



Minutes of the APHA Executive Board Meeting Held at Flat B, Union Jack Club, Sandell St, London SE1 8UJ and by Video Conference on 13th November 2024

EB 24/75	Welcome	Person Responsible																																																				
Meeting opened at 15:20. Jon Averns opened the meeting by welcoming everyone. Advised meeting was being recorded with no objections to this.																																																						
EB 24/76	List of Attendees	Abbreviation																																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">List of Attendees:</th> <th style="width: 30%;">Authority</th> <th style="width: 30%;">Representing</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Jon Averns</td> <td>Hon Associate & Chair</td> <td></td> <td>JA</td> </tr> <tr> <td>Andrea Smith</td> <td>Vice Chair & MPHA</td> <td>North PLaN</td> <td>AS</td> </tr> <tr> <td>John Laird</td> <td>Falkirk Council</td> <td>Scottish PLaN</td> <td>JL</td> </tr> <tr> <td>Niall Convery</td> <td>Belfast PHA</td> <td>Northern Ireland PLaN</td> <td>NC</td> </tr> <tr> <td>Steve Bell (via M'sft Teams)</td> <td>Portsmouth PHA</td> <td>South PLaN</td> <td>SB</td> </tr> <tr> <td>Simon Fuller</td> <td>Anglesey CC</td> <td>Welsh PLaN</td> <td>HB</td> </tr> <tr> <td>Helen Buckingham</td> <td></td> <td>One Resolution, CIEH Port Health Panel</td> <td></td> </tr> <tr> <td>Tony Baldock (via M'sft Teams)</td> <td>Ashford BC</td> <td></td> <td>TB</td> </tr> <tr> <td>Lynnette Crossley</td> <td>Manchester PHA (MPHA)</td> <td></td> <td>LC</td> </tr> <tr> <td>Louis Franks</td> <td>Executive Lead & LPHA</td> <td></td> <td>LF</td> </tr> <tr> <td>James Walker</td> <td>Liaison Officer & LPHA</td> <td></td> <td>JW</td> </tr> <tr> <td colspan="4" style="padding-top: 10px;">Minutes taken by: JW</td> </tr> </tbody> </table>			List of Attendees:	Authority	Representing		Jon Averns	Hon Associate & Chair		JA	Andrea Smith	Vice Chair & MPHA	North PLaN	AS	John Laird	Falkirk Council	Scottish PLaN	JL	Niall Convery	Belfast PHA	Northern Ireland PLaN	NC	Steve Bell (via M'sft Teams)	Portsmouth PHA	South PLaN	SB	Simon Fuller	Anglesey CC	Welsh PLaN	HB	Helen Buckingham		One Resolution, CIEH Port Health Panel		Tony Baldock (via M'sft Teams)	Ashford BC		TB	Lynnette Crossley	Manchester PHA (MPHA)		LC	Louis Franks	Executive Lead & LPHA		LF	James Walker	Liaison Officer & LPHA		JW	Minutes taken by: JW			
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EB 24/77	Apologies for Absence	Person Responsible																																																				
Stacey Dallas-Thompson (Niall Convery attending on Stacey's behalf).																																																						
EB 24/78	Declaration of Interests	Person Responsible																																																				
There were none.																																																						
EB 24/79	Minutes of the previous meeting held on the 24th September 2024:																																																					
The review of previous minutes confirmed to be accurate by board members.		JW																																																				
EB 24/80	APHA Financial Report and Accounts	Person Responsible																																																				
Interest is decreasing on the UTB and Aldermore savings accounts.																																																						
Laura of Acadia Accounting Ltd has provided up to date financial reports: Final Accounts 2023/24, Income and Expenditure since the previous meeting, Budget 2024/25		LF AS																																																				

