



Redcar & Cleveland Borough Council
Corporate Directorate of Corporate Resources
Democratic Services
Redcar & Cleveland Leisure and Community Heart
Ridley Street
Redcar
Yorkshire
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Telephone: 01642 774774
Website: www.redcar-cleveland.gov.uk

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

Contact: Mrs S A Fenwick
Direct line: (01642) 444413

20 February 2017

Dear Councillor,

RIVER TEES PORT HEALTH AUTHORITY: FRIDAY 3 MARCH 2017

Would you please note that a meeting of the River Tees Port Health Authority will be held on Friday 3 March 2017 at 10.00 a.m. at Middlesbrough Town Hall.

A G E N D A

Pages

1. Apologies for Absence.
2. Declarations of Interest.
3. To confirm the Minutes of the meeting held on 2 December 2016.
4. Reports of the Interim Director Adult Care & Health:
 - a. Corporate Risk and Opportunity Register
 - b. Amendment to River Tees Port Health Authority Constitution
 - c. Update – Port Invasive Mosquito Surveillance
 - d. Performance Summary for RTPHA – November 2016 – January 2017

5. Reports of the Treasurer:
 - a. 2016-17 Financial Position Update
 - b. Budget 2017/18 & Medium Term Financial Plan
6. Any items that the Chair certifies as urgent.

Yours sincerely,

S NEWTON
CLERK TO THE AUTHORITY

2 December 2016

RIVER TEES PORT HEALTH AUTHORITY

A meeting of the River Tees Port Health Authority was held on Friday 2 December 2016 at Middlesbrough Town Hall.

PRESENT Councillor Thomas (Chair)
Councillors Dean, Faulks, Johnson, O'Donnell,
Perry, Purvis, Tempest, J Walker and Watts
(substituting for Councillor Davies).

OFFICIALS V Bell, M Burns, L Evans, S Fenwick, J Weston
and S Ziolkowski (Redcar and Cleveland
Borough Council).
Simon Howard– Port Health Medical Officer.

37. **APOLOGIES FOR ABSENCE** were submitted on behalf of Councillors Brown, Davies, Mrs Forster, G Jeffery, Lewis, Mason and McGee.

38. **MINUTES**

RESOLVED that the minutes of the meeting held on 2 September 2016 be confirmed and signed by the Chair as a correct record.

39. **SOUTH TEES PUBLIC HEALTH SERVICE - UPDATE**

The Interim Director of Adult Care and Health advised that Middlesbrough Borough Council in conjunction with Redcar and Cleveland Borough Council were looking at the viability of a joint South Tees Public Health Service. Members were advised that regular updates would be brought to future meetings. - **NOTED**

40. **CORPORATE RISK AND OPPORTUNITY REGISTER**

The Interim Director of Adult Care and Health presented the River Tees Port Health Authority Risk Management Strategy and Corporate Risk and Opportunity Register.

Members were advised that the Authority must have a Risk Management Strategy and risk register to ensure that risk was managed effectively. This would also ensure that the Authority complied with Regulation 4 of the Accounts and Audit (England) Regulation 2011 which required authorities to provide arrangements for the management of risk.

RESOLVED that the Corporate Risk and Opportunity Register be approved.

2 December 2016

41. **UPDATE – PORT INVASIVE MOSQUITO SURVEILLANCE**

The Interim Director of Adult Care & Health reminded Members that the River Tees Port Health Authority had been participating in the Port Invasive Mosquito Surveillance (PIMS) programme since 4 March 2016. The programme was led by Public Health England (PHE), the Association of Port Health Authorities (APHA), and the University of Edge Hill. The purpose of this programme was for port health authorities in England to monitor for invasive mosquitos at points of entry in accordance with the programme criteria.

There were five traps located around Tees Dock, two in the steel export terminal, one at 'five shed' and two in CAT UK's former shed. All the traps were checked every two weeks and any insects found were forwarded to the biology department of the University of Edge Hill for identification. Many insects had been collected including Culex Pipiens (Northern House Mosquito).

RESOLVED that the information in the report be noted and the River Tees Port Health Authority continue to participate in the Port Invasive Mosquito Surveillance (PIMS) programme.

42. **HEALTH AND SAFETY AND PROTECTIVE TRAINING**

The Interim Director of Adult Care & Health presented a report which advised Members of the training activities planned by Cleveland Police for Officers of the River Tees Port Health Authority and the riparian authorities, with regards to protective training.

As the majority of work carried out by Officers of the Authority involved lone working, this training would ensure that Officers had the appropriate protective behaviour skills. It would include recognising where personal safety maybe compromised, de-escalation techniques and practical protective behaviours.

RESOLVED that the information in the report be noted.

43. **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY AUGUST TO OCTOBER 2016**

The Interim Director of Adult Care and Health presented a report which gave a summary of the performance of the River Tees Port Health Authority from August to October 2016. - **NOTED**

2 December 2016

44. **2016-17 FINANCIAL POSITION UPDATE**

The Treasurer presented a report which gave an update on the financial position of the Authority as at the end of October 2016 and highlighted major variances expected between the projected outturn position for 2016/17 and the original budget approved in December 2015.

RESOLVED that:-

1. The financial position of the Authority and the variance from the original budget as set out in Appendix 1 of the report (not reproduced) be approved;
2. The increase in the budgeted Service Level Agreement charge as set out in report and Appendix 2 (not reproduced) be approved; and,
3. The write off of an outstanding debt of £108 as set out in the report be approved; and,
4. The Treasurer and the Principal Environmental Health Officer (Commercial) to consider measures to protect the Authority's financial position against any future debt write offs and to advise the next Board meeting in March on their conclusions.

45. **RIVER TEES PORT HEALTH AUTHORITY - BUDGET 2017/18 & MEDIUM TERM FINANCIAL PLAN**

The Treasurer presented a report which advised that the Authority usually sets its budget for the next financial year in December each year, this meeting was held before the riparian authority budgets were finalised to allow final contributions levels to be used in their budget setting processes.

He advised that Redcar and Cleveland Borough Council as part of its austerity programme, Shaping our Future 3, were reviewing its public health function therefore it was considered appropriate for the Authority to defer its budget setting meeting until March 2017. This would ensure greater clarity on the plans and any impact this may have for this Authority and its ability to set a robust budget.

RESOLVED that:-

1. The Shaping our Future 3 review of the Public Health function at Redcar & Cleveland Borough Council be noted;
2. The details set out in the report in relation to expected future level of expenditure and local authority contributions be noted; and,

2 December 2016

3. The formal setting of the 2017/18 budget and consideration of the Medium Term Financial Plan for the Authority be deferred until the meeting on 3 March 2017.

46. **RESIGNATION – VIKKI BELL, PRINCIPAL ENVIRONMENTAL HEALTH OFFICER**

The Chair advised that Vikki Bell, Principal Environmental Health Officer from Redcar and Cleveland Borough Council and lead Officer for this Authority would be leaving authority in February 2017 to take up a new appointment at North Yorkshire County Council.

The Chair and Members of the River Tees Port Health Authority congratulated Vikki on her new job, thanked her for all the work she had done for this Authority and wished her well for the future. - **NOTED**



Member Report

RTPHA Risk Management

Public

To: River Tees Port Health Authority

From: Corporate Director of Adult Care and Health Decision: Executive

Portfolio: River Tees Port Health Authority

1. To present the RTPHA 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 and the Accounts and Audit Regulations 2015 made by virtue of the Local Audit and Accountability Act 2014 which require 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 has a Risk Management Strategy which is reviewed and presented to members on an annual basis. As part of this strategy the Authority has a Corporate Risk and Opportunity Register which is a live document that 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 of the strategy and register is to be recorded.

The register is provided for review and approval by members of the joint board. Members are informed that there are minor changes with regards to responsibilities and it is now version 12.

4. What are the risks involved?

4.1 Failure to gain member approval will lead to the absence of a Corporate Risk and Opportunity Register for RTPHA, therefore the Authority will not comply with the relevant provisions of the above regulations 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 register quantifies the potential risks to the Authority and ensures that controls are in place to eliminate or minimise the risks.

6. What will it cost?

6.1 The costs of producing and reviewing the register will be met within the agreed budget for RTPHA. There are no additional costs in developing or producing the strategy and

register.

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 the Accounts and Audit Regulations 2015.

8. Who have we talked to about it?

8.1 Justin Weston, Deputy Treasurer to RTPHA.
Joanne Stokes, Senior Auditor, Tees Valley Audit and Assurance Service.
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 Corporate Risk and Opportunity Register be approved by members.

11. Further information

11.1 Appendix B – RTPHA Corporate Risk and Opportunity Register V12 February 2017.

12. Background Papers

12.1 None.

13. Contact Officer

Name: Sue Ziolkowski, Principal Environmental Health Officer
(Commercial).

Address: Redcar and Cleveland Borough Council, Belmont House, Rectory
Lane, Guisborough, TS14 7FD.

Telephone: 01287 612404.

