

To: The Chair and Members of the River Tees
Port Health Authority.

Our Ref: DemServs/SF
Contact: Mrs S Fenwick
Direct line: 01642 444413

26 May 2015

Dear Councillor,

ANNUAL MEETING – FRIDAY 5 JUNE 2015

Would you please note that the Annual Meeting of the River Tees Port Health Authority will be held on Friday 5 June 2015 at 10.00 a.m. at Middlesbrough Town Hall.

A G E N D A

Pages

- | | | |
|----|---|---------------------|
| 1. | Report of the Clerk: | |
| | a) Nominations for Membership of the Authority for 2015/16. | TO BE TABLED |
| 2. | To elect a Chairman for the Authority (from Redcar and Cleveland Borough Council) for the ensuing Municipal Year 2015/16. | |
| 3. | To elect a Vice-Chairman for the Authority (from Hartlepool Borough Council) for the ensuing Municipal Year 2015/16. | |
| 4. | Apologies for Absence. | |
| 5. | Declarations of Interest. | |
| 6. | To receive the Minutes of the previous meeting held on 6 February 2015. | 3 - 5 |

- | | | |
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| 7. | Report of the Treasurer: | |
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| | e. Performance summary for RTPHA – January to April 2015 | 86 – 94 |
| | f. RTPHA Order | Verbal Update |
| | g. Ebola update – Dr Acheson, Port Medical Officer | Verbal Update |
| 9. | Dates and times of future meetings of the River Tees Port Health Authority. | 95 |
| 10. | Any items that the Chairman certifies as urgent. | |

Yours sincerely,

S NEWTON
CLERK TO THE AUTHORITY

6 February 2015

RIVER TEES PORT HEALTH AUTHORITY

A meeting of the River Tees Port Health Authority was held on Friday 6 February 2015 at Middlesbrough Town Hall.

PRESENT Councillor Mrs O'Donnell (Chair),
Councillors R Arundale, D Brown, G Clark, E
Johnson, R McCall, M Ovens, M Perry, P Purvis,
D Rudland and S Thomas.

OFFICIALS L Evans, S Fenwick, S Verity and J Weston
(Redcar and Cleveland Borough Council) and
Dr P Acheson - Port Medical Officer.

APOLOGIES FOR ABSENCE were submitted on behalf of Councillor
Thomson.

31. **MINUTES**

RESOLVED that the minutes of the meeting held on 5 December 2014 be confirmed and signed by the Chair as a correct record.

32. **EBOLA PREPAREDNESS**

Dr P Acheson, the Port Medical Officer gave an update on the Ebola outbreak in West Africa and advised that the risk to Teesport still remained low. Screening was taking place at the five main UK ports of entry and to date approximately 4000 people had been screened.

He advised that within the North East a regional group had been set up and they had prepared protocols and an exercise had been held for the preparedness of the ports. – **NOTED.**

33. **PRESENTATION – CRAIG STOREY, SPECIAL BRANCH, TEESPORT**

Craig Storey from the Special Branch at Teesport was in attendance at the meeting and gave a presentation on his role and the role of his Team at Teesport.

34. **2014-15 FINANCIAL POSITION UPDATE**

The Treasurer presented a report which updated Members on the financial position of the Authority at the end of December 2014 (Quarter 3) and highlighted the variances against the 2014-15 forecasted position. – **NOTED.**

6 February 2015

35. **RIVER TEES PORT HEALTH AUTHORITY - CORPORATE RISK AND OPPORTUNITY REGISTER**

The Corporate Director of People Services presented a report which requested Members to review the current Corporate Risk and Opportunity Register. Members were advised that there had been no significant changes to the register since December 2014.

RESOLVED that the Corporate Risk and Opportunity Register be approved.

36. **AMENDMENT TO RIVER TEES PORT HEALTH AUTHORITY CONSTITUTION**

The Corporate Director of People Services presented a report which sought Members approval to changes to the constitution to reflect the change in legislation since the previous constitution was enacted, namely the Food Information Regulations 2014. Members were advised that this legislation replaced previous food labelling regulations and brought into force Regulation (EU) 1169/2011 on the provision of food information to consumers. The regulations came into force in December 2014 with the exception of the requirements for nutritional labelling which would become mandatory in 2016.

The constitution has also been updated to include and name Officers who have come into post and were part of the Environmental Health (Commercial) Team and that the vacant Director of Public Health post had now been filled.

RESOLVED that the changes to the constitution be accepted and the revised constitution be approved.

37. **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY NOVEMBER 2014 TO DECEMBER 2014**

The Corporate Director of People Services presented a report which gave a summary of the performance of the River Tees Port Health Authority from November 2014 to December 2014. - **NOTED.**

6 February 2015

38. **RIVER TEES PORT HEALTH AUTHORITY ORDER**

The Corporate Director of People Services advised Members that the River Tees Port Health Authority Order was currently being reviewed by the Department of Health and would be put back until the end of March 2015. - **NOTED.**

39. **RIVER TRIP**

The Corporate Director of People Services informed Members that the river trip would be arranged for 2 April 2015. – **NOTED.**

Member Report

Financial Position for 2014/15 & Unaudited Accounts



Public

To: River Tees Port Health Authority **Date:** 05 June 2015
From: Corporate Director of Corporate Resources **Decision type:** Key - Budget
Portfolio: Corporate Resources **Forward Plan** n/a
Outcome: Business improvement **reference:**
Ward(s):

1 What is the purpose of this report?

- 1.1 To present to Members the performance against budget for the River Tees Port Health Authority for the 2014/15 financial year on revenue activities. This is an integral element of performance management.
- 1.2 To outline the statutory approval process for the accounts for the River Tees Port Health Authority and the external audit of accounts.

2 What is the background to this report?

- 2.1 At its meeting on 6 December 2013 the Authority agreed a net revenue budget of £107,590. The report will outline the financial position and performance of the Authority at 31st March 2015. Members should scrutinise the financial activities and assets and liabilities as appropriate
- 2.2 Under the Accounts and Audit regulations 2003 and the amendments made in 2006, 2009 and 2011, the River Tees Port Health Authority is categorised as a small body for final accounts and audit purposes. This means that unlike for local authorities a full Statement of Accounts governed by the local authority code of accounting practice is not required. Members may recall that until 2003 this was a requirement.
- 2.3 The regulations do however require that an Annual Return covering the income & expenditure and assets & liabilities on revenue based activities is produced and that this is audited in line with the above regulations.
- 2.4 The annual return for the 2014/15 financial year has been prepared and is about to be sent to the Authority's appointed external auditors – BDO LLP. The summary details for this return are set out in this report as are the primary financial statements for the Authority; the Income and Expenditure account, and the Balance Sheet.

3 Who will this benefit and how?

- 3.1 This will ensure that the Authority will be compliant with the current legislation and proper practices in terms of financial management. As such it will cover the Riparian authorities and all of the Tees Valley population in terms of a fit for purpose River Tees Port Health organisation.

4 Who have we consulted?

- 4.1 The report has been prepared in consultation with the Director of Corporate Resources and Public Health for Redcar and Cleveland Borough Council, and the port health officers at each of the riparian authorities.

5 How will it deliver our priorities and improve our performance?

- 5.1 Investment in Port Health services has been earmarked as an ongoing priority by the Tees Valley Directors of Environment. In addition the debate on funding levels for local councils has been the driver for improved operational performance, with the service being provided at higher levels of performance for a lower overall cost.

6 What are the resource implications (financial, human resources)?

- 6.1 The table below shows a summary of the expenditure and income incurred by the River Tees Port Health Authority, against the approved budget for the 2014/15 financial year.

| | Original Budget £ | Actual £ | Variance £ |
|--|----------------------------------|---------------------|-----------------------|
| Staff Costs | 85,500 | 91,068 | 5,568 |
| Other Operating Costs | 59,640 | 50,618 | -9,022 |
| Total Expenditure | 145,140 | 141,686 | -3,454 |
| Income | -37,550 | -53,203 | -15,653 |
| Net Expenditure | 107,590 | 88,483 | -19,107 |
| Financed by Precepts from Constituent Authorities | | | |
| Hartlepool BC | -2,152 | -1,770 | 382 |
| Middlesbrough BC | -16,139 | -13,272 | 2,867 |
| Redcar & Cleveland BC | -55,946 | -46,011 | 9,935 |
| Stockton BC | -33,353 | -27,430 | 5,923 |
| | -107,590 | -88,843 | 19,107 |

- 6.2 The major variances when compared to the revised budget are as follows:-

Staff Costs – Overspend of £5,568. This overspend is wholly due to the salary costs of an additional member of staff being incurred, whilst the existing member of staff was undertaking Food Standard Agency project work. These costs are grant funded with the additional funds being recorded against the income budget line.

Other Operating Costs – Underspend of £9,022. The saving on this budget relates to two main factors – lower than expected testing costs on plastic kitchenware due to a lower volume of imports (£7,180) and savings on the training expenses budget due to providing courses in-house and attending low cost FSA training (£2,261)

Income - £15,653 higher than budget. Grant income of £10,000 was received in respect of project work from the Foods Standards Agency. This was added to by an increase in income from sanitation certificates (£7,440) offset by reduced income on foreign imports of plastic kitchenware (£1,787).

The underspend relating to the financial year 2014/15 for the Authority is **£19,107**. Further details on the 2014/15 final outturn position can be seen in Appendix 1. As no drawdowns on reserves were made by the Authority during the financial year and the Treasurer views the current reserve balance as being adequate, the underspend will be refunded to contributing bodies.

- 6.3 Balances carried forward in the table above are those amounts overpaid in this financial year which will be deducted from payments due for 2015/16. The Treasurer will review the performance against budget for the 2014/15 financial year, and the resulting underspend, when recommending a budget for 2016/17 in December.
- 6.4 The table below shows the Income and Expenditure account for 2014/15 together with the 2013/14 figures for comparison. This clearly shows the cost savings achieved by Redcar & Cleveland Council as part of their Shaping Our Future review.

| Income and Expenditure Account | 2014/15 (£) | 2013/14 (£) |
|---------------------------------------|--------------------|--------------------|
| Staffing Costs | 91,068 | 112,257 |
| Other Operating Costs | 50,618 | 53,123 |
| Total Expenditure | 141,686 | 165,380 |
| Income | (53,203) | (45,728) |
| Net Expenditure | 88,483 | 119,652 |

- 6.5 The table below shows the Balance Sheet (assets and liabilities) for the River Tees Port Health Authority as at 31st March 2015.

| Balance Sheet | 2014/15 (£) | 2013/14 (£) |
|----------------------------|--------------------|--------------------|
| Current Assets: | | |
| Debtors General | 22,995 | 11,857 |
| Cash in Hand | (13,823) | (890) |
| Net Current Assets | 9,172 | 10,967 |
| Current Liabilities | | |
| Creditors – Other LA's | (9,172) | (10,967) |
| Net Liabilities | (9,172) | (10,967) |
| Net Assets | 0 | 0 |
| General Reserves | 40,000 | 40,000 |

6.6 A simple explanation of the balance sheet entries above is as follows:

Debtors - General – this is income due from third parties in 2014/15 not yet received in cash.

Cash in Hand – the net value of cash held after all assets and liabilities are taken in to account.

Creditors – OLA – This represents the refunds due to the three other contributing local authorities from the previous financial year.

General Reserves – The funds established in 2011/12 to create a general reserve contingency buffer. This amount is reviewed annually by the Treasurer but has not been used since its creation.

7 What will be the impact on equality and diversity?

7.1 There will be no impact on equality and diversity from this report.

8 What will be the impact on our carbon footprint?

8.1 There is no impact from this report on our carbon footprint.

9 Are there any legal considerations?

9.1 This report is presented under the Accounts and Audit Regulations 2003 where small body organisations are required to prepare an income and expenditure return and to undertake an external assessment of these financial results.

9.2 Under current legislation (Audit Commission Act 1998) it is required that the Authority make the Accounts available for public inspection prior to going forward to external audit.

9.3 **18 May – 31 May 2015:** Advert giving notice on the internet (www.teesporthealth.co.uk), Belmont House and Redcar & Cleveland House informing electors of key dates for exercising their rights to inspect the Accounts.

1 June – 27 June 2015: Accounts made available at Redcar & Cleveland House, Kirkleatham Street, Redcar for inspection by electors of the borough for twenty working days.

29 June 2015: Annual Return and supporting documentation to be submitted to BDO LLP, Southampton.

10 What are the risks involved?

10.1 The risk is that the appropriate financial management and governance processes are not in place for RTPHA and as such the body is exposed to risk and malpractice.

11 What options have been considered?

11.1 The management of the Authority's budget and its external audit process is critical to the ongoing operations of the Port Health Service. As such no options are available

12 What is the reason for the recommended option?

12.1 Not applicable for this report.

13 Recommendations

13.1 It is recommended that Members should:

1. Note the statement of performance against budget for 2014/15 and the reasons for the budget variations.
2. Approve the unaudited accounts for the River Tees Port Health Authority for 2014/15.
3. Approve the Chair to sign the Income and Expenditure Return to enable it to be forwarded to BDO LLP by the return deadline of 30 June 2015.

14 Appendices and further information

14.1 Appendix 1 – Detailed Comparison of 2014/15 budget for RTPHA

15 Background papers

15.1 No background papers other than published works were used in writing this report.

16 Contact officer

16.1 Name: Justin Weston
Position: Deputy Treasurer to the River Tees Port Health Authority
Address: Redcar & Cleveland House, Redcar
Telephone: 01642 444306
Email: Justin.weston@redcar-cleveland.gov.uk

**RIVER TEES PORT HEALTH AUTHORITY
FINAL REVENUE POSITION 2014/15 - BY BUDGET HEAD**

APPENDIX 1

| | | Budget 2014/2015 | Outturn 2014/15 | Variance | |
|-------|------------------------------|------------------|-----------------|----------------|---|
| R1000 | Basic Pay | 64,800 | 70,183 | 5,383 | Includes salary of Roger Shedlock covering for Lisa Evans. Work for FSA which was Grant Funded. |
| R1001 | NI Contributions | 4,950 | 5,261 | 311 | Includes salary of Roger Shedlock covering for Lisa Evans. Work for FSA which was Grant Funded. |
| R1003 | Overtime | 800 | 428 | -372 | Service dependant. |
| R1005 | SSP | 0 | 0 | 0 | |
| R1006 | Superann Contributions | 9,900 | 10,592 | 692 | Includes salary of Roger Shedlock covering for Lisa Evans. Work for FSA which was Grant Funded. |
| R1063 | Other Allowances | 2,550 | 2,170 | -380 | Vice chair not appointed until Sept 2014 so would only have been paid 75% of the allowance |
| R3300 | Public Transport | 0 | 70 | 70 | Miscoded items should be training expenses |
| R3400 | Car Allowances | 2,500 | 2,364 | -136 | Service dependant. |
| | | 85,500 | 91,068 | 5,568 | |
| R4000 | Tools & Equipment Purchase | 500 | 977 | 477 | Item (£522) purchased in 13/14 not received until 14/15. |
| R1650 | Training Expenses | 2,500 | 239 | -2,261 | Provided riparian authority training in house and attended free/low cost FSA training. |
| R4200 | Clothing, Uniforms & Laundry | 250 | 420 | 170 | Service dependent |
| R4400 | Services - Professional Fees | 49,940 | 42,760 | -7,180 | Reduction in imports of plastic kitchenware |
| R4980 | General Supplies & Services | 500 | 0 | -500 | Safety net |
| R4507 | Mobile Phones | 50 | 337 | 287 | One officer now has a blackberry. Not factored when setting budget. |
| R4531 | Computer Software | 4,000 | 3,073 | -927 | Charges for two APP Civica licences and subscription to Destin8 less a £50 discount reward for loyalty. |
| R4300 | Printing & Stationery | 200 | 162 | -39 | Service dependent |
| R4305 | Photocopier Usage | 50 | 0 | -50 | No charges processed |
| R4503 | Postage | 0 | 0 | 0 | |
| R4701 | Subscriptions | 1,000 | 2,000 | 1,000 | APHA Membership for 15/16 paid early in error |
| R4960 | Public Liability Insurance | 650 | 650 | 0 | |
| | | 59,640 | 50,618 | -9,022 | |
| R9101 | Other Grants & Contributions | 0 | 10,000 | 10,000 | Grant Received from FSA for Project Work |
| R9305 | Environmental Health | 21,550 | 28,990 | 7,440 | Increase in sanitation certificate inspection income |
| R9308 | Misc Fees & Charges | 16,000 | 14,213 | -1,787 | Reduction in imports of plastic kitchenware |
| | | 37,550 | 53,203 | 15,653 | |
| | Total Payable | 107,590 | 88,483 | -19,107 | |

| Contributions required based on a c | Budget 2014/15 | Actual 2014/15 | Variance |
|-------------------------------------|----------------|----------------|----------|
| Middlesbrough 15% | 16,139 | 13,272 | -2,866 |
| Stockton 31% | 33,353 | 27,430 | -5,923 |
| Hartlepool 2% | 2,152 | 1,770 | -382 |
| Redcar & Cleveland Borough Cour | 55,946 | 46,011 | -9,935 |
| | 107,590 | 88,483 | -19,106 |

Member Report

Amendment to RTPHA Constitution



Public

To: River Tees Port Health Authority (RTPHA)

From: Corporate Director of People Services

Decision: Executive

Portfolio: River Tees Port Health Authority

1. What is the purpose of this report?

1.1 To seek approval for proposed changes to RTPHA constitution.

2. What will this achieve?

2.1 An update to the constitution is required as the Clerk to the joint board, Richard Frankland, Corporate Director of Corporate Resources, Redcar and Cleveland Borough Council has retired and is replaced by Steve Newton, Assistant Director – Governance and Monitoring Officer, Redcar and Cleveland Borough Council.

