NB: The Chairman decided to omit certain items from the agenda due to earlier meeting between elected members and need to undertake workshop session in the afternoon.</i></p> <p>(Post the meeting of the 15 October 2014 it has been suggested the Terms of Reference and</p>	

costs for Hayley are circulated amongst the Executive for comment and consideration for the future LD).

In the afternoon, a workshop facility was held, hosted by Hayley Phipps from PROtential Coaching Ltd. Following on from the earlier event held at the conference in September. Hayley outlined her observations from the members' questionnaire, results and behaviours/dynamics from the conference. Hayley clearly stated that change needs to happen. She made it clear that APHA needs to embrace urgent & critical change to become a profitable commercial organisation and one which is held in high esteem.

There were five key themes.

1. Communication

- The way we behave and communicate as a leadership team.
- The way we communicate linked to our roles & responsibilities e.g the Ebola crises and the importance of what we do.
- The way we need to raise our profile and "VfM" (value for money) to our members.
- The way we market APHA through press releases and other media streams.

2. Training

- APHA could become a centre of excellence offering CPD development for new knowledge and refresher training.

3. Faster ways to engage with people

- Linking back to collaborative leadership and inclusion. Operating "silo's" need to stop and a new fresh transparent way of working needs to be engaged.
- Regular building & developing of relationships with our existing members!
- Regular building & developing of relationship with potential new members!

4. Appreciate value of organisation

- The first step is to develop a very clear strategy with clear roles & responsibilities. Each "leader" will drive these activities which allows room for accountability and flow of information back to the collective team.

5. Develop network of collaborative partnerships and leadership

- Links back to who, when & where. APHA needs to identify strengths of people and who is available to contribute in a meaningful way.

Where do we go from here?

1. Need to clarify our aims – what are they? What are our objectives? The team discussed what are the aims of APHA. The objectives need to be clear and owned.
2. We need to improve the way we communicate.
3. Collaborate with our partners. Build relationships. Create a database. Have regular dialogue/contact and own relationships/action.
4. Empower people through organisation by identifying their key strengths and

requesting leaders to participate.

5. Leadership with clear aims and we need to lobby
6. Improve discipline and set ground rules by agreeing behaviours which are in the spirit of inclusion, collaboration and builds a positive team spirit.
7. Decide on key deliverables by creating a clear strategy which the team own and allows action.

A Press Release had been developed by Councillor Linda Dirir, it was considered at the workshop, appreciated and Val Cameron agreed to complete and release this week

JR 20/10/14

**APHA PORT HEALTH AUTHORITY**

Executive Summary

<b>Agenda Item:</b>	<b>EB15 05</b>
<b>Person Responsible:</b>	<b>Bill Arnold/Councillor Keith Morley</b>
<b>Title:</b>	<b>Minutes of Overview &amp; Scrutiny, 18 November 2014</b>
<b>Reference Documents:</b>	<b>15 05 (01)</b>

**Summary:**

The minutes of the Overview and Scrutiny Committee are included for information and feedback to the Executive Board.

**NB: Items to be discussed must be those not already dealt with by minutes of Executive Board from 15 October 2014, or listed on the agenda for the meeting of the 14 January 2015.**

**Recommendations:**

**Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	14/01/15	WA/KM





**Item O&S 15/02**

**Draft Minutes of the Overview & Scrutiny Committee**

**held at the Union Jack Club, London on 18<sup>th</sup> November 2014**

**Present**

<b>Councillors:</b>	Keith Morley	Manchester	KM
<b>Officers:</b>	Andrew McClenaghan Gary Gould Bill Arnold	Belfast RAF Swansea	AM GG BA

**O&S 14/28 - Apologies for absence**

Apologies were received from John Lee and Cllrs. Paul Kimber & Steve Hunt (who had submitted a written comment and offer of assistance regarding a communications strategy). **Agreed** that the offer from Cllr. Hunt is forwarded to APHA admin to progress.

