

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

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

22 November 2017

Dear Councillor,

RIVER TEES PORT HEALTH AUTHORITY: FRIDAY 1 DECEMBER 2017

Would you please note that a meeting of the River Tees Port Health Authority will be held on Friday 1 December 2017 at 10.00 a.m. at Middlesbrough Town Hall.

A G E N D A

	<u>Pages</u>
1. Apologies for Absence.	
2. Declarations of Interest.	
3. To confirm the Minutes of the meeting held on 1 September 2017.	3-5
4. Presentation on the Port Health Service	Presentation
5. Reports of the Corporate Director for Adults and Communities:	
a. RTPHA Corporate Risk and Opportunity Register	6-18
b. Update – Port Invasive Mosquito Surveillance	19-21
c. Performance Summary for RTPHA – Aug 2017 - Oct 2017	22-33
d. FSA visit to Teesport	34-35
e. New Website Design	36-38

- 6. Reports of the Deputy Treasurer:
 - a. 2017-18 Financial Position Update 39-43
 - b. Budget 2018-19 and Medium Term Financial Plan 44-52

- 7. Any items that the Chair certifies as urgent.

Yours sincerely,

S. NEWTON
CLERK TO THE AUTHORITY

1 September 2017

RIVER TEES PORT HEALTH AUTHORITY

The annual meeting of the River Tees Port Health Authority was held on Friday 1 September 2017 at Middlesbrough Town Hall.

PRESENT Councillor Walker (Chair)
Councillors Brown, Davies, Faulks, Foggo,
Harrison, Johnson, McGee, Norton, Mrs
O'Donnell, Thomas and Walters.

OFFICIALS M Burns, L Evans and S Fenwick, (Redcar and
Cleveland Borough Council).
Peter Acheson, Port Medical Officer

APOLOGIES FOR ABSENCE were submitted on behalf of Councillors
Dean, Mrs Forster, Mason, Perry and Purvis.

15. **MINUTES**

RESOLVED that the minutes of the meeting held on 2 June 2017 be confirmed and signed by the Chair as a correct record.

16. **AMENDMENTS TO THE RIVER TEES PORT HEALTH AUTHORITY CONSTITUTION**

The Interim Corporate Director for Adults and Communities presented a report which sought approval to proposed changes to the River Tees Port Health Authority constitution to take into account Directorate changes at Redcar and Cleveland.

Aa part of the ensuing discussions a Member requested further information on health and safety issues around Teesport as a whole.

RESOLVED that:

1. The changes to the constitution be accepted and the revised constitution be approved;
2. The River Tees Port Health Authority Health and Safety Policy be submitted to the next meeting.

17. **RIVER TEES PORT HEALTH AUTHORITY RISK MANAGEMENT STRATEGY AND CORPORATE RISK REGISTER**

The Interim Corporate Director for Adults and Communities presented the River Tees Port Health Authority Risk Management Strategy and Corporate Risk and Opportunity Register and sought Members approval

1 September 2017

to minor changes with regards to responsibilities and Directorate changes under which the River Tees Port Health Authority sits.

RESOLVED that the Risk Management Strategy and Corporate Risk and Opportunity Register be approved.

19. **RIVER TEES PORT HEALTH AUTHORITY ENFORCEMENT POLICY 2017**

The Interim Director of Adult Care and Health presented a report which sought approval to revisions to the River Tees Port Health Authority Enforcement Policy for 2017 to take into account Directorate changes at Redcar and Cleveland.

RESOLVED that the Enforcement Policy 2017 be approved.

20. **RIVER TEES PORT HEALTH AUTHORITY SAMPLING POLICY 2017**

The Interim Director of Adult Care and Health presented a report which sought approval to the River Tees Port Health Authority Sampling Policy for 2017. Members were advised that this policy would ensure that sampling was carried out to protect public health, animal health and ensure fair trade.

RESOLVED that the Sampling Policy 2017 be approved.

21. **UPDATE – PORT INVASIVE MOSQUITO SURVEILLANCE PROGRAMME**

The Interim Director of Adult Care and Health presented a report which advised that the River Tees Port Health Authority had been participating in the Port Invasive Mosquito Surveillance programme since 4 March 2016. The programme was led by Public Health England, the Association of Port Health Authorities and the University of Edge Hill. The purpose of this programme was to monitor for invasive mosquitos at points of entry in accordance with the programme criteria.