Email: susan.ziolkowski@redcar-cleveland.gov.uk



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:	Susan Ziolkowski
Contact No.:	01287 612445
Current BIA Version:	RTPHA/12
Date of Current Version:	February 2017



RIVER TEES PORT HEALTH AUTHORITY

CORPORATE RISK AND OPPORTUNITY REGISTER – June 2016

Updated by Susan Ziolkowski, Principal Environmental Health Officer
(Commercial)

Impact	RISK						LOW RISK (< 8)			
	Catastrophic	5					MEDIUM RISK (9 – 15)			
	Critical	4					HIGH RISK (16+)			
	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							
		SZ	Susan Ziolkowski							
		JS	John Sampson							
		JW	Justin Weston							
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)			

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. Any conflicts arising are appropriately addressed.</p> <p>Approval of Calendar of Meetings for the year (Annually in June).</p>	1	2	L		SZ SN

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)			
2	Failure to discharge statutory functions assigned by the River Tees Port Health Authority Order in relation to public health risks, litigation, public enquiries and 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		<p>SN</p> <p>SZ</p> <p>EG SZ</p>

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)			
3	Failure to comply with the requirements for relevant authorities as prescribed by the Local Audit and Accountability Act 2104 and the Accounts and Audit Regulations 2015 which could lead to failed external audit resulting in special measures being put in place in relation to financial mismanagement and reputational damage.	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		JS JW

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		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
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 which 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		JS JW SZ

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)			
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 available 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 Tees Valley Audit and Assurance Service. Their effectiveness is assessed annually against the Public Sector Internal Audit Standards 2013 and is currently fully compliant.</p>	1	2	L		JW EG

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		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
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 SZ

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		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
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, failure of communications and a lack of suitable 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 SZ

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		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
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 and 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> <p>Bespoke health and safety risk assessments in place which consider all the risks to officers of the Authority while carrying out their duties.</p>	2	3	L		EG SZ

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		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
9	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; public enquiries; and inquests which may result in special measures being put into place by external regulators and reputational damage.	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 the relevant statutory and non-statutory 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 SZ



Member Report Amendment to RTPHA Constitution

Public

To: River Tees Port Health Authority (RTPHA)

From: Corporate Director of Adult Care and Health **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 The Authority's Constitution is reviewed annually and when any significant amendments are required to ensure the effective and lawful operation of RTPHA.

Members are informed that there are two amendments to the Constitution which relate to staffing changes and a Directorate name change:

i) The Structure of River Tees Port Health Authority has been updated to include changes in the Environmental Health (Commercial) Team and Directors of Public Health.

ii) The Directorate River Tees Port Health Authority sits within has changed in name from Peoples Services to Adult Care and Health.

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.
Steve Newton, Assistant Director, Governance and Monitoring Officer, RCBC.

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, March 2017

12. Background Papers

None.

13. Contact Officer

Name: Sue Ziolkowski, Principal Environmental Health Officer
(Commercial).

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

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River Tees Port Health Authority

Constitution

**For Approval
March 2017**

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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 2016 - 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 Adult Care and Health 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 Public Health within Adult Care and Health.

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 2016 - 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 2016, 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 Adult Care and Health 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.

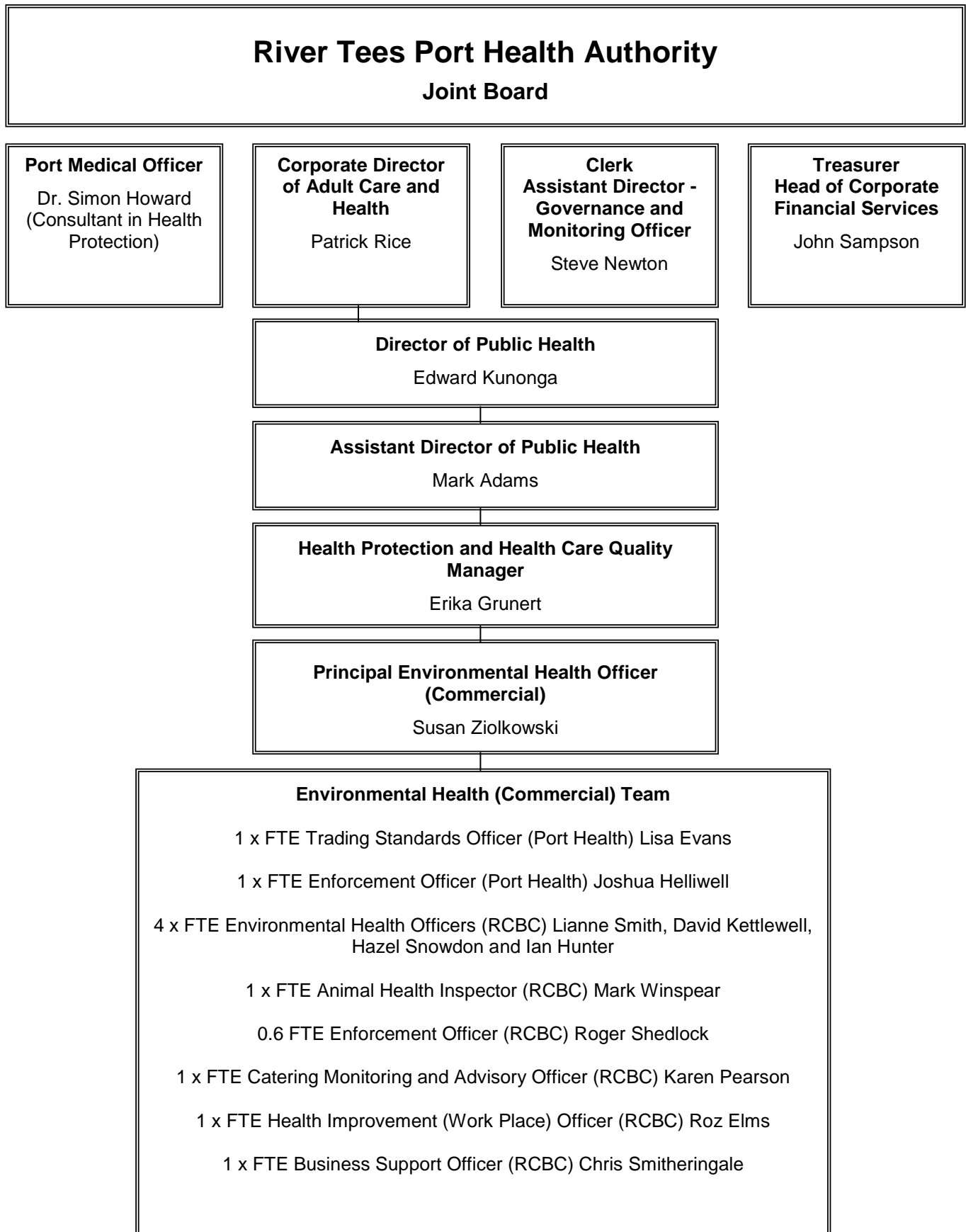
There are four officers, who report directly to the joint board:

- The Corporate Director of Adult Care and Health, 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	<p>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:</p> <ol style="list-style-type: none"> 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 Adult Care and Health, 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 Adult Care and Health 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.

STATUTORY INSTRUMENTS

2016 No. 644

PORT HEALTH AUTHORITIES, ENGLAND

The River Tees Port Health Authority Order 2016

Made - - - - *13th June 2016*

Coming into force - - *14th June 2016*

The Secretary of State for Health makes the following Order in exercise of powers conferred by sections 2(3) and (4)(b), 3, 4(1) and 5(2) of the Public Health (Control of Disease) Act 1984(a) and section 241 of the Local Government Act 1972(b).

The Secretary of State has given notice as required by sections 2(6) and 4(2) of the Public Health (Control of Disease) Act 1984(c) and has not received any notice of objection.

Citation, commencement, application and interpretation

1.—(1) This Order may be cited as the River Tees Port Health Authority Order 2016 and comes into force on 14th June 2016.

(2) This Order applies to England.

(3) In this Order—

“the Act” means the Public Health (Control of Disease) Act 1984;

“the joint board” means the joint board established under article 3;

“the Port of Tees and Hartlepool” means the port of that name as appointed for the purposes of customs and excise under section 19(1) of the Customs and Excise Management Act 1979(d) (appointment of ports etc.); and

“the relevant riparian authorities” means Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council(e).

(4) References in this Order to reference points are to be construed as references to National Grid reference points.

-
- (a) 1984 c.22; section 3 of the Public Health (Control of Disease) Act 1984 (“the Act”) was amended by the Food Safety Act 1990 (c.16), Schedule 3, paragraph 26, and section 5(2) of the Act was amended by the Health and Social Care Act 2008 (c.14), Schedule 11, paragraph 4.
- (b) 1972 c.70; section 241 has been extended by section 3(3) of the Act.
- (c) Where the Secretary of State proposes to make an order under section 2 of the Act, the Secretary of State is required, under section 2(6), to give notice of the proposal to every riparian authority who will under the order be liable to contribute to the expenses of the port health authority. In addition, if a port health authority order is to be revoked, under section 4(2), the Secretary of State must also give notice to the port health authority concerned and every authority which is, or under the proposed order will be, a constituent authority.
- (d) 1979 c.2; the Port of Tees and Hartlepool was appointed for these purposes under section 19(1) by S.I. 1980/485.
- (e) See section 2(2) of the Act for the meaning of “riparian authority”.

