



Item O&S 14/12

Draft Minutes of the Overview & Scrutiny Committee held at Chadwick Court, London on 30th April 2014

Present			
Councillors:	Adrian Visnon Keith Morley	Southampton Manchester	AV KM
Officers:	Andrew McClenaghan John Lee Gary Gould Bill Arnold	Belfast Highlands RAF Swansea	AM JL GG BA
O&S 14/11 - Apologies for absence			
Apologies were received from Cllrs. Sherlock & Kimber.			
O&S 14/12 - Nominations for O&S vacancy			
Cllr Vinson reported that, following the advertisement, no nominations had been received. It was agreed that geographically we already have a reasonable representation and, given that O&S has only one meeting left this year, that the vacancy is therefore carried forward to the AGM in September.			
GG advised that he is to retire from the RAF and as such will stand down from O&S at the AGM.			
O&S 14/13 - Minutes of the previous O&S meeting held on 10th February 2014			
Agreed as a true record.			
O&S 14/14 - Matters arising from those minutes			
All matters arising were agenda items under discussion.			
O&S 14/15: - Minutes of the Executive Board 16th April 2014			
<p>1. The Chairman advised that the Executive Board had had lengthy discussion about the Business Model, and resolution of the lease at Walbrook Wharf. O&S agreed that adequate resource should be made available, together with strong leadership, to ensure success of the Business Model being developed by Val Cameron.</p> <p>Cllr Vinson was content that the Executive had considered comments made by O&S and outlined the responses made in the minutes of that meeting. O&S noted the legal implications surrounding the web site and the efforts to remedy the situation.</p> <p>2. EB14/16 - 14/18: - O&S questions; and CIEH & Conference updates</p> <p>a) Matters under development to be completed by the next meeting of the Executive on 16th July including the Articles of Association, Operational Arrangements, and the Conference Programme were noted. O&S would call for flexible future conference arrangements - subject to suitable costings, London should not be the exclusive venue.</p> <p>b) CIEH support arrangements regarding meetings, web site hosting, handbook production, secretarial support, email & telephone services and desk facility - all subject to a further meeting on 15th May was noted.</p>			

O&S agrees, in principle, that such CIEH support is potentially cost effective and the best way to secure APHA's future. Negotiation transparency is, however, essential with full costings available for scrutiny prior to the agreement being signed off. O&S would seek assurance that any arrangements are sanctioned by the full Executive Board before implementation.

c) Concern was expressed regarding a **perception of the CIEH taking over APHA**, as evidenced in recent e-mails issued by the CIEH *'on behalf'* of the Association. The lengthy signature name, job title and address footers give that impression. O&S would seek assurance that the format of all APHA documents issued by the CIEH must be agreed to remedy this.

d) Noted that **Membership detail** of the Executive Board and O&S, contained on page 5 of the February newsletter, was incorrect. The Executive must ensure that detail in future issues are correct.

e) **Technical Committees** - O&S is also concerned of the impression in the newsletter that the Technical Committees are fully functioning when this is not the case. The need to be upbeat in such communications is understood, but O&S would urge the Executive to rethink condensing of 4 Committees (each lasting 2 hours on average) to 2 in June (each 2 hours) followed by joint training session in the afternoon as an ongoing format. To attract attendance at meaningful committees, the experiment must be closely monitored in tandem with the current discussions with the CIEH regarding support and conferencing facilities.

f) **Draft Conference programme** - O&S awaits an update on the initial draft and would request that a Conference paper is included to bottom out committee attendance problems in full and open discussion to agree a workable format for 2014.2015

g) **Meeting intervals** - A request, in the email accompanying the Exec Board minutes, to alter the interval between Executive Board and O&S meetings was noted. It was agreed that this should be deferred to conference, and that a meetings schedule be agreed for 2014.2015 immediately after the AGM. Given diary clashes and the need to make travel arrangements in advance, agreed dates should be 'set in stone' for the Executive Board, O&S and all Technical Committees the following year.

EB14/19: - Chinese delegation visit - Noted.

EB14/20: - Larger Ports meetings - Noted.

O&S echoed the regret that APHA has not been involved in these meetings. The Chairman was concerned that, clearly, no direct contact had been made by APHA with officers or elected members of dissenting Authorities as assured at the last AGM and subsequently requested by O&S. This is very disappointing and the Executive are requested to ensure that such contact is made immediately after the forthcoming elections in May.

EB 14/21, 14/22 & 14/23: - Finance report; Shipsan update; and Port Health Handbook Noted.

The Chairman advised that £7K income from the Shipsan work undertaken by APHA should be included bringing the nett surplus to £33K.

O&S commended the improved year-end results and consider that, in light of the satisfactory controls implemented by Cornwall, the cautious approach by the Executive could be somewhat relaxed providing adequate resource to ensure success of the agreed Business Model.

A 3 year financial projection should be instigated including a spending plan and agreed level of contingency.

Furthermore, the Executive should now consider employing a retired officer as Executive Officer part time to move the Association forward. This suggestion is in no way a criticism of Gary Cooper but a realisation that 'two day jobs' is perhaps not realistic in securing progress from the foundations he has already secured for APHA. Alternatively the Board should consider a part time volunteer assistant for Gary to share the load./

EB14/24: - Succession planning - Agenda item O&S 14/19(4) below

EB14/25: - AOB - Training courses

The chairman circulated the PHE flyer, distributed at the Board meeting, regarding Zoonoses Workshops to be held at London 1st May, Cardiff 4th June, Exeter 16th July, Nottingham 2nd September and 23rd October at York.

O&S 14/16 - Profit & loss Statement

Noted, as above.

O&S 14/17 - Contact details

Current information circulated was considered. The Chairman asked members to advise the secretary of any updated detail.

O&S 14/18 - APHA February Newsletter

Given that some information was incorrect as noted above, Members considered this a good start to inclusiveness of member Authority officers and elected representatives.

O&S 14/19 - Any other business

1.	Chairman's items	Included above throughout
2.	CIEH update	Discussed above
3.	Conference arrangements	Discussed above
4.	Succession planning	<p>The Chairman amplified the short paper presented to the Executive Board and outlined the need to consider progression of middle management and serving officers; and to attract graduates to the port health discipline. It was agreed that this is a complicated question exacerbated by the current student curriculum and portfolio requirements, together with the local authority financial constraints.</p> <p>Could APHA subsidise students attached to port health authorities in attending Technical Committee, PLAN & PHSIG meetings?</p> <p>Should annual subs be increased to fund this?</p> <p>Could other stakeholders contribute to APHA in funding the above?</p> <p>O&S would suggest that time should be taken, perhaps at Conference, to examine low cost training, recruitment, retention and progression issues.</p>
5.	Technical Committees	<p>AM advised of concerns made by his officers regarding Technical Committees, summarised as follows:</p> <ul style="list-style-type: none"> - Marginalisation of the committee system - Leadership and governance issues creating lack of confidence at officer level - Cancellations at last minute - Conference facilities not working - Policies appearing 'out of nowhere' - Support required for the Tech Cttee backbone of APHA - Untimely circulation of agendas and minutes

O&S 14/20 - Future meeting 2013.2014

Executive Board: 17th July

O&S Committee: 6th August (11.30 - 2.30pm)