



**Minutes of the
Overview & Scrutiny Committee
held at Chadwick Court, London on the
10th February 2014**

Present			
Councillors:	Adrian Visnon Keith Morley	Southampton Manchester	AV KM
Officers:	Andrew McClenaghan John Lee Bill Arnold	Belfast Highlands Swansea	AM JL BA
Minute No. O&S 14/1 - Apologies for absence			
Apologies were received from Cllrs. Sherlock & Kimber and Gary Gould. BA advised that over the weekend he became aware that an incorrect email address had been used in issuing papers to Cllr. Forster.			
Minute No. O&S 14/2 - Election of Chairman			
Cllr Vinson was elected to serve as Chairman protem until results of the local election in May. He thanked Cllr Sherlock for his past service as chairman and respected his decisions for standing down. Cllr Vinson said he saw Scrutiny's role as that of a critical friend, prepared to be critical when necessary. He was committed to doing all we can to restore APHA's reputation and credibility. AV regretted the delay in holding meetings of the Executive Board and consequently this Committee between June and January; and that little information feedback had been forthcoming since then. He wished to record this Committee's appreciation of the efforts made by Cornwall in hosting the AGM.			
Minute No. O&S 14/3 - Election of Vice Chairman			
Cllr Morley was elected to serve as Vice Chairman.			
Minute No. O&S 14/4 - Nominations to fill the outstanding vacancy			
Following discussion, it was agreed to seek nominations from the APHA membership.			
Minute No. O&S 14/5 - Minutes of the Executive Board 15th January 2014			
BA distributed the minutes received the previous evening. The untimely distribution was regretted and it was agreed that the Executive Board should consider the following:			
<ol style="list-style-type: none"> 1. Distribution of draft Executive Board minutes to the O&S secretary in a timely manner for distribution with the other committee papers. 2. EB14/3: - Minutes of 11th June 2013 <ol style="list-style-type: none"> a) O&S regretted that APHA cannot, seemingly, provide a forum for larger ports networking. Members accepted that, due to the current financial constraints on authorities, attendance at Technical Committees is difficult; and welcomed the move to hold committees on the same day at Chadwick Court. O&S would request details of who has the authority to cancel Technical Committee meetings and for what reasons. Where dates have been published for meetings and travel arrangements made it is essential for the meeting to take place. The Task Group working on the format of technical committees, in considering 'remote' attendance, should secure improved link-technology such as resolving the ineffective number/distribution of microphones at Chadwick Court. O&S consider that use of the existing technology available prejudices 			

efficient discussion and is no substitute for face to face contact.

b) O&S regretted that, prior to the AGM, it was unaware of the change from Association 'President' to 'Patron', and of the link with CIEH. Furthermore, members were alarmed that a press release had been prepared by the CIEH prior to agreement of that change.

Assurance is sought from the Executive Board that, in future, such fundamental changes, are consulted upon and openly discussed before implementation. O&S request details of Executive Board discussions and minutes concerning the arrangement with CIEH

3. **EB14/4:** The duplicated numbering of **EB14/4** was noted - Election of Under Secretaries; & CIEH partnership and admin.

a) Given our experience with the former Chief Executive, and comments in the minute about termination of the lease at Walbrook Wharf, O&S would wish to see and comment upon the draft contract with the CIEH before it is approved by the Executive Board.

b) O&S recognise that the merit in holding conferences around the country should be balanced against the travel benefit in their being hosted at London. O&S would request the Executive Board to develop a clear programme, kept under constant review, in this respect and that no assumption should be made that London will be the sole venue of all future annual meetings.

4. **EB14/5 & 14/6:** - Finance report and accounts; & Subscriptions and charges

a) O&S welcomes the financial report; and the subscription fees and financial year proposals. The committee considers that while this may encourage those larger ports, who had resigned, to rejoin the Association, consideration should also be given to reduced fees (perhaps based on throughput tonnage) for 'smaller ports' unable to afford the existing or proposed fees. Anecdotal evidence was given that such ports, near Belfast, might be encouraged to join.

b) The projected financial loss attributed between January & March is endorsed. O&S considers that the transitional arrangement is an excellent opportunity to promote membership that should not be missed by the Executive Board. It is recommended that invoices are issued as soon as possible so that authorities can account for next years fees; and that a report analysing the effects of the change in fees is presented at the next conference.

c) Following assurances given at the AGM, this committee would request detail of subsequent contacts made with those authorities who had resigned membership - who has made contact, and what were the outcomes? The Executive Board is reminded of the discussion at the AGM regarding the lack of timely responses to letters from London & Suffolk Coastal. Any lack of progress will undermine assurances given by the Vice Chairman to Port Health SIG delegates at Belfast that such communication problems were now firmly behind APHA.

d) O&S would request a list of sea & airports indicating current membership.