Annex C of the Constitution has been reviewed to ensure it contains relevant and current legislation and takes account of any significant amendments to legislation. In particular the inclusion of new feed regulations namely, the Animal Feed (Composition, Marketing and Use) (England) Regulations 2015 and the Animal Feed (Hygiene, Sampling, etc. and Enforcement) (England) Regulations 2015. These regulations revoke and consolidate seven other statutes in full or partially.

Members will be informed of the changes to the Constitution, as follows:

(i) Article 3 - Authority Structure has been updated to name the new Clerk to the Authority.

(ii) That Annex C - Scheme of Delegation to Officers, has been amended to include all the relevant legislation contained within the Constitution allowing the relevant officers to be able to act in accordance with the Constitution. A separate list of legislation is included to cover the powers allowed under powers 31-37 of Annex B - Scheme of Delegation to Officers.

3. How will it happen and how will we tell people about it?

3.1 The revised Constitution will be published on RTPHA webpage. The new regulations consolidate former statutes and as such there are no significant changes to requirements placed on feed business operators.

4. What are the risks involved?

4.1 The Constitution sets out how RTPHA operates. It includes the standards and mechanisms for decision making, and ensures that any actions taken by the Authority in fulfilling its duties and responsibilities are lawful, efficient and transparent.

5. How will it deliver our priorities and improve our performance?

5.1 The Constitution is necessary to ensure the effective and lawful delivery of the service.

6. What will it cost?

6.1 There are no cost implications in revising the Constitution and the support provided to businesses will be carried out as part of current routine duties.

7. Are there any legal considerations?

7.1 Yes.

The Constitution must reflect the current status and arrangements for the delivery of services provided by RTPHA.

8. Who have we talked to about it?

8.1 Senior Officers of the Riparian Authorities.

9. What options have been considered?

9.1 There are no options.

10. Recommendations

The changes are accepted and the revised Constitution be approved.

11. Further information

Appendix A – Constitution for Approval, June 2015.

12. Background Papers

None.

13. Contact Officer

Name: Vikki Bell, Principal Environmental Health Officer (Commercial).

Address: Environmental Health (Commercial), Redcar and Cleveland Borough Council, Belmont House, Rectory, Lane, Guisborough, TS14 7FD.

Telephone: 01287 612404

Email: vikki.bell@redcar-cleveland.gov.uk



River Tees Port Health Authority

Constitution

**For Approval
June 2015**

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Summary and Explanation

The Authority's Constitution

The River Tees Port Health Authority ("the Authority") has agreed to adopt a formal Constitution which sets out how the Authority's duties and functions are executed in practice.

Operation of the Authority

The Authority is a joint board comprising of 17 members who are appointed annually by the four riparian authorities specified within the River Tees Port Health Authority Order 2015 - namely Redcar and Cleveland Borough Council, Hartlepool Borough Council, Middlesbrough Borough Council and Stockton-on-Tees Borough Council.

Members of the Authority must also be members of the Council of the riparian authority responsible for appointing them and, by virtue of such membership, those individuals have agreed to abide by a code of conduct to ensure high standards in the way they undertake their duties.

All the appointed members meet together as the Authority. Meetings of the Authority are normally open to the public.

Decision Making

The provisions of section 99 and Parts I and VI of Schedule 12 of the Local Government Act 1972 apply to meetings of the Authority and decisions of the Joint Board will be made in accordance with those provisions. Routine operational decisions are delegated to the Authority's officers although such decisions are subject to scrutiny where appropriate.

Staff of the Authority

The Authority is managed by Redcar and Cleveland Borough Council and is part of the Council's management structure. The officers working for the Authority are subject to all the terms and conditions of the Council.

The People Services Directorate of Redcar and Cleveland Borough Council is responsible for the management and delivery of port health services. The Authority is part of the Environmental Health (Commercial) Team, in the Health Protection and Health Care Quality Section of the Public Health within the People Services Directorate.

Details of the officers of the Authority, their responsibilities and the management structure are included within this document.

ARTICLE 1 - CONSTITUTION

1.1 Joint board

The Authority is a joint board consisting of 17 members appointed by the four riparian authorities as specified in the River Tees Port Health Authority Order 2014 - that is to say Redcar and Cleveland Borough Council, Middlesbrough Borough Council, Stockton-on-Tees Borough Council and Hartlepool Borough Council (hereinafter referred to as “the riparian authorities”).

1.2 Appointment of Members

Members will be appointed to the joint board by each of the riparian authorities (from members of its council) in the numbers specified below:

| | |
|---------------------------------------|-----------|
| Redcar and Cleveland Borough Council: | 5 members |
| Middlesbrough Borough Council: | 5 members |
| Stockton-on-Tees Borough Council: | 5 members |
| Hartlepool Borough Council: | 2 members |

1.2.1 The riparian authorities shall appoint members to the joint board at meetings to be held in May of each year.

1.2.2 Any vacancies occurring amongst members of the joint board shall be filled by the specified riparian authority in the representation of which the vacancy occurred at a meeting to be held as soon as possible after such occurrence.

1.2.3 The proper officer of each riparian authority shall forthwith notify in writing to the proper officer of the Authority the name, address and occupation of any person appointed by his/her own authority to be a member of the Authority.

1.2.4 A person appointed to be a member of the joint board shall cease to be such a member in the event that he/she ceases to be a member of the Council of the riparian authority by which he was appointed.

1.3 Retirement of Members

All members of the Authority shall retire from office, and the newly appointed members shall come into office on 1st June of each year.

1.3.1 A retiring member of the joint board may be re-appointed for a further term of office if at the time of their re-appointment they are otherwise qualified to be so appointed.

1.4 Chair and Vice-Chair

The Chair and Vice-Chair of the joint board shall be elected annually by the members of the joint board from amongst the members.

1.4.1 The Chair and Vice-Chair elected each year shall be drawn from two different riparian authorities which shall be selected on a rotational basis in the following order:

- (1) Redcar and Cleveland Borough Council
- (2) Hartlepool Borough Council
- (3) Middlesbrough Borough Council
- (4) Stockton-on-Tees Borough Council.

1.4.2 The election of the Chair and Vice-Chair of the joint board shall be the first business transacted at the annual meeting of the joint board.

1.4.3 In the case of equality of votes, the person presiding at the annual meeting shall give a casting vote in addition to any other vote they may have.

1.4.4 The Chair shall, unless they resign or become disqualified, continue in office until their successor becomes entitled to act as Chair.

1.4.5 During their term of office, the Chair shall continue to be a member of the joint board.

1.5 Voting

Voting rights in relation to the joint board shall be applicable only to the individual members specifically appointed to the joint board by the riparian authorities. Such rights shall not apply to individuals attending meetings of the joint board as substitute members who shall be permitted to take part in discussions but who shall not be permitted to cast any vote.

1.6 Expenses

Any expense incurred by the Authority in pursuance of its powers and duties shall be apportioned in the following percentages:

| | |
|---------------------------------------|-----|
| Redcar and Cleveland Borough Council: | 52% |
| Stockton-on-Tees Borough Council: | 31% |
| Middlesbrough Borough Council: | 15% |
| Hartlepool Borough Council: | 2% |

ARTICLE 2 - FUNCTIONS OF THE AUTHORITY AND SCHEME OF DELEGATION

2.1 Functions of the Authority

By virtue of the River Tees Port Health Authority Order 2015, the Authority has a number of functions, rights and liabilities of a local authority assigned to it under various enactments. The Order is included within this Constitution at Annex A. Where an amendment or replacement to legislation included in the Order has taken place, the Scheme of Delegation will reflect the current legal position.

2.2 The Authority may delegate various functions to its officers in order that those functions are executed in the most practical and efficient manner possible.

2.3 Where functions are delegated the following rules will apply:

- (i) The officer to whom a delegated power is given may, (subject to any legal requirement to the contrary), delegate further.
- (ii) Where any function is delegated to an officer, the joint board (i.e. the Authority) may direct that in any particular case that the delegation is not to apply, and may determine the matter itself.
- (iii) An officer to whom any function is delegated is not obliged to exercise that obligation and may report to the Authority on any delegated matter.

2.4 The exercise of delegated powers under the constitution shall be recorded in writing and reported as soon as is practicable to the Authority.

2.5 Scheme of Delegation to Officers

This Scheme sets out the powers that have been delegated to officers. The details of the Scheme are set out in Annex B. Additions and amendments to the Scheme are deemed not to be amendments to the constitution.

ARTICLE 3 – AUTHORITY STRUCTURE

The Authority is managed by Redcar and Cleveland Borough Council and is subject to all policies and procedures of the Council. The Authority operates as part of the Councils Environmental Health (Commercial) Team under the supervision of the Principal Environmental Health Officer (Commercial).

The Environmental Health (Commercial) Team and RTPHA are part of the Health Protection and Health Care Quality Service, which is within the People Services Directorate. There are two port health officers who carry out the day to day responsibilities of the Authority, supported by other officers of the Environmental Health (Commercial) Team.

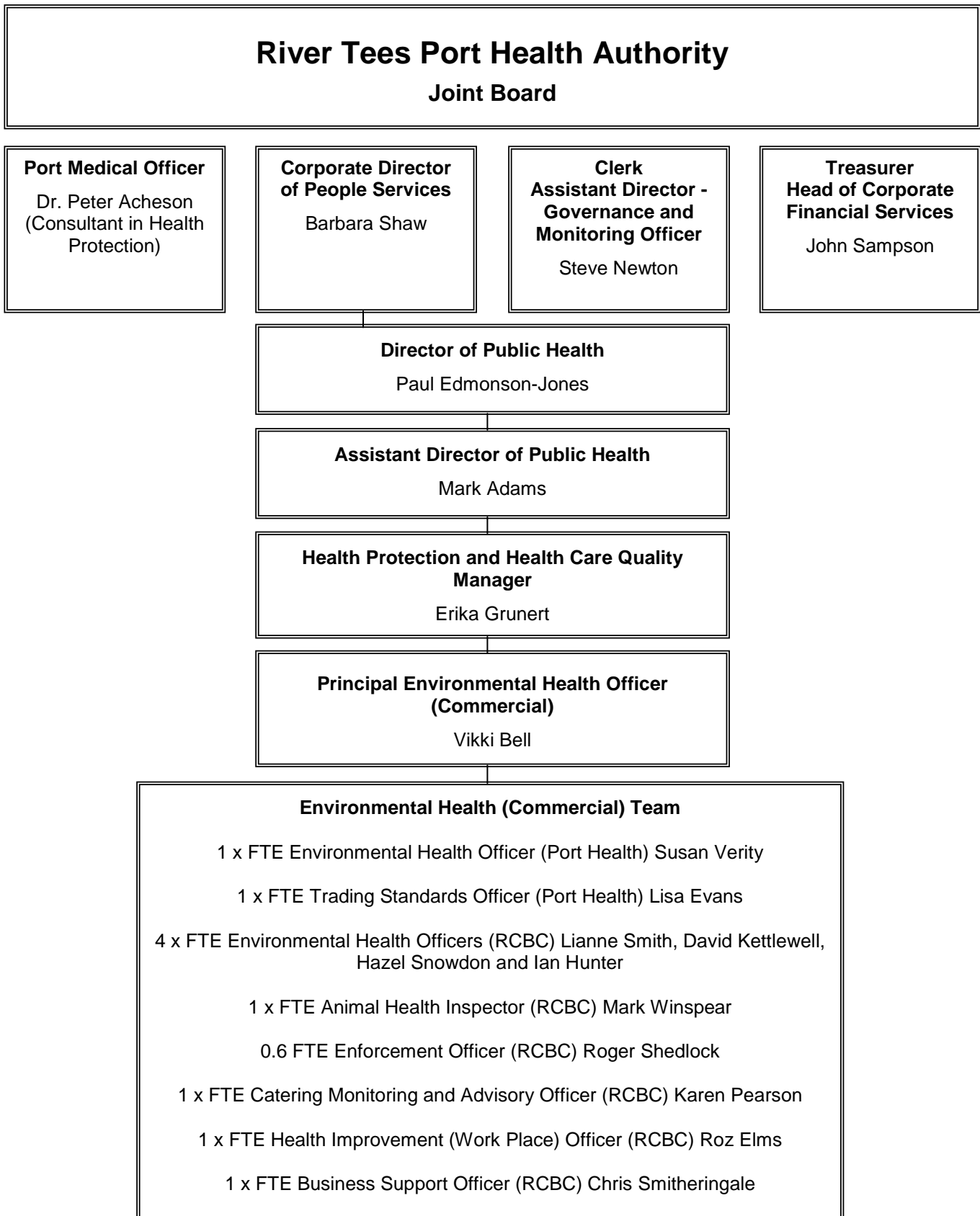
There are four officers, who report directly to the joint board:

- The Corporate Director of People Services, Redcar and Cleveland Borough Council.
- The Clerk, Assistant Director - Governance and Monitoring Officer, Corporate Resources, Redcar and Cleveland Borough Council.
- The Treasurer, Head of Corporate Financial Services, Corporate Resources, Redcar and Cleveland Borough Council.
- The Port Medical Officer, Consultant in Health Protection, Public Health England.

The Health Protection and Health Care Quality Service Manager has managerial responsibility for other officers authorised to act on behalf of the Authority. Officers from other riparian authorities who may be seconded to the Authority or who from time to time may have to assist Redcar and Cleveland Borough Council shall work under the direction of the Principal Environmental Health Officer (Commercial) and shall devote the whole of their time, attention and skills to their duties for the receiving authority.

The officer(s) shall faithfully and diligently perform duties and exercise such powers as may from time to time be reasonably assigned to or vested in them by the Principal Environmental Health Officer (Commercial) or the Health Protection and Health Care Quality Manager or under the direction and authority of the Authority. The officer(s) shall obey all reasonable and lawful directions given to them by or under such authority and shall use their best endeavours to promote the interests of the Authority. For the avoidance of doubt, the officer(s) will be subject to day to day line management from the receiving authority but with overall management responsibility falling to the seconding/assisting riparian authority under the contract of employment. The conditions of service of the seconding/assisting authority shall continue to apply to the officer(s) at all times.

