



Minutes of the APHA Executive Board Meeting Held by Video Conference on 15th May 2024

EB 24/23	Welcome	Person Responsible																											
<p>Meeting began at 09:30. Jon Averbs opened the meeting by welcoming everyone and asking to introduce themselves. JW advised meeting was being recorded with no objections to this.</p>																													
EB 24/24	List of Attendees	Abbreviation																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">List of Attendees:</th> <th style="text-align: left; width: 30%;">Authority</th> <th style="text-align: left; width: 30%;">Representing</th> </tr> </thead> <tbody> <tr> <td>Jon Averbs</td> <td>Hon Associate & Chair</td> <td></td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA & Vice Chair</td> <td>North PLaN</td> </tr> <tr> <td>Richard Hyde</td> <td>Fife Council</td> <td>Scotland PLaN</td> </tr> <tr> <td>Stacey Dallas-Thompson</td> <td>Belfast PHA</td> <td>Northern Ireland PLaN</td> </tr> <tr> <td>Steve Bell</td> <td>Portsmouth PHA</td> <td>South PLaN</td> </tr> <tr> <td>Simon Fuller</td> <td>Anglesey County Council</td> <td>Wales PLaN</td> </tr> <tr> <td>Louis Franks</td> <td>Executive Lead</td> <td></td> </tr> <tr> <td>James Walker</td> <td>Liaison Officer</td> <td></td> </tr> </tbody> </table> <p>Minutes taken by: JW</p>		List of Attendees:	Authority	Representing	Jon Averbs	Hon Associate & Chair		Andrea Smith	MPHA & Vice Chair	North PLaN	Richard Hyde	Fife Council	Scotland PLaN	Stacey Dallas-Thompson	Belfast PHA	Northern Ireland PLaN	Steve Bell	Portsmouth PHA	South PLaN	Simon Fuller	Anglesey County Council	Wales PLaN	Louis Franks	Executive Lead		James Walker	Liaison Officer		JA AS RH SDT SB SF LF JW
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EB 24/25	Apologies for Absence	Person Responsible																											
<p>John Laird (Falkirk Council). Richard Hyde attended in John's absence.</p>																													
EB 24/26	Declaration of Interests	Person Responsible																											
<p>There were none.</p>																													
EB 24/27	Minutes of the previous meeting held on the 30th January 2024:																												
<p>SF provided an update on the Trading Standards package. This has not moved forward at this time but will be monitored and any progress updated.</p> <p>APHA handbook. It has been a struggle to identify any individuals/PHA's/LA's who can help with the update of this. JA said he will investigate options for who can help and will advise accordingly.</p> <p>LF advised the DEFRA Centre of Excellence has been put on hold at this time.</p> <p>Minutes approved by show of hands.</p>																													

EB 24/28	APHA Financial Report and Accounts	Person Responsible
<p>Operating profit is effectively the same as the previous year. Admin costs have been reduced. Due to cross-over of Gary Gould and City of London hand-over there were additional costs incurred. Membership figures are looking healthy.</p> <p>JA advised that the Board are pleased with where the accounts have finished and the position the Association is in for the future. A reminder that APHA is a not for profit and they need to look to re-invest this money in addition to the web re-design.</p> <p>LF working hours updated. LPHA at Director level have been approached for the one additional day per week. LPHA have appointed cover for LF to allow this extra day to be covered. This cover was due to start on the 13th of May 2024 but has been delayed.</p> <p>Action: LF to follow up with LPHA to see why this is delayed. Update - now resolved. LF now 0.4 FTE since 17 June.</p>		JA / LF
EB 24/29	Membership & Renewals	Person Responsible
<p>Dover DC have confirmed they will not be renewing their membership and have cited financial reasons as being the reason for this decision.</p> <p>SF suggested we need to prefix the start of meetings and follow up with ports that are attending the routine PHA BCP fortnightly meetings to address lapsed members.</p> <p>SB suggested that Dover DC put the Association in the bid to DEFRA as may be able to have the cost of membership included in their funding. Update since meeting. LF can confirm after discussion with DEFRA, they are not able to do this.</p> <p>LF advised that Mersey and Dover are both similar in their decision re. letting their membership lapse, citing financial reasons.</p>		JA / LF
EB 24/30	APHA Website	Person Responsible
<p>As advised earlier, LF is still pursuing the extra hours (backfill) in order to spend the time getting the website to the next stage as a full review of the information on the current website needs to be completed, so only relevant information migrates across.</p> <p>Action: Follow up with LPHA regarding backfilling to release LF for a second day per week.</p>		JA / LF
EB 24/31	Training	Person Responsible
<p>BASF pest control courses (three, one hour training sessions) have been completed and proved to be very popular with around 60 members attending each one. Feedback has been good, and the sessions are not resource intensive.</p> <p>Off the back of this, LF has asked the presenter of the fumigation session to present at the November AGM Training Day.</p>		LF