Members were advised that five traps were 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.

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 programme.

1 September 2017

22. **THE BENEFITS OF APHA MEMBERSHIP**

The Interim Director of Adult Care and Health presented a report which gave information on the benefits of the Association of Port Health Authorities Membership

RESOLVED that the information in the report be noted

23. **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY MAY TO JULY 2017**

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 May to July 2017. - **NOTED**

24. **2017/18 FINANCIAL POSITION UPDATE**

The Treasurer presented a report which updated Members on the financial position of the Authority as at the end of July 2017. The report also highlighted any variances against the 2017/18 approved budget.

Members were advised that there had been an increase in the net budget from £104,750 for the previous year to £106,000 at the start of 2017/18 as a result of a small increase in employee costs. This increase had however been mitigated by an increase in anticipated income.

RESOLVED that the information in the report be noted.

25. **ANY OTHER BUSINESS**

25.01 **Training For Port Health Officers**

A Member advised that he had been contacted by an Officer from the Association Port Health Authorities regarding training for Port Health Officers. It was suggested that Officers contact the Association of Port Health Authorities for further information - **NOTED**

25.02 **River Trip**

Members suggested arranging a river trip later in the year. It was agreed that Officers contact PD Ports to see if this could be arranged - **NOTED**

Public

AGENDA ITEM 5a

To: River Tees Port Health Authority **Date:** 1 December 2017
From: Corporate Director of Adult Care and Health **Decision:** Committee
Portfolio: River Tees Port Health Authority
Outcome: Business Continuity

1 What is the purpose of this report?

1.1 To present the RTPHA Corporate Risk and Opportunity Register for Approval.

2 What is the background to this report?

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

3 Who will this benefit and how?

3.1 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.

4 Who have we consulted?

4.1 Maggie Burns, Deputy Treasurer to RTPHA.
Joanne Stokes, Senior Auditor, Tees Valley Audit and Assurance Service.
Officers and representatives of the Riparian Authorities.

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 are the resource implications (financial, human resources)?

6.1 There are no resource implications associated with this 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 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.

10 What are the risks involved?

10.1 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.

11 What options have been considered?

11.1 The report is predominantly for information purposes.

12 Recommendations

12.1 For information only - there are no amendments to the register.

13 Appendices and further information

13.1 Appendix B – RTPHA Corporate Risk and Opportunity Register V14 September 2017

14 Background papers

14.1 There are no background papers.

15 Contact officer

Name: Sue Ziolkowski

Address: River Tees Port Health Authority, 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:	Adult and Communities
Department:	Public Health
Service	Health Protection and Health Care Quality
Function:	Port Health in Environmental Health (Commercial)
Correspondent Name:	Susan Ziolkowski
Contact No.:	01287 612404
Current BIA Version:	RTPHA/14
Date of Current Version:	September 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	Responsible Officer Key			
		Zero to Very Low	Unlikely	Likely	Very Likely	Almost Certain			SN	Steve Newton
		Likelihood							EG	Erika Grunert
							SZ	Susan Ziolkowski		
							JS	John Sampson		
							MB	Maggie Burns		
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		SN SZ EG 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)			
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 MB

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)			
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 MB 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		MB EG

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)			
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

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)			
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

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)			
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

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)			
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

River Tees Port Health Authority

Update - Port Invasive Mosquito Surveillance Programme



Public

AGENDA ITEM 5b

To: River Tees Port Health Authority **Date:** 1 December 2017
From: Corporate Director of Adult Care and Health **Decision:** Committee
Portfolio: River Tees Port Health Authority
Outcome: Public Health

1 What is the purpose of this report?

1.1 To update members on the Port Invasive Mosquito Programme.

2 What is the background to this report?

2.1 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.

There are five traps located around Tees Dock, two in the steel export terminal, one at 'five shed' and two in CAT UK's former shed. Any insects found in the traps are forwarded to the biology department of the University of Edge Hill for identification.

2.2 There have been no mosquitos caught at Teesport over the monitoring period.

3 Who will this benefit and how?

3.1 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.

4 Who have we consulted?

4.1 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.

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 are the resource implications (financial, human resources)?

- 6.1 During the monitoring season an officer is required to check the traps, collect any samples and send off for identification.

