



Item O&S 14/13

Draft Minutes of the Overview & Scrutiny Committee

held at Chadwick Court, London on 6th August 2014

Present			
Councillors:	Keith Morley Paul Kimber	Manchester Weymouth & Portland	KM PK
Officers:	Andrew McClenaghan John Lee Bill Arnold Gary Gould	Belfast Highlands Swansea RAF	AM JL BA GG

Minute No. O&S 14/21 - Apologies for absence

No apologies for absence were received. Following the resignation by Cllr Vinson, Cllr Morley was elected to serve as Chairman protem until the AGM.

Minute No. O&S 14/22 - Minutes of the O&S Committee held on 30th April 2014

The minutes were accepted as a true record..

Minute No. O&S 14/23 - Matters arising from those minutes

1. O&S 14/15 (b): Partnership with CIEH

No tangible progress seems to have been made after the meeting in May and it was disappointing that agreement of the associated costs remain outstanding. In fact it is evident, from the Conference preparations, that the 'partnership' is creaking at the seams - advertising the event through the CIEH is non-existent. Is this by accident, ineptitude, or a sign of marginalising APHA under a hidden agenda?

- The booking system, rigid and unhelpful for those authorities unable to pay by procurement or debit/credit card facilities, needs to be addressed immediately. It was noted that Manchester PHA have recently advised LAs & PHAs directly in attempting to retrieve the situation.
- Affordable accommodation is a further problem - the list of hotels provided through the CIEH booking system being very expensive.

WA reported the mailing / banking problem experienced by his Authority regarding payment of annual subscription to APHA. The cheque had not been banked for several months and had remained with the CIEH during that period.

2. O&S 14/15(e): Technical Committees

Resolution of the Technical Committee activities and the proposal for a new 'Technical Board' remain outstanding and unacceptable. This is a core function of APHA and must be resolved at the AGM. The Exec Board minute referring to the proposed 'Technical Board' is vague and doesn't convey the thinking behind the concept. A detailed report must be presented at Conference outlining the proposal and addressing the current problems. The Executive is requested to seek feedback from officers prior to the AGM so that the new structure isn't agreed 'on the hoof' at conference. Members and officers should be consulted on the format of the present committees (ie agenda items); their opinion on the committee amalgamations and the afternoon training sessions that follow committee meetings.

O&S have reservations about the present format; question the relevance of providing training for so few attendees; and trust that funding NPlan reps to attend committees will be endorsed at the AGM to enable regional information cascades.

KM & GG had attended the meeting and reported further on discussions.

1. **Partnership with CIEH and Technical Committees:** refer to O&S 14/23 above.
 2. **EB14.28: John Craigs Memorial Award:** noted with disappointment. Members hoped that additional submissions will be received
 3. **EB14.31: Articles & Operating Arrangements:** Amendments noted
 4. **EB 14.33: Conference update:** Noted.
 - i) GG advised that, subject to clearance by the RAF and a meeting with Gary Cooper on Friday, he is to work for APHA on a 2 day week basis to concentrate efforts on organising the Conference. This is welcomed by O&S which expects the following priorities to be actioned:
 - APHA to provide alternative booking arrangements for members
 - All AGM paperwork to be issued prior to the AGM to ensure that business can be transacted before delegates leave for the meeting with MPs at Westminster.
 - Nomination forms for electing Chair & Vice Chair of the Executive Board and the O&S Cttee are issued ASAP.
 - Ensuring that meeting dates 2014.15 for the Executive Board, O&S and Technical Committees are agreed at the AGM, set in stone, and circulated to membership immediately after the conference.
- It is understood that, subject to agreement, GG's post could continue after the conference - in which case the priorities must then be to re-engage with lost membership, improve communications generally, and to get a grip on the web sites and partnership with the CIEH.
5.
 - ii) KM advised the meeting about the invitation recently issued to those authorities with sea or air ports to join Conference delegates at the meeting in Westminster on 9th September.
 6. **EB 14.34 2015 Conference to be held at Liverpool:** noted and welcomed.
 - i) Members discussed venues of future Conferences and agreed the merit of visiting each others areas and port facilities. Bookings for future events should be controlled by APHA.
 - ii) PK offered Weymouth as a venue for 2016. It was agreed to forward this offer to the Executive Board for consideration
 7. **EB 14.35: Finances, membership etc:** noted
- EB 14.37: Web site etc:** noted
- WA advised members of a recent email from John Robinson outlining the on-going problems with 'www.apha.org.uk' & 'www.porthealth.co.uk', and the involvement of a Connor Burke who holds their domain rights. It was felt that Mr Burke may be a pseudonym used by Tony Morris. That the Executive is seeking legal advice regarding use of the 'APHA' name and logo in those web sites was commended and supported by O&S.- 8. **EB 14.39: IFSIP:** noted

Minute No. O&S 14/26 - Any other business

1. Draft Chairman's report to the AGM

Members agreed the draft report and that it should be circulated with the other papers prior to conference.

2. NPlan reps to attend conference

GG advised that Gary Cooper is to invite one representative from each NPlan to attend 1 day at conference - these places to be funded by APHA. It is not known when the invites are to be issued. O&S welcome this initiative.

3. Attendance at O&S meetings by a member of the Executive Board or the Chief Executive.

In maintaining a distance between this committee and the executive management of the Association, the legitimacy of this was questioned by GG.

Following discussion, it was resolved that any member of the Executive Board, or the Chief Executive, could attend O&S to explain any policy or action under discussion, subject to the discretion of the Chairman requiring that person to retire from the meeting at any given point during the proceedings.

Minute No. O&S 14/27 - Future meetings

Following the experience throughout 2014 since the last AGM it was agreed that the schedule of meetings for the Executive Board, O&S and Technical Committees for the next year must be agreed at conference and set in stone.