



Minutes of the APHA Executive Board Meeting Held by Video Conference on 24th September 2024

EB 24/45	Welcome	Person Responsible																														
<p>Meeting opened at 10.30am Jon Averns opened the meeting by welcoming everyone and asked everyone to introduce themselves. Advised meeting was being recorded with no objections to this.</p>																																
EB 24/46	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 Averns</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>John Laird</td> <td>Falkirk Council</td> <td>Scottish 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>Helen Buckingham</td> <td></td> <td>One Resolution, CIEH Port Health Panel</td> </tr> <tr> <td>Tony Baldock</td> <td>Ashford BC</td> <td></td> </tr> <tr> <td>Louis Franks</td> <td>Executive Lead & LPHA</td> <td></td> </tr> <tr> <td>James Walker</td> <td>Liaison Officer & LPHA</td> <td></td> </tr> </tbody> </table> <p>Minutes taken by: JW</p>		List of Attendees:	Authority	Representing	Jon Averns	Hon Associate & Chair		Andrea Smith	MPHA & Vice Chair	North PLaN	John Laird	Falkirk Council	Scottish PLaN	Stacey Dallas-Thompson	Belfast PHA	Northern Ireland PLaN	Steve Bell	Portsmouth PHA	South PLaN	Helen Buckingham		One Resolution, CIEH Port Health Panel	Tony Baldock	Ashford BC		Louis Franks	Executive Lead & LPHA		James Walker	Liaison Officer & LPHA		<p>JA AS RH SDT SB HB TB LF JW</p>
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EB 24/47	Apologies for Absence	Person Responsible																														
Simon Fuller																																
EB 24/48	Declaration of Interests	Person Responsible																														
There were none.																																
EB 24/49	Minutes of the previous meeting held on the 15th May 2024:																															
<p>LF confirmed the FTE change with the City of London has now been agreed allowing him 2 days per week for the Association.</p> <p>24/40 HB advised there was an error as stated she was to meet with Border Force, but this should have been Simon Fuller.</p> <p>The rest of minutes confirmed to be accurate by board members.</p> <p>Action: Confirmed minutes will be updated to reflect this.</p>		JW																														

EB 24/50	APHA Financial Report and Accounts	Person Responsible
<p>Laura of Acadia Accounting Ltd has provided up to date financial reports. These are looking healthy compared to previous years. Meeting was also held with Lansdowne recently to discuss the report and they confirmed the financial situation was healthy and stable.</p> <p>LF confirmed statutory accounts to be submitted end of year but different reports are created for each of the board meetings.</p> <p>There is also interest to be added to these figures once access problems for the other accounts are resolved.</p> <p>AS – Updated on the situation with the other accounts as they lost access due to previous Lansdowne staff member dealing with accounts leaving and Medway Council staff still attached to the signatory.</p> <p>AS has now gained access to the HSBC account and will add Susie of Lansdowne.</p> <p>UTB account Susie is to be added – in the process.</p> <p>Aldermore account. Susie and AS have been added and the new Chair to be added once confirmed.</p> <p>Action: Susie to be added to UTB account (in the process).</p>		LF AS
EB 24/51	Membership & Renewals	Person Responsible
<p>MSC Cruises have now joined. Crawley BC and Angus Council have rejoined. Bristol PHA have upgraded their membership from PLaN to Corporate off the back of the Naples Congress opportunity. No change re. Dover or Mersey PHA's rejoining.</p> <p>TB asked if we are actively seeking new members and who would this be open too?</p> <p>LF ran through the membership options.</p> <p>Confirmed we do have non-LA members such as Seafish. It was suggested that we talk to organisations such as Eville & Jones and Hallmark. Both of these are confirmed as attending the Training day AGM and the board agreed that they are happy for them to be approached regarding becoming members. FERA should also be approached.</p> <p>LF and TB will discuss ideas on possible other organisations that may benefit from membership.</p>		LF / TB
EB 24/52	Co-opt Helen Buckingham and Tony Baldock to the board	Person Responsible
<p>SB raised query over HB and TB being also on the CIEH board and if there is any conflict that could cause.</p> <p>HB explained her position and what was covered within this and confirmed there would be no problem holding both positions. TB agreed he could see no issue with this which was also agreed by JA.</p> <p>JA confirmed HB and TB are to be co-opted onto the board. The Board agreed.</p>		Chair