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

10 What are the risks involved?

- 10.1 There are no risks associated with this project. All mosquitos recovered are dead.

11 What options have been considered?

- 11.1 The report is predominantly for information purposes.

12 Recommendations

- 12.1 For information only.

13 Appendices and further information

- 13.1 Appendix 1 - Map of Teed Dock and location of Traps

14 Background papers

- 14.1 There are no background papers.

15 Contact officer

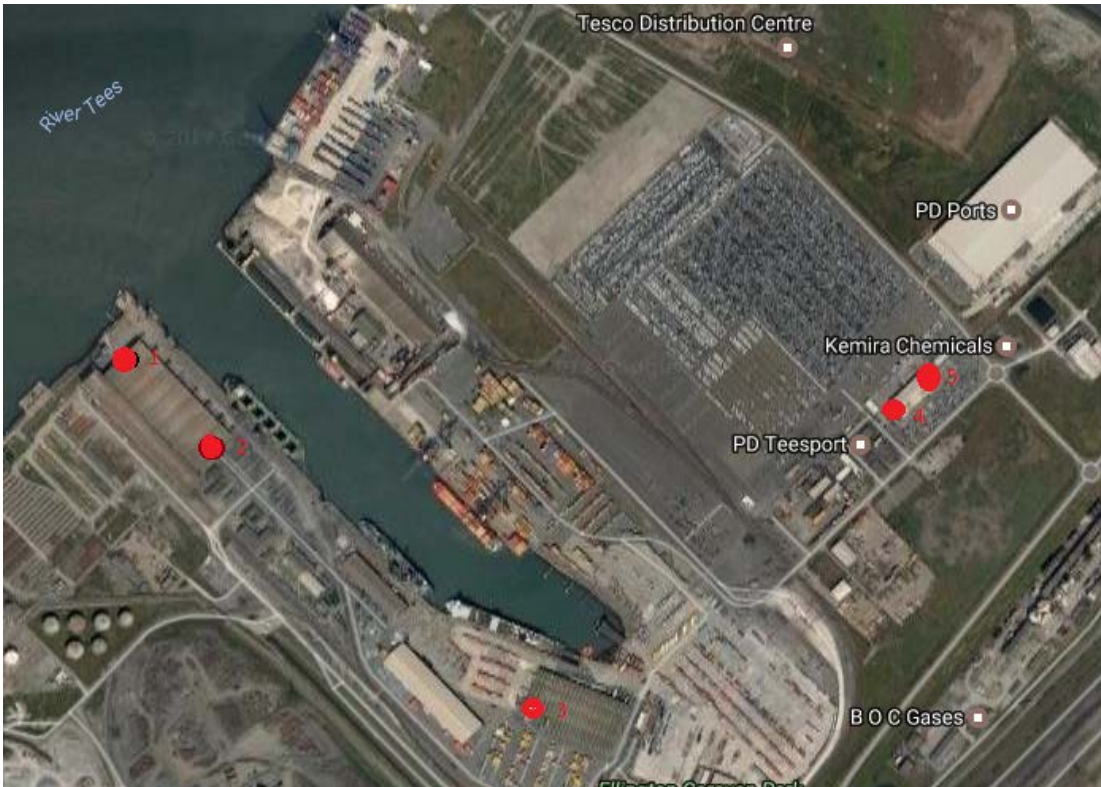
Name: Sue Ziolkowski

Address: River Tees Port Health Authority, Belmont House, Rectory Lane,
Guisborough, TS14 7FD

Telephone: (01287) 612404

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

Appendix 1 - Map of Teed Dock and location of Traps



- 1 - Steel export terminal – P Reception
- 2 - Steel export terminal – B 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 Aug 2017 to Oct 2017



Public

AGENDA ITEM 5c

To: River Tees Port Health Authority

From: Corporate 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 August 2017 to October 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 August 2017
2. Report for September 2017
3. Report for October 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: **August 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	0	0
Redcar	141	0	1	0
Stockton	154	0	3	0
Total	305	0	4	0

2. SAMPLING

Number of water samples taken and submitted for examination:

LOCAL AUTHORITY	NO OF SHIP SAMPLES		NO OF JETTY SAMPLES	
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Hartlepool	0	0	0	0
Middlesbrough	0	0	0	0
Redcar	0	0	0	0
Stockton	0	0	0	0
Total	0	0	0	0

If any water samples are found to be unsatisfactory we inform the ship or shipping agent without delay and provide advice on cleansing and disinfection of the water tanks and supply to all outlets. Ship is advised to boil water until cleansing has taken place and resample after works carried out.

