

**APHA EXECUTIVE BOARD - AGENDA 13<sup>th</sup> November 2024**  
Meeting held Flat A, Union Jack Club, Sandell St, London, SE1 8UJ and online via  
Microsoft Teams commencing 15:00

[Click here to join the meeting](#)

EB 24/75	<b>Welcome</b>	Chair
EB 24/76	<b>List of Attendees</b>	Chair
EB 24/77	<b>Apologies for Absence:</b> Stacey Dallas (Niall Convery is attending on her behalf)	Chair
EB 24/78	<b>Declarations of Interest</b>	Chair
EB 24/79	<b>Minutes of the previous EB meeting – 24<sup>th</sup> September 2024:</b> a) Accuracy b) Matters arising that are not on the agenda.	Chair
EB 24/80	<b>APHA Financial Report and Accounts.</b>  a. Final Accounts 2023/24 b. Income and Expenditure since the previous meeting c. Budget 2024/25 d. Update of Savings Account Details e. Membership Subscriptions 2025/6  Andrea has now successfully changed name on the accounts from Kate Larkin to Susie Smith of Lansdowne (HSBC, UTB, Aldermore)	LF JW
EB 24/81	<b>Membership and Renewals.</b>  Currently: 33 Corporate members 27 PLaN members 1 International member 4 Associate members	LF
EB 24/82	<b>Attendance at Association organised PHA BCP meetings by non-members under review</b> Board to discuss invite for Dover PHA, Mersey PHA, Heysham PHA (Lancaster CC) and Pembrokeshire PHA (all non-members) to be withdrawn.	LF

EB 24/83	<p><b>IDB and Regulators' Pioneers funding</b>  SF to keep an eye on developments.  <i>Regulators and local authorities can apply for grants of up to £1 million for projects that will help create a UK regulatory environment that encourages business innovation and investment.</i></p> <p>Trading Standards Comms package.</p>	SF, HB
EB 24/84	<p><b>Centre of Excellence</b>  Tony Baldock to update on the DEFRA Centre of Excellence</p>	TB
EB 24/85	<p><b>BTOM update</b>  The board to update re. any concerns from members in their regions re. the BTOM and its implementation. Helen has drafted the letter to Daniel Zeichner, Minister of DEFRA and has received feedback from John L, Simon F and Steve B.</p> <p>Questionnaire to survey PHA's update from LF.</p>	LF HB
EB 24/86	<p><b>Training</b>  Courses run since the last board meeting:</p> <ul style="list-style-type: none"> <li>• Ship Inspection course Aberdeen - 11 October (19 in attendance)</li> </ul> <p>Planned courses:</p> <ul style="list-style-type: none"> <li>• Training Day AGM London - 14 November 2024</li> <li>• EPLaN Meeting and tour Sevington BCP – 16 December 2024</li> <li>• Introduction to Ship Inspection webinar 13 February 2025</li> <li>• Ship Inspection course London – 13 March 2025</li> <li>• Legionella ship sampling training day Scotland - 28 August 2025, Dundee</li> </ul> <p>Feedback re. 11 October Aberdeen Ship Inspection course:  Very good/excellent feedback re. the event. In particular, the practical scenarios, certificate completion, feedback session.</p>	LF
EB 24/87	<p><b>Training Day and AGM 14 November 2024</b>  Speakers confirmed from British Airways (Chief Medical Officer), UKHSA Border Health, FSA, Helen Buckingham, Tony Baldock, IMTA, Seafish, FERA, LGC, Food Allergy Aware, Dealey Environmental, Steve Higgon and Emma Punter re. Naples Congress.</p> <p>One student accepted the £100 funding (Leah Maneely of Ulster University) and will be attending. No response from the other successful candidate.</p>	LF Chair
EB 24/88	<p><b>Review of the committees and groups that cover imported feed &amp; feed/POAO.</b>  Association run: PHA BCP fortnightly, PHA BCP low throughput sub-group  Others: Quarterly Major Ports Meeting, DEFRA meetings (numerous)</p>	Chair LF