	<p>LF confirmed statutory accounts to be signed and submitted to Companies House by end of the year. Names on the accounts have been resolved. JA stated that the accounts looked very healthy. The accounts reports have been sent to the member PHA's by email 1 week prior to AGM.</p> <p>Action: review of savings accounts to get the best rate of interest.</p>	AS
EB 24/81	Membership & Renewals	Person Responsible
	<p>Bristol PHA have upgraded their membership from PLaN to Corporate off the back of the Naples Congress opportunity.</p> <p>Dover DC have recently renewed.</p> <p>Mersey PHA have been in touch with LF re. the letter sent to the Minister. SF said he is in touch with Mercola Douglas of Mersey PHA regularly and Pembrokeshire too. He has asked both PHA's about re-joining.</p> <p>Lancaster CC (Heysham) have been pursued re. re-joining. Andre Hunt is attending the Training Day AGM. AS will discuss with Andre.</p> <p>LF and TB will discuss ideas re. organisations that may benefit from membership.</p> <p>Action: JA and LF to communicate with Mersey PHA and AS to discuss with Andre Hunt about re-joining. SF to provide email address for Pembrokeshire to LF.</p>	Chair LF AS
EB 24/82	Attendance at Association organised PHA BCP meetings by non-members under review	Person Responsible
	<p>LF has contacted Dover, Pembrokeshire, Lancaster to inform these PHA's that their attendance at the fortnightly PHA meetings is under review due to their non-member status.</p> <p>The Board discussed that membership is not expensive and there are clear benefits. TB said it is key that PHA's and LA's pay the membership fees and the membership is good value. Take a firm hand. PHA's that don't pay should be removed from meetings as there is a cost involved and it is not fair on PHA's that do pay their membership fees. AS stated that the Association has been very inclusive for years during Covid and the BTOM. It has come to a point where PHA's either join or lose the benefits.</p> <p>Action: as above EB 24/81 action</p>	LF
EB 24/83	IDB and Regulators Pioneers funding	Person Responsible
	<p>SF explained IDB to the board. Private programme that Trading Standards use. Interfaces with most national regulators. Mirrored by CLUE in Scotland. The Pioneers funding was used by Trading Standards to implement IDB nationally. SF has had meetings with Alison Farrar of National Trading Standards Estate and Letting Agency Team about how to use this to sharing of info for the Port Health community.</p> <p>HB works with the National Trading Standards Team re. private sector housing. A key work stream is sharing of intelligence. ISB has been used for other illegal issues such as puppy farms. There is a gap for a sharing of information databased since TRACES is no longer available. It could be used for illegal meat imports for example or other imported food issues.</p>	SF HB TB

	<p>HB is working on examples such as illegal meat imported with vapes/incorrectly manifested as vapes to demonstrate its effectiveness. Hoping to move on to do a pilot with select PHA's. SF had there could be money available through the Pioneer Funding next year to set up the database for port health. £800,000 approx funding.</p> <p>JA asked if we are in the position to claim the funding. HB said it should be an easy sell to PHA's/LA's due to the future being intelligence led interventions. JA said is there a potential to link up with other regulators. HB suggested that we could link up with Steve Smith of the FSA's Head of LA's Head of Intelligence Team's Pioneer Fund and APHA could help support any pilot.</p> <p>JL asked how the UK Food Crime unit links in with this. HB stated they use a different approach. JL stated that in Scotland they use the Food Standards Scotland database, CLUE that feeds into other databases. Steve Smith of FSA the best person to ask how it links in with Scotland and other national databases. TB is positive re. IDB and has raised it with other Directors. Sevington could be used for the pilot.</p> <p>Action: 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>	
EB 24/84	Centre of Excellence and Review of the committees and groups that cover imported feed & feed/POAO and the	
	<p>JA mentioned the need to rationalise meetings, prevent duplication of meetings. Association run: PHA BCP fortnightly, PHA BCP low throughput sub-group has been initiated. Others: Quarterly Major Ports Meeting, DEFRA meetings (numerous)</p> <p>TB updated that LF and TB have a meeting with Gavin Stedman and also a separate meeting with DEFRA re. the same topic. LF and TB will report back to the board.</p>	LF TB
EB 24/85	BTOM updates	Person Responsible
	<p>LF updated that the draft letter to Minister for DEFRA, Daniel Zeichner has been sent to all board members and that the latest version has been sent to PHA members of the PHA BCP group (approx. 75 individuals) on 12/11. Feedback is diverse and positive. SF stated the letter has become quite lengthy and it is challenging to represent all member views. LF to send feedback to HB. Emily Miles new DG of DEFRA to be cc'd in the letter. SF queried how to deal with the devolved administrations and how to represent the views of Welsh ports without sounding 'England centric' in the letter. SF will forward a name to LF from the Welsh Government. Devolved administration views to be explained with the letter after it has been sent out.</p> <p>PHA members questionnaire. No update. LF stated the survey has a template. To be used as like a 'end of year report'/'state of the nation' for the AGM to communicate what members are doing/what their concerns are. SF suggested that it is aimed to get the member questionnaire out next year.</p> <p>Action: HB to continue to draft the letter to the Minister and final draft to be forwarded to the members.</p>	LF HB