The port health district

2.—(1) For the purposes of section 2 of the Act (port health districts and authorities), the area described in paragraph (2) is to constitute a port health district.

(2) The area described in this paragraph consists of those parts of the Port of Tees and Hartlepool together with such land and water as is specified in sub-paragraphs (a) to (c)—

- (a) that part of the Port of Tees and Hartlepool which lies upstream of a line drawn from the most northerly point of the North Gare Breakwater (reference point NZ5442 2843) and the South Gare Buzzer House (reference point NZ5580 2840), including those waters of the River Tees as far as the tide flows up stream to the Tees Barrage (reference point NZ4624 1903);
- (b) any wharf, dock, jetty or similar structure on the riverside of, or projecting into, that part of the Port of Tees and Hartlepool and the River Tees described in sub-paragraph (a); and
- (c) any structures and buildings on areas within the gates of any wharf, dock, jetty or similar structure within the districts of the relevant riparian authorities.

The port health authority

3.—(1) The port health authority for the port health district constituted under article 2 is a joint board consisting of 17 members.

(2) The members of the joint board must be appointed by the relevant riparian authorities from the members of their respective councils as follows—

- (a) five members from Redcar and Cleveland Borough Council;
- (b) five members from Stockton-on-Tees Borough Council;
- (c) five members from Middlesbrough Borough Council; and
- (d) two members from Hartlepool Borough Council.

(3) The joint board constituted under paragraph (1) is to be a body corporate called the River Tees Port Health Authority.

Appointment of members to and meetings of the joint board

4.—(1) The relevant riparian authorities must appoint members to the joint board at meetings to be held in May of each year.

(2) The joint board must meet at least four times in each year.

(3) If a person appointed to the joint board is unable to attend any meeting of the joint board, another member of the council of the relevant riparian authority of which that person is a member may attend that meeting instead.

(4) Any vacancy occurring amongst members of the joint board must be filled by the relevant riparian authority in relation to whose representation the vacancy occurred at a meeting to be held as soon as possible after each such occurrence.

(5) At least 3 days before a meeting of a relevant riparian authority at which it is proposed to appoint a member of the joint board, the proper officer^(a) of that authority must give notice of the meeting, and of the proposed appointment, to every member of that authority.

(6) The proper officer of a relevant riparian authority must immediately give notice in writing to the proper officer of the joint board of the name, address and occupation of any person appointed by that officer's authority to be a member of the joint board.

(7) A person appointed to the joint board ceases to be a member of the board if that person ceases to be a member of the council of the relevant riparian authority by which they were appointed.

(a) Under section 74 of the Act (interpretation), a "proper officer" means, in relation to a purpose and to an authority, an officer appointed for that purpose by that authority.

Retirement of members

5.—(1) All members of the joint board must retire from office and the newly appointed members come into office on the first Friday in June of each year.

(2) If, but for paragraph (1), a retiring member of a joint board is qualified to be appointed to the board, that member may be re-appointed for a further term of office.

Chair of the joint board

6.—(1) The members of the joint board must elect the chair of the joint board annually from amongst the members.

(2) The election of the chair must be the first business transaction at the annual meeting of the joint board which takes place on the first Friday in June of each year.

(3) If, in the election of the chair, there is an equality of votes, the person presiding at the annual meeting has a casting vote in addition to any other vote which that person may have.

(4) Unless the chair resigns or becomes disqualified to act as chair, the chair is to continue in office until a successor is elected as chair.

(5) During a person's term of office as chair, that person is to continue to be a member of the joint board.

Jurisdiction

7. The joint board as port health authority has jurisdiction over all waters and land within the port health district.

Application of provisions of Local Government Act 1972 to the joint board

8.—(1) For the purposes of section 241 of the Local Government Act 1972(a) (power to apply provisions of Act to joint boards etc.), the provisions of that Act which are listed in Schedule 1 are to apply to the joint board as port health authority.

(2) In the application of those provisions by paragraph (1), a reference in that Act—

- (a) to local authorities or to any council, is to be read as a reference to the joint board;
- (b) to an office held under that Act or otherwise, is to be read as a reference to the office of member of the joint board; and
- (c) to functions, is to be read as functions conferred on the joint board as port health authority under this Order.

Functions assigned to the joint board

9.—(1) The functions, rights and liabilities of a local authority or a food authority under the enactments specified in Schedule 2 are assigned to the joint board as port health authority in so far as they are applicable to a port health authority and to any land, waters, premises, vessels or persons within its jurisdiction.

(2) Subject to paragraph (3), the enactments specified in Schedule 2 in respect of the functions, rights and liabilities that are assigned to the joint board under paragraph (1), are to have effect as if—

- (a) any vessel lying within the jurisdiction of the joint board is a house, building or premises; and
 - (b) the master or other officer or person in charge of the vessel is the occupier.
- (3) This article does not apply to—

(a) 1972 c.70.

- (a) any vessel belonging to Her Majesty; or
- (b) any vessel engaged in the service of Her Majesty, whether belonging to Her Majesty or not; or
- (c) any vessel belonging to the armed forces of any country to which the provisions of the Visiting Forces Act 1952(a) apply by virtue of section 1(b) (countries to which Act applies) of that Act.

Expenses

10. Any expenses incurred by the joint board must be defrayed out of a common fund which is to be contributed to by the relevant riparian authority specified in column 1 of the following table in the proportion specified in relation to that authority in column 2 of that table—

Table

<i>Column 1</i>	<i>Column 2</i>
Redcar and Cleveland Borough Council	52%
Stockton-on-Tees Borough Council	31%
Middlesbrough Borough Council	15%
Hartlepool Borough Council	2%

Accounts and audit

11. All accounts of the joint board must be prepared and audited in accordance with the Local Audit and Accountability Act 2014(c).

Revocation

12. The River Tees Port Health Authority Order 1982(d) is revoked.

Signed on behalf of the Secretary of State for Health.

Ailsa Wight
Member of the Senior Civil Service
Department of Health

13th June 2016

(a) 1952 c.67.
 (b) Section 1 was amended by the Zanzibar Act 1963 (c.55), Schedule 1, paragraph 7; the Zambia Independence Act 1964 (c.65), Schedule 1, paragraph 7; the Botswana Independence Act 1966 (c.23), Schedule 1, paragraph 7; the Lesotho Independence Act 1966 (c.24), Schedule 1, paragraph 7; the Singapore Act 1966 (c.29), Schedule 1, paragraph 4; the Swaziland Independence Act 1968 (c.56), Schedule 1, paragraph 7; the Tonga Act 1970 (c.22), Schedule 1, paragraph 6; the Papua New Guinea, Western Samoa and Nauru (Miscellaneous Provisions) Act 1980 (c.2), Schedule, paragraph 9; the New Hebrides Act 1980 (c.16), Schedule 1, paragraph 4; the Bangladesh Act 1973 (c.49), Schedule 1, paragraph 2; the Brunei and Maldives Act 1985 (c.3), Schedule, paragraph 6; the Pakistan Act 1990 (c.14), Schedule, paragraph 5; the Namibia Act 1991 (c.4), Schedule, paragraph 4; the South Africa Act 1995 (c.3), Schedule 1, paragraph 5(1); the Commonwealth Act 2002 (c.39), Schedule 2, paragraph 3(1); S.I. 1978/1030, 1978/1899, 1979/917, 1980/701, 1981/1105 and 1983/882. There are other amending enactments but none is relevant.
 (c) 2014 c.2. A port health authority for a port health district that is wholly in England is a “relevant authority” for the purposes of section 2(1) (relevant authorities) of the 2014 Act. See paragraph 15 of Schedule 2 (relevant authorities).
 (d) S.I. 1982/1274.

SCHEDULE 1

Article 8

Provisions of the Local Government Act 1972 applied to the Port Health Authority

Local Government Act 1972(a)	
Sections 79-82	Qualifications and disqualifications
Section 84	Resignations
Section 85	Vacation of office by failure to attend meetings
Section 88(1) and (2)	Filling casual vacancy in the office of chairman
Section 92	Proceedings of disqualification
Sections 99 and Parts 1 and 6 of Schedule 12	Meetings and proceedings of local authorities
Section 100	Admission of the public and press to meetings
Sections 101-102	Arrangements for discharge of functions by local authorities and appointment of committees
Section 111	Subsidiary powers of local authorities
Section 112-117 and 119	Staff
Sections 120-123 and 128-131	Land transactions
Section 132	Provision of offices
Section 135	Contracts
Section 140	Insurance against accidents to members
Section 143	Subscription to associations
Sections 222-223	Legal proceedings
Sections 224-234	Documents and notices, etc.