	<p>Legionella ships water training day, LF confirmed two speakers from UKHSA, Martin Walker (PHA subject expert) and a ships Engineer/Chief Operating Officer from Ambassador cruise line. There will be practical elements within the course at different locations around the ship. Numbers are initially lower than expected for such a low-cost event with length of journey and cost of travel being cited as the main reasons for this.</p> <p>Grimsby ship sanitation course was put on due to demand. Unfortunately, insufficient numbers have caused this to be postponed.</p> <p>Dublin ship sanitation course numbers are above 20 for the so demand is good.</p> <p>RH asked what numbers are needed for the legionella course to go ahead. LF advised that course can go ahead with low numbers due to support being given from the cruise line allowing it to be a low-cost event.</p> <p>JA suggested re. the Legionella course, possibly speak to the cruise line about more courses as they visit other UK ports and could allow more members to attend. LF advised a possible Scotland or Belfast course if all goes well as these are ports Ambassador operate out of.</p> <p>SF said that it is also worth speaking to Viking regarding possible training.</p>	
EB 24/32	Training Day and AGM 14 November 24	
	<p>LF advised speakers so far:</p> <ul style="list-style-type: none"> • Local Government Chemist • FERA • Nutrastat • Dealey Environmental (pest management) <p>Two travel grants are to go ahead aimed at universities to improve student engagement (£100 to cover travel/accommodation. Receipts required)</p>	LF
EB 24/33	BTOM update	Person Responsible
	<p>SB advised re. an overarching concern is that the final funding submissions and not enough data to know if authorities will be self-sufficient. The Government are silent on any future funding and with large overheads, there may be situation where the people on one-year contracts would need to be let go. Suggestion for APHA to approach Government / DEFRA.</p> <p>JA advised we would need evidence of this and may need to put something round to ports to gain feedback and see if they are experiencing similar issues.</p> <p>SF mentioned 4 points he would like to see reviewed:</p> <ul style="list-style-type: none"> • Adequately funded services • Systems given (fit for purpose) • Operation of Devolved administrations • Management of private imports (Border Force issue but PHA could be brought in to assist). 	SF/HB

<p>Action: SF / HB to put round a survey to authorities. Draft to be sent to the Board in order to review / add items before being sent out.</p> <p>HB introduced herself to the board as she will be representing APHA on the CIEH panel that has been recently set up. Advised there were many complaints from traders at the BBTP (Business Readiness Forum). Delays and lost money being the main problems found.</p> <p>SDT advised that Belfast PHA has had a significant increase in capacity. Belfast PHA are having white van issues with travelling long distances, Moldova in particular. 30 vans have been identified so far. Vans are travelling as passengers and not commercial (so not on manifest) so need to actually be there at the port to catch them leaving.</p> <p>LF stated he is in touch with the DEFRA PHA engagement team still and we have them regularly attending the BCP two-weekly PHA BCP meetings. This is a good opportunity to speak out re. issues and hold DEFRA to account and LF encouraged the Board to do this. LF advised that he and James have met the DEFRA PHA engagement team regularly online but we have never actually met them in person. DEFRA only sent one representative to the previous AGM/training day from the engagement team 16th November 2023.</p> <p>JA believes that APHA need to up our game when it comes to engaging with government.</p> <p>LF advised it can be hard to engage with our PHA members, such as getting no responses to basic questions and the Board being more visible will certainly help with this.</p>	
<p>EB 24/34 CIEH Port Health Panel</p>	<p>Person Responsible</p>
<p>HB has attended the CIEH panel meetings on APHA behalf. First meeting was in February 2024 and consisted of current and retired PH officers, independents, airports, seaports and UKHSA. Around 17 members. This first meeting was very much setting the objectives of what the panel hope to achieve.</p> <p>17th April 2024 was the second meeting where the BTOM was spoken about. Mission of the advisory panel is to support, promote the CIEH members working in port health at the border and inland. To protect biosecurity of the UK, public, animal and other environmental risks presented by foodstuffs, feeds and other cross-border hazards.</p> <p>Objectives that are being sworn in at next meeting</p> <ol style="list-style-type: none"> 1. Empowering EHO's to perform SPS controls at BCP's to support the veterinary shortage. 2. Monitor the development and implementation of BTOM supporting members at the border and inland 3. International Health Regulations – UK transport regulation and people disease movement. <p>HB is happy to take back any comments to the following meetings from the above objectives they are setting.</p> <p>JA said that the IHR was spoken about for a long time but never seen any movement on so happy that this is being addressed. Make it clear members authorities need to be properly supported.</p> <p>SB interested in Environmental Health Practitioners taking on Veterinary roles as this can really help. We have left Europe, so we do have the ability to change. Port regulations state competency and training not qualification so this could be done.</p>	<p>HB</p>