Structure of River Tees Port Health Authority



ARTICLE 4 – PROPER OFFICER APPOINTMENTS

| No | Provision | Power | Proper Officer |
|----|--------------------------------|---|---|
| 1 | S225 Local Government Act 1972 | The officer with whom any document shall be deposited pursuant to the Standing Orders of either House of Parliament or any enactment or instrument | The Clerk |
| 2 | S229 Local Government Act 1972 | The officer who shall certify a photographic copy of a document | The Clerk |
| 3 | S234 Local Government Act 1972 | The officer who may authenticate any notice, order or other document which the Authority is authorised or required to give, make or issue under the following legislation or under regulations made pursuant thereto: 1) The Agriculture Act 1970 2) Food Safety Act 1990 3) Clean Air Act 1956 4) Public Health Act 1961 5) Clean Air Act 1968 7) Environmental Protection Act 1990 8) Control of Pollution Act 1974 9) Local Government (Miscellaneous Provisions) Act 1976 – sections 16 and 32 only. 10) The Public Health (Control of Diseases) Act 1984 11) The Food Safety and Hygiene (England) Regulations 2013 12) The European Communities Act 1972 (all regulations and any modifications made under this Act) | Health Protection and Health Care Quality Manager / Principal Environmental Health Officer (Commercial) |
| 4 | S234 Local Government Act 1972 | The officer who may authenticate any notice, order or other document which the | The Clerk |

| | | | |
|---|--|--|--|
| | | Authority is authorised or required to give, make or issue other than those specified above. | |
| 5 | Public Health (Control of Disease) Act 1984 as amended and regulations made pursuant thereto | Powers in relation to disease control and public health risk assessments. | Port Medical Officer (Consultant in Health Protection) |
| 6 | Any provisions of any Act, Statutory Instrument requiring the appointment of a Proper Officer not dealt with above | Any power or requirement | The Clerk |

ARTICLE 5 – AUTHORISATION OF OFFICERS OF THE AUTHORITY

For authorisation and competency of officers please refer to Quality System Procedure: QSP/F06 Authorisation of officers.

The Principal Environmental Health Officer (Commercial) will confirm that each of the riparian authorities has a similar quality system that ensures that only qualified and competent officers are authorised to act on their behalf.

The Principal Environmental Health Officer (Commercial) will record the qualifications and any applicable registration number of any officer authorised to act on behalf of the Authority.

ARTICLE 6 – PROCEDURE FOR SERVICE/AUTHORISATION OF LEGAL DOCUMENTS AND PROCEEDINGS

The Authority is empowered by various enactments to serve legal documents and to institute legal proceedings.

Where the Authority intends to exercise a power of this nature, the procedure detailed below shall be complied with. In addition, the Authority will use best endeavours to comply with the principles contained in the Regulators' Code (<https://www.gov.uk/government/publications/regulators-code>) and with any relevant code of recommended practice and/or official guidance which might exist at the time the power is exercised.

6.1 Procedure for Authorisation of Legal Proceedings/Documents

6.1.1 Introduction

The Health Protection and Health Care Quality Manager, the Principal Environmental Health Officer (Commercial), Environmental Health Officers and Trading Standards Officers issue a number of legal documents including and relating to; Statutory Notices, Permits, Simple Cautions and Prosecutions. This documentation will be signed in the name of the individually authorised officer.

6.2. Specific Examples

6.2.1 Notices

The decision to serve a legal notice rests with the individual officers and they will prepare and sign all the relevant paperwork.

6.2.3 Simple Cautions

The decision to offer a simple caution will be made in accordance with the Scheme of Delegation and with approval from the Clerk to the Authority and the Corporate Director of People Services, RCBC. A simple caution will be subject to sufficient evidence to warrant a prosecution.

6.2.5 Prosecutions

The decision to prosecute will be made in accordance with the Scheme of Delegation and the officer will prepare the evidence for the prosecution for approval by the Clerk to the Authority.

6.3 Other Issues

6.3.1 Where appropriate, reference will be made to all relevant Statutory Codes of Practice and guidance, including the Regulators' Code and the Authority's Enforcement Policy before legal action is taken. The

Enforcement Policy will be followed when any form of legal action is considered.

- 6.3.2 The Health Protection and Health Care Quality Manager and the Corporate Director of People Services are authorised to instigate prosecutions and administer simple cautions by virtue of the Scheme of Delegation contained herein.
- 6.3.3 All decisions made relating to prosecutions and simple cautions will be advised to the Chair and Vice-Chair of the Authority, together with details of the costs of such action.

ANNEX A – River Tees Port Health Authority Order 2015

(Awaiting confirmation of the new Order coming into force from the Department of Health)

ANNEX B – Scheme of Delegation to Officers

| No. | Powers and Duties | Delegation exercised by any of the officers assigned to each duty/power | Origin and Extent of Delegation | Checks and balances |
|-----|---|--|---------------------------------|--|
| 1 | Food Service Plan – Annual Statutory requirement of Food Standards Agency. | <ul style="list-style-type: none"> • Principal Environmental Health Officer (Commercial) (PEHO) | Joint board delegated. | Submitted for member approval as part of Annual Report. |
| 2 | Preparation of annual budget. | <ul style="list-style-type: none"> • Treasurer • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | Submitted for member approval. |
| 3 | Monitoring of Annual Budget. | <ul style="list-style-type: none"> • Treasurer • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | |
| 4 | To address new legislation and respond to consultations. | <ul style="list-style-type: none"> • Clerk • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | In consultation with the Chair or Vice Chair. |
| 5 | To secure improvements in service delivery. | <ul style="list-style-type: none"> • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | In consultation with the Clerk. |
| 6 | To review management structures and make changes within budget; To appoint all staff below PEHO. | <ul style="list-style-type: none"> • Clerk • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | In consultation with the Treasurer and the Clerk with advice from RCBC Human Resources department. |
| 7. | To determine any matter which the Clerk, Treasurer or Corporate Director of People Services considers to be of such urgency that it is not possible to immediately refer the matter to the relevant decision maker. | <ul style="list-style-type: none"> • Clerk • Treasurer • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | In consultation with Chair/Vice Chair. Subsequent report to members. |
| 8 | To authorise any named officer to exercise powers delegated to the Clerk, Treasurer or Corporate Director of People Services. | <ul style="list-style-type: none"> • Clerk • Treasurer • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | |
| 9 | Human Resources functions including conditions of service, designation of posts, recruitment. | <ul style="list-style-type: none"> • Clerk • Treasurer • Corporate Director of People Services • Health Protection and Health Care Quality Manager <p>in accordance with policies of RCBC.</p> | Joint board delegated. | With advice from RCBC Human Resources department. |

| | | | | |
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| 10 | To approve the attendance of employees at training courses. | <ul style="list-style-type: none"> • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | |
| 11 | To issue Simple Cautions pursuant to those Statutory functions within the remit of the Authority. | <ul style="list-style-type: none"> • Clerk • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | |
| 12 | To institute, prosecute, defend, withdraw, conduct, settle or appeal any legal proceedings which do not involve the Authority being exposed to a significant level of risk in financial or other terms, on behalf of the Authority; including legal proceedings for contraventions of any of the statutory provisions set out in this scheme, including contraventions of any related statutory instruments, regulations or orders and all appropriate legal proceedings under common law, other than where any statutory provision, enactment or the Authority give specific authority to a particular Officer, including the authentication of such proceedings other than where so authorised pursuant to procedure rules contained in this constitution relating to the authentication of documents for legal proceedings. | <ul style="list-style-type: none"> • Clerk • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | |
| 13 | To take any necessary steps, including the commencement of legal proceedings to secure the payment of any debt or to enforce the performance of any obligation due to the Authority and to take any such steps as he may consider necessary to enforce any judgement order. | <ul style="list-style-type: none"> • Clerk | Joint board delegated. | In consultation with the Corporate Director of People Services and Treasurer. |
| 14 | Local Government Act 1972 – Proper Officer functions. | <ul style="list-style-type: none"> • Clerk • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | |

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| | | | | |
| 15 | S.151 Local Government Act 1972. Proper Administration of Financial affairs and requirement to report to the Authority any breach. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | |
| 16 | S.114 LG Act 1988. Requirement to report to authority if (a) unlawful expenditure (b) unbalanced budget. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | In consultation with Clerk and Chair or Vice-Chair. |
| 17 | Accounts and Audit Regulations 1996 – proper accounting records and control systems in accordance with CIPFA Codes of Practice – effective Internal audit. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | |
| 18 | Attorney General v Dr. Winton 1906, fiduciary responsibility to local taxpayers. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | |
| 19 | Agree payment dates for precepting authorities. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | |
| 20 | Prepare Annual Accounts for Audit. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | External Audit. |
| 21 | Approve adjustments to Accounts. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | In consultation with the Clerk. |
| 22 | Review Insurance Contract. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | In consultation with the Clerk and the Corporate Director of People Services. |
| 23 | Develop rolling Audit plan based on risk assessment. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | |
| 24 | Reporting of serious weakness in systems and fraud and corruption to the Authority. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | In consultation with the Clerk and the Corporate Director of People Services. |
| 25 | Implement the Authority's payroll system and monitor operation. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | |
| 26 | Co-ordinate and manage financial transactions with pension funds, inland revenue and charities. | <ul style="list-style-type: none"> Treasurer | Joint board delegated. | |

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|----|--|--|------------------------|---|
| 27 | Operate and Control payments system. | <ul style="list-style-type: none"> • Treasurer | Joint board delegated. | |
| 28 | Operate and Control Debtors systems. | <ul style="list-style-type: none"> • Treasurer | Joint board delegated. | |
| 29 | Develop write off protocols. | <ul style="list-style-type: none"> • Treasurer | Joint board delegated. | In consultation with the Clerk and the Corporate Director of People Services. |
| 30 | Duty or power of the authority to act or take actions under the legislation set out in Annex C. | <ul style="list-style-type: none"> • Clerk • Corporate Director of People Services • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers • Enforcement Officers | Joint board delegated. | |
| 31 | Exercise of powers of entry, investigation, inspection and ancillary related powers authorised by and contained within those statutes listed in Annex C including all relevant statutory provisions made there under. | <ul style="list-style-type: none"> • Clerk • Corporate Director of People Services • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers • Enforcement Officers | Joint board delegated. | |
| 32 | To sign and issue statutory notices, directions and orders as the proper officer for statutes in Annex C unless otherwise stated including, but not limited to, authorisation in respect of prescribed processes, enforcement, prohibition, revocation and variation notices. To sign authorisations in respect of prescribed processes. | <ul style="list-style-type: none"> • Clerk • Corporate Director of People Services • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers | Joint board delegated. | |

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|----|--|---|------------------------|---|
| 33 | To appoint and authorise officers and other persons acting on behalf of the Authority to carry out those duties and functions contained within those statutes listed in the Annex C including all relevant statutory provisions made there under including powers of entry, investigation and inspection. | <ul style="list-style-type: none"> • Clerk • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | |
| 34 | Food Safety Act 1990: To exercise the powers of an authorised officer under the Food Safety Act 1990 as amended Sections 9, 10, 12, 29, 30, 32 and any other relevant regulations and provisions made there under. Food Safety and Hygiene (England) Regulations 2013: To exercise the powers of an authorised officer under the Food Safety and Hygiene (England) Regulations 2013, Regulations 6, 8, 9, 10, 14, 15, 16 and 29. | <ul style="list-style-type: none"> • Corporate Director of People Services • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers | Joint board delegated. | |
| 35 | Authority to: Grant and issue full and conditional approvals of product specific establishments under the provision of the Food Safety and Hygiene (England) Regulations 2013. | <ul style="list-style-type: none"> • Corporate Director of People Services • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | |
| 36 | Authority to: Refuse, suspend, or withdraw approvals of conditional approvals or product specific establishments under the provision of the Food Safety and Hygiene (England) Regulations 2013. | <ul style="list-style-type: none"> • Corporate Director of People Services • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | |
| 37 | Appointment of Veterinary Officers for duties as Portal Official Veterinary. | <ul style="list-style-type: none"> • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | In consultation with Chair or Vice Chair. |
| 38 | Food hygiene training: Power to set charges and vary as appropriate. | <ul style="list-style-type: none"> • PEHO | Joint board delegated. | |

| | | | | |
|----|--|--|------------------------|--|
| 39 | Power to Appoint: Public Analyst Food Examiner. | <ul style="list-style-type: none"> • Corporate Director of People Services • Health Protection and Health Care Quality Manager | Joint board delegated. | In consultation with Chair/Vice Chair. |
| 40 | Food and Environmental Protection Act, 1985 (as Amended): Power to take emergency action on behalf of the FSA to protect foodstuffs. | <ul style="list-style-type: none"> • Corporate Director of People Services • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | |
| 41 | Review of Authority Health and Safety Policy. | <ul style="list-style-type: none"> • Health Protection and Health Care Quality Manager • PEHO | Joint board delegated. | In consultation with the Clerk. |

ANNEX C - Scheme of Delegation to Officers

This list of Statutes encompasses all directions, orders and regulations made there under:

- Public Health Act 1875
- Public Health Act 1936
- Public Health Act 1961
- Slaughterhouses Act 1974
- Control of Pollution Act 1974
- Local Government Act 1972
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government Act 1988
- Accounts and Audit Regulations 1996
- Public Health (Control of Disease) Act 1984
- Building Act 1984 (c.55)
- Food Safety Act 1990 (c.16)
- Water Industry Act 1991 (c.56)
- Clean Air Act 1993 (c.11)
- Noise and Statutory Nuisance Act 1993 (c.40)
- Private Water Supplies Regulations 2009 (c)
- Health Protection (Local Authority Powers) Regulations 2010 (d)
- The Food Safety and Hygiene (England) Regulations 2013 as amended
- The Agricultural Act 1970 as amended
- The Public Health (Control of Diseases) Act 1984 (as amended)
- Regulations having effect by virtue of the European Communities Act 1972 and any modification or re-enactment to the foregoing
- The Health Act 2006
- The Smoke-free (Premises and Enforcement) Regulations 2006
- Trade in Animals and Related Products Regulations 2011
- The Transmissible Spongiform Encephalopathies (England) Regulations 2010
- Animal By-Products (Enforcement) (England) Regulations 2011
- Animal Feed (England) Regulations 2010
- The Official Feed and Food Controls (England) Regulations 2009 as amended and all Emergency Control Declarations made thereunder
- All Emergency Control Regulations
- The Feeding Stuffs (Sampling and Analysis) Regulations 1999
- Feeding Stuffs (Enforcement) Regulations 1999
- Feeding Stuffs Regulations 2000
- Prevention of Damage by Pests Act 1949
- Feeding Stuffs (England) Regulations 2005
- The Feed (Hygiene and Enforcement) (England) Regulations 2005
- Environmental Protection Act 1990

- Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)
- Environmental Permitting (England and Wales) (Amendment) Regulations 2012.
- Pollution and Prevention Control Act, 1999
- Environmental Permitting (England and Wales) Regulations 2010.
- Food and Environmental Protection Act 1985
- Feed (Sampling and Analysis and Specified Undesirable Substances) (England) Regulations 2010.
- The Organic Products Regulations 2009
- The Organic Products (Amendment) Regulations 2010
- The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011
- The Contaminants in Food (England) Regulations 2013
- Materials and Articles in Contact with Food (England) Regulations 2012
- The Food Information Regulations 2014
- Animal Feed (Composition, Marketing and Use) (England) Regulations 2015
- Animal Feed (Hygiene, Sampling, etc. and Enforcement) (England) Regulations 2015
- All Emergency Control Regulations

Scheme of Delegation to Officers to which Delegated Powers 31 to 37 apply

This list of Statutes encompasses all directions, orders and regulations made there under:

- The Food Safety and Hygiene (England) Regulations 2013 (as amended)
- The Food Safety Act 1990 as amended
- The Agricultural Act 1970 as amended
- The Public Health (Control of Diseases) Act 1984 (as amended)
- Regulations having effect by virtue of the European Communities Act 1972 and any modification or re-enactment to the foregoing
- The Health Act 2006
- The Smoke-free (Premises and Enforcement) Regulations 2006
- Trade in Animals and Related Products Regulations 2011
- The Transmissible Spongiform Encephalopathies (England) Regulations 2010.
- Animal By-Products (Enforcement) (England) Regulations 2011
- Animal Feed (England) Regulations 2010.
- The Official Feed and Food Controls (England) Regulations 2009 as amended and all Emergency Control Declarations made there under
- All Emergency Control Regulations
- The Feeding Stuffs (Sampling and Analysis) Regulations 1999

- Feeding Stuffs (Enforcement) Regulations 1999
- Feeding Stuffs Regulations 2000
- Feeding Stuffs (England) Regulations 2005
- The Feed (Hygiene and Enforcement) (England) Regulations 2005
- Feed (Sampling and Analysis and Specified Undesirable Substances) (England) Regulations 2010.
- Prevention of Damage by Pests Act 1949
- Environmental Protection Act 1990
- Public Health Act 1936
- Public Health Act 1961
- Pollution and Prevention Control Act 1999
- Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)
- Environmental Permitting (England and Wales) (Amendment) Regulations 2012
- Food and Environmental Protection Act 1985
- Materials and Articles in Contact with Food (England) Regulations 2012
- The Contaminants in Food (England) Regulations 2013
- The Organic Products Regulations 2009
- The Organic Products (Amendment) Regulations 2010
- The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011
- The Food Information Regulations 2014
- Animal Feed (Composition, Marketing and Use) (England) Regulations 2015
- Animal Feed (Hygiene, Sampling, etc. and Enforcement) (England) Regulations 2015

Member Report

Memorandum of Understanding between RTPHA and the Riparian Authorities.