SCHEDULE 2

Article 9

Functions etc. of authorities assigned to the Port Health Authority

Public Health Act 1936(b)	
Section 1(1) (insofar as it relates to sections 45, 49-52, 83 and 264)	Duty to enforce the Act
Section 45	Buildings with defective closets capable of repair
Section 48	Power to examine and test drains etc.
Section 49	Rooms over closets of certain types etc.
Section 50	Overflowing and leaking cesspools
Section 81	Byelaws for the prevention of certain nuisances
Section 82	Byelaws as to removal through streets of offensive matter or liquid
Sections 83 to 86	Filthy or verminous premises or articles, verminous persons and provision of cleansing stations
Section 140	Power to close, or restrict use of water from, polluted water supply

(a) 1972 c.70

(b) 1936 c.49.

Sections 260, 264-265	Provisions relating to watercourses, ponds, ditches and culverts
Section 268(4)	Byelaws relating to nuisances arising from tents, vans, sheds, etc.
Part 12	Miscellaneous provisions (including powers of entry)
Public Health Act 1961(a)	
Section 36	Power to require vacation of premises during fumigation
Section 73	Derelict petrol tanks
Slaughterhouses Act 1974(b)	
Part 1	Slaughterhouses and knackers' yards
Control of Pollution Act 1974(c)	
Part 3	Noise
Part 5	Supplementary provisions (including powers of entry and inspection, obtaining information and default powers)
Local Government (Miscellaneous Provisions) Act 1976(d)	
Section 16	Power of local authorities to obtain particulars of persons interested in land
Section 32	Power of local authorities to execute works outside their areas
Section 41	Evidence of resolutions and minutes of proceedings etc.
Public Health (Control of Disease) Act 1984(e)	
Section 45M and all functions conferred under the Health Protection (Part 2A Orders) Regulations 2010(f)	Local authority power to apply to a justice of the peace for an order to protect human health from risk of infection or contamination
Section 46	Duty to arrange for a body to be buried or cremated
Section 48	Removal of body to mortuary or for immediate burial
Building Act 1984(g)	
Section 76	Powers to deal with defective premises
Food Safety Act 1990(h)	
	Food authority enforcement functions relating to food safety
Water Industry Act 1991(i)	
Part 3	Water supply
Clean Air Act 1993(j)	
	Air pollution
Noise and Statutory Nuisance Act 1993(k)	
	Noise pollution (street noise)
The Private Water Supplies Regulations 2009(l)	
	Private water supplies

- (a) 1961 c.64.
(b) 1974 c.3.
(c) 1974 c.40.
(d) 1976 c.57.
(e) 1984 c.22.
(f) S.I. 2010/658.
(g) 1984 c.55.
(h) 1990 c.16.
(i) 1991 c.56.
(j) 1993 c.11.
(k) 1993 c.40.
(l) S.I. 2009/3101.

The Official Feed and Food Controls (England) Regulations 2009(a)	Execution and enforcement of import controls. Designation of competent authority.
The Health Protection (Local Authority Powers) Regulations 2010(b)	Health protection powers
The Transmissible Spongiform Encephalopathies (England) Regulations 2010(c)	Arrangements and enforcement to prevent, control and eradicate transmissible spongiform encephalopathies
The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011(d)	Execution and enforcement of conditions and procedures for the import of polyamide and melamine plastic kitchenware from China and Hong Kong.
The Animal By-Products (Enforcement) (England) Regulations 2013(e)	Enforcement

EXPLANATORY NOTE

(This note is not part of the Order)

This Order constitutes the Port of Tees and Hartlepool port health district. It constitutes a joint board, consisting of representatives from the Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council to be the port health authority for that district. Provision is also made for those authorities to contribute to the expenses of the joint board.

Articles 8 and 9 and Schedules 1 and 2 relate to the jurisdiction and functions of the joint board as port health authority.

Article 12 revokes the River Tees Port Health Authority Order 1982.

A full impact assessment has not been produced for this instrument as no impact on the private or voluntary sector is foreseen.

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- (a) S.I. 2009/3255.
 - (b) S.I. 2010/657.
 - (c) S.I. 2010/801.
 - (d) S.I. 2011/1517.
 - (e) S.I. 2013/2952.

£6.00

UK2016061326 06/2016 19585

<http://www.legislation.gov.uk/id/uksi/2016/644>

ISBN 978-0-11-114753-5



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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 Adult Care and Health • 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 Adult Care and Health 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 Adult Care and Health • 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 Adult Care and Health.	<ul style="list-style-type: none"> • Clerk • Treasurer • Corporate Director of Adult Care and Health • 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 Adult Care and Health • 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.

10	To approve the attendance of employees at training courses.	<ul style="list-style-type: none"> • Corporate Director of Adult Care and Health • 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 Adult Care and Health • 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 Adult Care and Health • Health Protection and Health Care Quality Manager 	Joint board delegated.	

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.	

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 Adult Care and Health • 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 Adult Care and Health • 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 Adult Care and Health • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers 	Joint board delegated.	

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 Adult Care and Health • 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 Adult Care and Health • 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 Adult Care and Health • 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 Adult Care and Health • 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 Adult Care and Health • 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 Adult Care and Health • 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 Adult Care and Health • 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 2013
- 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
- Prevention of Damage by Pests Act 1949
- 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 as amended
- 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
- Animal Feed (Composition, marketing and use) (England) Regulations 2015
- Country of Origin of Certain Meats (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 2013
- 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
- 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 as amended
- 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
- Animal Feed (Composition, marketing and use) (England) Regulations 2015
- Country of Origin of Certain Meats (England) Regulations 2015



Member Report Update - Port Invasive Mosquito Surveillance Programme

Public

To: River Tees Port Health Authority

From: Corporate Director of Adult Care and Health Decision: Information

Portfolio: River Tees Port Health Authority

1. To inform members of the Port Invasive Mosquito Surveillance programme.

1.1 RTPHA has been participating in the Port Invasive Mosquito Surveillance (PIMS) programme since 4th March 2016. The programme is led by Public Health England (PHE), the Association of Port Health Authorities (APHA), and the University of Edge Hill. The purpose of PIMS programme is for port health authorities in England to monitor for invasive mosquitos at points of entry in accordance with the programme criteria.

1.2 There are four traps located around Tees Dock, there was five, however one went missing over the Christmas period and will be replaced shortly. Currently there is one in the steel export terminal, one at 'five shed' and two in CAT UK's former shed. During the winter the checks will be carried out every four weeks and the frequency will be increased again in April 2017. New insecticide liners have been provided and installed in the existing traps. Any insects found in the traps are forwarded to the biology department of the University of Edge Hill for identification. Many insects have been collected including *Culex pipiens* (Northern House Mosquito).

2. What will this achieve?

2.1 The value of this project could be particularly significant given increased risks identified in terms of climate change and the ability of the mosquito to adapt to colder climates.

The programme will also identify any need for control measures and make recommendations which could be critical to protecting public health.

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

3.1 The traps are in place at the above locations and are currently being monitored every four weeks.

Monthly updates are provided to PHE who report to the Cabinet Office as the programme is relevant to the UK's response and preparedness for Zika virus.

The joint board will be provided with updates of the findings and outcomes of the project.

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

- 4.1 There are no specific risks to the Authority by being involved in this programme. It is led by national agencies and the findings of the surveillance will be evaluated.

Port health officers have been given specific instruction on the handling and emptying of the traps. The health and safety of the officers managing the traps has been considered as part of RTPHA's risk assessment process.

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

- 5.1 Participation in the project delivers our priorities in terms of complying with the requirements of the International Health Regulations 2005 and protecting public health.

6. **What will it cost?**

- 6.1 There are no actual costs to participate in this project other than officer time. Monitoring the traps is incorporated into the routine delivery of port health services.

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

- 7.1 Participation in the project ensures that the Authority is complying with the International Health Regulations 2005 and there are no other specific considerations.

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

- 8.1 Alexander Vaux and Jolyon Medlock, Medical Entomology, Public Health England, Porton Down, Salisbury, SP4 0JG.
Thom Dallimore and Clare Strode, Edge Hill University, Biology Department, Edge Hill University, St. Helens Road, Ormskirk, Lancashire, L39 4QP.
Lynette Crossley, Manchester Port Health Authority.
Officers and representatives of the Riparian Authorities.

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

- 9.1 The Authority could choose not to participate in this project however it is in the Authority's best interest to be involved in programmes which ensure legal compliance and protect public health.

10. **Recommendations**

- 10.1 That the Authority continues to participate in the PIMS programme.

11. **Further information**

- 11.1 Appendix C Map of the port and location of traps.

