

APHA EXECUTIVE BOARD - AGENDA 5th February 2025
Meeting held online via Microsoft Teams commencing 11:00 (re-scheduled from 15 January 2025)

[Click here to join the meeting](#)

EB 25/01	Welcome	Chair
EB 25/02	List of Attendees	Chair
EB 25/03	Apologies for Absence: None received.	Chair
EB 25/04	Declarations of Interest	Chair
EB 25/05	Minutes of the previous EB meeting – 13th November 2024: a) Accuracy b) Matters arising that are not on the agenda.	Chair
EB 25/06	APHA Financial Report and Accounts. a) Financial Statement 2023/24 b) Income and Expenditure since the previous meeting c) Budget 2024/25 update d) Review of savings accounts to get the best interest (action) e) Financial prediction for rest of the financial year.	LF JW
EB 25/07	Election of Chair and Vice Chair of the Executive Board	Chair LF
EB 25/08	Membership and Renewals. Currently: 34 Corporate members 27 PLaN members 1 International member 4 Associate members	LF
EB 25/09	OCR amendment The Official Controls (Amendment) Regulations 2024 please see regulation 14, documentary checks, regulation 15 frequency of inspection. Extraordinary PHA BCP meeting held 8 th Jan 2025.	Chair HB
EB 25/10	Call for evidence: Environment, Food and Rural Affairs (EFRA) Written evidence is invited in response to any or all of the following: <ul style="list-style-type: none"> the adequacy of personal import controls on animals, plants and their products and the enforcement of controls; 	Chair HB

	<ul style="list-style-type: none"> the adequacy of SPS controls on commercial imports, their enforcement, and the impact on businesses; the performance of Defra and its agencies (such as the APHA) in delivering the Border Target Operating Model and communicating and engaging with stakeholders; how any concerns detailed in your submission may be remedied (in advance, or in the absence, of an SPS agreement with the EU). <p>Animal and plant health - Committees - UK Parliament</p> <p>Call for Evidence - Committees - UK Parliament</p> <p>The deadline for submissions is 23:59 on Wednesday 29 January 2025</p>	
EB 25/11	<p>Attendance at Association organised PHA BCP meetings by non-members under review</p> <p>Board to discuss invite for Mersey PHA, Heysham PHA (Lancaster CC) (both non-members) to be withdrawn. Pembrokeshire have re-joined. LF to provide feedback to board re. chat with Mersey PHA AS to provide feedback to board re. Lancaster (Heysham)</p>	LF Chair AS
EB 25/12	<p>IDB and Regulators' Pioneers funding</p> <p>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> <p>Action from previous meeting: HB will get in touch with Steve Smith of the FSA re. participating in a pilot. HB, TB and SF will keep in touch re. the progress of IDB and report back to the board.</p>	HB Chair SF
EB 25/13	<p>Review of the committees and groups that cover imported feed & feed/POAO.</p> <p>Tony Baldock to update on the discussions with Gavin Stedman and Richard Jacobs review of port health meetings.</p> <p>Association run: PHA BCP fortnightly, PHA BCP low throughput sub-group. Others: Quarterly Major Ports Meeting, DEFRA meetings (numerous)</p>	Chair LF
EB 25/14	<p>BTOM update</p> <p>Letter sent to Daniel Zeichner, Minister of DEFRA and Baroness Hayman of Ullock on 6th December 2024 by email and post. Acknowledgement of receipt. No response.</p>	LF HB

EB 25/15	<p>Training Courses run since the last board meeting:</p> <ul style="list-style-type: none"> • Training Day AGM London - 14 November 2024 • EPLaN Meeting and tour Sevington BCP – 16 December 2024 <p>Planned courses:</p> <ul style="list-style-type: none"> • Introduction to Ship Inspection webinar 13 February 2025 • Ship Inspection course London – 13 March 2025 • Pest Control online free courses BASF spring 2025. Dates TBC. • Legionella ship sampling training day Scotland - 28 August 2025, Dundee 	LF
EB 25/16	<p>Training Day and AGM 14 November 2024 Feedback re. 14 November Training Day AGM: Forms were mostly a 4 or a 5 re. feedback. Lots of positive comments. Diverse range of speakers. Constructive feedback re. screen not high enough for the back row.</p> <p>104 attended, 26 different PHA’s represented in-person. Organisations from the private sector such as Eurotunnel, MSC Cruises and industry consultancies. The FSA also attended, John Furzer, David Lowe, Tom Green and Gary Welsh. DEFRA did not provide a speaker as requested or send anyone from their engagement team to attend the event.</p> <p>The room can hold 120 people but probably 100 is the capacity limit for such an event at the UJC venue.</p> <ul style="list-style-type: none"> • LF to contact universities in March re. funded places for the 13 November 2025 event. 	LF
EB 25/17	<p>CIEH Mpox 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>	
EB 25/18	<p>CIEH Port Health Panel Helen to provide an update</p>	
EB 25/19	<p>IHR Letter to new Secretary of State Joint letter sent by CIEH and APHA in August 2024. Letter received 31/01/25. Not forwarded by CIEH on letter signed date 19/12/24. Attached in the meetings notes.</p>	Chair LF
EB 25/20	<p>MCA MoU update. LF chased final version of MoU. No take up of offer of Martin Walker to speak at a surveyor training session yet.</p>	HB

