

# PORT HEALTH SPECIAL INTEREST GROUP



## Minutes

### Port Health SIG Open Members Meeting

11<sup>th</sup> February 2009

British Airways Offices  
Waterside  
Heathrow

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#### In attendance

Ian Murray	Chairman	MOD
Terry Nevin	President	Retired
Roger Cork	Vice President	Swansea Bay PHA
John Robinson	Vice President	Manchester PHA
David Jones	Hon Secretary	Portsmouth PHA
John Ambrose	Hon Treasurer	London PHA
Martin Walker	PRO	Suffolk Coastal PHA
Andrew Hopson	Regional Councillor	South Coast Division
Bill Arnold	Regional Councillor	West Coast Division
Tim Ashley	Regional Councillor	East Coast Division
John Craigs	Regional Councillor	East Coast Division
Nic Vines	Regional Councillor	MOD
Stephen Higgon	Regional Councillor	London Division
Bryan Shaw	Regional Councillor	London Division
Linda Gower	Member	Portsmouth PHA
Deby Cowland	Member	London PHA
Gary Gould	Member	MOD
Jimmy McLean	Member	Hillingdon BC
Marc Carrington	Member	Vale of Glamorgan
Pam Edwards	Member	British Airways
Tushar Banerjee	Member	London PHA
Pearl Austin	Member	British Airways
Andrea Smith	Member	Manchester PHA
Paul Naylor	Member	MOD
Anne-Louise Storey	Member	MOD(RN)
Michael Jackson	Member	FSA(NI)
Robert Bond	Member	Manchester PHA

Roy Kaye	Member	Retired
Tony Morris	Guest	James & Associates
Peter Seal	Guest	British Airways

Meeting commenced 11:30 am  
Meeting finished 16.15 pm

## 56/08 Apologies

Stephen Rooke	Mark Ball	Chris Barrett	Hannah Evans
Alister Witt	Jo Purkiss	Matt Purkiss	Jack McQuoid
Graham Slee	Phil Eastrel	Jo-Anne Batho	Colin Daines
Tom Evans	Geoff Howitt	Peter Scott	Ian Gray
Ian Lee	Laurie Dettman	Tim McKillen	Brian Goode
Robin Catchlove	Paul Jackson	Donna Baldwin	Jon Avern
Alison Willis	Doug Bloomfield	Martin Jones	John Pegg
Geoff Smith	Bev Edmondson	Paul Jackson	Chris Leftwich

## 57/08 Minutes of the Port Health SIG Meeting –LGC 5<sup>th</sup> November 2008

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

## 58/08 Matters arising

Item 21 (as in minutes) Ship Information Management System (SIMS)

The trial is now underway with 6 ports taking part. There were no members present today from ports taking part in the trial, but it is hoped for an update at the next meeting.

## 59/08 Correspondence

There was no correspondence.

**60/08 Forum Meeting Chadwick Court 9<sup>th</sup> January 2009**

The Secretary had provided the meeting with briefing notes of the meeting. The Forum's recommendations to the Resources Committee of 13th November 2008 were not accepted. A shortfall of £48,845 had to be found. Following long discussions a revised version of the Regions/SIG's budgets were proposed. There was still a shortfall of £17,000, but it was recommended that this be found from central funding.

**61/08 CIEH Boards/Committees –Reps reports**

Qualifications Board: Briefing Note from Tim McKillen of December meeting. Mainly covered the grading of resit papers although there was a brief mention of Core Curriculum and the Port Health "Petal" – to be progressed.

Policy & Development Board: Jon Aaverns - No report

Education & Professional Development Committee: Donna Baldwin –No report.

**62/08 Student Resource Pack –update**

John Ambrose told the meeting that the pack was fairly well advanced but has stalled slightly on the case studies. The pack is still on for a completion date of December 2009.

**63/08 Website Development**

Tim McKillen reported that progress of the SIG's website is slower than hoped. There seems to be a problem with getting a password protected area for confidential papers etc. Tim is to go ahead with developing the ordinary web page and worry about the confidential area at a later date.

**64/08 Study Tour 2009 - update**

John Ambrose reported that after asking for expressions of interest in attending the Tour, only 15 people had replied. The Management Board that had met earlier today felt that it did not make good use of funding or provide low cost raining for the benefit of the majority of the members. Reluctantly the MB have decided to cancel this year's Study Tour

To fill the gap in training and CPD requirements the SIG is hoping to run a low cost 1 day seminar with APHA on the International Health Regulations in May/June and possibly, a seminar on "High Risk Foods" later in the year.

**65/08 Any Other Business**

John Robinson gave colleagues an update on the business of APHA. Mike Young has now retired as Executive Secretary, and Helen Buckingham has been appointed as a new interim Chief Executive. To assist in the running a new Administrator/Office Manager and a new Project Manager are to be appointed. The new appointments will help the technical committees and members with any queries.

Martin Walker has been appointed as Secretary of the Environmental Health & Hygiene Committee. A number of projects are to be undertaken and he is hoping for a closer working relationship with the SIG.

**66/08 Date of next meeting**

Confirmed: That the next meeting of Port Health SIG will be held at Portsmouth Royal Naval Base in July 09. Date and time to be confirmed