12. **Background Papers**

- 12.1 <http://ecdc.europa.eu/en/healthtopics/vectors/mosquitoes/Pages/aedes-albopictus.aspx>

13. **Contact Officer**

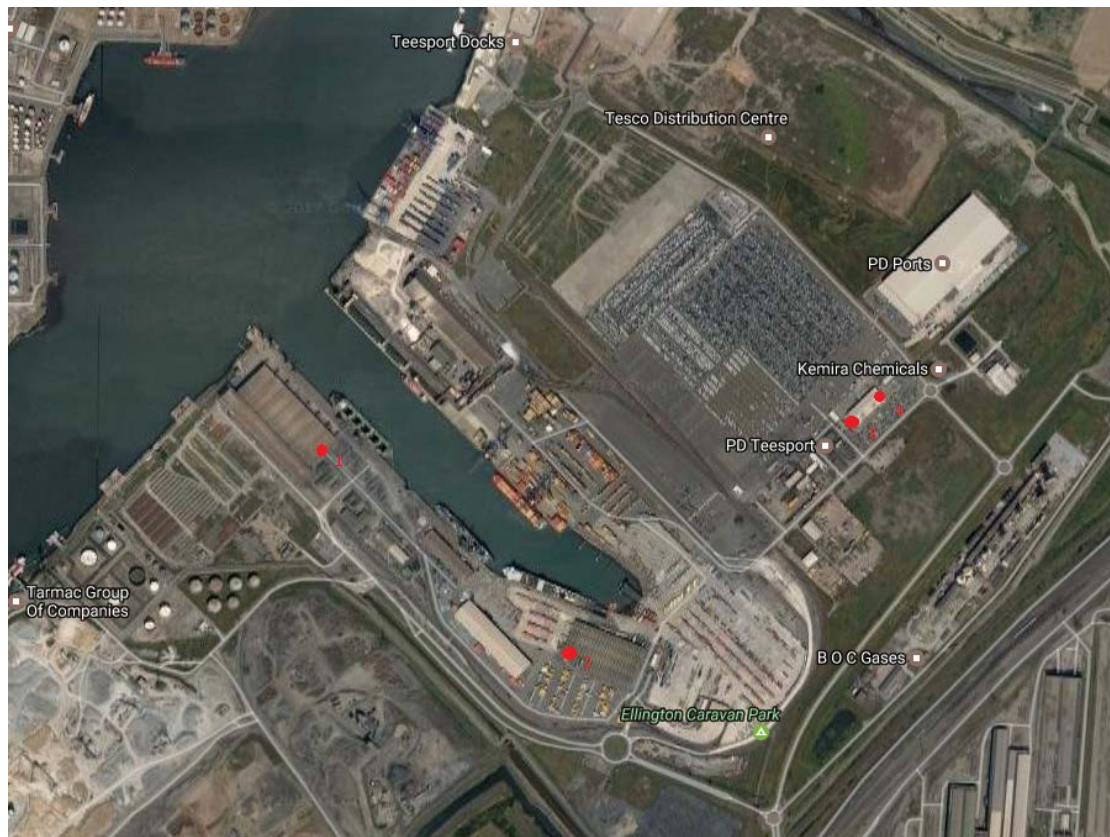
Name: Sue Ziolkowski, Principal Environmental Health Officer
(Commercial).

Address: Redcar and Cleveland Borough Council, Belmont House, Rectory
Lane, Guisborough, TS14 7FD.

Telephone: 01287 612404.

Email: susan.ziolkowski@redcar-cleveland.gov.uk

Appendix C Map of Tees Dock and location of traps



- 1 - Steel export terminal – P Reception
- 2 - Five shed
- 3 - CAT UK former shed – West fire exit
- 4 - CAT UK former shed – East fire exit



Member Report

Performance summary for RTPHA November 2016 to January 2017

Public

To: River Tees Port Health Authority
From: Director of Adult Care and Health **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 November 2016 to January 2017.
- 1.2 The performance summary provides a breakdown of the number of ships entering each Riparian Authority area and details of controls for imported food, feed and relevant products.

2. Background Papers

- 1. Report for November 2016
- 2. Report for December 2016
- 3. Report for January 2017

3. Contact Officer

Name: Sue Ziolkowski, Principal Environmental Health Officer (Food and Port Health)

Address: Environmental Health (Commercial), Belmont House, Rectory, Lane, Guisborough, TS14 7FD

Telephone: 01287 612404

Email: susan.ziolkowski@redcar-cleveland.gov.uk

RIVER TEES PORT HEALTH AUTHORITY

To: Chair and Members of the Joint Board

Report for the month of: **November 2016**

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	12	0	0	0
Redcar	155	0	5	0
Stockton	154	0	0	0
Total	322	0	5	0

2. SAMPLING

Number of water samples taken and submitted for examination: 18

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	86	2	4	44
Documentary Checks	1	2	4	0
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: 64

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

FOOD	COUNTRY OF ORIGIN
Tea	Rwanda, Kenya, Malawi, Tanzania, Sri Lanka, India, Mozambique
Vodka	Russia
Wine	Chile, South Africa, Australia, New Zealand
Coffee	Colombia, Brazil, Tanzania, Rwanda, Peru, Kenya
Citric Acid	China

FEED	COUNTRY OF ORIGIN
Soya Bean Meal and Hulls	Argentina
Millet Seeds	Russia

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	Hong Kong, Singapore, United Arab Emirates, Dubai, Malaysia, Indonesia, Australia, Saudi Arabia, South Africa, Qatar, India

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: **December 2016**

1. ACTIVITY SUMMARY- SHIPS

LOCAL AUTHORITY	NO OF SHIPS ENTERING THE PORT	SHIP SANITATION CONTROL	SHIP SANITATION EXEMPTION	ROUTINE SHIP INSPECTIONS
Hartlepool	0	0	0	0
Middlesbrough	10	0	1	0
Redcar	150	0	2	1
Stockton	167	0	4	0
Total	327	0	7	1

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	74	3	2	34
Documentary Checks	2	3	2	1
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: **58**

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

FOOD	COUNTRY OF ORIGIN
Wine	South Africa, New Zealand, Australia, Chile, Maldives
Water	Turkey
Citric Acid	China
Coffee	Indonesia, Rwanda, Kenya, Brazil, Mexico, Peru
Vodka	Russia
Tea	Kenya, Mozambique, Rwanda, Djibouti, India, Uganda
Tomato Paste	China
Soy Beans	Brazil
Olives	Morocco

FEED	COUNTRY OF ORIGIN
Safflower Seed	Russia
Copper Sulphate	Russia
Red Millet	Russia

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	China, South Africa, Australia, Indonesia, Dubai, Singapore, Malaysia, Saudi Arabia, Oman, Hong Kong, Kuwait, Egypt, Qatar
Dry Henna	Kenya

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: **January 2017**

1. ACTIVITY SUMMARY- SHIPS

LOCAL AUTHORITY	NO OF SHIPS ENTERING THE PORT	SHIP SANITATION CONTROL	SHIP SANITATION EXEMPTION	ROUTINE SHIP INSPECTIONS
Hartlepool	0	0	0	0
Middlesbrough	10	0	2	0
Redcar	159	0	2	0
Stockton	155	0	4	1
Total	324	0	8	1

2. SAMPLING

Number of water samples taken and submitted for examination: 16

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	78	2	2	21
Documentary Checks	0	2	2	0
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: **69**

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

FOOD	COUNTRY OF ORIGIN
Vodka	Russia
Coffee	Brazil, Peru, Colombia, Indonesia, Uganda, Kenya
Wine	South Africa, Chile, Australia, Japan, New Zealand, Moldova, Romania
Tea	Kenya, Mombassa, India, Tanzania, Rwanda, Djibouti
Citric Acid	China
Tomato Paste	China
Brazil Nut Oil	Peru

FEED	COUNTRY OF ORIGIN
Clinoptilolite	Turkey

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	Indonesia, Singapore, Dubai, Australia, South Africa, Oman, Saudi Arabia, Hong Kong, Malaysia, Qatar, China

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



River Tees Port Health Authority

2016-17 Financial Position Update

Public

To: RTPHA **Date:** 3 March 2017
From: Deputy Treasurer **Decision:** Committee
Portfolio: Health & Social Well Being
Outcome: Business Improvement

1 What is the purpose of this report?

- 1.1 To update Members on the financial position of the Authority at the end of January 2017 (Period 10) and to highlight any variances against the 2016-17 approved budget.

2 What is the background to this report?

- 2.1 At its meeting on 4 December 2015 the Authority approved a net budget position of £104,750 funded by the following contributions from the riparian councils of:

Middlesbrough	£15,712
Stockton	£32,473
Redcar & Cleveland	£54,470
Hartlepool	£2,095

- 2.2 The Authority's budget for 2016/17 was set based upon the service plan set out by Redcar and Cleveland Borough Council who manage the delivery of Port Health Services to the Tees Valley area.
- 2.3 The budget was based upon the service delivery plan for River Tees Port Health Authority which was approved by the joint board in December 2015 and has been influenced by Redcar and Cleveland Borough Council's Shaping Our Future project, which reviews all service delivery and partnership arrangements in the Council for value for money.
- 2.4 The net budget has reduced from £112,675 for the previous year to £104,750 at the start of 2016/17 as a result of the previous Shaping our Future review, and the need for contributing authorities to make budget savings within the medium term.
- 2.5 **Appendix 1** provides a detailed comparison of the operating budget for the Authority, which is analysed by individual type of spending against the actual to date expenditure and income.