Public

To: River Tees Port Health Authority (RTPHA)

From: Corporate Director of People Services

Decision: Information

Portfolio: River Tees Port Health Authority

1. What is the purpose of this report?

- 1.1 To present to members the Memorandum of Understanding between River Tees Port Health Authority and the riparian authorities.

2. What will this achieve?

- 2.1 The Memorandum sets out the understanding of RTPHA, under the management of Redcar and Cleveland Borough Council (RCBC), and the riparian authorities of Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council, of the principles that underlie the relations between them.

Members are informed that there has been a revision to the Memorandum to clarify the insurance arrangements for officers of the riparian authorities when they carry out work on behalf of the Authority; specifically that each riparian authority is responsible for providing insurance for its own officers when they act as an authorised officer of RTPHA within the Authority's jurisdiction.

3. How will it happen and how will we tell people about it?

- 3.1 The Memorandum was first presented to members of the joint board in September 2011 having been drawn up and agreed by the riparian authorities. A review was undertaken in February 2013 and this is now the third occasion that the Memorandum has been brought to the joint board. Each Authority is committed to abide by the principles and arrangements set out in the Memorandum.

4. What are the risks involved?

- 4.1 Lack of effective communication between the riparian authorities which may impact on the effective delivery of port health services.

5. How will it deliver our priorities and improve our performance?

- 5.1 The Memorandum formalises arrangements for service delivery and communications between the riparian authorities, in particular that RCBC keeps the riparian authorities informed of all matters relating to the delivery of the service. It ensures the riparian authorities have the opportunity to make representations to each other and, in particular, to RCBC as the lead authority, regarding matters relating to service delivery and any other significant issues.

6. What will it cost?

6.1 There are no direct cost implications in reviewing the Memorandum.

7. Are there any legal considerations?

7.1 The Memorandum does not create legal obligations between the parties but will allow the parties to make representations to each other on the arrangements for the delivery of the services provided by RTPHA.

8. Who have we talked to about it?

8.1 Senior Officers of the Riparian Authorities.
Heather Pearce Risk and Business Continuity Manager, RCBC.

9. What options have been considered?

9.1 There are no options.

10. Recommendations

That members of the joint board are aware of the Memorandum of Understanding between RTPHA and the riparian Authorities.

11. Further information

Appendix B – Memorandum of Understanding Between River Tees Port Health Authority and the Riparian Authorities, June 2015.

12. Background Papers

None.

13. Contact Officer

Name: Vikki Bell, Principal Environmental Health Officer (Commercial).

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Email: vikki.bell@redcar-cleveland.gov.uk

Memorandum of Understanding

Between River Tees Port Health Authority
and the Riparian Authorities

June 2015

Introduction

This Memorandum sets out the understanding of River Tees Port Health Authority (RTPHA) under the management of Redcar and Cleveland Borough Council (RCBC), and the riparian authorities, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council, of the principles that will underlie the relations between them.

This Memorandum is a statement of intent and should not be interpreted as a binding agreement. It does not create legal obligations between the parties but will allow the parties to make representations to each other on the arrangements for the delivery of the services provided by RTPHA, and on behalf of the riparian authorities.

RTPHA will communicate to the riparian authorities any matters that may have significant concern for any or all of the riparian authorities. This includes the import of food, feed and relevant products through Tees Port, the state of public health including risks from infectious diseases introduced through Tees Port and any significant risks identified through the inspection of any ship within Tees Port.

Relationships and Responsibilities

The services of RTPHA are managed by RCBC this being an administrative arrangement by virtue of sections 101, 102, 103, 112 and 113 of the Local Government Act 1972, and sections 19 and 20 of the Local Government Act 2000 and the regulations made under these Acts; together with the general power within section 2 of the Local Government Act 2000 and the supporting provisions within section 111 Local Government Act 1972.

RCBC is responsible for the delivery of port health services within Tees Port. This includes the inspection of ships entering the port, the issue of ship sanitation certificates, import controls for food, feed and relevant products, infectious disease controls and the inspection of food premises and prescribed processes within the port.

RTPHA will establish and maintain written procedures for the effective delivery of port health services. This includes the proper authorisation of officers of RTPHA and of the Port Medical Officer, the inspection of ships and relevant premises within the port, the enforcement of official controls including the inspection, sampling, seizure and detention of food, feed and relevant products entering the port, and the investigation of infectious disease on board ships and within the port.

An annual service plan will be provided in accordance with the Food Standards Agency Framework Agreement on Food and Feed Law Enforcement and will be presented to the joint board for approval.

RTPHA will maintain liaison arrangements with the Food Standards Agency, Public Health England, the Environment Agency, UK Border Agency, Cleveland Emergency Planning Unit, the port operator, importers, shipping agents and other relevant stakeholders.

There are no specific duties or responsibilities placed upon the riparian authorities in respect to port health services. However, riparian authorities may be requested to provide assistance in matters that are considered to have significant importance to the protection of public health or the enforcement of official controls. If such assistance is requested, the

need for this will be clearly communicated to relevant senior officers within Riparian Authorities and the level of assistance agreed.

Matters considered to have significant importance, referred to above may include;

- An outbreak of infectious disease that extends outside of the port and outside the boundaries of Redcar and Cleveland Borough Council
- The tracing of food, feed and relevant products imported through Tees Port that is believed to be unsafe and has entered into one or more the riparian authority areas.
- Any other matter that is likely to have a major local or regional impact.

In the unlikely event that RTPHA (or RCBC) is not able to respond to a request from a shipping agent for a ship sanitation certificate inspection this would be referred to the riparian authority in whose area where the ship is to berth. It will be the responsibility of the riparian authority to determine if it can respond to such a request. The riparian authority is not expected to respond directly to the shipping agent as RTPHA will act as liaison for all such matters.

RTPHA will provide an annual port health training day for officers of the riparian authorities to ensure they remain familiar with port health procedures. RTPHA will provide opportunities for officers from the riparian authorities to gain experience of port health functions, in particular, procedures and arrangements for entering and conduct within the port. The role of officers of the riparian authorities will be limited to assisting in matters relating to the control of imported food, feed and relevant products which will be reflected in their authorisations.

The safety of officers visiting the port is the primary responsibility RTPHA in accordance with the health and safety policies for RTPHA and RCBC. This will include the provision by RTPHA of any specialist safety equipment where this is a requirement of the port. The riparian authorities must provide their officers with individual personal protective equipment, in particular safety shoes. Each riparian authority is responsible for providing insurance for its own officers when they act as an authorised officer of RTPHA within the Authority's jurisdiction.

Communication and Arrangements

RTPHA, RCBC and the riparian authorities are committed to the principle of good communication. The aim of which is to allow representations to be made to each other and in sufficient time for those representations to be fully considered.

RCBC will inform the riparian authorities of the performance of RTPHA and facilitate the provision of information by at least quarterly meetings which will take place at least two weeks before the meeting of the joint board. The papers that will be presented to the joint board will be provided to the Heads of Services of the riparian authorities in advance of the quarterly meetings. In addition to these meetings RCBC will inform the riparian authorities of any significant change or event which may impact upon RCBC's ability to deliver and manage the services provided by RTPHA.

RCBC will endeavour to respond quickly to requests for information from the riparian authorities in respect to all matters connected to RTPHA, in particular the management and delivery of the port health service.

Budget

The RTPHA is funded by the four riparian authorities and the contributions are set out in the River Tees Port Health Authority Order 2015 as follows:

| | |
|-------------------------|-----|
| Redcar and Cleveland BC | 52% |
| Stockton on Tees BC | 31% |
| Middlesbrough BC | 15% |
| Hartlepool BC | 2% |

The financial processes relating to budget and actual expenditure will be subject to review by RCBC's internal auditors. Final accounts are independently audited by RCBC External Auditors or their nominated appointees.

The Service Plan will detail the demands on the service related to each riparian authority and will reflect each Authority's expenses contribution.

Overview and Scrutiny

The joint board of RTPHA will review or scrutinise decisions made, or other action taken, in connection with the discharge of port health services by officers of RTPHA and officers of RCBC acting on behalf of RTPHA.

Review

This Memorandum of Understanding will be reviewed by RTPHA in consultation with the riparian authorities at least annually and updated as necessary. It will be presented to the joint board for information.

Member Report

RTPHA Service Plan 2015-2016



Public

To: River Tees Port Health Authority (RTPHA)

From: Corporate Director of People Services

Decision: Executive

Portfolio: River Tees Port Health Authority

1. **To present the RTPHA Service Plan 2015-2016 for approval.**

1.1 A service plan must be produced in accordance with the Food Standards Agency Framework Agreement for Official Feed and Food Controls by Local Authorities and presented to Members for approval.

2. **What will this achieve?**

2.1 Member agreement of standards and services to be provided by RTPHA in 2015-2016.

3. **How will it happen and how will we tell people about it?**

3.1 Member approval is to be recorded and the service plan will become a public document. The plan will be published on the RTPHA's website and made available in hard copy to members of the public and stakeholders on request.

4. **What are the risks involved?**

4.1 Member approval is required as part of the framework standard. Failure to gain member approval will lead to the absence of a service plan for RTPHA.

5. **How will it deliver our priorities and improve our performance?**

5.1 Priorities will be established within the service plan and agreed by members. Compliance with the service plan will be monitored and reported to Members. Any failure to satisfy the service standards will be acted upon and notified to Members.

6. **What will it cost?**

6.1 The costs of producing the service plan will be met within the agreed budget for RTPHA. There are no additional costs in developing or producing the plan.

7. **Are there any legal considerations?**

7.1 Failure to establish an approved service plan will be considered by the Food Standards Agency as a failure to satisfy the framework standards.

8. **Who have we talked to about it?**

8.1 Officers and representatives of the Riparian Authorities.

9. **What options have been considered?**

9.1 No other options can be considered.

10. **Recommendations**

10.1 That the Service Plan be approved by members.

11. **Further information**

11.1 Appendix C – RTPHA Service Plan 2015-2016.

12. **Background Papers**

12.1 The Framework Agreement on Official Feed and Food Controls By Local Authorities.

13. **Contact Officer**

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**RIVER TEES PORT
HEALTH AUTHORITY**

SERVICE PLAN

2015 - 2016

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INTRODUCTION

This plan details the delivery of the port health service, which includes the inspection of ships, enforcement of food, feed and environmental protection laws, and the prevention and control of infectious diseases.

Redcar and Cleveland Borough Council (RCBC), manages the port health service on behalf of the other riparian authorities of Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council.

The port health service operates within the Environmental Health (Commercial) Team of RCBC which is managed by the Principal Environmental Health Officer (Commercial). The Environmental Health (Commercial) Team is responsible for the enforcement of food hygiene, food safety, food standards, feed hygiene and health and safety laws, infectious disease control and animal health and welfare standards. The team also provides a school catering advisory and monitoring service and delivers two health improvement award schemes. The Environmental Health (Commercial) Team is part of the Health Protection and Health Care Quality Service in the People Services Directorate.

Effective partnerships with stakeholders, including Public Health England (PHE) – Consultant in Health Protection / Port Medical Officer and Food Examiner, the appointed Public Analyst and Agricultural Analyst and the Food Standards Agency (the Agency), are important in the achievement of the aims and objectives of the plan.

The plan has been prepared in accordance with the Food Standards Agency Framework Agreement for Official Feed and Food Controls by Local Authorities. It takes account of the Local Authority Enforcement Monitoring System (LAEMS) and the Agency's guidance on Imported Food and Feed Control. The Service Plan has received approval from the joint board of River Tees Port Health Authority (RTPHA) and will be reviewed annually.

1 SERVICE AIMS AND OBJECTIVES

1.1 Aims

- To ensure that third country feed and food can be imported into Tees Port and the port maintains its status as a Designated Point of Entry and Designated Point of Import.
- To ensure that food and feed entering the UK through Tees Port has been legally imported and complies with relevant food and feed laws.
- To ensure plastic kitchenware from China and Hong Kong can be imported into Tees Port and the port maintains its status as a First Point of Introduction.
- Hygiene and environmental standards on ships entering Tees Port comply with international hygiene and pollution laws. In particular, conditions are not prejudicial to the health or wellbeing of people on-board ships.
- Risks to health from communicable diseases are effectively managed and controlled.
- To ensure that food hygiene and standards legislation is enforced in food premises at the port.
- To ensure that environmental protection legislation is enforced within the port.

1.2 Objectives

- To carry out comprehensive manifest and documentary checks relating to third country food, feed and relevant products.
- To ensure that all controlled products are subject to the required import requirements and comply with relevant legislation.
- To carry out a risk-based programme of identity and physical checks, including sampling, to ensure that all food and feed imported through Tees Port is safe and complies with the law.
- To ensure that importers and shipping agents are kept informed of import restrictions, changes in legislation, emergency control measures and new guidance.
- To carry out a risk-based approach to the inspection of ships and respond to all requests for ship sanitation certificates. To ensure that conditions on-board ships are hygienic, in particular, food storage and food preparation; ships are free from pests and risks of communicable diseases are effectively controlled; and ships comply with international pollution regulations.
- To investigate and reduce the incidence of food poisoning and food-borne disease at the port and on ships entering the port.
- To monitor the wholesomeness and sufficiency of water supplies at the port and on-board ships entering the port. This is to be achieved by reactive and programmed sampling.
- To carry out appropriate food hygiene and standards interventions at the food premises at the port.

- To operate the national Food Hygiene Rating Scheme for food premises at the port to improve and maintain good hygiene standards.
- To ensure the prescribed processes at the port comply with environmental protection legislation and permits are issued accordingly.

2. BACKGROUND

2.1 Profile of RTPHA

RTPHA represents the four riparian authorities of Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council.

The River Tees Port Sanitary Authority was first constituted by an Order of the Local Government Board in 1886. The present Authority was established by The River Tees Port Health Authority Order 1982 which defines the port health district over which the joint board has jurisdiction.

The Order has been amended to include updates to legislation and the expenses paid by the four riparian authorities. It will come into force in 2015.

The ports on the Tees are deep water ports and handle over 40 million tonnes of cargo per year. There are dedicated roll-on/roll-off and container terminals.

2.2 Organisational Structure

The People Services Directorate of Redcar and Cleveland Borough Council is responsible for the management and delivery of port health services.

RTPHA remains a separate authority with a joint board of 17 elected members representing the four riparian authorities as follows:

- | | |
|--|----------------------|
| • Redcar and Cleveland Borough Council | Five Elected Members |
| • Stockton Borough Council | Five Elected Members |
| • Middlesbrough Council | Five Elected Members |
| • Hartlepool Council | Two Elected Members |

The joint board meets quarterly to discharge its functions including approval of the Authority's budget and Service Plan and to scrutinise the Authority's activities.

The Clerk and Treasurer of RTPHA are employees of RCBC.

The Environmental Health (Commercial) Team (including RTPHA) are part of the Health Protection and Health Care Quality Service which is part of Public Health in the People Services Directorate.

Barbara Shaw is the Director of the People Services Directorate. The Director of Public Health is Paul Edmonson Jones, the Assistant Director of Public Health is Mark Adams and the manager of the Health Protection and Health Care Quality Service is Erika Grunert.

The Principal Environmental Health Officer with specialist responsibility for the Environmental Health (Commercial) Team which includes RTPHA is Vikki Bell.