**O&S 14/29 - Minutes of the previous O&S meeting held on 6<sup>th</sup> August 2014**

a) Agreed as a true record.  
 b) Matters arising - **O&S 14/23 - Operational Board**  
 AM advised that instigation of the 'Operational Board', discussed at the AGM, remained outstanding; and that no letter had been issued to the membership as subsequently agreed at the Board meeting in October - EB14/51 refers. Furthermore, the scheduled meetings of technical committees (next scheduled for December 15th) is in doubt.  
 Following discussion, it was **agreed** that:

1. The letter should be issued to grass route PHOs ASAP seeking nominations and to sound out their ideas, wishes and requirements to make this workable and attractive.
2. Notice & papers of the December Technical Committees should be issued ASAP

**O&S 14/30: - Minutes of the Executive Board 15<sup>th</sup> October 2014**

**Notes:**

1. *KM & AM, having attended the Board meeting, reported further on proceedings. KM explained why the Chairman had convened a pre-Board meeting of elected members present and had abandoned the original agenda to concentrate upon the financial statement as submitted. It was disappointing that the Company Secretary was unable to attend to explain the financial situation.*
2. *BA distributed a draft 'APHA Media Protocol' received from Manchester PHA on 17<sup>th</sup> November.*
3. *GG declared a personal interest in the matter of his 'employment' by APHA and was*

*allowed to remain in the meeting.*

**O&S agreed** that difficult and immediate decisions were needed to be taken by the Executive Board at their meeting in October; **and supported** the 'pre-meeting' of elected members convened by the Chairman. O&S sanction the restructured administrative arrangement, albeit on a temporary basis - the need to maintain confidence amongst our membership regarding administration of the Association must be recognised. The system must be robust and ensure that lines of communication are improved and that responsibilities are clearly defined and understood by all. It is essential that APHA is seen by the membership, Government Departments and other stakeholders to be conducting business as expected. The Board should consider including details of this arrangement in an upbeat letter to membership requesting subscriptions for 2015.

**1. EB14/46 - Financial report** - Considered under O&S 14/31

**2. EB 14/47 - AGM outcomes, CIEH partnership & administrative arrangements**

O&S endorse JRs advice to the Board that any actions taken by it, or officers on its behalf, **must** comply with the agreed 'Articles of Association' and 'Operating Arrangements'.

It must be remembered that these documents were agreed at the AGM, had been thoroughly thought through, and remain fit for purpose. No 'loose arrangements', such as those with the CIEH, should be taken in future.

**CIEH:** GG reported that a meeting arranged in December between JR, VC and Graham Jukes to bottom out the link with CIEH and associated costs had now been postponed until 8<sup>th</sup> January.

**Web site:** AM advised that quotations had now been received. Board members had been advised and several had responded accepting the lowest quotation at £550 with assurance that the site could be on-line within 1 month. This was also accepted by O&S and, as a matter of urgency, an e-mail was forwarded to JR during the meeting to this effect.

O&S would suggest swift resolution of the following priorities:

**a) Communications Strategy:** The proposed 'Media Protocol' was accepted. O&S suggests that a Communications Strategy incorporating this Protocol, web site administration and use of social media is agreed by the Executive Board in January. The web site must be interactive to include a member's forum. The Board should note that Cllr. Steve Hunt has offered to assist with communications - [crr.s.k.hunt@npt.gov.uk](mailto:crr.s.k.hunt@npt.gov.uk). Membership should be advised of the new web site immediately it becomes operational.

**b) Updated documentation:** The 'Articles of Association' and 'Operating Arrangements' are updated defining the 'Directors' of the Association as agreed under EB14/47; and to reflect the 'Operational Board' referred to in EB14/51; and the proposed 'Media Protocol'/'Communications Strategy'.

**c) Membership:** That dissenting and resigned member authorities are clearly identified and contacted. Such detail, including a list of current members for completeness, should be presented at the next Executive Board meeting - **it is fundamental to continuance of the Association** that we have a clear picture of which authorities & other stakeholders have joined, not renewed membership, or have never been a member of the Association. Responsibility to implement a membership drive should be defined ASAP; and invoices should be issued early in January so that renewals can be paid before 31 March and

3. accounted in the respective 2014/15 budgets.

**EB 14.54 'PROtential Coaching Ltd'**

Whilst O&S endorse engagement of this company, it is concerned that no associated costings have been revealed to date - have these been agreed? and if so by who?

The post-meeting note to this Board minute indicates another example of agreements being made outside the Executive Board. **This practice must stop.** Provision must be made, in the Communications Strategy, for consultation with the Chairman to sanction such dealings between meetings of the Executive Board.

The 5 key themes highlighted in EB14/54 are laudable and encapsulate the means of progressing APHA. It should be noted, however, that these shortcomings had already been identified in-house over the past 2 years. O&S recognise, however, that other priorities have hindered making such progress without this external input and is therefore supportive of engaging this 'critical eye' which expects outcomes both from elected members and officers.