EB 24/53	Website	Person Responsible
	<p>LF confirmed the website is nearing completion and could go live in around two weeks if the board approve. We are just waiting for some feedback to come in from Suffolk Coastal PHA who had offered to look through proposed content.</p> <p>The website has the ability to be updated and amended after it has gone live so it was agreed by the board it is looked to be launched before the Training Day AGM so that it can be promoted to the members and their feedback could then be taken on before 2025.</p> <p>It was confirmed that the website can also generate revenue with Novus Environmental already showing interest in advertising on the site.</p> <p>AS added caution with too much feedback as this happened on the original website and too much was added that was never used.</p>	LF
EB 24/54	Training	
	<p>Legionella ships training day at Tilbury onboard Ambassador Cruise Line's vessel, Ambience 17th June. Feedback has been very positive and event was fully booked so a great success for its first outing. Lack of a PA system was the main issue raised from the feedback and this will be resolved for future dates.</p> <p>Only LF and JW hours as costs for the Association so even though it was run as a low-cost event for members (first place free), it still made APHA a profit.</p> <p>19th June Dublin Ship Inspection course was very successful with 22 attendees.</p> <p>11th October Aberdeen Ship Inspection course has over 20 booked on so far proving great demand for more training in Scotland.</p> <p>Further Ship inspection course planned for London on the 13th March 2025</p> <p>Legionella ship training planned for Scotland with Dundee being the preferred port. Dates to be confirmed as still in discussion with the cruise line at present.</p> <p>East of England PLaN meeting arranged for 16th December at Sevington BCP. There has been good interest from outside the region as TB has confirmed they can host 20. This is excellent free training and networking for members. NE Lincs, Southampton, Hillingdon, LPHA, Suffolk Coastal, Poole PHA, Bristol PHA are confirmed as attending.</p> <p>TB asked if any students had attended training previously? LF confirmed not aware of any but they are welcome to as long as the costs for attending are covered due to expense of trainers etc.</p> <p>Struggling re. the North of England and had to cancel the Grimsby training due to lack of numbers. The PLaN North is inactive.</p> <p>Action: AS will be talking to BASF shortly and will ask them if they are interested in putting on any further online training courses as done this year. They proved very successful and again free to members.</p>	LF

EB 24/55	Training Day and AGM 14 November 2024	Person Responsible
<p>Speakers have been confirmed and the programme for timings is being put together at present.</p> <p>HB advised she was listed as talking with TB but they are speaking separately. She advised to let her know what topic we would like her to cover from BTOM overview, trusted trader pilots, white van trader or IDB. If given a months' notice HB will put a presentation together.</p> <p>Student Travel Grants – only 7 submitted. Only received applications back from two universities (Ulster and Middlesex) despite all tutors from universities in England, Wales, Scotland and NI being contacted.</p> <p>Suggested from the applicants two from Ulster will be selected and asked board members to review the applications and feedback to LF who will then forward on to the students.</p> <p>Action: LF to meet with JA and go over the programme for the training day.</p>		LF Chair
EB 24/56	BTOM Updates	Person Responsible
<p>LF advised re. the fortnightly weekly BTOM meetings that there is a general recurrent list of problems that PHA's are reporting.</p> <p>Four PHA concerns that require review with DEFRA:</p> <ol style="list-style-type: none"> 1. Adequately funded services 2. Systems at the disposal of PHA's (are they fit for purpose) 3. Operation of Devolved administrations 4. Management of private imports (Border Force issue but PHA could be brought in to assist). <ul style="list-style-type: none"> • PHA cost recovery, PHA's are pressing DEFRA to provide a mechanism for recover charges for imports that have slipped through the net. Central government funding for PHA's. There is concern that there isn't 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 a situation where the staff on one-year contracts would need to be let go. • Difficulties PHA's are having to recruit and retain staff. • PHA's are having issues getting the correct risk information for IPAFFS EU and rest of the world consignment arrival data when pulled into PHILIS. PHA's have no access to the reporting feature in IPAFFS so not able to check why it has defaulted to be selected for checks. • Issues with errors on EU Health Certificates • TODCOF and sharing of IPAFFS data concerns • IPAFFS and Customs system outages are frequent • DEFRA delays in updating new POAO Health Certificate version guidance <p>Louis Franks and James Walker are in touch with the DEFRA PHA engagement team and their team regularly attend the PHA BCP fortnightly meetings. Louis and James have never actually met the DEFRA PHA engagement team in-person. DEFRA only sent one representative to the previous AGM/training day from their engagement team on 16th November 2023, which was disappointing.</p> <p>LF has asked DEFRA to attend the Training Day AGM from their PHA engagement team and also to provide a speaker.</p>		LF TB