The structure of RTPHA is one Environmental Health Officer and one Environmental Health Officer/Trading Standards Officer.

The structure of the People Services Directorate including the RTPHA is detailed in Appendix 1.

Named officers from the Environmental Health (Commercial) Team and the riparian authorities are able to support the port health service as required, in accordance with their authorisation and under the direction of the Principal Environmental Health Officer.

The Port Medical Officer is Dr Peter Acheson, Consultant in Health Protection, Public Health England.

Food and water examination services are provided by the Public Health England, Food, Water and Environmental Laboratory in York, in accordance with a Service Level Agreement.

Feed and food analysis is undertaken by the appointed Agricultural Analyst and Public Analysts at West Yorkshire Analytical Services.

2.3 Scope of the Port Health Service

All third country products of non-animal origin can be imported into Tees Port. RTPHA is a Designated Point of Import for Commission Regulation (EC) No 884/2014 (previously Commission Regulation (EC) No 1152/2009) imposing controls for aflatoxin contamination for feed and food; and a Designated Point of Entry for high risks products not of animal origin for Commission Regulation (EC) No. 669/2009 as amended. Products of animal origin are not permitted entry into Tees Port. RTPHA is a First Point of Introduction for Commission Regulation (EU) No 284/2011 (plastic kitchenware from China and Hong Kong). These designations are granted by the Food Standards Agency.

RTPHA is approved to issue ship sanitation control and exemption certificates under the International Health Regulations 2005.

The port health service includes:-

- Inspection of ships for the purpose of providing ship control or exemption certificates.
- Inspection of ships for other purposes based on an assessment of intelligence relating to the vessel, including previous history of compliance.
- Water sampling, including on-board ships and at the port as part of routine inspections, in accordance with the sampling plan or at the request of shipping agents or the port operator.
- The monitoring and control of infectious diseases on-board ships and at the port.
- Responding to any reports/incidents relating to infectious disease in collaboration with the Port Medical Officer.

- Identification of all third country imports of food, feed and relevant products by ensuring all manifests are received and checked.
- Identification of all third country bulk imports of food and feed by routine checks including visits to the port's bulk terminals.
- Carrying out identification and physical checks of imported food, feed and relevant products in accordance with import legislation and risk assessment.
- Sampling of imported food, feed and relevant products for examination and/or analysis in accordance with the import legislation and the sampling programme.
- Responding to alerts and emergency legislation relating to imported food, feed and relevant products.
- Verification of organic produce at point of importation.
- Liaison with importers and shipping agents to provide advice relating to the activities of the service including legislative requirements.
- Responding to requests from other local authorities or port authorities in relation to imported food, feed and relevant products and any other matters related to activities of the service.
- Planned interventions including full and partial inspections/audits of the food premises at the port.
- Operation of the Food Standards Agency's Food Hygiene Rating Scheme for relevant food businesses at the port.
- Investigation of food complaints and food premises complaints, including nuisances arising from the activities of these premises.
- Registration and approval of food premises at the port.
- Enforcing environmental protection legislation including issuing permits for prescribed processes at the port.
- Responding to any matters of statutory nuisance arising from activities at the port.
- Maintenance of the database of the activities of the service.
- The compilation and submission of statutory returns.

2.4 Demands on the Port Health Service

Tees Port handles over 4000 ships annually and over 1000 consignments of third country food, feed and relevant products are imported. The services provided by RTPHA are predominately reactive and depend on the volume of ships entering the port and the type of consignments which are imported.

The inspection of ships and the implementation of import controls are the primary service demands.

Shipping movements must be monitored and recorded daily. This activity fulfils the Authority's responsibility to the joint board and riparian authorities in terms of reporting the shipping activity within each riparian authority's district. It also allows for cross checking to be carried out to ensure that all manifests have been received.

The inspection of ships for the purposes of sanitation certificates is at the request of the shipping agent. In accordance with the International Health Regulations 2005, requests for sanitation certificate inspections must not be declined. Adequate resources must be available in terms of the number of officers competent to carry out these inspections, including out of hours. RTPHA carries out approximately 120 sanitation certificate inspections each year.

Ship inspections not for the purposes of sanitation certificates are carried out using a risk based approach and as other service demands allow.

RTPHA is a food and feed authority and as such is responsible for the control of imported food and feed. The port is a Designated Point of Entry, Import and Introduction and to fulfil its statutory obligations in relation to these designations must have an adequate number of appropriately qualified and competent officers to discharge its functions. The port operator must provide adequate facilities for the Authority to carry out official controls on imported food, feed and relevant products.

The manifests for all container vessels are checked on a daily basis to identify third country imports. Checks for bulk imports at the port's eight bulk terminals are carried out by email and telephone contact and by routine visits to the berths. All third country imports are recorded. This is essential to ensure that all bulk imports and any illegal imports are identified.

When Commission Regulation (EU) No 284/2011 was introduced in July 2011 and the port became a First Point of Introduction for the control of plastic kitchenware, this created an increased workload for the officers of RTPHA. However there has been a decline in the import of these products. This is due to factors such as importers using other ports and sourcing products from elsewhere which are not subject to statutory import controls.

Although the port is Designated Point of Import for Commission Regulation (EC) No 884/2014 there have been no products imported which are subject to the controls set out in this legislation. The service is however able to carry out the required controls if required.

RTPHA became a Designated Point of Entry for Commission Regulation (EC) No 669/2009 as amended in October 2012. This status allows all high risk food and feed products not of animal origin to be imported through Tees Port. The Regulations stipulate the import controls which must be carried out on a list of high risk products. This list is updated on a quarterly basis. Taylor's of Harrogate are now able to import Chinese tea into Tees Port as this product is on the high risk list.

Food and feed which is not subject to specific controls is also monitored and although generally low risk is subject to controls using a risk based approach.

RTPHA is committed to the priorities and policies set by the Food Standards Agency when delivering its services. In particular the Food Standards Agency's Strategy to 2015, 'Safer Food for the Nation' has as one of its primary objectives that imported food is safe to eat. The main priorities to achieve this objective are to work internationally to reduce risks from food and feed originating in non-EU countries, and to ensure risk based targeted checks at ports and local authority monitoring of imports throughout the food chain.

RTPHA also has regard for the Food Standards Agency's priorities for feed authorities.

RTPHA will work towards achieving the Agency's objectives by implementing and maintaining a system of risk-based targeted checks at Tees Port.

There are five food premises at the port rated as Band 'B' or below for food hygiene and Band B or below for food standards in accordance with the Food Law Code of Practice. Although the number and type of food businesses at the port do not pose a significant demand in terms of the time required to carry out routine interventions, the resource of a competent officer is required. This demand is met by ensuring that officers are able to carry out the required controls.

The Authority operates the Food Standards Agency's Food Hygiene Rating Scheme (FHRS) for the food premises at the port. All five of the businesses are included in the scheme, three of which have obtained a rating of five, one has a rating of four and one has a rating of one.

There are five prescribed processes at the port, three are inspected at least once per year for the purposes of dust control and the remaining two are inspected at least once every three years for the purposes of emission control. Although these premises do not pose a significant demand of the service the expertise must be available within the team to carry out the inspection and issue permits in accordance with the Environmental Permitting (England and Wales) Regulations 2010 (as amended). The EHO will fulfil this responsibility.

RTPHA must fulfil its role as a Category 1 responder under the Civil Contingencies Act 2004 by engaging where appropriate with the Cleveland Emergency Planning Service and attending the working group of Local Resilience Forum.

The Port Health Service is delivered from Belmont House, Rectory Lane, Guisborough, TS14 7FD. The office is open to the public from 9am to 4.30pm, Monday to Friday.

Contact information is as follows:

Telephone number: (01287) 612406
Fax number: (01287) 612413
e-mail: port.health@redcar-cleveland.gov.uk

Main switchboard: 01642 774774 (9am to 5pm Monday to Friday)
Out of Hours 01642 771379

The Environmental Health (Commercial) Team provide an emergency out of hours service and officers can be contacted through RCBC out of hours service or in some cases outside agencies such as the Public Health England can contact officers directly.

2.5 Enforcement Policy

The Authority has signed up to the Regulators' Code and the Enforcement Policy embraces the policies and procedures detailed in the Code.

The Enforcement Policy was approved by the joint board at its meeting in June 2013 and an updated Policy will be presented to the joint board for approval in 2015.

3 SERVICE DELIVERY

3.1 Ship Sanitation Inspections

Under the International Health Regulations 2005 seagoing vessels must receive a ship sanitation inspection at least every six months. This inspection includes a food safety element, an assessment of infectious disease controls, assessment of the ship's pest free status and sanitation and waste disposal facilities. Welfare provisions for crews are also considered during an inspection.

RTPHA will respond to all requests for ship sanitation inspections. In 2015-2016 we expect to receive and respond to between 90 and 140 requests for this service.

3.2 Inspection of Ships

Ships not requesting a ship sanitation inspection may be subject to a routine inspection in accordance with a risk based inspection regime. In determining whether a ship is to be inspected RTPHA will give due consideration to the following:

- Whether the ship is entering Tees Port for the first time.
- Previous compliance with relevant laws
- Requests by other Port Authorities to inspect the ship.

3.3 Manifest and Documentary Checks

It is the duty of shipping agents to submit to RTPHA a copy of every ship's manifest for ships entering Tees Port. Checks are carried out on all manifests to identify all third country food, feed and relevant products. A determination on any action required is taken based on the type of product, its country of origin, any intelligence on the product provided through the Rapid Alert System for Food and Feed (RASFF), any emergency controls in place for the product and guidance from the Food Standards Agency will also be considered.

Documentary checks will be carried out for products listed in Commission Regulation (EC) No 884/2014 (aflatoxin controls), Commission Regulation (EC) No 669/2009 (controls for high risk products not of animal origin) and Regulation (EU) No 284/2011 (controls for plastic kitchenware). Documentary checks will also be carried out for products requiring organic status, where evidence of analysis is required, and where evidence of product safety is required.

3.4 Identity, Physical Checks and Sampling, including water sampling

Identity and physical checks will be carried out routinely. The purpose of which is to validate and verify information provided on ship's manifests and other relevant documentation.

Products listed in Commission Regulation (EC) No 884/2014, Commission Regulation (EC) No 669/2009 and Commission Regulation (EU) No 284/2011 will be sampled in accordance with the requirements of the regulations.

Samples of drinking water will be taken at the request of ships, shipping agents and the port operator, as part of ship inspections and in accordance with the sampling plan. Sampling points include on-board ship supplies, jetty points supplying vessels, and designated drinking water supply points located within the port.

Based on a review of previous imports and routine water sampling activity, it is anticipated that the following numbers of samples will be taken in 2015–2016.

Import Controls

| | |
|---------------------|-----------------|
| Examination | None at present |
| Analysis | up to 20 |
| Plastic Kitchenware | 20 to 30 |

Potable Water (Ship)

| | |
|--------------------------------|------------|
| Water (microbiological) | 100 to 150 |
| Water analysis (reactive only) | up to 10 |

Legionella (Ship)

| | |
|------------|----------|
| On request | 10 to 15 |
| Reactive | up to 5 |

Jetty Water

| | |
|--------------------------------|---------|
| Water (microbiological) | 50 |
| Water (legionella) | up to 5 |
| Water analysis (reactive only) | up to 5 |

The Food, Water and Environmental Examiner for the Authority is:-

Dr Heather Aird

Public Health England, Microbiological Services, FW&E Microbiology Laboratory, York Block 10. The Food and Environmental Research Agency, Sand Hutton, York YO41 1LZ

The Public Analysts appointed by the Authority are:-

Dr Duncan Campbell Dr Andrew Smith and Dr Marian Thomas
West Yorkshire Analytical Services
PO Box 11
Nepshaw Lane South
Morley
Leeds
LS27 0UQ

The Agricultural Analyst appointed by the Authority is:-

Dr Duncan Campbell
Dr Andrew Smith and Dr Marian Thomas are Deputy Agricultural Analysts.
West Yorkshire Analytical Services
PO Box 11
Nepshaw Lane South
Morley
Leeds
LS27 0UQ

3.5 Food Premises on the Port.

RTPHA will carry out a food hygiene and standards intervention strategy for the five food premises on the port. In 2015-2016 four premises will be due for a food hygiene inspection. These premises will also be inspected for the purposes of food standards.

3.6 Service requests and referrals from other agencies

RTPHA will respond to all requests for service and complaints and will endeavour to provide a response within 2 working days.

Requests from government departments and other agencies and stakeholders will be responded to in accordance with the nature of the request.

3.7 Home Authority Principle and Primary Authority Principle

RTPHA must have regard to these principles however it does not have any Home or Primary Authority agreements in place.

3.8 Advice to Business

RTPHA will endeavour to keep all shipping agents, importers and agents that operate within Tees Port informed on any proposed, new or changes to legislation relating to their activities within the port. Information and guidance that may assist compliance with relevant laws and standards will also be provided in a timely manner. It shall be the intention of RTPHA to assist shipping agents, importers and other bodies to achieve legal compliance and minimise disruption and delays.

The RTPHA website will be used as the primary vehicle for the provision of information.
www.teesporthealth.co.uk

3.9 Food Safety Incidents

Food Alerts are issued by the Food Standards Agency. They may require RTPHA to take action to remove unsafe products from sale, prevent the introduction or distribution on the UK market of unsafe or illegal products, or take any other appropriate enforcement action.

Notification of food alerts will be received by email and SMS text message and will be responded to accordingly. Those alerts requiring immediate action will be passed directly to the Principal Environmental Health Officer (Commercial) or a senior member of staff deputising in her absence for appropriate action.

RTPHA will notify the Food Standards Agency of any serious localised incidents using the RASFF system if it relates to imported food, feed or relevant products and at all other times in accordance with the procedures detailed in the Food Law Code of Practice.

It is difficult to estimate the resources required to respond to these alerts as this varies dependent upon the number and status of alerts received. The estimated resource requirement for responding to food alerts is two hours per alert.

3.10 Liaison with Other Organisations

The Authority is a member of the Tees Valley Food Liaison Group and Tees Valley Public Health Group.

In 2015-2016 RTPHA will be represented at:

- Northern Ports Liaison Network (NPLaN)

- The Association of Port Health Authorities Technical Committees: Environmental Health and Hygiene and Imported Food and Feed.
- The Food Standards Agency Imported Food and Feed Working Group.
- The National Animal Feed at Ports Panel.

There is also liaison with organisations including the Chartered Institute of Environmental Health, The Food Standards Agency, the Association of Port Health Authorities, Public Health England, the Environment Agency, DEFRA, UK Border Agency, the port operator, Cleveland Emergency Planning Unit and Tees Port Welfare Committee.

3.11 Infectious Disease Control

RTPHA has a duty to respond to notifications of infectious disease arising from or within the port. The Authority has appointed proper officers from the North East Public Health England Centre (PHEC) to act as Port Medical Officers. The lead Officer for Tees Port is Dr Peter Acheson.

The PHEC has drawn up a Local Partnership Agreement for the port health service to deal with any public health incidents at the port. The partners include RTPHA, the Acute Hospital Trust, UK Border Agency and the Maritime and Coast Guard Agency.

The Master of every ship is required by the International Health Regulations 2005 to notify RTPHA of any incident or case on-board their ship that may constitute a public health risk. This would usually be formally notified using a Maritime Declaration of Health. The definition of a public health risk includes communicable diseases and chemical, biological and radiation threats.

During 2014-2015 the threat from Ebola was recognised and although the risk at Tees Port was considered was low arrangements were put in place should the need arise to deal with any suspected case/s of Ebola. PHE were the lead government agency for contingency planning for Ebola and officers from RTPHA attended the appropriate regional meeting/exercises. In addition a Tees Port preparedness meeting has held which set out the roles and responsibilities of the relevant agencies who would deal with a suspected case of Ebola at Tees Port. There were no significant incidents to deal with. The joint board was kept informed of the Ebola situation and the arrangements in place at Tees Port through 2014-2105.

3.12 Environmental Protection

The Authority is committed to protecting the environment for the people who work and live around the port area. This includes issuing permits for high risk processes and monitoring and responding to complaints about noise, dust and other emissions from port activities.