If any jetty samples are found to be unsatisfactory, we will provide advice on cleansing and disinfection of pipework, including regular flushing. Additional sampling is carried out until a satisfactory result is obtained. The particular jetty supply cannot discharge to ships as potable until a satisfactory result is obtained.

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	68	1	0	24
Documentary Checks	0	0	0	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: 66

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

FOOD	COUNTRY OF ORIGIN
Vodka	Russia
Wine	New Zealand, Australia, South Africa, Chile
Coffee	India, Peru, Rwanda, Nicaragua, Colombia
Tea	Kenya, Tanzania, Malawi, India
Sake	Japan
Citric Acid	China

FEED	COUNTRY OF ORIGIN
Grain	Brazil

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	United Arab Emirates, China, Malaysia, Indonesia, Singapore, Peru, Australia, South Africa, Dubai

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: **September 2017**

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	14	0	1	1
Redcar	140	0	7	0
Stockton	140	0	7	0
Total	296	0	15	1

2. SAMPLING

Number of water samples taken and submitted for examination: 0

LOCAL AUTHORITY	NO OF SHIP SAMPLES		NO OF JETTY SAMPLES	
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Hartlepool	0	0	0	0
Middlesbrough	0	0	0	0
Redcar	0	0	0	0
Stockton	0	0	0	0
Total	0	0	0	0

If any water samples are found to be unsatisfactory we inform the ship or shipping agent without delay and provide advice on cleansing and disinfection of the water tanks and supply to all outlets. Ship is advised to resample after works carried out.

If any jetty samples are found to be unsatisfactory, we will provide advice on cleansing and disinfection of pipework, including regular flushing. Additional sampling is carried out until a satisfactory result is obtained. The particular jetty supply cannot discharge to ships as potable until a satisfactory result is obtained.

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	79	0	2	57
Documentary Checks	1	0	2	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: 61

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

FOOD	COUNTRY OF ORIGIN
Coffee	Kenya, India, Colombia, Mexico, Peru, Rwanda, Brazil, Guatemala
Wine	Chile, New Zealand, Australia, South Africa
Tea	Kenya, Malawi, India, Rwanda
Vodka	Russia
Citric Acid	China
Whey Supplement	USA
Rum	Guyana

FEED	COUNTRY OF ORIGIN
None	

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	China, Malaysia, Jordan, Dubai, South Africa, Kuwait, United Arab Emirates, Singapore, Australia

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: **October 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	7	0	1	0
Redcar	125	0	1	0
Stockton	146	0	2	0
Total	278	0	4	0

2. SAMPLING

Number of water samples taken and submitted for examination:

LOCAL AUTHORITY	NO OF SHIP SAMPLES		NO OF JETTY SAMPLES	
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Hartlepool	0	0	0	0
Middlesbrough	0	0	0	0
Redcar	0	0	0	0
Stockton	0	0	0	0
Total	0	0	0	0

If any water samples are found to be unsatisfactory we inform the ship or shipping agent without delay and provide advice on cleansing and disinfection of the water tanks and supply to all outlets. Ship is advised to resample after works carried out.

If any jetty samples are found to be unsatisfactory, we will provide advice on cleansing and disinfection of pipework, including regular flushing. Additional sampling is carried out until a satisfactory result is obtained. The particular jetty supply cannot discharge to ships as potable until a satisfactory result is obtained.

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	90	3	1	42
Documentary Checks	1	3	1	2
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: 66