TB will ask Lee Burge to attend the training day as he is solely based at Sevington BCP and may be an ideal person from DEFRA to have at the day. SB also in weekly contact with Andy Hebdidge so can also ask if prepared to attend as would be another excellent DEFRA to attend.		
EB 24/57	Review of the committees and groups that cover imported feed & feed/POAO.	Person Responsible
JA stated re. the meetings we are attending regularly, that we may need to rationalise some of these in the future to avoid duplication and too many meetings for members. Action: LF will review meetings currently being attended with Gavin Stedman and Tony Baldock to see how this could look in the future.		LF
EB 24/58	Press Release	
Questionnaire SF, LF, HB are in email discussions to prepare this to go out. SB – Feels with all the changes since they discussed writing the original letter it may now be worth writing to the new Government Minister regarding the DEFRA issues raised by members. It was agreed. JA agreed we should set out the concerns of members so a clear position PHA's are in is confirmed. TB also agreed that setting the record straight is important as a constant source of frustration for PHA's. JA wanted to know if a letter could be created off the back of the information already obtained by PHA's from meetings. LF advised this could be looked at. HB agreed that the 6 key things keep coming up in all meetings attended so could be based on this. HB advised she could look to draft the basic letter to minister of DEFRA but would need the input of TB and SB to fill in some of the blanks. This could then go out to members as a draft for feedback. Action: HB to draft letter to the Minister of DEFRA, Daniel Zeichner and Emily Miles DG of the FSA and liaise with LF.		HB SB TB
EB 24/59	CIEH MpoX	Person Responsible
Discussed if the Association would like to collaborate on the guidance. In principle, yes but need to be mindful of the amount of time we would invest and what benefits there are to us in participating. Agreed that we can assimilate updates but not a pressing need to join. Action: Agreed to keep a watching brief and not to lead on it but to contribute when needed		LF
EB 24/60	CIEH Port Health Panel	Person Responsible
Meetings attended in May and July. They have agreed the priorities of the group and have updated these on the CIEH website. Discussions on these will begin at the next meeting due in October. CIEH have brought in an		HB

<p>external review for their panels so this could change the structure of the meeting moving forward based on there findings. Since starting the group have made a consultation response on BTOM and issued 5 press releases.</p> <p>The panel are working on the International Health Regs and a possible sub-group may be created to help speed this up as it is a very large task on its own.</p> <p>SB asked if there are any further debate on qualifying criteria regarding food competency officer. TB advised the belief is this is self-limiting as without being an EHO first you could not become an inspector</p>	
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EB 24/61	IHR Letter to new Secretary of State	Person Responsible
<p>Joint letter from the Association and CIEH was completed co-signed by JA and sent in August 2024.This has been sent and we are awaiting a response.</p>		LF

EB 24/62	IDB and Regulators' Pioneers funding	Person Responsible
<p>HB explained to the board how the IDB (Intelligence Data Base) worked across other authorities such as Trading Standards and Police.</p> <p>HB and SF have a meeting in October to discuss PHA option in use and will report back to the board at the next meeting.</p> <p>JL advised that in Scotland they use a similar system already called CLUE sharing information with food standards Scotland and other authorities.</p> <p>Action: Update further at next meeting</p>		SF / HB