The Authority has permitting responsibility for five Part B processes within its jurisdiction. The Permits currently on the Public Register are:

- PD Teesport - Part B Environmental Permit for loading and unloading of coal, coke, coal products, petroleum coke, pulverised fuel ash and cement clinker.
- Cleveland Potash - Part B Environmental Permit for storage and distribution of potash products, rock salt, and polyhalite products.
- AV Dawson - Part B Environmental Permit for loading and unloading of coal, coke, coal products and petroleum coke processes.

- PD Teesport Conservancy Depot - Part B Environmental Permit to operate a waste oil burner.
- PD Teesport - Part B Environmental Permit to operate a waste oil burner.

All permitted activities are continually monitored throughout the year and inspected on a risk based frequency.

3.13 Export Health Certificates

RTPHA issues Export Health Certificates (EHC) for products of animal origin which are to be exported from Tees Port to a third country. The conditions permitting the export of animal based products to non-EU countries are set by the importing countries' animal and food health administrations. Products need to be accompanied by EHCs to confirm that the conditions have been fulfilled. EHCs will be provided where appropriate and at the request of the exporter.

4 RESOURCES

4.1 Financial Allocation

RTPHA is funded by the four riparian authorities as follows:

| | |
|--------------------------------------|-----|
| Redcar and Cleveland Borough Council | 52% |
| Stockton Borough Council | 31% |
| Middlesbrough Council | 15% |
| Hartlepool Council | 02% |

The annual budget for RTPHA for 2015-2016 is £112, 675. This includes:

| | |
|--|---------|
| Basic Staffing costs (excluding PEHO) | £65,450 |
| Training (including expense and subsistence) | £ 2,500 |
| Travel | £ 2,500 |
| Supplies/Services (inc. equipment) | £ 1,500 |
| Analysts Fees | £10,000 |
| IT licences/subscription | £ 5,000 |

There is a central recharge for the Corporate Services of RCBC to support RTPHA which includes legal services, IT support and development and 0.4FTE of the salary of the PEHO.

RTPHA have a reserve of £40,000. In 2015-2016 a review of the reserves will be undertaken to ensure that amount is appropriate in relation to the operating budget and taking into consideration the Authority's budget planning process and risk management strategy.

RTPHA will recover its costs in accordance with the following:

- Commission Regulation (EC) No. 884/2014 which requires that a specified range of nuts and nut products are subject to official controls.
- Commission Regulation (EC) No. 669/2009 which requires that specified products not of animal origin are subject to official controls.
- Commission Regulation (EC) 284/2011 which requires that melamine and nylon kitchenware from China and Hong Kong are subject to official controls.

- Commission Regulation (EC) 91/2011 which requires that high risk products of non-animal origin from India, Ghana and Nigeria are subject to official controls.
- The issue of Ship Sanitation Control and Exemption Certificates.
- The sampling of potable water for microbiological examination or analysis on request.
- The issue of Export Health Certificates.
- The issue of Environmental Permits.

4.2 Staffing Allocation

The port health service was included in the strategic review of RCBC, referred to as the 'Shaping our Future' programme in 2013-2014. This resulted in a reduction of the direct staffing of the RTPHA. The Port Health Service comprises of:-

- | | |
|---|---------|
| • 1 Principal Environmental Health Officer (PEHO) | 0.4 FTE |
| • 1 Environmental Health Officer (EHO) | 1.0 FTE |
| • 1 Trading Standards Officer (TSO) | 1.0 FTE |

The officers are part of the Environmental Health (Commercial) Team at RCBC. The team is responsible for the enforcement of food hygiene, food safety, food standards, feed hygiene and health and safety laws, infectious disease control and animal health and welfare standards. The team also provides a school catering advisory and monitoring service and delivers two health improvement award schemes. Appropriately qualified and competent officers of the Environmental Health (Commercial) Team are authorised to carry out the functions of RTPHA. The officers of RTPHA are also authorised officers of RCBC and are able to carry out the other statutory functions of the Environmental Health (Commercial) Team. This provides resilience and efficiency for both the port health service and the other statutory services provided by the team. Officers of RTPHA will however maintain their specialist responsibilities for delivering port health services. The team is directly managed by the Principal Environmental Health Officer (Commercial).

Two officers from the Trading Standards Team at RCBC are also authorised officers of the RTPHA. This is to ensure that there is resilience for the Authority's feed hygiene function.

The contribution of RCBC officers in terms of full time equivalent is not quantified as their role is to provide cover if required and under the direction of the Principal Environmental Health Officer (Commercial) or other port health officers.

Specified officers from the riparian authorities are also authorised officers of RTPHA. This is to provide emergency cover in circumstances set out in a Memorandum of Understanding between RTPHA and the riparian authorities.

Officers of the Environmental Health (Commercial) Team including officers of RTPHA are authorised in accordance with the Food and Feed Law Codes of Practice. Environmental Health Officers hold Certificates of Registration of the Environmental Health Registration Board (EHRB) or the EHRB Diploma in Environmental Health (or its antecedents). Trading Standards Officers hold the Trading Standards Institute Diploma in Trading Standards (or its antecedents).

4.3 Staff Development Plan

RTPHA and RCBC are committed to the training and development of their employees. Where relevant, officers from RCBC will provide training and mentoring to officers of RTPHA and any trainees in particular in relation to food safety, feed hygiene and infectious disease control.

Appropriate training courses and shadowing opportunities will be sourced to provide officers of RTPHA and RCBC with the necessary skills and expertise to become fully competent in all areas of port health work. The budget allocated for training purposes in 2015-2016 reflects this need and includes revenue for travel to training courses and other visits.

Officers of RCBC and RTPHA will provide an annual internal training course and offer shadowing opportunities throughout the year for authorised officers of the riparian authorities. These arrangements are set out the Memorandum of Understanding between RTPHA and the riparian authorities.

Training and development needs are identified by annual appraisals and by on-going assessment and monitoring throughout the year.

Officers will receive a minimum of 10 hours ongoing/update training and this will take the form of in-house training (including personal research), external courses, shadowing or vocational visits.

All members of the Environmental Health (Commercial) Team are encouraged to contribute to the development of this Port Health Service Plan.

5 QUALITY ASSESSMENT

5.1 Quality Assessment

RTPHA and the Environmental Health (Commercial) Team work to a Service Quality Management System which includes monitoring arrangements to assess quality and to ensure compliance with the Food and Feed Law Codes of Practice and the Food Law Enforcement Standard.

Standard Operating Procedures are in place for the control of imported food, feed and relevant products, the inspection of ships, control of infectious disease, environmental protection and water sampling.

The Environmental Health (Commercial) Team will meet when appropriate to discuss issues relating to consistency and competency. Officers attending courses and seminars disseminate information to other team members at these meetings.

The Agency and the association of Port Health Authorities has recognised the Authority's work for the control of plastic kitchenware from China and Hong Kong by awarding it port of excellence status in relation to these import controls.

6. REVIEW

The RTPHA service plan will be reviewed annually and submitted to the joint board for member approval.

6.1 Review against the Service Plan

This is the fifth Service Plan produced for RTPHA since RCBC became the managing Authority.

Officers of RTPHA have received appropriate training to ensure the Authority is able to fulfil its duties, and are now part of the Environmental Health (Commercial) Team.

The relationship between RTPHA and the riparian authorities has been formalised through a Memorandum of Understanding. This Memorandum was reviewed and presented to the joint board at its meeting in February 2013 and June 2015. The Principal Environmental Health Officer meets with Service Managers of the other riparian authorities at least quarterly to discuss the operation and management of the service and development matters.

The Authority has met the demands on the service during 2014-2015. However there has not been a significant increase in controlled food and feed imports through Tees Port and it has proved increasingly difficult to promote the status of the port to increase the number of food consignments imported into Tees Port. The service provided is a balanced port health service covering all aspects of the Authority's statutory responsibilities, supported by standard operating procedures. The service has continually improved, uses electronic methods of data storage and use IT systems effectively.

The Review of Points of Entry in the North East was carried out by Lisa Evans as part of the Food Standards Agency grant funded programme for official feed controls. The funding was administered and awarded by the Trading Standards Institute. The project included reviews of the arrangements in place at six sea/river ports and two airports for the control of import feed. A report will be provided to the joint board in September 2015 summarising the findings and outcomes of this project.

6.2. Identification of any variance from the Service Plan

Although the number of food consignments imported through Tees Port has increased in 2014-2015, the number of imports that require statutory controls has not increased. The number of plastic kitchenware imports has continued to decline.

The number of ship inspections for the purpose of issuing sanitation certificates has slightly increased in 2014-2015, however the number of routine ship inspections has significantly reduced due to a significant number of returning ships and officers carrying out other work.

The Ebola outbreak in West Africa created an unforeseen demand on RTPHA. This was predominantly ensuring that the Authority and its partners were prepared in the event of a suspected case(s) entering coming in through Tees Port.

6.3. Areas for Improvement

The areas for improvement in 2015-2016

- To maximise the ports Designated Point of Entry status by working in partnership with the port operator to increase trade.
- That new officers of the Environmental Health (Commercial) Team are competent in delivering port health service to ensure a quality and resilient service is provided.
- Review the general operation of the port health functions to increase efficiency and in particular to consider for mobile/electronic working.

6.4 Performance for 2014-2015

Shipping Traffic and Ship Inspections

| | RCBC | SBC | MBC | HBC | Total |
|--|------|------|-----|-----|-------|
| Ships into Port | 1911 | 1823 | 211 | 24 | 3969 |
| Ship Sanitation Control Inspections | 2 | 0 | 0 | 0 | 2 |
| Ship Sanitation Exemption Inspections | 53 | 55 | 10 | 2 | 120 |
| Routine Ship Inspections | 14 | 3 | 2 | 0 | 19 |

Imported Food and Feed Controls

| | Imported Food | Imported Feed | Plastic Kitchenware | Non Food or Feed Verification |
|--------------------------|---------------|---------------|---------------------|-------------------------------|
| Consignments | 1015 | 2 | 66 | 115 |
| Documentary Check | 16 | 1 | 66 | 115 |
| Identity Check | 3 | 1 | 8 | 0 |
| Physical Check | 1 | 1 | 8 | 0 |
| Sample | 1 | 1 | 8 | 0 |
| Notices Served | 0 | 0 | 0 | 0 |

Enquiries for products of animal origin: 45

Water Samples: 87

Requests for Service: 9

Organic Certification: 8

Manifest Query: 70

Export Health Certificates: 11

A further breakdown of the performance figures above is at Appendix 2.

Of the five food businesses on the port four were inspected for food hygiene, one was rated Band B, one was rated C and two were rated Band D. Three of these businesses were subject to a food standards inspection two of which were rated Band C and one was rated Band B.

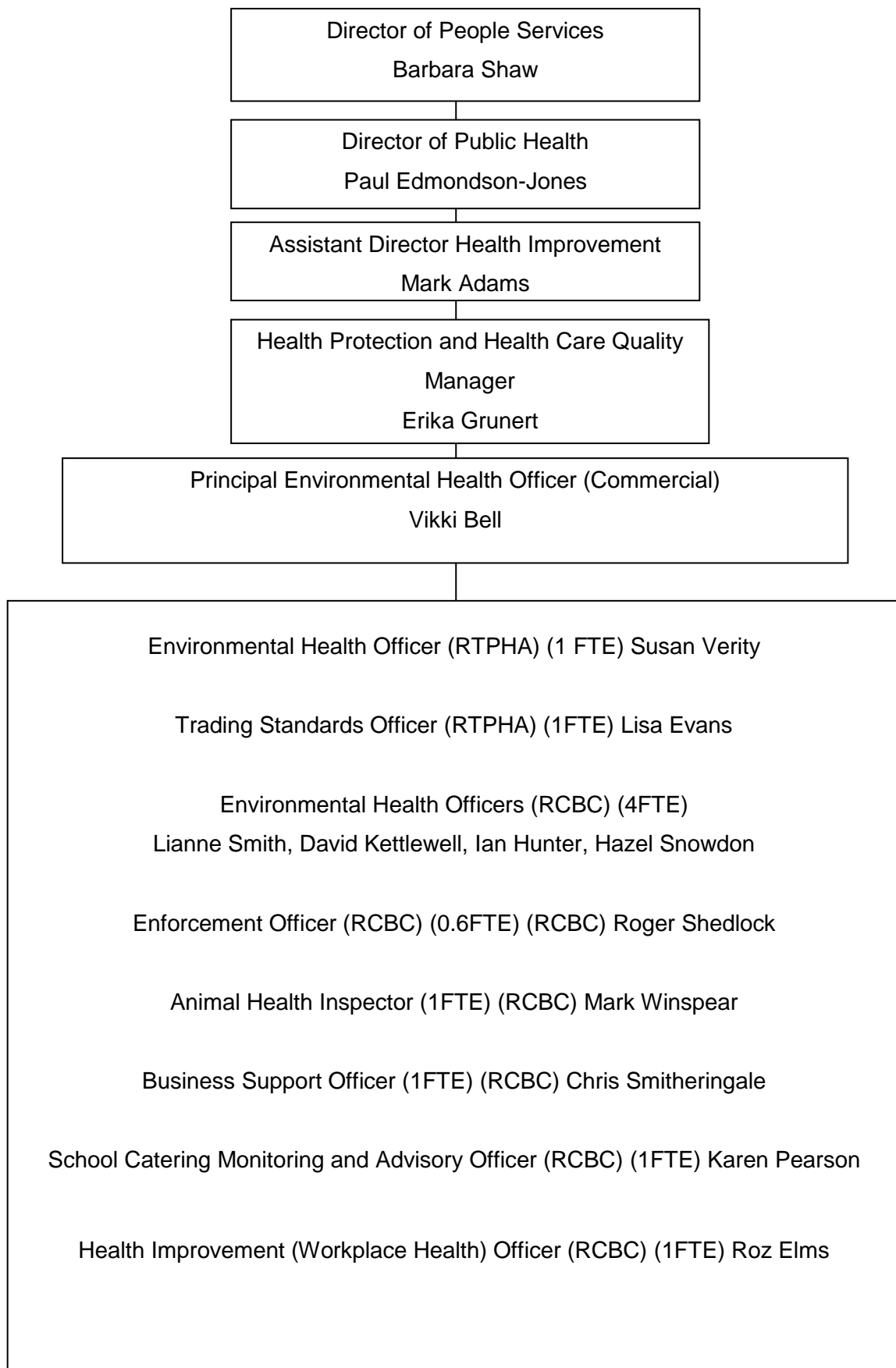
Four of the prescribed processes were inspected in 2014-2015.

The APP Civica (FLARE) database continues to be used to record port health work and compile statutory returns.

The Authority uses Destin8, a port community management information system provided by Maritime Cargo Processing PLC to manage imported food, feed and relevant products.

The Authority has 'PHILIS on line' and 'TRACES' (Trade Control and Expert System) should importers wish to submit their Common Entry Documents and Declarations electronically.