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

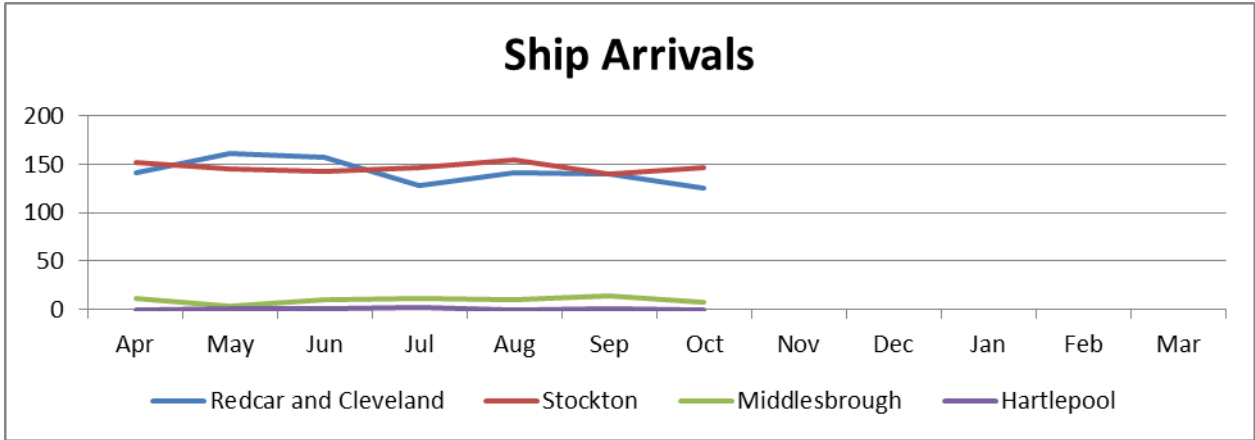
FOOD	COUNTRY OF ORIGIN
Coffee	Colombia, Peru, Tanzania, Brazil, Mexico,
Tea	India, Kenya, Malawi, Sri Lanka, Rwanda, China
Citric Acid	China
Wine	New Zealand, Chile, Australia, South Africa
Palm Oil	Malaysia
Vodka	Russia
Rum	Guyana
Protein Power	USA
Peppers	Turkey
Tomato Paste	China

FEED	COUNTRY OF ORIGIN
Grain	Brazil
Soyahull pellets	Turkey
Soya Bean Meal	Turkey

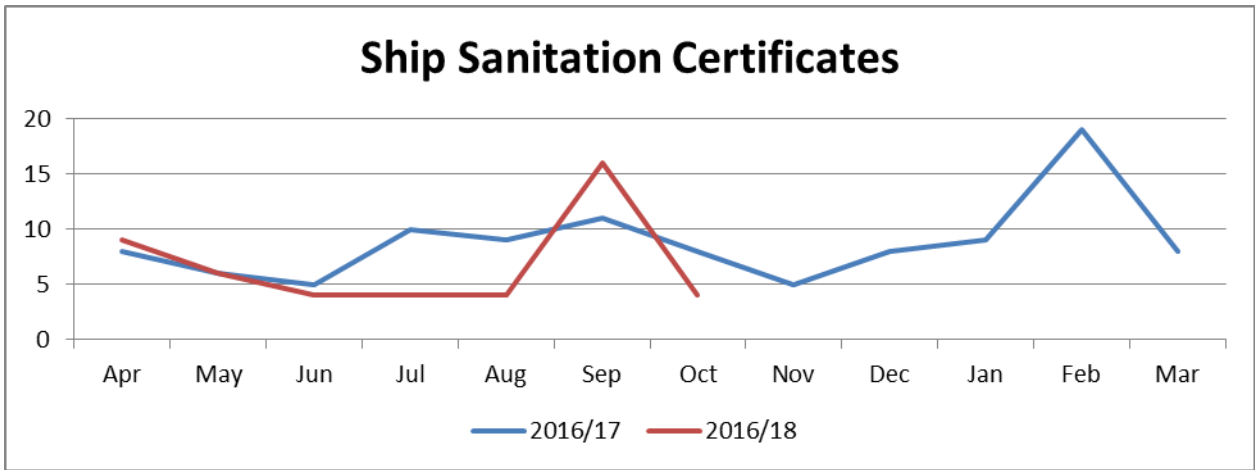
NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	South Africa, Libya, Singapore, Indonesia, United Arab Emirates, China, Dubai, India, Hong Kong, Australia, Malaysia, Oman, Kuwait