EB 24/89	<p><b>Press Release</b> This was changed at previous meeting to a letter to be sent to Daniel Zeichner, Minister for DEFRA. Please see EB 24/53.</p>	SB HB
EB 24/90	<p><b>CIEH Mpox</b> CIEH would like to collaborate on guidance. Agreed at previous meeting to keep a watching brief and not to lead on it but to contribute when needed.</p>	Chair LF
EB 24/91	<p><b>CIEH Port Health Panel</b> Helen to provide an update</p>	HB
EB 24/92	<p><b>IHR Letter to new Secretary of State</b> Joint letter sent by CIEH and APHA in August 2024. LF is not aware of a response</p>	LF
EB 24/93	<p><b>MCA</b> MoU update.</p> <ul style="list-style-type: none"> <li>• MoU between APHA and MCA final version sent to MCA</li> <li>• MCA would like to know if the 'blue book' published 1995 re. food hygiene on ships is to be updated or not. Board to discuss if this is definitely not going to progress. HB to provide update re. chasing this with the CIEH</li> <li>• Request from the MCA for a representative of port health to attend a surveyor training session in Southampton and speak about food safety on ships. Board to discuss who is suitable and if happy to send an APHA trainer on their daily rate fee as no one came forward from Southampton PHA or Portsmouth PHA. Martin Walker has agreed and the MCA will confirm if/when it takes place at their Southampton office.</li> </ul>	LF HB LF
EB 24/94	<p><b>Guidance for the management of Norovirus infection in cruise ships (2007) update working group</b> First meeting held 03/05/24 at Carnival House in Southampton. LF and JW attended. LF requested update from Mel Skipp of Carnival. It has stalled due to other UKHSA and Carnival priorities and likely to progress from October onwards.</p>	LF
EB 24/95	<p><b>PLaN – The Port Liaison Network update:</b> The East of England PLaN Group are meeting at Sevington 16<sup>th</sup> December 2024. Tour, meeting and workshop re. EU imports. 20 can attend so the invite has been extended to other regions.</p> <p>Scotland PLaN update. LF attended online meeting 12<sup>th</sup> June. Next meeting scheduled 6<sup>th</sup> November.</p> <p>North PLaN update. Susan Ziolkowski (Tees) has confirmed that she will step down as Chair. Sally Johnson (Hull &amp; Goole) and Helen Fuller (Manchester CC) have been approached.</p>	LF

	<p>PLaN group to invite inland LA's that have ETSF's such as Slough BC for example to encourage new membership. For discussion, how to encourage new inland LA membership.</p> <p>SF and SB to update re. their regional PLaN groups. SF to update re. west coast ports.</p>	<p>HB</p> <p>SF, SB</p>
EB 24/96	<p><b>Website</b> Content and format sent to Lansdowne in July 2024. Launch date was supposed to be 28 October but setback with problems migrating over to new servers. Lansdowne are providing updates.</p>	LF
EB 24/97	<p><b>APHA Handbook</b> Volunteers required. Item is on the AGM agenda.</p>	LF Chair
EB 24/98	<p><b>Future of the Health Protection System (FHPS) project</b> Update from LF.</p>	LF
EB 24/99	<p><b>Border Health Operating Model UKHSA</b> LF met Afy Afrouz and Nicol Black (Consultant CDC) of the UKHSA. On 24 October. Their questions:</p> <ul style="list-style-type: none"> <li>- What do you see as your role in relation to public health at the border?</li> <li>- how much is APHA involved in policy formulation? Can they speak on member's behalf – i.e. go to an organisation and express something on behalf of members?</li> <li>- Which service(s) do you provide to, or access from, your external stakeholders as part of your day-to-day operational border health activity?</li> <li>- Which type(s) of incident(s) would your organisation take the lead role in responding to?</li> <li>- Reflecting on COVID-19, Ebola, Zika, and other public health responses, what did you provide to the response?</li> <li>- How would you like to access UKHSA's border health services?</li> </ul>	LF
EB 24/100	<p><b>EU Ship San Public Health Congress on Maritime Transport and Ports 2024: Innovations in Infectious Diseases Control and Occupational Health, 18-19 October 2024, Naples – Italy</b> Louis, James, Steve Higgon (LPHA) and Emma Punter (Bristol PHA) attended. The Congress was informative and good for networking. Contacts have been established with the government bodies responsible for public health in Belgium and the Netherlands. Steve and Emma will present for 10 minutes at the Training Day AGM 14 November.</p>	LF
EB 24/101	<p><b>Succession planning</b> Election of a new Chair. Extraordinary Meeting to be held online to elect Tony Baldock as the new Chair.</p>	ALL

	A big thanks to Jon, we are very grateful for his input and support. This will be his last board meeting.	
EB 24/102	<b>Merchandise</b> Mugs, stress balls, cotton bags, pens to be given out 14 November and at future events.	SDT LF
EB 24/103	<b>Proposed Meeting Schedule:</b>  APHA Executive Board meeting schedule 2024/25:  (1) Extraordinary Board Meeting – December 2024. Date TBC.  (2) Executive Board Meeting - 21 January 2025 10:30 – 12:30  (3) Executive Board Meeting - May 2025. Date TBC.  (4) Executive Board Meeting - September 2025. Date TBC.  (5) Proposed Executive Board Meeting. TBC - 12 November 2025  (6) Proposed Training Day AGM. TBC - 13 November 2025	Chair
EB 24/104	<b>AOB</b>	