Appendix 1: People Services Directorate, Port Health Service



Appendix 2: Performance 2014-2015

| SHIPS ENTERING PORT | | | | | | | | | | | | | |
|----------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Local Authority | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
| Hartlepool | 2 | 1 | 1 | 3 | 1 | 2 | 1 | 3 | 2 | 4 | 3 | 1 | 24 |
| Middlesbrough | 15 | 23 | 16 | 16 | 12 | 9 | 23 | 23 | 14 | 10 | 23 | 27 | 211 |
| Redcar | 176 | 143 | 141 | 153 | 152 | 156 | 158 | 158 | 145 | 175 | 176 | 178 | 1911 |
| Stockton | 136 | 121 | 146 | 152 | 161 | 157 | 160 | 160 | 166 | 148 | 151 | 165 | 1823 |
| Total | 329 | 288 | 304 | 324 | 326 | 324 | 342 | 344 | 327 | 337 | 353 | 371 | 3969 |

| SHIP SANITATION CONTROL CERTIFICATES | | | | | | | | | | | | | |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Local Authority | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
| Hartlepool | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Middlesbrough | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Redcar | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Stockton | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |

RTPHA SERVICE PLAN 2015 – 2016

SHIP SANITATION EXEMPTION CERTIFICATE

| Local Authority | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
|-----------------|-----------|-----------|----------|----------|-----------|-----------|-----------|-----------|----------|----------|-----------|----------|------------|
| Hartlepool | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Middlesbrough | 2 | 1 | 2 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 10 |
| Redcar | 9 | 5 | 1 | 1 | 6 | 5 | 7 | 6 | 0 | 5 | 4 | 4 | 53 |
| Stockton | 3 | 5 | 4 | 5 | 5 | 7 | 3 | 6 | 3 | 3 | 7 | 4 | 55 |
| Total | 14 | 11 | 7 | 8 | 11 | 13 | 11 | 12 | 3 | 9 | 12 | 9 | 120 |

ROUTINE SHIP INSPECTION

| Local Authority | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Hartlepool | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Middlesbrough | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Redcar | 4 | 5 | 2 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 14 |
| Stockton | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Total | 5 | 7 | 2 | 1 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 19 |

WATER SAMPLES TAKEN

| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
|--------------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Total | 5 | 8 | 8 | 10 | 3 | 3 | 6 | 6 | 3 | 9 | 18 | 11 | 87 |

RTPHA SERVICE PLAN 2015 – 2016

| INFECTIOUS DISEASE | | | | | | | | | | | | | |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
| Notifications | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Service Requests | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

| THIRD COUNTRY FOOD | | | | | | | | | | | | | |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
| No. of Conisgnments | 125 | 65 | 74 | 41 | 90 | 78 | 118 | 96 | 74 | 92 | 66 | 95 | 1015 |
| Documentary Checks | 0 | 3 | 0 | 0 | 1 | 0 | 5 | 1 | 6 | 0 | 0 | 0 | 16 |
| Identity Checks | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 3 |
| Physical Checks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Samples Taken | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Notices Served | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

RTPHA SERVICE PLAN 2015 – 2016

| THIRD COUNTRY FEED | | | | | | | | | | | | | |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
| No. of Conisgnments | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Documentary Checks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Identity Checks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Physical Checks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Samples Taken | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Notices Served | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| NON FOOD OR FEED | | | | | | | | | | | | | |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
| No. of Conisgnments | 4 | 11 | 8 | 10 | 9 | 10 | 12 | 16 | 8 | 13 | 5 | 9 | 115 |
| Documentary Checks | 4 | 11 | 8 | 10 | 9 | 10 | 12 | 16 | 8 | 13 | 5 | 9 | 115 |
| Identity Checks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Physical Checks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Samples Taken | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Notices Served | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| PLASTIC KITCHENWARE | | | | | | | | | | | | | |
|----------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
| No. of Conisgnments | 28 | 13 | 6 | 0 | 0 | 0 | 1 | 1 | 1 | 7 | 1 | 8 | 66 |
| Documentary Checks | 28 | 13 | 6 | 0 | 0 | 0 | 1 | 1 | 1 | 7 | 1 | 8 | 66 |
| Identity Checks | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 8 |
| Physical Checks | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 8 |
| Samples Taken | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 8 |
| Notices Served | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Member Report RTPHA Risk Management Strategy and Corporate Risk Register.



Public

To: River Tees Port Health Authority (RTPHA)

From: Corporate Director of People Services

Decision: Executive

Portfolio: River Tees Port Health Authority

1. **To present the RTPHA Risk Management Strategy and Corporate Risk and Opportunity Register for approval.**

1.1 The Authority must have a risk management strategy and risk register to ensure that risk is managed effectively.

2. **What will this achieve?**

2.1 This will ensure that the Authority complies with regulation 4 of the Accounts and Audit (England) Regulation 2011 which requires authorities to provide arrangements for the management of risk.

3. **How will it happen and how will we tell people about it?**

3.1 The Authority's Risk Management Strategy is reviewed and presented to Members on an annual basis,

The Corporate Risk and Opportunity Register is a live document which is under continuous review and is presented to Members on a quarterly basis.

This arrangement was agreed at the meeting of the joint board in June 2013.

Member approval is to be recorded.

4. **What are the risks involved?**

4.1 Failure to gain member approval will lead to the absence of a Risk Management Strategy and Corporate Risk and Opportunity Register for RTPHA, therefore the Authority will not comply with the above legal requirement and will not be in a position to control and minimise risk.

5. **How will it deliver our priorities and improve our performance?**

5.1 The strategy states the Authority's commitment to the management of risk and quantifies the potential risks to the Authority. It ensures that controls are in place to eliminate or minimise risks.

6. **What will it cost?**

6.1 The costs of producing and reviewing the Risk Management Strategy and Register will be met within the agreed budget for RTPHA. There are no additional costs in developing or producing the policy.

7. Are there any legal considerations?

7.1 Yes. Failure to assess, document, review and effectively manage the risks to the operation of the Authority is a breach of regulation 4 of the Accounts and Audit (England) Regulations 2011.

8. Who have we talked to about it?

8.1 Heather Pearce, Risk and Business Continuity Manager, RCBC.
Justin Weston, Deputy Treasurer to RTPHA.
Jan Guinan, Accountant, RCBC and RTPHA.
Officers and representatives of the riparian authorities.

9. What options have been considered?

9.1 No other options can be considered.

10. Recommendations

10.1 That the Risk Management Strategy and Corporate Risk and Opportunity Register be approved by members.

11. Further information

11.1 Appendix D – Risk Management Strategy 2015-2016
Appendix E – RTPHA Corporate Risk and Opportunity Register June 2015.

12. Background Papers

12.1 None

13. Contact Officer

Name: Vikki Bell, Principal Environmental Health Officer (Commercial).

Address: Environmental Health (Commercial), Redcar and Cleveland Borough Council, Belmont House, Rectory, Lane, Guisborough, TS14 7FD.

Telephone: 01287 612404.

Email: vikki.bell@redcar-cleveland.gov.uk



River Tees Port Health Authority
Risk Management Strategy
2015 - 2016

Risk Management Strategy

Policy Statement

River Tees Port Health Authority (RTPHA) is a small organisation that provides a range of services to both businesses and residents across the Tees Valley. Risk management is a critical element of Corporate Governance and risks must be reduced to an acceptable level, or where possible, eliminated. The Authority is committed to maintaining a systematic and cost effective approach to the identification and management of risk which complies with best practice, statutory and audit requirements and the creation of an environment that does not give rise to any surprises.

By managing any threats effectively, the Authority will be in a stronger position to deliver its business objectives. The Authority will proactively identify, understand and manage risks inherent in its service so as to encourage responsible and informed risk taking.

Risk Management Strategy

The Authority's Risk Management Strategy will be regularly reviewed to ensure it reflects best practice and promotes continuous improvement in the management of risk. It provides a framework to support members of the joint board and officers in their work to address risk and so enables the Authority to discharge fully its responsibilities in this area.

The strategy identifies the objectives and benefits of managing risk, outlines responsibilities for risk management, and provides an overview of the process to manage risk successfully. Effective risk management is the systematic identification and treatment of risk, to reduce the possibility of failure and increase the likelihood of success. It is a continuous process that runs through the Authority's business and is critical to effective decision making and performance management.

Aims, Objectives and Benefits

Aims

- The aim of the strategy is to improve the Authority's ability to manage threats to its service.

Objectives

- Ensure all risks are managed in accordance with best practice and comply with all statutory and audit requirements.
- Ensure risk management is embedded in our culture making it integral to the service.
- To communicate the Authority's approach to risk management to all employees, members of the joint board, partners and stakeholders.

Benefits

- Reduction in failure, loss, damage, and injury caused by risk.
- Improve service planning, delivery and performance and resilience.
- Improve financial performance.
- Protecting against fraud and poor stewardship of public money.
- Compliance with statutory and regulatory requirements.

Risk Management Process

Risk assessment is a central component of risk management that is used to identify, analyse and control risk and is an examination of what could affect the Authority's service provision. The objective is to ensure relevant control measures are in place to mitigate potential risks that may occur. The risk register will be reviewed and monitored on a quarterly basis and reported on at least an annual basis to the board.

Roles and Responsibilities

Risk Management is a part of everyone's role within the Authority in their day to day work which involves all elected members, managers and officers who have both a collective and individual responsibility in the management of risk.

Table of Roles and Responsibilities

| Person or group | Role and Responsibility |
|-----------------------------------|--|
| Joint Board | Approves the Authority's Risk Management Strategy and monitors the risk register on a quarterly basis. |
| Director | Acts as senior operational manager to ensure that the Authority manages risk effectively at a strategic level. |
| Service Manager/Principal Officer | Ensures risks are managed effectively in the Authority. |
| Port Health Officers | Manage risk effectively in their job. Report hazards to the Principal Officer. |
| Treasurer | Acts to ensure that the Authority has effective financial management. |
| Internal and External Audit | Review of the effectiveness of the Authority's arrangements for financial management. |

Skills and Expertise

The Authority will ensure it has the skills and expertise necessary to manage risk by awareness and training sessions delivered to all members and officers.

Service Planning

RTPHA Service Plan details the delivery of the port health service, which includes the inspection of ships, enforcement of food, feed and environmental protection laws, and the prevention and control of infectious diseases.

The plan has been prepared in accordance with the Food Standards Agency Framework Agreement on Local Authority Food Law Enforcement. It takes account of the Local Authority Enforcement Monitoring System (LAEMS) and the Agency's guidance on Imported Food and Feed Control. The Service Plan receives approval from the joint board of RTPHA and is reviewed annually.

RTPHA Service Plan may produce recommendations that will affect the future of the Authority and the delivery of the service. It is essential that risks are properly assessed to deliver the intended benefit to the service user.

Continuous Improvement

RTPHA is committed to continually improving the service it provides by acting on feedback and removing obstacles to efficiency effectiveness. There may be times when things do not go to plan and it is important that the Authority learns from any incidents and shares and communicates this knowledge.

Conclusions

Risk Management is critical to the effective overall management of the Authority; it is essential to good management practice and for successful forward planning. It makes an important contribution to improving performance as being 'risk aware' creates a working environment that supports the achievement of objectives with a greater degree of confidence.

Risk Management can offer cost savings, and reduce service disruption, as well as minimising exposure to negative publicity and costly litigation.



CORPORATE RISK REGISTER

| | |
|-----------------------------|---|
| Site: | Belmont House, Guisborough |
| Directorate: | People Services |
| Department: | Public Health |
| Service | Health Protection and Health Care Quality |
| Function: | Port Health in Environmental Health (Commercial) |
| Correspondent Name: | Vikki Bell |
| Contact No.: | 01287 612404 |
| Current BIA Version: | RTPHA/08 |



RIVER TEES PORT HEALTH AUTHORITY

CORPORATE RISK AND OPPORTUNITY REGISTER – June 2015

Updated by Vikki Bell, Principal Environmental Health Officer

| Impact | RISK | | | | | LOW RISK (< 8) | | | | |
|-------------------------|---------------------|--|-----------------|--|--|--|-----------------|--|---|---------------------|
| | Catastrophic | 5 | | | | | | | | |
| | Critical | 4 | | | | | | | | |
| | Significant | 3 | | | | | | | | |
| | Insignificant | 2 | | | | | | | | |
| | Negligible | 1 | | | | | | | | |
| Risk Rating Matrix | | 1 | 2 | 3 | 4 | 5 | | | | |
| | | Zero to Very Low | Unlikely | Likely | Very Likely | Almost Certain | | | | |
| Likelihood | | | | | | | | | | |
| Responsible Officer Key | | | | | | | | | | |
| | | SN | Steve Newton | | | | | | | |
| | | EG | Erika Grunert | | | | | | | |
| | | VB | Vikki Bell | | | | | | | |
| | | JS | John Sampson | | | | | | | |
| | | JW | Justin Weston | | | | | | | |
| | | JG | Jan Guinan | | | | | | | |
| RR No | DESCRIPTION OF RISK | INITIAL EVALUATION (No controls in place) | | RISK RATING Low (L) Medium (M) High (H) | CURRENT CONTROL MEASURES (Existing) | RESIDUAL EVALUATION (After existing controls) | | REVISED RISK RATING Low (L) Medium (M) High (H) | ADDITIONAL CONTROLS REQUIRED (To be implemented) | Responsible Officer |
| | | LIKELIHOOD (1-5) | IMPACT (1-5) | | | LIKELIHOOD (1-5) | IMPACT (1-5) | | | |

| | | | | | | | | | | |
|---|---|---|---|---|--|---|---|---|--|----------|
| 1 | <p>Failure to comply with the governance requirements of the River Tees Port Health Authority Order leading to the inability to discharge the statutory functions and duties of the Authority.</p> <p>Ineffective governance arrangements resulting in failed external audit, special measures being put in place, and reputation damage.</p> | 5 | 4 | H | <p>Annual appointment of members by each riparian authority.</p> <p>Annual appointment of Chair and Vice-Chair of the joint board.</p> <p>Approval of annual review of the Constitution.</p> <p>Accurate minute taking and review of minutes at any meetings of the joint board.</p> <p>Declarations of interest from members documented and minutes taken, and conflicts arising are appropriately addressed.</p> <p>Approval of Calendar of Meetings for the year (June 2015).</p> | 1 | 2 | L | | VB SN |
|---|---|---|---|---|--|---|---|---|--|----------|

| | | | | | | | | | | |
|---|--|---|---|---|--|---|---|---|--|------------------------------|
| 2 | Failure to discharge statutory functions assigned by the River Tees Port Health Authority Order in relation to public health risks, litigation, public enquiries, inquests, which could lead to reputational damage. | 5 | 4 | H | <p>Statutory appointments of members and effective governance of the Authority.</p> <p>Annual Service Plan reviewed and approved by the joint board.</p> <p>Employment and retention of an adequate number of suitably trained officers.</p> | 1 | 2 | L | | SN VB EG VB |
|---|--|---|---|---|--|---|---|---|--|------------------------------|

| | | | | | | | | | | |
|---|--|---|---|---|---|---|---|---|--|-------------------------|
| 3 | <p>Failure to comply with the requirements of a Smaller Relevant Body as prescribed by the Accounts and Audit (England) Regulations 2011 by virtue of the Audit Commission Act 1998 which could lead to failed external audit resulting in special measures being put in place in relation to financial mismanagement and reputational damage.</p> | 4 | 3 | M | <p>Annual review and approval of Accounting Statements to ensure financial management is adequate and effective.</p> <p>Approval of annual Internal Audit Report following review of effectiveness.</p> <p>Adequate insurance cover in place via host and riparian authorities.</p> <p>An annual opportunity for the exercise of electors' rights is provided in accordance with regulatory requirements as the notice of appointment of dates is displayed in two Council buildings and posted on the RTPHA website for the prescribed period of time.</p> | 1 | 1 | L | | <p>JS JW JG</p> |
|---|--|---|---|---|---|---|---|---|--|-------------------------|

| | | | | | | | | | | |
|---|--|---|---|---|---|---|---|---|--|--------------------------------|
| 4 | <p>Inadequacy and non payment of precept which could lead to inadequate reserves, unbudgeted spends, and contingent liability.</p> <p>Salaries: accurate payment and handling.</p> <p>Supply of goods and services: receipt and correct invoicing.</p> <p>VAT: incorrect analysis, charges and claims to HMRC.</p> <p>Consequential loss: due to improper performance and general liability.</p> <p>Inadequate financial record keeping which could result in decisions taken illegally.</p> <p>Fraud: by officers of the authority or the joint board and could lead to insolvency; financial mismanagement; breach of legislation and litigation and a failed external audit resulting in special measures being put in place and reputational damage.</p> | 4 | 4 | H | <p>Precept agreed annually by joint board as part of the budget-setting process. Receipt from Councils confirmed and monthly budget monitored.</p> <p>Adequacy and liabilities considered at budget setting and reviewed in annual statement of accounts.</p> <p>Salaries, goods and services, VAT and record keeping monitored via monthly budget monitoring process. Payment subject to host Council Financial Regulations and associated processes and subject to internal audit of the Authority.</p> <p>Anti-fraud and corruption policy in place and Authority subject to internal audit.</p> | 1 | 2 | L | | <p>JS JW JG VB</p> |
|---|--|---|---|---|---|---|---|---|--|--------------------------------|