EB 25/21	<p>Guidance for the management of Norovirus infection in cruise ships (2007) update working group LF has been in touch with Mel Skipp of Carnival Maritime Jan 2025. First draft is nearing completion and will be circulated to the cruise industry for feedback. Meeting, date TBC in Southampton later in the year.</p>	LF
EB 25/22	<p>PLaN – The Port Liaison Network update: The East of England PLaN Group met at Sevington BCP on 16th 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. Next meeting scheduled June 2025</p> <p>North PLaN update. Manchester CC have confirmed that they can host a meeting at Manchester Town Hall 2nd April 2025. Sandra Lai, Clinical Scientist of UKHSA Colindale confirmed as a speaker. ITF, FSA to be contacted as speakers. LF has contacted a Manchester based cruise ship contact.</p> <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>LF</p> <p>HB</p> <p>SF, SB</p>
EB 25/23	<p>Website New website was launched November 2024. Feedback is welcome.</p>	LF
EB 25/24	<p>APHA Handbook Volunteers required. Item was on the AGM agenda.</p>	LF
EB 25/25	<p>Future of the Health Protection System (FHPS) project Update from LF.</p>	LF
EB 25/26	<p>Border Health Operating Model UKHSA LF met Afy Afrouz and Nicol Black (Consultant CDC) of the UKHSA. On 24 October. Update from LF. <i>'The border health operating model links with the Future of Health Protection System work in that any arrangements agreed through that will be mirrored within the border health operating model'</i>. LF to raise lack of interface of public health research item EB 24/104.</p>	LF
EB 25/27	<p>Review of ship sanitation inspection fees The Executive Board are required to set the Ships Sanitation Inspection charges for the financial year 2025/26. Traditionally they have been raised in line with the RPI annual rate of inflation to September, rounded to the nearest £5. September is chosen because it is the rate for this month that the Government uses for increases to</p>	LF

	<p>benefits/pensions etc. that are implemented for the next financial year. According to the report from the Consumer price inflation, UK - Office for National Statistics, the RPI annual rate of inflation to September 2024 was 2.7%. The old and proposed new charges are below and, if approved, come into effect on 1st April 2025.</p> <p>SHIP SANITATION INSPECTION CHARGES 2025/26</p> <table> <thead> <tr> <th>Old Rate (2023/24)</th> <th>New Rate (2025/26)</th> </tr> </thead> <tbody> <tr> <td>Up to 1000</td> <td>£135</td> <td>£140</td> </tr> <tr> <td>1,001 to 3,000</td> <td>£185</td> <td>£190</td> </tr> <tr> <td>3,001 to 10,000</td> <td>£270</td> <td>£280</td> </tr> <tr> <td>10,001 to 20,000</td> <td>£355</td> <td>£365</td> </tr> <tr> <td>20,001 to 30,000</td> <td>£450</td> <td>£465</td> </tr> <tr> <td>Over 30,000</td> <td>£520</td> <td>£535</td> </tr> <tr> <td>Vessel 50 – 1000 persons</td> <td>£520</td> <td>£535</td> </tr> <tr> <td>Vessel > 1000 persons</td> <td>£890</td> <td>£915</td> </tr> <tr> <td>Extensions</td> <td>£105</td> <td>£110</td> </tr> </tbody> </table>	Old Rate (2023/24)	New Rate (2025/26)	Up to 1000	£135	£140	1,001 to 3,000	£185	£190	3,001 to 10,000	£270	£280	10,001 to 20,000	£355	£365	20,001 to 30,000	£450	£465	Over 30,000	£520	£535	Vessel 50 – 1000 persons	£520	£535	Vessel > 1000 persons	£890	£915	Extensions	£105	£110	
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EB 25/28	<p>Proposed Meeting Schedule:</p> <p>APHA Executive Board meeting schedule 2025:</p> <ol style="list-style-type: none"> (1) Executive Board Meeting – 14 May 2025 10:30 (2) Executive Board Meeting - September 2025. Date TBC. (3) Executive Board Meeting, UJC London 12 November 2025 (4) Training Day AGM UJC London- 13 November 2025 	LF																													
EB 25/29	AOB																														