EB 24/63	MCA	Person Responsible
<p>Final version of MoU received.</p> <p>Board questioned the need for the blue book as we already have the ship inspection handbook. It was decided that this was not seen as a priority at this time as mostly being driven by the MCA.</p> <p>Representative from APHA to join the Surveyor training session at the MCA office in Southampton. It was confirmed that Martin Walker will be asked to represent the Association as he is an active PHO and expert in ship inspection, galley food safety and infectious disease.</p> <p>Action: LF will speak with Martin and also advise the MCA Policy Team that we are happy to send a representative.</p>		LF

EB 24/64	Guidance for the management of Norovirus infection in cruise ships (2007) update working group	Person Responsible
This was placed on hold for a while due to work commitments of the cruise line but Mel Skipp of Carnival and Nicol Black of UKHSA Border Health are looking to progress this and will be progressing October onwards.		LF
EB 24/65	PLaN – The Port Liaison Network update:	Person Responsible
<p>EPLaN meeting scheduled 16th December as discussed above.</p> <p>North PLaN chair Susan Ziolkowski (Tees) does not have the time or the resources to continue so has requested to stand down as Chair from the role.</p> <p>HB feels the PLaN meetings could be a good way for inland authorities who do a similar role to PHA's to become involved and potentially look to become members also</p> <p>Action: LF and AS will discuss what members they have in the north region and see if there is anyone that can take this on and resurrect.</p> <p>Discuss the inland authorities joining PLaN meetings more fully as an agenda item at the next meeting.</p>		LF AS LF
EB 24/66	Increase of LF Association hours from 0.2 FTE to 0.4 FTE (max) proposal	Person Responsible
Confirmed this is now in place with City of London since 10/06/24.		
EB 24/67	APHA Handbook	Person Responsible
<p>Stalled due to not having the time or expertise to re-write the handbook as an online source.</p> <p>Board agreed this should be raised at the AGM so as to try and seek help from members.</p> <p>Action: Add handbook to the AGM agenda.</p>		LF
EB 24/68	Future of the Health Protection System (FHPS) project	Person Responsible
<p>Meetings have not been attended up until now due to length of meetings and available Executive Lead's time.</p> <p>Now the FTE has been increased with CoL, LF will be attending these ongoing.</p> <p>Action: To update board on progress at meetings.</p>		LF

EB 24/69	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	Person Responsible
<p>Applications have been received and approved by the board. All arrangements are now in place with hotels, flights and attendance fees booked. Applicants attending will do a small presentation at the training day to members (Steve Higgon and Emma Punter)</p>		LF
EB 24/70	Awards	Person Responsible
<p>Please send any submissions to LF.</p> <p>AS would like to put forward Lynnette Crossley (Manchester PHA) as an Honorary Fellow for all the work she has put in for the Association over the years.</p> <p>John Craigs student award. LF would like to resurrect this award for students and asked for any names to put forward to him from members. It is hoped that this could be restarted again from this year but with no nominations yet, it is doubtful if there is enough time.</p> <p>Action: TB to discuss with LF regarding starting this again this year as he has around 20 students at Ashford BC and LF has contact details for the Universities.</p> <p>Action: Any submissions for Honorary Fellow or John Craigs Student award to be put to Louis in writing with supporting information.</p>		<p>ALL</p> <p>TB LF</p>
EB 24/71	Succession planning	Person Responsible
Confirmed election of the new chair will take place at the first board meeting after the AGM.		LF
EB 24/72	Merchandise	Person Responsible
Confirmed merchandise has been purchased now and should be received in time for the training day. Pens, Bags, Mugs and Stress balls have been purchased. Confirmed there should be more than enough for future events also.		JW
EB 24/73	Proposed Meeting Schedule:	Person Responsible
<p>(1) 13th November 2024 Union Jack Club (flat A) Executive Board Meeting (2) 14th November 2024 AGM and Training Day</p> <p>Wednesdays was confirmed to be the best day for future meetings.</p> <p>Action: LF to schedule dates for 2025 Board meetings.</p>		LF

EB 24/74	AOB	Person Responsible
None	Meeting closed 12:30 James Walker APHA Liaison Officer	