



Item O&S 15/02

Draft Minutes of the Overview & Scrutiny Committee held at the Union Jack Club, London on 18th November 2014

Present			
Councillors:	Keith Morley	Manchester	KM
Officers:	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 th August 2014			
<p>a) Agreed as a true record.</p> <p>b) Matters arising - O&S 14/23 - Operational Board</p> <p>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.</p> <p>Following discussion, it was agreed that:</p> <ol style="list-style-type: none"> 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 Cttees should be issued ASAP 			
O&S 14/30: - Minutes of the Executive Board 15 th October 2014			
<p>Notes:</p> <ol style="list-style-type: none"> 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 17th November. 3. GG declared a personal interest in the matter of his 'employment' by APHA and was allowed to remain in the meeting. <p>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</p>			

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 JR's 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 8th 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 members forum. The Board should note that Cllr. Steve Hunt has offered to assist with communications - cllr.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 accounted in the respective 2014/15 budgets.

3. **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.

**O&S 14/31 - APHA Finances - Conference 2014; Debtors & creditors;
Profit & Loss account 01/04/14 - 30/09/14**

BA distributed a copy of the 'Profit & Loss' statement considered by the Executive Board on 15th October, annotated by JR seeking further information in support of the figures. A telephone call was received from the Company Secretary during the meeting indicating that answers and explanations had been forwarded to JR that morning - bottom line being that the financial situation was much healthier than previously thought.

Note: These documents are attached with the draft minutes for information. Having spoken with JR earlier this morning (19th October), it appears that Manchester & Southampton PHA had already paid their subscriptions. I also contacted Cornwall regarding Newport's subs as I understood that they had also been paid - but Karen White was on leave. It therefore appears that the correct picture is still not available.

Financial matters identified by O&S requiring action at the next Board meeting:

a) Accounts: Presentation of amended accounts to the next meeting of the Board so that informed decisions can be made in light of a clearly correct financial picture.

b) Employees & sustainability:

1. That agreement is reached to recompense GG for work already undertaken as already assured.
2. A decision is made regarding creation of a part-time post complementing the current administration arrangements, whether salaried (subject to sufficient funds being identified), or by the voluntary contribution of an officer. Any such appointment must be made in accordance with the Operating Arrangements ie subject to interview and agreed terms & conditions.

c) Links with CIEH:

Following a detailed report on cost implications and logistics, a clear, informed, decision taken regarding the level & nature support provided, by the CIEH, if any. The Board must consider added difficulties for some wishing to attend meetings not held in London; the availability of tele-conferencing facilities at the preferred venue for meetings; costs associated with the alternative venues both to APHA and the membership - (eg hire and travel); and the implications if APHA presence within the Capital is lost. It should be noted that O&S see merit in our presence in London if financially viable. The Union Jack Club proved to be a convenient venue, much cheaper than Chadwick Court, but cannot be used as an APHA base for obvious reasons.

O&S 14/32 - O&S membership & any contact detail updates

BA informed members of an email received from Cllr. Brenda Forster advising that she is no longer a member of APHA. Members were also informed that Dee Wilson could not be co-opted as her Authority is not a member of the Association. This effectively reduces active membership of O&S to 7 with 3 vacancies.

Agreed that the Chairman would seek nominations from member authorities.

O&S 14/33 - Any other business

1.	Deadlines and other actions post Exec Board meeting	<p>1. EB 14/47:</p> <p>a) Company House: It was questioned whether Company House have been notified of the changes to the list Directors - confirmation is sought.</p> <p>b) SHIPSAN: It was noted that the 30th November deadline approaches for VC & SW to meet GC & KW regarding accounts relating to this project. Details of the outcome of the meeting, together with further corrections to the financial balances, is needed ASAP.</p>
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		<p>c) Deadlines: Once completed, or otherwise, the Executive Board should immediately be made aware of all actions taken following deadlines set, rather than such updates being delayed to the next scheduled meeting. The Communications Strategy should incorporate this as an expected procedure.</p> <p>2. EB14/54: It was questioned whether the suggested TOR & associated costs have been issued as mentioned in the minute.</p> <p>EB14/48 Initial arrangements for the 2015 Conference at Liverpool were noted, appear encouraging and already a major improvement on those for 2014. O&S would like to see further detail presented to the Executive Board in January.</p> <p>3. Ebola and other APHA guidance documents The current situation regarding EVD was discussed, particularly given the lack of guidance to APHA from PHE and the subsequent, information distributed by APHA to the membership.</p> <p>AM outlined the recent work undertaken with JR, VC and LD. He confirmed that the algorithm attached to the APHA guidance document was a copy of that issued by the PHE. It appears that the PHE algorithm had subsequently been corrected.</p> <p>BA highlighted the degree of panic amongst the port community, including other officials, prior to a vessel recently arriving from Freetown at Swansea Bay.</p> <p>O&S welcome the Media Protocol proposing that such technical / operational communications should be co-ordinated via the Under Secretaries. It commends this to the Executive Board for adoption in a Communications Strategy incorporated within the Operating Procedures.</p> <p>4. Retirement - GG GG confirmed his retirement from the RAF in February 2015 and also gave an advance apology for his absence at the January meetings of O&S and Executive Board as he will be on leave.</p> <p>Gary expressed a wish to remain on this committee which confirmed that in accordance with the Articles of Association he could do so as an Associate Member.</p> <p>5. Format Exec minutes For completeness, O&S would suggest that additional information is recorded categorising attendees at Board meetings. Perhaps 'EBM' could be used to indicate Executive Board Member, 'O&S' to represent our attendance; 'Invited guest' etc</p>
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O&S 14/34 - Future meetings 2015

Executive Board:

14th January
15th April
15th July

O&S Committee:

28th January
29th April
29th July

Conference September
Joint meeting 14th October 2015