- 2.6 A summary of the financial position (at the end of January) is set out in the table

GOVERNMENT PROTECTIVE MARKING SCHEME

below:

PERIOD 10 ACTUAL AND PROJECTED OUTTURN 2016/17

	Original Budget 2016/17	Actual as at Period 10 31/01/2017	Projected Outturn 2016/17	Variance Budget to Outturn
<u>Expenditure</u>				
Employee Costs	86,300	70,901	87,410	1,110
Other operating Costs	48,450	46,124	46,920	(1,530)
Total Costs	134,750	117,025	134,330	(420)
Income	(30,000)	(25,735)	(30,000)	0
Net Expenditure	104,750	91,290	104,330	(420)
<u>Funding</u>				
Redcar & Cleveland BC	54,470	47,471	54,252	(218)
Stockton BC	32,473	28,300	32,342	(131)
Middlesbrough BC	15,712	13,693	15,649	(63)
Hartlepool	2,095	1,826	2,087	(8)
Total Funding	104,750	91,290	104,330	(420)
Net	0	0	0	0

2.7 Key Issues

The major variances expected between the projected outturn position for 2016/17 and the original budget approved in December 2015 are as follows:

Staff Costs: Overspent by £1.1k – The staffing structure is as budgeted. The over budget position reflects an underestimation in respect of National Insurance Contributions. This should have been increased at more than the pay award to reflect changes on NI due to the ‘contracting out’ of the additional state pension ending.

Other operating costs: Underspent by £1.5k – A review of the major non-pay budgets (professional fees, computer software and training expenses) has been undertaken in 2016/17. This saving has been offset by additional equipment costs required in-year, resulting in a projected total saving of £1.5k.

Income: On Budget – Although income to date is very slightly above the budget profile for the third quarter, at this stage of the financial year it is prudent to leave the forecast outturn in line with the original budget assumptions (£30,000). Indeed it is essential now that the income budget is reached to ensure a balanced outturn position for the service as a whole.

2.9 In line with the previous briefing to Members on Fees & Charges, additional analysis of income received is given in each budget monitoring report order to assist with Members understanding of the budget and year to date position.

2.10 A breakdown of the income received up to the end of January for the 2016/17

financial year is provided below and further analysis is available in **APPENDIX 1**:

Account	Description	Type of Service	2014/15 Full Year Income £	2015/16 Full Year Income £	2016/17 Period 10 YTD Income £
R9305	Fees – Environmental Health & Pest control	Sanitation Certificates	27,390	18,808	14,830
		Other Fees & Charges	16,526	10,961	10,905
Total Income			43,916	29,769	25,735

- 2.11 Following approval at the last board meeting of the write-off of a bad debt amounting to £108, the option for fee paying organisations to pay upfront, in anticipation of services being rendered, has now been introduced. This will reduce the risk of non-payment of invoices, particularly in relation to overseas companies, and it is hoped that this will reduce the risk of any future bad debts ensuring income is received promptly.
- 2.12 **Overall Financial Position** – Based on the projected outturn figures set out above, the Authority would have a small underspend of £420. This is much closer to a balanced budget position than in recent years and needs monitoring closely by Officers over the remainder of the financial year. Any overspend against budget in 2016/17 would need a drawdown from general reserves to cover.

3 Who will this benefit and how?

- 3.1 Timely, accurate and up to date financial information is a key characteristic of good corporate governance. Members need to have these details and be aware of any issues against the agreed budget when making decisions on service delivery, staffing, training and other regulatory matters.
- 3.2 Additionally a well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.

4 Who have we consulted?

- 4.1 The original budget was set in consultation with Members, the Treasurer and Clerk for the Authority and the Environmental Health (Commercial) team at Redcar and Cleveland Borough Council.
- 4.2 The financial position and any issues in year have been discussed between principal environmental health officers of the riparian authorities and finance staff as required. Any key issues or pressing budget matters would be discussed and consulted with the Chair and Vice Chair as appropriate.

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

- 5.1 The approved budget ensures that RTPHA is able to discharge its functions on behalf of the riparian authorities.
- 5.2 Finance is an integral element in delivering quality services and improving performance.

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

6.1 The resource implications are outlined in the main body of the report.

7 What will be the impact on equality and diversity?

7.1 There are no equality and diversity issues as part of this report.

8 What will be the impact on our carbon footprint?

8.1 There is no direct impact on the carbon footprint as a result of this report.

9 Are there any legal considerations?

9.1 There are no specific legal issues to consider as a result of this report.

10 What are the risks involved?

10.1 The information in the report acts as a management control to ensure that the financial activities of the Authority are being managed properly and resources used effectively. Without setting a budget and providing monitoring information the Authority would not be able to ensure that value for money is secured in pursuit of its objectives. Also decisions made may be poorly informed or wrong decision made without accurate and up to date information.

11 What options have been considered?

11.1 The report is predominantly for information purposes although there are always options as to whether or not to use resources for a particular purpose.

12 Recommendations

12.1 It is recommended that:

- 1) Members discuss the financial position of the Authority as set out in Appendix 1 and question any variances from the original budget as appropriate;

13 Appendices and further information

13.1 Appendix 1 – Budget detail and Projected Outturn position for 2016/17.

14 Background papers

14.1 Budget Report 2016/17 & Medium Term Financial Plan – submitted to meeting on 23/11/2015.

15 Contact officer

Name: Justin Weston, Deputy Treasurer to RTPHA
Address: Financial Services, Redcar & Cleveland Borough Council
Kirkleatham Street, Redcar, TS10 1RT
Telephone: (01642) 444306
Email: Justin.weston@redcar-cleveland.gov.uk

**RIVER TEES PORT HEALTH AUTHORITY
BUDGET MONITORING POSITION 2016/17
POSITION AT END OF JANUARY 2017**

	Budget 2016/17	Actual 2016/17	Projected Outturn 2016/17	Variance
R1000 Basic Pay	66,200	55,177	66,200	0
R1001 NI Contributions	5,000	5,658	6,800	1,800
R1003 Overtime	600	540	600	0
R1006 Superannuation Contributions	10,000	8,436	10,100	100
R1063 Other Allowances	2,500	0	2,500	0
R3300 Public Transport	0	10	10	10
R3400 Car Allowances	2,000	1,080	1,200	-800
	86,300	70,901	87,410	1,110
R4000 Tools & Equipment Purchase	500	1,020	1,100	600
R1650 Training Expenses	1,500	666	650	-850
R4200 Clothing, Uniforms & Laundry	250	0	0	-250
R4300 Printing & Stationery	200	19	200	0
R4305 Photocopier Usage	50	0	50	0
R4400 Services – Professional Fees	40,000	39,028	39,000	-1,000
R4507 Mobile Phones	300	300	360	60
R4531 Computer Software	4,000	3,035	3,400	-600
R4610 Subsistence	0	406	400	400
R4701 Subscriptions	1,000	1,000	1,000	0
R4960 Public Liability Insurance	650	650	650	0
R4985 Write Offs	0	0	110	110
	48,450	46,124	46,920	-1,530
R9305 Fees - Environmental Health & Pest Control				
B0376 Sanitation Certificates	18,900	14,830	18,400	-500
B0377 High Risk Products Imports	600	93	100	-500
B0378 Organic Certificates	300	360	400	100
B0379 RTPHA Permits (annual fee)	1,500	2,217	2,200	700
B0380 Plastic Declaration	6,000	3,340	4,000	-2,000
B0381 Water Sampling	2,700	4,895	4,900	2,200
	30,000	25,735	30,000	0
Total Payable	104,750	91,290	104,330	-420
R9102 Other Grants & Contributions - Other Organisations				
B0382 RTPHA - Middlesbrough Council	15,712	15,712	15,712	0
B0383 RTPHA - Stockton Council	32,473	32,473	32,473	0
B0384 RTPHA - Hartlepool Council	2,095	2,095	2,095	0
B0385 RTPHA - Redcar & Cleveland Council	54,470	54,470	54,470	0
	104,750	104,750	104,750	0
Total Due from Riparian Authorities	104,750	104,750	104,750	0
Total for Cost Centre	0	-13,460	-420	-420
Contributions required based on agreed amounts as per Board meeting 23/11/2015	Budget 2016/17	Actual as at 31/10/16	Projected Outturn 2016/17	Variance
Middlesbrough 15%	15,712	13,693	15,649	-63
Stockton 31%	32,473	28,300	32,342	-131
Hartlepool 2%	2,095	1,826	2,087	-8
Redcar & Cleveland 52%	54,470	47,471	54,252	-218
	104,750	91,290	104,330	-420



Member Report

Budget 2017-18 and Medium Term Financial Plan

Public

To: River Tees Port Health Authority **Date:** 3 March 2017

From: Corporate Director of Corporate Resources **Decision type:** For information

Portfolio: Health and Social Wellbeing **Forward Plan**

Outcome: Business improvement **reference:**

1 What is the purpose of this report?

- 1.1 To recommend a budget for approval by the Authority for the 2017/18 financial year, which confirms the funding levels required from each of the four contributing local authorities.
- 1.2 To consider this budget in the context of a Medium Term Financial Plan for the Authority covering the period 2017/18 to 2020/21. This will assist the Authority with its own planning processes but will ensure that there is clarity about the resources needed from individual local authorities over the medium term.

