

PORT HEALTH SPECIAL INTEREST GROUP



Minutes

Port Health SIG Open Members Meeting

22nd September 2010

Cardiff Harbour Authority
Cargo Road
Cardiff

Meeting commenced 11.00 Hrs
Meeting finished 15.45 Hrs

In attendance

Ian Murray	Chairman	MOD
Roger Cork	Vice President	Swansea Bay PHA
David Jones	Hon Secretary	Portsmouth PHA
John Ambrose	Hon Treasurer	London PHA
Donna Baldwin	Seminar Secretary	Great Yarmouth PHA
Tim McKillen	Regional Councillor	Northern Ireland Division
Jimmy McLean	Regional Councillor	London Division
Stephen Higgon	Regional Councillor	London Division
Marc Carrington	Regional Councillor	West Coast Division
Gary Cooper	Member	Cornwall PHA
Andre Hunt	Member	Lancaster PHA.
Jason Coward	Member	N E Lincs.
Nigel Emery	Member	Weymouth PHA
Gary Gould	Member	RAF
Ben McCluskey	Member	Great Yarmouth PHA
Andy Hopson	Member	Retired
D Benyon	Member	Cardiff PHA
A Mason	Member	Cardiff PHA
Rhian Carter	Member	Cardiff PHA
Bethan Jones	Guest	Cardiff CC
Elen Probert	Guest	Cardiff CC
Mike Bassett	Guest	FSA (Wales)
Derek Gardner	Guest	Cardiff CC

12 Apologies for absence.

Alister Witt	Bev Edmonson	Ronnie Alexander	Nic Vines
Debra Cowland	Jack McQuoid	Chris Leftwich	Colin Daines
Jo Hackwood	Martin Walker	Wendy Cull	Bill Arnold
Ian Pocknell	Geoff Smith	Ian Lee	Elaine Jeffrey
Tom Evans	Linda Gower	Geoff Howitt	Mark Ball
Dan Wilmott	Brian Goode	Jon Avern	Terry Nevin
Mark Holden	Hannah Evans	Chris Brereton	John Robinson

13 Minutes of the Port Health SIG Meeting – Fishmongers Hall, London, 24th February 2010.

The minutes were proposed by Roger Cork and seconded by Stephen Higgon as being a true record of the meeting. This was agreed by the members present.

14 Matters arising.

Item 49 Port Health Website. Tim McKillen reported that CIEH are carrying out a review on Data Protection with a view to changing the way web access is set up. It is hoped that the “My CIEH” section of the website will allow for minutes, agendas, briefing notes etc to be put onto a “members only” access area of the site.

From the end of September all papers to be published on “My CIEH” section. Members can also monitor and download their CPD records.

15 Correspondence.

CIEH Election of Council 2011. Colleagues were reminded that nominations are invited from members for the following Regions:-London, Northern Ireland, South East and Wales. Any member in good financial standing on 31/8/10 may nominate members from the same region for election to Council

Letters of thanks from Andre Hunt, Bev Edmondson, John Ambrose, Marc Carrington and the Secretary for the bursaries they received from the SIG to attend this year’s APHA Conference in Belfast.

16 Hon Treasurers Report

Current balance £5,774.45 p. John reported that the SIG has still not drawn down on any of this year's CIEH funding.

Main points raised at the Treasurers meeting held on 8th September 2010 included the continuing problem of BACS transfers into the wrong accounts from local authorities. This is an ongoing challenge that CIEH will continue towards minimising. The draft document for Regions, Branches and SIG's on Finance management has been in circulation since March 2010 and is being used and also the Funding Formula for 2010 was discussed.

17 Meeting of Region/SIG Chairman & Secretaries, Chadwick Court 9th June

The Secretary presented the meeting with the notes and action points from the meeting. The main items discussed included Competency Frameworks, Retention & Recruitment of the membership and Communications.

Discussion took place on the port health competency framework and its "copyright". Ownership belongs to the Education & Development Board which Donna will clarify at the next meeting of the Board.

18 APHA update.

Dr John Curnow has been elected as President of APHA for the coming year

APHA Conference 2011 is due to be held in Guernsey between 7-9th September

19 CIEH Boards/Committees - SIG rep update.

Qualifications Board. Tim McKillen reported that the Board have not met since the last SIG meeting. Mainly confidential matters discussed regarding examination results. Next Board meeting due to be held in December

Education & Professional Development Committee. Donna Baldwin reported that a small task group has been set up to look at alternative student placements.

Professional Development Board. Jon Averbs sent a briefing note regarding the meeting held on 24 June 2010. Main matters discussed concerning SIG members were the CIEH Governance Review 2010 and Earned Recognition.

20 Any Other Business.

The Secretary gave the group a summary of the matters discussed at yesterday's Management Board meeting. Topics discussed included Data Protection, CIEH Funding 2011, Port Health SIG Profile due to be published in EHJ on 8th October 2010, Future meetings and WHO Draft Guidance on "recommended procedures for inspection of ships and issuance of Ship Sanitation Certificates" The SIG is looking to possibly provide some training in 2011 on this topic.

21 Date & Time of Next Meeting.

The Food & Environment Research Agency (FERA) has invited the SIG to their facilities at Sand Hutton, York on Wednesday 17th November 2010. The SIG has invited the Yorkshire & Humberside Regional Board to join us for the meeting.