5. **EB14/7, 14/8, 14/9:** - Shipsan update; Ship sanitary charges; & Port Health Handbook: **Noted.**

6. **EB14/10:** - Future meeting dates

a) The absence of dates was noted. O&S would stress that dates already agreed should be 'set in stone'.

b) Following recent experience, a *cancellation protocol* should be produced to include compensation detail for those members who had booked travel prior to any cancellation being announced. It should be remembered that many have to book their travel well in advance of meetings - some are yet to be compensated for the cancelled Executive Board meeting. In the event that neither the Chair or Vice Chair are able to make a scheduled date, the meeting should be able to appoint a chair for the meeting from among those present.

c) O&S would like an explanation as to who cancelled the Executive Board meeting and why.

7. **EB14/11:** - Board members special interest

Development of the UK 'Single Window' by June 2015; and the draft 'Travel Regulations' were noted.

O&S would request that a standing item is placed on future Executive Board agendas titled:
'Overview & Scrutiny Committee minutes and comments'

Minute No. O&S 14/6 - Actions following the AGM - September 2013

A. O&S regretted that the changes to the 'Articles of Association' and the 'Operating Procedures', agreed at the AGM, had not been consolidated and endorsed at the last Executive Board meeting. It was agreed to forward a document prepared by BA, outlining the required amendments, to the Executive Board for their attention at the next meeting.

B. The Board should also consider the following in organising the next annual conference:

- 1.** That **Chairpersons for each session** are agreed in advance - the afternoon session on the first day at Cornwall was delayed due to the absence of a Chairperson.
 - 2.** Assurance that **technology** used is fit for purpose - eg microphones at Cornwall were hit & miss.
 - 3.** **Timing** of sessions - 6 sessions on day 2, without a break, at Cornwall was problematic for many attendees.
 - 4.** A **voting card system** is introduced - assessment of whether votes cast were in accordance with the Articles & Operational Procedures was not possible by the show of hands at Cornwall.
 - 5.** **John Craigs Memorial Award:** That Universities are advised in a timely manner of this award so that students can prepare and submit dissertations. O&S regret that the award was overlooked both at the Isle of Man and at Cornwall.
- C. PLaN Meetings:** O&S accept the role to co-ordinate the PLaN network. Clarification is, however, requested from the Executive Board of our remit, together with detail of contacts of current PLaN chairs and secretaries.

D. Quorum: Given the problems of LG finances / travel arrangements, it is recommended that consideration is given at the next AGM to lowering the quorum requirements for Executive Board, O&S and Technical Committees meetings.

Minute No. O&S 14/7 - Review of Association Policies

a). Existing policy documents

BA outlined the following policies of the Association of which he was aware:

'Grievance', 'Disciplinary', 'Probation', and 'Absence Management' Procedures and 'Capability Proceedings'; - all these being dated June 2012 and complementing the Articles of Association and the Operating Procedures agreed at the AGM in September 2013.

Clarification is sought from the Executive Board that this is a complete list; that they remain fit for purpose; and are under review given the changes following the termination of the previous Chief Executive's role with the Association.

b) Other documents mentioned in the Operating Procedures September 2013

The '*Risk*'; '*Asset*'; and '*Treasury Management Strategies*' together with the '*Human Resource Procedures*' mentioned in the Operating Procedures need deletion if not applicable to APHA in practice. Otherwise, O&S would request copies.

Minute No. O&S 14/8 - Responses by the Association to consultations

O&S considered the APHA process in considering consultations by other organisations and formulating its responses which on occasion can cross Technical Committee remits. The Executive Board is requested to instigate a single point contact for dissemination of consultations, co-ordination of responses and subsequent advice to all member authorities of response outcomes.

Responses to consultations should be a standing item on Board Agendas.

Minute No. O&S 14/9 - Any other business

- 1. John Robinson:** Members were pleased to learn of John's recovery and wish him a speedy return to work.
- 2. Legionella training sessions:** Following mention at the AGM that these were to be organised by Southampton, O&S would like a progress update from the Executive Board.
- 3. APHA web site:** O&S regretted progress and updated information on the web site since the AGM and were alarmed to hear that the site had recently been hacked. An assurance is sought from the Executive Board that a swift resolution to both matters is being addressed.
- 4. Gary Cooper:** O&S expressed gratitude to Gary Cooper for all of his work and responsibility as APHA Company Secretary.

Minute No. O&S 14/10 - Future meetings schedule 2014**Executive Board:**

16th April & 17th July

O&S Committee:

30th April & 6th August (11.30 - 2.30pm)