EB 24/86	Training	Person Responsible
<p>Aberdeen Ship Inspection course 11 October 2024 was very successful with 19 attendees. Excellent feedback. In particular, the practical scenarios, certificate completion, feedback session.</p> <p>East of England PLaN meeting arranged for 16 December 2024 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>Introduction to ship inspection webinar scheduled for 13 February 2025 Ship inspection workshop planned for London at Walbrook Wharf on the 13 March 2025</p> <p>Legionella sampling ships training day scheduled for 28 August 2025 onboard Ambassador’s vessel the Ambition at Dundee. Strong interest from the Scottish members. The vessel has a conference room that can hold 60 delegates.</p> <p>AS has been in touch with Laurence Barnard of BASF and they are interested in putting on further online pest control training courses as done earlier this year. New staff member Alex Wade will deliver the training. The training proved very successful this year and again free to members.</p> <p>LF asked the board members re. charging for events as the rates for non-members for the Training Day AGM and legionella ship training day are perhaps too low. It should be looked at to increase non-member event rates. AS suggested looking at how much the CIEH charge for their events. JA suggested increasing the charge by 50% for non-members.</p> <p>Action: LF to increase the non-member rate for events.</p>		LF
EB 24/87	Training Day and AGM 14 November 2024	Person Responsible
<p>JA thanked LF and JW for putting together such a great programme. 104 are booked to attend. 26 different PHA’s are to be represented. Notable attendees from the private sector include Getlink Group (Eurotunnel), MSC Cruises, E&J, Hallmark and Ashbury Global. The FSA provided two speakers (John Furzer and David Lowe) and three FSA staff are attending (Gary Welsh, Andrea Cranfield and Tom Green). LF invited the CIEH to attend at no charge (Ciaran Donaghy and Louise Hosking). Ciaran couldn’t make it and Louise has left the CIEH.</p> <p>LF has asked DEFRA repeatedly for months to attend the Training Day AGM from their PHA engagement team and also to provide a speaker. This has been minuted in the PHA BCP meetings. LF confirmed that DEFRA declined to provide a speaker and anyone from their PHA engagement team last week, citing no one was available.</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>Two successful candidates from Ulster University were contacted. Only one responded, Leah Maneely. Leah will attend the event tomorrow. It was discussed why there was such low take up from students. SF said that a tutor at Salford University wasn’t contacted. LF has later looked up that Salford Uni no longer offer the Environmental Health degree. LF stated that the university tutors were all contacted in early July and this is perhaps not good timing as they are on holiday.</p>		LF

<p>LF stated preparations are all in-hand. JA stated he is looking forward to the event tomorrow and thanks for LF and JW's efforts.</p> <p>Action: LF to contact universities in spring 2025 re. advertising the student travel/accommodation grant. Advertise in EHN spring 2025.</p>		
EB 24/88	Review of the committees and groups that cover imported feed & feed/POAO.	
Discussed EB 24/84		
EB 24/89	CIEH Mpox	Person Responsible
<p>Simon Fuller updated that he'd joined a Public Health Wales collaborative session re. what would happen if there was an Mpox outbreak. SF had concerns re. level of preparedness in the NHS and their view on PHA's and LA's involvement. Cases would be sent to specialist units in Liverpool from Wales.</p> <p>AS and SF discussed PH port health plans. There used to be a UKHSA/Port Health liaison meeting quarterly.</p> <p>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.</p> <p>Action: Agreed to keep a watching brief and not to lead on it but to contribute when needed</p>		LF
EB 24/90	CIEH Port Health Advisory Panel	Person Responsible
<p>HB explained that the last meeting was on 03/10 and only 8 panel members were present and 4 apologies. Strategic objectives have been signed off and sent out/promoted on Member Connect. Joint Letter re. IHR CIEH/APHA sent out in August to the Minister.</p> <p>HB updated that Martin Walker and Fiona Gomes are representing CIEH in working with UKHSA to create Mpox outbreak guidance.</p> <p>The panel are trying to find their feet re. how they can make themselves useful to those in the field. The panel are to come up with a BTOM FAQ and signposting list.</p> <p>APHA will do 'state of the nation survey' as per EB 24/85 and the CIEH panel will do a what problems, support needed, do you what to do full checks.</p> <p>JA asked if those on the panel are happy with direction of travel, progress. SF said it was largely positive. Strategic objectives are firm. HB stated more members would help. CIEH are Charing it (Ciaran Donaghy) at present. They are waiting for independent recommendations to be made re. all the CIEH panels. TB put Iain Pocknell forward as a member.</p> <p>LF reiterated that Ciaran and Louise of the CIEH had been invited to the Training Day. JA said it was great that members of the board are on the panel and participating.</p>		HB TB SF