**APHA PORT HEALTH AUTHORITY**

Executive Summary

<b>Agenda Item:</b>	<b>EB15 07</b>
<b>Person Responsible:</b>	<b>Gary Cooper/Karen White</b>
<b>Title:</b>	<b>Revised Financial Report as at 31 December 2014</b>
<b>Reference Documents:</b>	<b>15 07(01)</b>

These Profit and Loss Accounts for 2014 must be read in conjunction with the notes to the accounts.

This shows a balance in the accounts of £29,028.53

**Recommendations:**

**Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	14/01/15	GC/KW



**ASSOCIATION OF PORT HEALTH AUTHORITIES**

**PROFIT AND LOSS ACCOUNT**

**1ST APRIL TO 31<sup>ST</sup> DECEMBER 2014**

<b>INCOME</b>		
Conference 2014 Income	£16,205.00	
HMRC Refund	£1,491.00	
Miscellaneous Income	£365.00	
<b>Total Income</b>		<b>£18,061.00</b>
<b>COST OF GOOD SOLD</b>		
<b>Conference Costs</b>		
Events	£12,669.00	
Promotional Material	£1,411.00	
Travel & Subsistence <sup>(1)</sup>	£5,723.00	
CIEH Costs	£9,930.00	
Miscellaneous	£702.00	
<b>Total Cost of Goods Sold</b>		<b>£30,435.00</b>
<b>GROSS PROFIT/LOSS</b>		<b>-£12,374.00</b>
<b>EXPENSES</b>		
Accountancy/Bookkeeping <sup>(2)</sup>	£4,042.00	
Admin Fees <sup>(3)</sup>	£3,870.00	
Marketing (APHA Handbook)	£1,939.00	
Consulting <sup>(4)</sup>	£717.00	
Bank Charges	£88.00	
Catering for meetings <sup>(5)</sup>	£915.00	
Travel for meetings	£245.00	
Postage and delivery	£8.00	
Reimbursed expenses <sup>(6)</sup>	£364.00	
Rent and rates	£310.00	
Website Production <sup>(7)</sup>	£500.00	
Website hosting	£63.00	
<b>Total Expenses</b>		<b>-£13,061.00</b>
<b>PROFIT/LOSS FOR YEAR TO DATE</b>		<b>-£25,435.00</b>

## NOTES TO ACCOUNTS

1<sup>ST</sup> APRIL 2014 TO 31<sup>ST</sup> DECEMBER 2014

### NOTES TO PROFIT AND LOSS ACCOUNT

The notes referenced in the attached Profit & Loss report are movements in the accounts since the last P&L (presented to the Board at the October 2014 meeting) that may require additional explanation.

- (1) Taxi fares to and from House of Commons at Conference (£268)
- (2) Payments to Bishop Flemming and K White for work on accounts (£1815)
- (3) Payment to GBS for admin work (£320)
- (4) Executive coaching from Protential (£717)
- (5) Catering for meeting provided by 15 Hatfields (£158)
- (6) Payment to G Gould for expenses for attendance at CIEH office (£97)
- (7) Deposit paid to Xeno Solutions for production of website (£500)

### ADDITIONAL NOTES

- (1) **Although the P&L account looks rather bleak as of 31<sup>st</sup> December 2014, it is important to remember that APHA have not yet invoiced for membership fees. This will be done in February 2015 and will be shown in the accounts for this financial year. It is reasonable to expect at least £40,000 in additional membership income.**
- (2) We have still not received the refund of £1,350 from the House of Commons for the overcharge at APHA Conference, despite the fact that the payment was promised in December. This has been chased up again.
- (3) The VAT year ended on 31<sup>st</sup> December and the claim is now being processed. I estimate that there should be a refund from HMRC of approximately £6,000.
- (4) The bank balances reflect £5,415 that has been paid to Cornwall Port Health Authority (for advances of conference costs) since the 31<sup>st</sup> September. This was showing as an outstanding creditor on the previous Debtors and Creditors report.
- (5) Gary Gould attended the Shipsan General Assembly meeting and £774 has been paid to him for reimbursement of travelling expenses. This is not shown in the attached report as Shipsan income and expenses are not shown in the P&L account.

**BANK BALANCES AS OF 31<sup>ST</sup> DECEMBER 2014**

Current Account Milton Keynes	£ 4,901.33
BMM Account Milton Keynes	£20,015.77
Current Account Falmouth	£ 3,495.43
Petty Cash	£ 616.00
	_____
<b>TOTAL</b>	<b>£29,028.53</b>
	_____



**APHA PORT HEALTH AUTHORITY**

Executive Summary

<b>Agenda Item:</b>	<b>EB15 10</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Media Policy and Responsibility for communications</b>
<b>Reference Documents:</b>	<b>15 10(01)</b>

**Summary:**

Media Policy and Responsibility for communications document.