Action: To update members of discussions and outcomes from future CIEH meetings.		
EB 24/35	MCA	Person Responsible
<p>Meeting was held in Southampton with the MCA on 2nd May 2024. MCA would like to know if the blue book (food hygiene handbook) will be updated. WHO Ship San handbook gives more flexibility than the blue book which was published in 1995 and never amended.</p> <p>This would require Board / FSA / CIEH involvement. HB to feedback on future of the 'blue book' food hygiene ships guidance with the CIEH.</p> <p>MCA requested that a PHA representative make a presentation at their surveyor meeting. Suggested that we could possibly send APHA trainers on our behalf. It was mentioned that officers at Portsmouth / Southampton should be offered to send a representative first from the local PHA's.</p> <p>Board would be happy to send APHA representative and contribute to the cost of this if a PHA volunteer can't be found.</p> <p>MoU between the MCA and APHA to be reviewed. LF to ask members for feedback.</p>		<p>LF</p> <p>HB</p>
EB 24/36	Norovirus working group	
<p>LF and JW attended the meeting for the set-up of the Norovirus working group 3rd May 2024. The discussion was around how the guidance can be slimmed down, and it was decided to be electronic format only - ongoing. It was confirmed APHA will remain owners of the guidance.</p>		LF
EB 24/37	Executive Team update	Person Responsible
<p>The EPLaN group had its second meeting at London Gateway. Attended by Suffolk Coastal, Tendring, Ashford and LPHA. Ashford have offered to host the meeting next time at Sevington including a tour, so these meetings have now taken off and being seen as productive. North PLaN nothing further has progressed from the initial discussions last year. Agreed to chase this up as there was support for these meetings.</p> <p>Action: Agreed to chase North PLaN as there was support for these meetings.</p>		AS
EB 24/38	Increase of LF Association hours from 0.2 FTE to 0.4 FTE (max) proposal	Person Responsible
Covered in EB/28		LF

EB 24/39	Blue Book (food hygiene ships guidance published 1995)	Person Responsible
<p>Covered EB/35</p> <p>Action: Chase up potential help with re-writing from authorities and individuals.</p>		JA
EB 24/40	IDB and Regulators' Pioneers funding	Person Responsible
<p>No further update available currently. Requested to leave on the agenda as a watching brief. HB will be meeting with Simon Fuller regarding the IDB and will be passing the message on.</p> <p>Action: Update further at next meeting</p>		SF / HB
EB 24/41	EU Ship San Congress Naples 18-19 October 2024	Person Responsible
<p>Board discussed APHA funding the travel, hotel and attendance at the event. Estimated cost would be approximately £700 per candidate. Agreed to fund three individuals from member PHA's. APHA will take applications from members who would be interested to go. The board will then review the applications and make decision on attendees. It is expected that those attending will feedback to other members with a short presentation at the November AGM training day. Board also approved for LF and JW to attend the conference.</p> <p>Closing date for applications will be early-July. To be advertised in newsletter and mailshot.</p> <p>Action: Advertise the EU Ship San Congress Naples to members. Forward applications to the board for decision on who will be funded to go.</p>		JW LF
EB 24/42	Succession planning	Person Responsible
<p>JA will likely retire at the AGM now as happy to extend while a new Chair is found.</p> <p>Action: will send out information for members to make their expressions or interest for the position.</p>		JA
EB 24/43	Next Executive Board meeting	Person Responsible
<p>It was confirmed the next meeting will be in September 2024 online via Teams and the time of 10.30 works for board members. Date: 18 September 2024 at 10:30.</p> <p>Action: Confirm date and send out invites to the board.</p>		LF

EB 24/44	AOB	Person Responsible
<p>Promotional items for the AGM training day. The Board are still keen to have promotional materials at the training day.</p> <ul style="list-style-type: none"> • Bags (hessian)/pens • Mugs/water bottle • Stress balls (ship shaped) <p>Action: Investigate purchasing these for members who attend the training day AGM.</p> <p>Meeting closed 11:28</p> <p>James Walker APHA Liaison Officer</p>		<p>LF JW</p>