2 What is the background to this report?

- 2.1 At its meeting on 4 December 2015 the Authority approved a net budget position of £104,750 funded by the following contributions from the riparian councils of:

Middlesbrough	£15,712
Stockton	£32,473
Redcar & Cleveland	£54,470
Hartlepool	£2,095

- 2.2 Members will recall that as part of Redcar & Cleveland Borough Council's response to the Government's austerity measures, a total review of service delivery, known as Shaping Our Future, was undertaken in August 2010. The impact on the RTPHA, was for the service to be re-organised under the 'Healthy Lifestyles' theme with a closer link to the newly transferred Public Health function.
- 2.3 The third Shaping our Future review has recently been reported to Redcar & Cleveland Borough Council at its Cabinet meeting held on 6 December 2016 as part of its budget setting approach with the current Public Health function being part of this review. Page 119 of the Shaping Our Future report states "*There are no specific plans at this stage to stop or reduce any services that are currently delivered but they may be remodelled and delivered in a very different Way*".
- 2.4 Given the lack of clarity on any restructure plans for the Public Health function at RBC, the treasurer advised a deferral of the budget approval process for the 2017/18 financial year from December to the March meeting.

- 2.5 Subsequent to the December meeting of the Board, a broad proposals paper for a joint Middlesbrough-Redcar and Cleveland public health service has been produced for RCBC's cabinet on 24th January 2017. This has confirmed the interim arrangements but that a more detailed business case will be produced over the next six months.
- 2.6 As a result the Treasurer is now recommending that the budget for the River Tees Port Health Authority for the 2017/18 budget is set based on the existing level of service provided. This is to meet the statutory deadline of setting a balanced budget by 11th March for the next financial year, as set out under the Local Government Act 2003. Any developments from the RCBC review and implications for the financial position will need to be considered by the Board in due course.
- 2.7 The budget for approval also needs to be considered in the context of the 2016/17 financial position which is expected to be balanced, but has little capacity for any additional costs or reductions in income without the use of general reserves.

Budget for 2017/18

- 2.8 As Members will be aware the financial landscape facing local authorities at present is extremely challenging and as a result change programmes and significant cost cutting measures are being introduced to ensure the financial sustainability of these organisations over the medium to long term. The development of the 2017/18 budget for the Port Health Authority is therefore set in this context and is constrained by affordability issues for the contributing authorities.
- 2.9 Since Redcar and Cleveland BC has taken the lead role on the Port Health function, efficiencies have been achieved by co-locating this team with the Council's environmental health (Commercial) team. This principle was used to further refine the staffing resource needed as part of the shaping our future proposals to deliver the Port Health function.
- 2.10 As part of Shaping our Future, an additional exercise was undertaken to estimate how much time is needed for each specific duty and whether it can be done within the staffing time allocated. The Principal Environmental Health officer did a zero based review at the time of setting the 2014/15 budget and is still confident that, even allowing for potential changes within the Shaping Our Future 3 review, the service can continue to be delivered to a high quality within the current budget envelope.
- 2.11 All non-pay budgets for 2017/18 have also been reviewed for necessity and only included where there is a clear business need for this expenditure to be undertaken. The total non-pay budget has slightly increased to £48,950 with the vast majority of this being allocated to the repricing of the service level agreement for professional services between RCBC and the Port Health Authority. This includes the staffing recharge for the Principal Environmental Health Officer and the various central support costs including finance and democratic services.
- 2.12 The budget for professional fees has stabilised over the last 2 years as a result of a consistent level of analysts' fees being incurred. The volume of plastic kitchenware being imported from China and Hong Kong by large supermarket chains had declined in previous years but has now stabilised.

- 2.13 The budget for income has also been increased from £30,000 to £31,700 to reflect current volumes on ship sanitation certificates and environmental health testing, consistent with the 2016/17 position, but with new rates applied to the current activity. The new rates and the basis for charging can be seen in Appendix 2 which shows how the 2017/18 budget has been calculated. Income projections for future years have been calculated by increasing the 2017/18 values by 1%. Members should approve the revised fees and charges levels as part of setting the budget for 2017/18.
- 2.14 The requirement for a bad debt provision was highlighted in the current financial year and so a budget for the contribution to the provision has been created in the 2017/18 budget.
- 2.15 This amount has been calculated by assessing the probability that an outstanding debt will never be recovered, taking into account the age of the debt. Following a discussion with RTPHA officers it is recommended that a bad debt provision is created for £250.
- 2.16 Details of the individual percentages used to calculate this amount can be found in Appendix 3. The debt position should be reviewed annually and the provision adjusted accordingly.
- 2.17 Although the potential effects of Brexit are relatively unknown at this present time, Officers have considered its impact whilst setting this budget. In reality, it is probable that Brexit will be implemented beyond the 2017/18 financial year and that any changes would be significant that any budget in place will need substantial re-working. We will keep members informed of any changes as and when they occur. These comments equally apply to the other financial years contained within the medium term financial plan.
- 2.18 The current amount held by the Authority in its general reserves is £20,000 and this amount is held as a buffer and acts as protection against unexpected or unbudgeted costs. If the authority was overspent in any particular financial year it would have to ask for additional contributions from each of the four local authorities to balance its budget. The reserve amount is equivalent to being able to run the service for additional 2 to 3 months without any contributions required.
- 2.19 The general reserve was set up in 2011/12 from a large underspend in that particular year. This was just after the reorganisation of the service to an RCBC lead and reflected some overcapacity in the previous budget, but also a need to have some level of protection in place with local authority budgets facing severe cuts. The reserve was originally £40,000 but this was reduced to £20,000 at the end of the 2015/16 financial year following a detailed review.
- 2.20 No calls have been made against general reserves during the last five financial years. Although the management of the budget has been an overall success in recent years, the budget monitoring position of the Council has become tighter as the net budget has reduced. The 2016/17 financial position, although broadly balanced, has the risk of a small overspend and the use of general reserves to fund this as a result.
- 2.21 It is good practice to review the level of reserves at the start of each financial year and compare these against the risks faced by the Authority. The budget being recommended for the 2017/18 financial year is very lean and has little capacity for

unforeseen costs. The main risk to the service in financial terms relates to a legal claim for malpractice against the officers employed by RTPHA. Although insurance cover is held through the Council, this may not cover all eventualities and therefore some financial reserves should be held as a contingency. The probability of this happening though is considered to be extremely remote.

- 2.22 As both of these risks (an overspend against budget and legal action not covered by insurance) are difficult to estimate and to assess a probability for, it is recommended that reserves are maintained at their current level of £20,000. Members' views are sought on this and their comfort in the level of reserves held.
- 2.23 No specific increase in reserves has been incorporated at this stage for either the South Tees shared public health service or BREXIT implications but this position will be monitored and the Treasurer will advise once the position on both of these issues becomes clearer.

Medium Term Financial Plan

- 2.24 At previous meetings there has been discussion around the development of a Medium Term Financial Plan (MTFP) for the Authority and how this could help Members in the management/stewardship of the budget position and their financial resources. This was first considered by Members at the December 2013 meeting and this resulted in the formal presentation and approval of the Authority's first MTFP in December 2014. This is therefore the third annual MTFP prepared for Members consideration.
- 2.25 There are a number of benefits in developing a MTFP for the Authority:
- It would move the focus of resource discussions to a multi-year perspective rather than focusing on current year's activities;
 - It would aid financial planning by allowing one-off items of income and expenditure to be managed more efficiently through a regular dialogue on precept levels and the use of general reserves;
 - It would provide better quality information for contributing authorities MTFP's regarding their likely precepts levels;
 - It is considered best practice in relation to how public sector authorities should govern their financial management activities.
- 2.26 A summary of the proposed budget for 2017/18 and the medium term financial plan for the subsequent three financial years is set out below. The detailed spend and income budget by budget can be seen with reference to Appendix 1.

	<i>Budget 2016/17</i>	<i>Proposed Budget 2017/18</i>	<i>Proposed Budget 2018/19</i>	<i>Proposed Budget 2019/20</i>	<i>Proposed Budget 2020/21</i>
<u>Expenditure</u>					
<i>Employee Costs</i>	86,300	89,150	90,050	90,950	91,850
<i>Other operating Costs</i>	48,450	48,950	49,100	49,600	50,050
<i>Total Costs</i>	134,750	138,100	139,150	140,550	141,900

<i>Income</i>	-30,000	-31,700	-32,000	-32,300	-32,600
<i>Contribution to/from Reserves</i>	0	0	0	0	0
<i>Net Expenditure</i>	104,750	106,400	107,150	108,250	109,300
<i>Reserves B/fwd</i>	20,000	20,000	20,000	20,000	20,000
<i>Bad Debt Provision</i>	0	250	250	250	250
<u>Funding</u>					
<i>Redcar & Cleveland BC</i>	54,470	55,328	55,718	56,290	56,836
<i>Stockton BC</i>	32,473	32,984	33,216	33,558	33,883
<i>Middlesbrough BC</i>	15,713	15,960	16,073	16,237	16,395
<i>Hartlepool</i>	2,095	2,128	2,143	2,165	2,186
<i>Total Funding</i>	104,750	106,400	107,150	108,250	109,300
<i>Net</i>	0	0	0	0	0

2.27 Financial Assumptions

The MTFP for the period 2017/18 to 2020/21 has been developed around a number of core assumptions. Some of these have already been set out above in explaining the basis for the 2017/18 budget. However it is worth setting these out again as any future discussion on the MTFP would need to focus on these issues.

