

APHA EXECUTIVE BOARD - AGENDA 24th September 2024
Meeting held online via Microsoft Teams commencing 10:30

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EB 24/45	Welcome	Chair
EB 24/46	List of Attendees	Chair
EB 24/47	Apologies for Absence: None	Chair
EB 24/48	Declarations of Interest	Chair
EB 24/49	Minutes of the previous EB meeting – 15th May 2024: a) Accuracy b) Matters arising that are not on the agenda.	Chair
EB 24/50	APHA Financial Report and Accounts. a) Income and Expenditure since the previous meeting b) Budget 2024/25 c) Updating account details Andrea is in the process of changing name on Aldermore and HSBC accounts from Kate Larkin to Susie Smith (Lansdowne).	LF JW
EB 24/51	Membership and Renewals. MSC Cruises have joined as Associate members. Crawley BC and Angus have re-joined. Bristol CC have upgraded from PLaN membership to Corporate. Lansdowne are chasing Jersey for payment. Currently: 33 Corporate members 27 PLaN members 1 International member 4 Associate members	LF
EB 24/52	Co-opt Helen Buckingham and Tony Baldock to the board Helen Buckingham of One Resolution to be co-opted to the board re. BTOM matters. Tony Baldock (Ashford BC) is interested in the role of Chair.	Chair
EB 24/53	Website Content and format sent to Lansdowne in July. Link to test website: https://zoratron.com/	LF

EB 24/54	<p>Training Courses run since the last board meeting:</p> <ul style="list-style-type: none"> • Legionella ship sampling training day Tilbury - 17 June • Ship Inspection course Dublin - 19 June (22 in attendance) <p>Planned courses:</p> <ul style="list-style-type: none"> • Ship Inspection course Aberdeen - 11 October • Training Day AGM London - 14 November • Ship Inspection course London – March 2025. Date TBC. • Legionella ship sampling training day Scotland. 2025. Date and location TBC. <p>Feedback re. 17 June event: <i>"the course was delivered very well, and the practical demonstrations were very useful"</i> <i>"Time always tricky on these events and the networking is as valuable as the course. Presentation in the morning from MW could have been a little longer to allow for some of those points not to be rushed. Also potentially see medical centre would have been good."</i> <i>"The use of a microphone would help everyone to listen better in the room , as was a bit noise due to the engine of the ship"</i> <i>"The training was well structured for beginners, had the case example as well. The theoretical part - good, on the practical part - the legionella in the cabins was a bit hard to follow due to the size of the group and the size of the cabin. But all together, I enjoyed the training"</i> <i>"I think it would be helpful to briefly cover air conditioning systems on board ships."</i> <i>"suggestion: SSC on board course - split into the different subjects."</i></p>	LF
EB 24/55	<p>Training Day and AGM 14 November 2024</p> <p>LF started asking speakers. Speakers confirmed from British Airways (Chief Medical Officer), UKHSA Border Health, FSA, Helen Buckingham/Tony Baldock re. Sevington challenges, IMTA, Seafish, ITF, FERA, LGC, Food Allergy Aware, Dealey Environmental.</p> <p>Student grant for the Training Day. Two grants of £100 towards travel and a free place. The student has to be enrolled in a EH course degree masters or apprenticeship. The board agreed two grants and there will be a need to vet the candidates. Application form sent to university tutors. Closing date 16 September. Board to be sent applications attached to final agenda for perusal and decision on successful candidates at the meeting.</p>	LF Chair
EB 24/56	<p>BTOM update The board to update re. any concerns from members in their regions re. the BTOM and its implementation. Questionnaire to survey PHA's update from SF and HB.</p>	ALL
EB 24/57	<p>Review of the committees and groups that cover imported feed & feed/POAO.</p>	Chair LF

EB 24/58	<p>Press Release Board to consider issuing a press release re. stating that PHA's are following the BTOM and doing the number of checks as per the current phased approach.</p>	SB
EB 24/59	<p>CIEH Mpox CIEH would like to collaborate on guidance</p>	Chair LF
EB 24/60	<p>CIEH Port Health Panel Helen to provide an update</p>	HB
EB 24/61	<p>IHR Letter to new Secretary of State CIEH have requested APHA input for this letter. Input and review have been done by the CIEH Port Health Panel. Draft letter was forwarded to the Association early August for 16/08 input deadline. APHA support the letter (attached) and would like it to be co-signed, explanation of its membership and role.</p>	LF HB
EB 24/62	<p>IDB and Regulators' Pioneers funding 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> Trading Standards Comms package.</p>	SF HB
EB 24/63	<p>MCA MoU update.</p> <ul style="list-style-type: none"> • MoU between APHA and MCA final version sent to MCA • 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 • 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. 	LF HB LF
EB 24/64	<p>Guidance for the management of Norovirus infection in cruise ships (2007) update working group 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 24/65	<p>PLaN – The Port Liaison Network update: The East of England PLaN Group are meeting at Sevington 16 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 June. Next meeting scheduled November.</p> <p>North PLaN update. Susan Ziolkowski (Tees) has confirmed that a meeting will be held before end of the year.</p> <p>SF and SB to update re. their regional PLaN groups. SF to update re. west coast ports.</p>	LF SF, SB
EB 24/66	<p>Increase of LF Association hours from 0.2 FTE to 0.4 FTE (max) proposal Commenced June 2024.</p>	LF
EB 24/67	<p>APHA Handbook Volunteers required</p>	LF Chair
EB 24/68	<p>Future of the Health Protection System (FHPS) project</p>	LF
EB 24/69	<p>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 Two applications were received (three available). The successful candidates have been informed. Emma Punter (Bristol PHA) and Steve Higgon (LPHA). LF and JW will also be attending. Presentation at the 14 November Training Day AGM.</p>	LF
EB 24/70	<p>Awards Board to consider candidates for Fellowship award to be presented at the Training Day AGM. Board to consider reviving the John Craigs Award for students.</p> <p>Re. Fellowship: <i>12. (a) The Executive Board may grant the title of Honorary Fellow or Honorary Associate of the Association to persons or bodies who have made a substantial and eminent contribution to the work or wellbeing of the Association.</i> <i>(b) An Honorary Fellow or an Honorary Associate shall continue as Honorary members at the pleasure of the Association.</i> <i>(c) Any member of the Executive Board or Director shall be eligible for nomination for Honorary Membership of the Association.</i> <i>(d) The holder of an Honorary title shall have the right to attend and speak at General Meetings of the Association, and subject to any condition under Article 8 shall have the right to vote.</i></p>	ALL

	<p>The John Craigs Award was issued to a university student and the winning student was given a free place at the conference, overnight accommodation and reasonable travel expenses. The student was also awarded a £200 prize (awarded at the conference dinner). I believe that it was advertised in the EHN (and Universities were notified). Students were asked to put together a submission on work that they had done in relation to Port Health. John Craigs was really passionate about supporting students and student training and so when he died they issued the reward in his honour.</p>	
EB 24/71	<p>Succession planning Election of a new Chair</p>	ALL
EB 24/72	<p>Merchandise Order in process for purchase of Association branded promotional items: mugs, stress balls, cotton bags, pens to increase the visibility of the Association at events. MSC Cruises have also been requested to supply free merchandise at the Training Day AGM.</p>	SDT LF
EB 24/73	<p>Proposed Meeting Schedule:</p> <p>APHA Executive Board meeting schedule 2024:</p> <p>(1) 13 Nov 2024 - Union Jack Club (flat A)</p> <p>(2) AGM and Training Day 14 Nov 2024</p>	Chair
EB 24/74	<p>AOB</p>	