EB 24/91	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 out in August 2024. We are still awaiting a response.</p> <p>Action: LF to chase a response.</p>		LF

EB 24/92	MCA	Person Responsible
<p>Final version of MoU received. The blue book (Industry Guide to Good Hygiene Practice: Catering Guide – ships published 2004 but based on Industry Guide to Good Hygiene Practice: Catering Guide for catering businesses in the UK first published 1995) is to be mothballed as we already have the WHO ship inspection handbook.</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>AS and SF mentioned that the MCA are extremely short on staff. AS stated that the MCA can put a note on ships file internationally on a database so any issues can get picked up in another port. ITF representatives are picking up issues in the North West. SF mentioned change in IMO hygiene requirements.</p> <p>Action: MCA Policy Team have responded and will get in touch with LF when/if a surveyor training session takes place in Southampton. LF to continue to remind MCA of our offer of PHO to speak at their surveyor training sessions. LF to chase final version of updated MoU.</p>		SF / HB

EB 24/93	Guidance for the management of Norovirus infection in cruise ships (2007) update working group	Person Responsible
<p>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 resuming work on it soon. LF spoke to Mel Skipp of Carnival UK at the Naples Congress regarding progress.</p> <p>Action: LF to keep in touch with Mel and Nicol. Chase a response before the next board meeting.</p>		LF

EB 24/94	PLaN – The Port Liaison Network update:	Person Responsible
<p>EPLaN meeting scheduled 16th December at Sevington as discussed above. All regions have been invited to attend.</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. LF has emailed Sally Johnson of Hull & Goole and Helen Fuller of Manchester CC about hosting a meeting. LF and AS discussed doing the first meeting online or hosted by Manchester CC. Not as many members in the north and distances to travel poses a challenge. AS happy to co-organise any meetings and Manchester CC could support on the inland food element.</p>		LF AS

<p>Scotland PLaN - LF attended a meeting online last week 6 November. Updated the members in Scotland and the firm date for 28 August 2025 for the legionella samplings ships training day in Dundee was well received.</p> <p>NI PLaN: SDT to send LF an update.</p> <p>Wales PLaN: SF to send LF minutes</p> <p>Action: LF and AS to pursue organising a North PLaN meeting. SF and SDT to send LF updates.</p> <p>Discuss the inland authorities joining PLaN meetings more fully as an agenda item at the next meeting.</p>		
EB 24/95	Website	Person Responsible
<p>LF confirmed the new website is up and running. It is being moved over to the porthealthassociation.co.uk URL very soon from zoratron URL. New website to be displayed on the projector at the Training Day. JA to announce it. Website is launched but still a work in progress.</p>		LF
EB 24/96	APHA Handbook	Person Responsible
<p>Stalled due to not having the time or expertise to re-write the handbook as an online source. Board agreed this should be raised at the AGM so as to try and seek help from members. To be published as a pdf and split down into sections for contributions. SF would like it published as a hard copy.</p> <p>Action: Request for volunteers to write sections of the handbook is on the AGM agenda</p>		LF
EB 24/97	Future of the Health Protection System (FHPS) project	Person Responsible
<p>LF attended an online meeting 26 September.</p> <p>LF will be attending these ongoing. In-person meeting likely to be in the New Year. Birmingham or London. Port Health element is not high up on the agenda but it is important that the Association attends the meetings.</p> <p>Action: watching brief. To update board on progress at meetings.</p>		LF
EB 24/98	Border Health Operating Model UKHSA	Person Responsible
<p>LF met online Afy Afrouz and Nicol Black (Consultant CDC) of the UKHSA - 24 October. Their questions:</p> <ul style="list-style-type: none"> - What do you see as your role in relation to public health at the border? - 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? - Which service(s) do you provide to, or access from, your external stakeholders as part of your day-to-day operational border health activity? - Which type(s) of incident(s) would your organisation take the lead role in responding to? 		LF