**Recommendations:**

**Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	14/01/15	JR



## **Association of Port Health Authorities**

### **APHA Media Protocol**



#### **INTRODUCTION**

With Manchester Port Health Authority now taking responsibility for APHA administration from Monday 10 November 2014, a number of questions have been raised in the office on how staff respond to requests to firstly upload emails and secondly material for the website.

**Emails:-** Being pragmatic, someone must take responsibility for firstly writing material for publication and secondly for sanctioning publication of that material. The logical lead officer for technical material must be the APHA under secretaries, Lawrie Dettman and Sandra Westacott.

This does not mean either of these officers should write all the material on behalf of APHA. But it would be good practice that they have sight of documents, have some sort of peer review and then officially sanction publication of documents.

If for any reason, either of the under secretaries are away on leave, then the responsibility for documentation should fall to the committee secretaries, Lynnette Crossley, Jo Hackwood and Geoff Smith. Equally the under secretary may decide to delegate a response to the committee secretary or a member of the APHA 'expert panel' for comment. Ultimately though, the lead officer must be one of the under secretaries.

Wherever possible, each document when published, should have an introduction, with contact details for the person responsible for the documentation and who to contact for follow up information.

Following the last meeting of the APHA Executive on the 15 October 2014, the Executive decided APHA needed to publish some Ebola Guidance. The main contributors to this being Dr Val Cameron and Drew McClenaghan from Belfast City Council. There was at least three revisions and peer review by the field officers from Manchester. This resulted in delays to the publishing of the document due to material bouncing between Guernsey to Belfast and when published criticism from certain quarters. This criticism was not very well received and has contributed to this draft protocol being produced. Effectively it is more difficult producing material by 'committee' rather than having nominated person responsible.

In the week since Manchester took over responsibility for APHA administration, about six documents have been released. Some of these have originated with other government departments, such as the FSA and DEFRA. What is not known is if this is duplication of effort. It was not long ago that other government departments would ask APHA to circulate documents on their behalf. Certainly in the last 12-18 months APHA has been publishing less and less of these documents.

It may well be that the other government departments (OGD's) consider that APHA does not represent the majority of the Ports and Airports in the UK anymore and therefore they are forwarding their messages directly to individual ports. The strategy that Manchester are adopting to raise the profile of APHA, to make members and ex members realise that APHA is visible and alive is to continue to send out these messages. Hopefully, OGD's and members will note the re-emergence of APHA after a virtual period of invisibility.

## WEBSITE

At the last meeting of the APHA Executive on the 15 October it was agreed that Manchester would also pursue the successful acquisition of a useable website for APHA.

Members will know APHA needed to resurrect the website. Nothing is more important to demonstrate that APHA is alive and functioning than an active website. This in itself will bring additional resource implications to say nothing of similar problems to those raised above.

It is suggested that a similar regime of responsibility for publication should closely follow that introduced for email. Certainly for technical matters, responsibility should rest with the under secretaries. These persons can then delegate ownership of material to others, as long as an audit trail follows this delegation. It will be advisable that a peer review should take place before anything is published similar to the email regime.

Manchester has now obtained four quotations for resurrecting the APHA website. It is hoped that a decision can be taken via email within 48 hours, so that the successful company can start work on the project.

The basic format will be outlined in a separate document which will be forwarded for your consideration later today. The revised start-up date will now be before Christmas and hence the need for a quick decision on hiring the successful company.

It is hoped this basic website can grow and overtime attract a number of contributions with material for Port Health. Once again mobilising those people named in the APHA 'expert list' will be a priority, plus recruiting a younger set of contributors who are more used to uploading, under supervision, material for the APHA website.

Manchester staff will be responsible for uploading the material once agreed with the under secretaries and this will require a resource input. Like all Port Health Authorities Manchester has only a finite amount of time to devote to APHA affairs.

We are proposing to offer employment to a mature student for one day per week, this will be recharged to APHA at an appropriate rate. In view of the fact that APHA no longer needs to pay administration charges to Cornwall, this should release up to £3,500 for this purpose.

**John Robinson**

On behalf of the Manchester Administration Team

**APHA PORT HEALTH AUTHORITY**

Executive Summary

<b>Agenda Item:</b>	<b>EB15 13</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Any Other Business</b>
<b>Reference Documents:</b>	<b>15 13(01)</b>

**Summary:**

Matters will only be considered if notified to the Chairman beforehand and time allows proper debate and consideration.

**Recommendations:**

**Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	14/01/15	JR