- Staffing costs are based on the same structure as in 2016/17. Any further staff reductions in terms of the RCBC structure would not affect RTPHA activities given the conclusion that staff resources are the minimum needed to provide the service;
- No new legislation is introduced or the scope of the service extended over this time period. If this did happen the staffing budget would need to be revisited;
- Non-pay budgets remain at current levels and there is no further demand on RCBC professional service, ICT resources, supplies and services, training etc. over the 1% increased already budgeted into the MTFP;
- Income levels remain at budgeted levels over the MTFP period;
- Local authorities can maintain the proposed level of contribution for 2017/18 and marginally increase this over the MTFP period to reflect expected increases in staffing costs due to national pay agreements
- There will be no call on earmarked reserves over the MTFP period. Any increases or decreases to this position will need formal ratification by Members and an annual review will be undertaken by the Treasurer regarding the level that is deemed prudent.

- 2.28 The net cost and funding requirements increase marginally over the medium term but this is still regarded as a minimal investment in order to fulfil their port health responsibilities. Members do not need to formally approve the MTFP but any comments or views are welcome on both the content and the frequency of future reporting.

3 Who will this benefit and how?

- 3.1 Timely, accurate and up to date financial planning information is a key characteristic of good corporate governance. Members need to have these details and be aware of any issues against the agreed budget and medium term financial plan when making decisions on service delivery, staffing, training and other regulatory matters.
- 3.2 Additionally a well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.

4 Who have we consulted?

- 4.1 The original budget for 2017/18 and the medium term financial plan have been set in consultation with the Treasurer and Clerk for the Authority, and the Environmental Health (commercial) team at Redcar and Cleveland Council.
- 4.2 The financial position, 2017/18 budget and medium term financial plans have been discussed between environmental health managers of the riparian authorities and finance staff as required. In general there are no major issues in terms of what is being proposed within this report

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

- 5.1 The functions of the Authority discharge each of the Tees Valley Council's obligations around Port Health duties
- 5.2 Finance is an integral element in delivering quality services and improving performance.

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

- 6.1 The resource implications are outlined in the main body of the report.

7 What will be the impact on equality and diversity?

- 7.1 There are no equality and diversity issues as part of this report.

8 What will be the impact on our carbon footprint?

- 8.1 There is no direct impact on the carbon footprint as a result of this report.

9 Are there any legal considerations?

- 9.1 There are no specific legal issues to consider as a result of this report.

10 What are the risks involved?

- 10.1 The information in the report acts as a management control to ensure that the financial activities of the Authority are being managed properly and resources used effectively. Without setting a budget and providing robust financial planning information the Authority would not be able to ensure that value for money is secured in pursuit of its objectives. Also decisions made may be poorly informed or wrong decision made without accurate and up to date information.

11 What options have been considered?

- 11.1 The report is instrumental in terms of setting the strategic financial direction for the Authority going forwards. In essence this is a statutory duty for Members to make arrangements to manage their financial affairs, so no options are available.

12 What is the reason for the recommended option?

- 12.1 Not applicable for this particular report

13 Recommendations

- 13.1 It is recommended that Members:

- 1) Approve the 2017/18 budget and the associated funding requirements based upon the information in Appendix 1;
- 2) Approve the 2017/18 schedule of fees and charges, set out at Appendix 2, for implementation from 1st April 2017
- 3) Discuss the level of general reserves being held for 2017/18 and whether these are appropriate for the plans and operating context of the Authority;
- 4) Discuss the financial assumptions used to prepare the Medium Term Financial Plan and any adjustments that may be required.

14 Appendices and further information

- 14.1 Appendix 1 – Proposed Budget for 2017/18 and Medium Term Financial Plan

15 Background papers

- 15.1 Budget Report 2016/17 – submitted to meeting on 04/12/2015.

16 Contact officer

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Appendix 1

River Tees Port Health Authority - 16/17 Budget, 17/18 Draft Budget plus 3 year plan

New Code		16/17 Budget	Draft 17/18 Budget	18/19 Budget	19/20 Budget	20/21 Budget
R1000	Salaries - Basic Pay	66,200	66,850	67,550	68,200	68,900
R1001	Salaries - National Insurance	5,000	7,000	7,050	7,150	7,200
R1003	Salaries - Overtime	600	650	700	700	700
R1006	Salaries - Superannuation	10,000	10,750	10,850	11,000	11,100
R1063	Other Allowances	2,500	2,500	2,500	2,500	2,550
R3400	Car Allowances	2,000	1,400	1,400	1,400	1,400
		86,300	89,150	90,050	90,950	91,850
R1650	External Training	1,500	1,000	1,000	1,000	1,000
R4000	General Equipment	500	800	800	800	800
R4200	Clothing & Uniforms	250	200	200	200	200
R4300	Printing & Stationery	200	100	100	100	100
R4305	MFD Recharge (Printing)	50	50	50	50	50
R4317	Advertising	0	0	0	0	0
R4400	Analysts Fees	6,160	4,750	4,800	4,850	4,900
R4400	External Audit Fees	400	400	400	400	400
R4400	Publicity	0	0	0	0	0
R4400	Court Evidence Costs	0	0	0	0	0
R4400	SLA Agreement	33,440	35,400	35,750	36,200	36,550
R4503	Postage	0	0	0	0	0
R4507	Mobile Phones	300	350	350	350	350
R4531	Computer Software	4,000	4,000	4,000	4,000	4,000
R4610	Subsistence	0	0	0	0	0
R4611	Conference - Members	0	0	0	0	0
R4611	Officers Conference	0	0	0	0	0
R4701	Subscriptions	1,000	1,000	1,000	1,000	1,000
R4960	Insurance	650	650	650	650	700
R4980	Misc Expenses	0	0	0	0	0
R4985	Write offs/Bad Debt provision	0	250	0	0	0
		48,450	48,950	49,100	49,600	50,050
R9305	Fees - Environmental Health & Pest control					
B0376	Sanitation Certificates	18,900	19,400	19,600	19,800	20,000
B0377	High Risk Products Imports	600	100	100	100	100
B0378	Organic Certificates	300	350	350	350	350
B0379	RTPHA Permits (annual fee)	1,500	2,200	2,200	2,200	2,200
B0380	Plastic Declaration	6,000	4,050	4,100	4,150	4,200
B0381	Water Sampling	2,700	5,600	5,650	5,700	5,750
		30,000	31,700	32,000	32,300	32,600
	Contribution to Reserves	0	0	0	0	0
		104,750	106,400	107,150	108,250	109,300
	Amount held in Reserves	20,000	20,000	20,250	20,250	20,250
	Bad Debt Provision		250	250	250	250
Contributions required based on agreed Option 2c) as per Board meeting 26/3/2010		16/17	Draft 17/18	18/19	19/20	20/21
	Middlesbrough 15%	15,713	15,960	16,073	16,237	16,395
	Stockton 31%	32,473	32,984	33,216	33,558	33,883
	Hartlepool 2%	2,095	2,128	2,143	2,165	2,186
	Redcar & Cleveland Borough Council 52%	54,470	55,328	55,718	56,290	56,836
		104,750	106,400	107,150	108,250	109,300

Appendix 2

Income Type	Basis for charge	Increase	16/17 YTD Activity to Pd10	16/17 Projected	16/17 actual at 17/18 values	Rounded Budget	Increase from 16/17 to 17/18
Sanitation Certificates	APHA Recommendation	See table below	14,830.00	18400	19422	19400	1000
High Risk Products Imports	Officer time & analyst fees	1%	93.75	100	94.69	100	0
Organic Certificates	DEFRA Recommendation	Currently Unchanged	360.00	400	360	350	-50
RTPHA Permits (annual fee)	DEFRA Recommendation	Currently Unchanged	2,217.00	2200	2217	2200	0
Plastic Declaration	Officer time & analyst fees	1%	3,339.73	4000	4047.768	4050	50
Water Sampling	Officer time & analyst fees	1%	4,895.00	4900	5582.752	5600	700
			25,735.48	30,000.00	31,724.21	31,700.00	1,700.00

APHA Recommended Charges

Ship Sanitation Charges

Tonnage	16/17	17/18
Up to 1000	80	85
1001 - 3000	115	120
3001 - 10000	175	180
10001 - 20000	230	235
20001 - 30000	295	305
Over 30000	350	360
Vessels 50-1000 Persons	350	360
Vessels 1000+ Persons	600	615
Extensions	50	55

Appendix 3

Customer	Inv No	0 - 30 days	31 - 60 days	61 - 90 days	91 - 180 days	181 - 365 days	365+ days	Total
RTPHA Administration								
Total		1,384.20	724.00	1,052.52	639.00	302.00	0.00	4,101.72
%age of debt which is likely to go bad			5%	5%	5%	50%	100%	
Bad debt provision			36.2	52.626	31.95	151	0	271.776
							Rounded total	250