	<ul style="list-style-type: none"> - Reflecting on COVID-19, Ebola, Zika, and other public health responses, what did you provide to the response? - How would you like to access UKHSA's border health services? <p>It was very productive to speak to Afy and Nicol. Afy works on the Border Health Transformation Team and Nicol has experience of working with the Association so is well aware of what we do. LF was able to give real recent pandemic examples of how we operate and liaise with other organisations and PHA's.</p> <p>SF had a meeting with the Welsh Government on Friday and has had a meeting recently with Public Health Wales infection control lead. Issues surrounding confusion over communications and roles in a pandemic situation were evident.</p> <p>Action: LF to ask Afy how this links in with the FHPS.</p>	
EB 24/99	EU Ship San Association – Naples Congress 18-19 October 2024	Person Responsible
	<p>LF updated on the Congress. Many interesting speakers, networking opportunities. AS Chaired the Environmental Health and Hygiene panel. LF was on the Round table Dialogue forum for Global Collaboration in health and hygiene in cruise ships.</p> <p>Costs for the Association sponsored delegates were capped at £120 for flights and £400 for accommodation. Congress charge was €350 per delegate (approx. £290). Suggestion to increase the funding of the flight ticket next time as regionally it was much more expensive than the London flights. £400 funding of accommodation depends on the host city and Naples is particularly expensive for accommodation. Steve Higgon and Emma Punter will provide an update presentation at the Training Day tomorrow as per the conditions of their funding.</p> <p>The next EU Ship San Congress will be held in Rotterdam, October 2026.</p> <p>Action: The Association to put forward a paper for the next Congress</p>	LF
EB 24/100	Awards	Person Responsible
	<p>Lynnette Crossley (Manchester PHA) will be awarded an Honorary Fellow award at the Training Day, before the AGM for all the work she has put in for the Association over the years. Jon Avern will be awarded the Honorary Fellow Award at the Training Day for his valued contribution to the Association over the decades.</p> <p>John Craigs student award. Sharon Haskell of Ashford BC will be presented the award at Training Day before the AGM.</p>	ALL
EB 24/101	Succession planning	Person Responsible
	<p>Confirmed election of the new chair will take place at the first board meeting after the AGM. Teams meeting early December.</p>	LF
EB 24/102	Merchandise	Person Responsible
	<p>Merchandise was shown to the board. Pens, Bags, Mugs and Stress balls with the Association logo have been purchased. To be put on chairs at the Training Day.</p>	JW

EB 24/103	Proposed Meeting Schedule:	Person Responsible
	<p>(1) 15 January 2024 (2) May 2024. Date TBC. (3) September 2024. Date TBC. (4) 13 November 2024, Union Jack Club</p> <p>Wednesday was confirmed to be the best day for future meetings.</p>	LF
EB 24/104	AOB	Person Responsible
	<p>Lynnette Crossley raised the lack of interface of public health research. No liaison between research units, government agencies and the Association/enforcement authorities. Professor Thomas Soloman (Expert in brain infections, Director of the Pandemic Institute, Institute of Infections, University of Liverpool) was suggested as someone that could bridge the gap. It was suggested to invite him as a speaker for the Training Day AGM 2025.</p> <p>SF mentioned the UKHSA Invasive Mosquito Surveillance 2024 summary newsletter has been very recently published and emailed out to LA's/PHA's.</p> <p>Action: LF to raise this at the liaison meetings he is having with the UKHSA Border Health Team.</p> <p>Meeting closed 17:22</p> <p>James Walker APHA Liaison Officer</p>	LF