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|--|----------|
| 5 | <p>Internal Audit is effective in undertaking its role in relation to financial mismanagement.</p> <p>Breach of legislation and litigation which could result in a failed external audit resulting in special measures being put in place and damage to reputation.</p> | 4 | 3 | M | <p>Internal Audit reports are made to the joint board.</p> <p>The Internal Audit of the Authority is subject to external audit.</p> <p>The Internal Audit is undertaken by the Internal Audit function of the host Council. Their effectiveness is assessed annually against the Code of Practice for Internal Audit in Local Government (CIPFA 2006) and is currently fully compliant.</p> | 1 | 2 | L | | JW EG |
|---|---|---|---|---|---|---|---|---|--|----------|

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|----------|
| 6 | Failure to discharge responsibilities as a Category 1 Responder under the Civil Contingencies Act 2004 to be prepared to respond to an emergency event which could lead to a risk to public health; Litigation; Public enquiries; Inquests and result in reputational damage. | 4 | 4 | H | <p>Included in the full statutory process as a Category 1 responder through Cleveland Emergency Planning Unit. The groups attended are known locally as the Local Resilience Forum (Chief Officer Group) and the Business and Policy Group.</p> <p>Maintain Emergency Response Activation arrangements.</p> <p>A suitable number of appropriately authorised officers available to offer an out of hours response as required.</p> <p>Participation in multi-agency Emergency Preparedness activities.</p> <p>Participation in multi-agency response and recovery activities.</p> | 2 | 2 | L | Validate plans by training and exercising | EG VB |
|---|---|---|---|---|---|---|---|---|---|----------|

| | | | | | | | | | | |
|---|---|---|---|---|--|---|---|---|--|----------|
| 7 | Failure to discharge responsibilities as a Category 1 responder under the Civil Contingencies Act 2004 to maintain continuity of service due to disruptive events, for example, loss of key Authority staff, failure of utilities, communications, premises, IT or fuel supply which could lead to a risk to public health; Litigation; Public enquiries; Inquests and reputational damage. | 4 | 4 | H | <p>Maintain Business Continuity Plans and Arrangements.</p> <p>Undertake periodically a Business Continuity Impact Assessment and design Action Plan.</p> <p>Implement Action Plan.</p> <p>Annually review Business Continuity arrangements.</p> <p>Business Continuity has been addressed via the host Council's arrangements and is also part of River Tees Port Health Authority.</p> | 2 | 3 | L | | EG VB |
|---|---|---|---|---|--|---|---|---|--|----------|

| | | | | | | | | | | |
|---|--|---|---|---|--|---|---|---|--|----------|
| 8 | Failure to be operationally fit for purpose in complying with specified legislation, for example in relation to the Freedom of Information and Data Protection; Human Rights; Equalities; Employment Law; Health & Safety which could lead to a breach of legislation; litigation resulting in special measures being put in place by external regulators and reputational damage. | 4 | 4 | H | <p>Maintain compliance via all relevant policies and procedures of the host Council.</p> <p>Training of appropriate officers by host Council in their adopted policies and procedures.</p> <p>The Constitution of the Authority is linked to the host Council policies and procedures.</p> | 2 | 3 | L | | EG VB |
|---|--|---|---|---|--|---|---|---|--|----------|

| | | | | | | | | | | |
|---|--|---|---|---|---|---|---|---|--|----------|
| 9 | <p>Failure to discharge responsibilities as a Port Health Authority under domestic Public Health and International Health Regulations leading to a risk to public health; breach of legislation; litigation;</p> <p>Public Enquiries; Inquests which may result in special measures being put into place by external regulators and reputational damage.</p> | 4 | 4 | H | <p>Officers possessing necessary qualifications and competencies to enforce the designated legislation.</p> <p>Adequate staff available to the Authority.</p> <p>Full adherence, consideration and appropriate decision making in relation to available Codes of Practice and guidance.</p> <p>Performance Management arrangements on a team and individual basis.</p> <p>Appropriate Quality Management system in place.</p> | 2 | 2 | L | | EG VB |
|---|--|---|---|---|---|---|---|---|--|----------|

Member Report

Performance summary for RTPHA

January 2015 to April 2015



Public

To: River Tees Port Health Authority (RTPHA)

From: Corporate Director of People Services

Decision: Information

Portfolio: River Tees Port Health Authority

1 What is the purpose of the report?

1.1 To provide a summary of the performance of RTPHA from January 2015 to April 2015.

1.2 The performance summary provides a breakdown of the number of ships entering each riparian authority area and the inspections that been carried out. It details the types of food, feed and relevant products which have been imported; sampling activity and any other work which has been undertaken.

2. Further Information

1. Report for January 2015.
2. Report for February 2015.
3. Report for March 2015.
4. Report for April 2015.

3. Contact Officer

Name: Vikki Bell, Principal Environmental Health Officer (Commercial).

Address: Environmental Health (Commercial), Redcar and Cleveland Borough Council, Belmont House, Rectory, Lane, Guisborough, TS14 7FD.

Telephone: 01287 612404

Email: vikki.bell@redcar-cleveland.gov.uk

RIVER TEES PORT HEALTH AUTHORITY

To: Chair and Members of the joint board.

Report for the month of: **January 2015**

1. ACTIVITY SUMMARY - SHIPS

| LOCAL AUTHORITY | NO OF SHIPS ENTERING THE PORT | SHIP SANITATION CONTROL | SHIP SANITATION EXEMPTION | ROUTINE SHIP INSPECTIONS |
|-----------------|-------------------------------|-------------------------|---------------------------|--------------------------|
| Hartlepool | 4 | 0 | 1 | 0 |
| Middlesbrough | 9 | 0 | 0 | 0 |
| Redcar | 174 | 0 | 5 | 0 |
| Stockton | 148 | 0 | 3 | 0 |
| Total | 335 | 0 | 9 | 0 |

2. SAMPLING

Number of water samples taken and submitted for examination: 13

3. INFECTIOUS DISEASE NOTIFICATIONS/INCIDENTS

Number of infectious disease notifications: 0

Number of service requests: 12

4. THIRD COUNTRY IMPORT CONTROLS

| | FOOD | FEED | PLASTIC KITCHENWARE | NON-FOOD OR FEED VERIFICATION |
|--------------------|------|------|---------------------|-------------------------------|
| Manifests Checked | 100% | 100% | 100% | 100% |
| Consignments | 92 | 0 | 7 | 12 |
| Documentary Checks | 0 | 0 | 7 | 12 |
| Identity Checks | 0 | 0 | 1 | 0 |
| Physical Checks | 0 | 0 | 1 | 0 |
| Samples | 0 | 0 | 1 | 0 |
| Notices Served | 0 | 0 | 0 | 0 |

Total manifests checked: **70**

5. THIRD COUNTRY FOOD, FEED AND RELEVANT PRODUCTS ENTERING TEESPORT

| FOOD | COUNTRY OF ORIGIN |
|----------------|---|
| Wine | Australia, South Africa, New Zealand, Chile |
| Tea | Kenya, India, Tanzania, Indonesia |
| Citric Acid | Singapore, China |
| Vodka | Russia |
| Brazil Nut Oil | Peru |
| Sugar | Malawi |
| Coffee | Brazil, Indonesia, Colombia |
| Tomato Sauce | China |

| FEED | COUNTRY OF ORIGIN |
|-------------|--------------------------|
| None | |

| NON-FOOD OR FEED VERIFICATION | COUNTRY OF ORIGIN |
|--------------------------------------|--|
| Factory Washed Wool | Turkey |
| Used Cooking Oil | South Africa, Singapore, United Arab Emirates, Indonesia |

| PLASTIC KITCHENWARE | COUNTRY OF ORIGIN |
|--|--------------------------|
| Plastic Kitchenware including trays, turners, mashers etc. | China and Hong Kong |

RIVER TEES PORT HEALTH AUTHORITY

To: Chair and Members of the joint board.

Report for the month of: **February 2015**

1. ACTIVITY SUMMARY - SHIPS

| LOCAL AUTHORITY | NO OF SHIPS ENTERING THE PORT | SHIP SANITATION CONTROL | SHIP SANITATION EXEMPTION | ROUTINE SHIP INSPECTIONS |
|-----------------|-------------------------------|-------------------------|---------------------------|--------------------------|
| Hartlepool | 3 | 0 | 0 | 0 |
| Middlesbrough | 22 | 0 | 1 | 0 |
| Redcar | 170 | 0 | 4 | 0 |
| Stockton | 145 | 0 | 7 | 2 |
| Total | 340 | 0 | 12 | 2 |

2. SAMPLING

Number of water samples taken and submitted for examination: 19

3. INFECTIOUS DISEASE NOTIFICATIONS/INCIDENTS

Number of infectious disease notifications: 0

Number of service requests: 1

4. THIRD COUNTRY IMPORT CONTROLS

| | FOOD | FEED | PLASTIC KITCHENWARE | NON-FOOD OR FEED VERIFICATION |
|--------------------|------|------|---------------------|-------------------------------|
| Manifests Checked | 100% | 100% | 100% | 100% |
| Consignments | 66 | 0 | 1 | 5 |
| Documentary Checks | 0 | 0 | 1 | 5 |
| Identity Checks | 0 | 0 | 0 | 0 |
| Physical Checks | 0 | 0 | 0 | 0 |
| Samples | 0 | 0 | 0 | 0 |
| Notices Served | 0 | 0 | 0 | 0 |

Total manifests checked: **68**

5. THIRD COUNTRY FOOD, FEED AND RELEVANT PRODUCTS ENTERING TEESPORT

| FOOD | COUNTRY OF ORIGIN |
|-----------------|---|
| Wine | Australia, New Zealand, South Africa, Chile |
| Tea | Tanzania, Kenya, Mosambique |
| Vodka | Russia |
| Coffee | Kenya, Brazil |
| Sugar | Malawi |
| Molasses | Malawi |
| Long Grain Rice | USA |
| Tomato Sauce | China |
| Cooking Oil | India, Singapore |
| Citric Acid | China |
| Pickled Peppers | Turkey |
| Bourbon Whiskey | USA |

| FEED | COUNTRY OF ORIGIN |
|-------------|--------------------------|
| None | |

| NON-FOOD OR FEED VERIFICATION | COUNTRY OF ORIGIN |
|--------------------------------------|--------------------------|
| Chicken Box | China |
| Used Cooking Oil | South Africa, Singapore |
| Guar Gum | India |

| PLASTIC KITCHENWARE | COUNTRY OF ORIGIN |
|---|--------------------------|
| Plastic Kitchen ware including trays, turners, mashers etc. | China and Hong Kong |

RIVER TEES PORT HEALTH AUTHORITY

To: Chair and Members of the joint board.

Report for the month of: **March 2015**

1. ACTIVITY SUMMARY-SHIPS

| LOCAL AUTHORITY | NO OF SHIPS ENTERING THE PORT | SHIP SANITATION CONTROL | SHIP SANITATION EXEMPTION | ROUTINE SHIP INSPECTIONS |
|-----------------|-------------------------------|-------------------------|---------------------------|--------------------------|
| Hartlepool | 1 | 0 | 0 | 0 |
| Middlesbrough | 27 | 0 | 1 | 0 |
| Redcar | 178 | 0 | 4 | 0 |
| Stockton | 165 | 0 | 4 | 0 |
| Total | 371 | 0 | 9 | 0 |

2. SAMPLING

Number of water samples taken and submitted for examination: 11

3. INFECTIOUS DISEASE NOTIFICATIONS/INCIDENTS

Number of infectious disease notifications: 0

Number of service requests: 0

4. THIRD COUNTRY IMPORT CONTROLS

| | FOOD | FEED | PLASTIC KITCHENWARE | NON-FOOD OR FEED VERIFICATION |
|--------------------|------|------|---------------------|-------------------------------|
| Manifests Checked | 100% | 100% | 100% | 100% |
| Consignments | 95 | 0 | 8 | 10 |
| Documentary Checks | 0 | 0 | 8 | 10 |
| Identity Checks | 0 | 0 | 0 | 0 |
| Physical Checks | 0 | 0 | 0 | 0 |
| Samples | 0 | 0 | 0 | 0 |
| Notices Served | 0 | 0 | 0 | 0 |

Total manifests checked: **85**

5. THIRD COUNTRY FOOD, FEED AND RELEVANT PRODUCTS ENTERING TEESPORT

| FOOD | COUNTRY OF ORIGIN |
|-------------|--|
| Tea | India, Kenya, Rwanda, Sri Lanka |
| Citric Acid | China |
| Wine | South Africa, New Zealand, Australia |
| Vodka | Russia |
| Coffee | Colombia, Brazil, Kenya, Nicaragua, Indonesia, Mexico, El Salvador |
| Rice | Pakistan |
| Sugar | Malawi |

| FEED | COUNTRY OF ORIGIN |
|-------------|--------------------------|
| None | |

| NON-FOOD OR FEED VERIFICATION | COUNTRY OF ORIGIN |
|--------------------------------------|-------------------------------------|
| Used cooking oil | UAE, Dubai, Indonesia, South Africa |

| PLASTIC KITCHENWARE | COUNTRY OF ORIGIN |
|---|--------------------------|
| Plastic Kitchen ware including trays, turners, mashers etc. | China and Hong Kong |

RIVER TEES PORT HEALTH AUTHORITY

To: Chair and Members of the joint board.

Report for the month of: **April 2015**

1. ACTIVITY SUMMARY-SHIPS

| LOCAL AUTHORITY | NO OF SHIPS ENTERING THE PORT | SHIP SANITATION CONTROL | SHIP SANITATION EXEMPTION | ROUTINE SHIP INSPECTIONS |
|-----------------|-------------------------------|-------------------------|---------------------------|--------------------------|
| Hartlepool | 339 | 0 | 0 | 0 |
| Middlesbrough | 0 | 0 | 0 | 0 |
| Redcar | 18 | 0 | 2 | 0 |
| Stockton | 161 | 0 | 4 | 1 |
| Total | 160 | 0 | 6 | 1 |

2. SAMPLING

Number of water samples taken and submitted for examination: 7

3. INFECTIOUS DISEASE NOTIFICATIONS/INCIDENTS

Number of infectious disease notifications: 0

Number of service requests: 7

4. THIRD COUNTRY IMPORT CONTROLS

| | FOOD | FEED | PLASTIC KITCHENWARE | NON-FOOD OR FEED VERIFICATION |
|--------------------|------|------|---------------------|-------------------------------|
| Manifests Checked | 100% | 100% | 100% | 100% |
| Consignments | 93 | 1 | 1 | 7 |
| Documentary Checks | 1 | 1 | 1 | 7 |
| Identity Checks | 0 | 0 | 0 | 0 |
| Physical Checks | 0 | 0 | 0 | 0 |
| Samples | 0 | 0 | 0 | 0 |
| Notices Served | 0 | 0 | 0 | 0 |

Total manifests checked: **94**

5. THIRD COUNTRY FOOD, FEED AND RELEVANT PRODUCTS ENTERING TEESPORT

| FOOD | COUNTRY OF ORIGIN |
|-------------------|--|
| Vodka | Russia |
| Tea | Indonesia, Malawi, Sri Lanka, Kenya, Rwanda |
| Wine | New Zealand, Australia, Chile, South Africa |
| Molasses | Malawi |
| Sugar | Malawi |
| Yellow Split Peas | Canada |
| Coffee | Brazil, Kenya, Colombia, Nicaragua, Malawi, Mexico |
| Citric Acid | Singapore, China |
| Beer | Russia |
| Salt | Tunisia |
| Tequila | Mexico |
| Jalapeno Peppers | Turkey |
| Rice | USA |

| FEED | COUNTRY OF ORIGIN |
|----------------|--------------------------|
| Clinoptilolite | Turkey |

| NON-FOOD OR FEED VERIFICATION | COUNTRY OF ORIGIN |
|--------------------------------------|---|
| Used Cooking Oil | Indonesia, South Africa, Dubai, Singapore |

| PLASTIC KITCHENWARE | COUNTRY OF ORIGIN |
|---|--------------------------|
| Plastic Kitchen ware including trays, turners, mashers etc. | China and Hong Kong |

River Tees Port Health Authority 2015/16

Friday 4 September 2015 at 10am

Friday 4 December 2015 at 10am

Friday 4 March 2016 at 10am

Friday 3 June 2016 at 10am - AGM