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

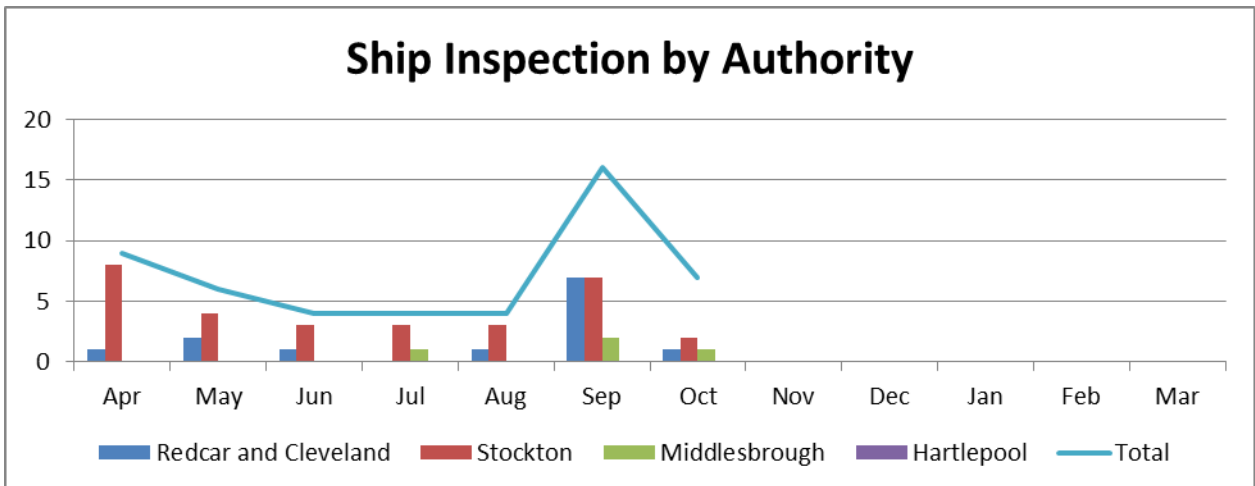
Information 2017 - 2018



Ship arrivals on a monthly basis are quite consistent with Redcar and Cleveland and Stockton being the busiest areas.



The request for Ship Sanitation Inspections is not consistent, and looking at the previous year 2016/17, this was the same. At the end of October we are currently 10 inspections down on 2016/17.



The ship inspections per Authority shows Stockton has the most requests, followed by Redcar and Cleveland, then Middlesbrough. Hartlepool only has the one berth on the Tees, and has very little traffic hence the lack of requested visits.

River Tees Port Health Authority

FSA visit to Teesport



Public

AGENDA ITEM 5d

To: River Tees Port Health Authority **Date:** 1 December 2017

From: Corporate Director of Adult Care and Health **Decision:** Committee

Portfolio: River Tees Port Health Authority

Outcome: Business Compliance

1 What is the purpose of this report?

1.1 To inform members that the Food Standards Agency are visiting River Tees Port Health Authority.

2 What is the background to this report?

2.1 The Food Standards Agency has recently set up a review programme to ensure that ports authorised for non-animal products (including DPE's (Designated Point of Entry), DPI's (Designated Point of Import) and FPI's (First Point of Introduction)) are still fully meeting the requirements of the relevant import legislation. This follows a European Commission Directorate audit last year, and subsequent recommendations.

Teesport is a Designated Point of Entry (DPE) for high risk products which fall within the scope of [Commission Regulation \(EC\) 669/2009](#) (as amended).

Teesport is a Designated Point of Import (DPI) under [Commission Regulation \(EC\) No 884/2014](#) which puts controls in place to prevent aflatoxin contamination in specified products in particular nuts and fruits.

Teesport is a First Point of Introduction (FPI) under [Commission Regulation \(EC\) No 284/2011](#) for plastic kitchenware from China and Hong Kong.

The visit has been described as informal and has been arranged for 25th April 2018.

3 Who will this benefit and how?

3.1 This visit will ensure we are fully meeting the requirements of the relevant import legislation.

4 Who have we consulted?

4.1 The Food Standards Agency.

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

5.1 The visit will ensure we are complying with current legislation.

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

6.1 The resource implications are officer time.

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 Yes. We have a legal requirement to comply with import legislation.

10 What are the risks involved?

10.1 Failure to comply with import legislation may result in the port losing its status for DPE, DPI and FPI.

11 What options have been considered?

11.1 The report is predominantly for information purposes at this time.

12 Recommendations

12.1 For information only, the service is currently compliant and does not anticipate any major issues as a result of the visit.

13 Appendices and further information

13.1 No appendices associated with this report.

14 Background papers

14.1 There are no background papers.

15 Contact officer

Name: Sue Ziolkowski

Address: River Tees Port Health Authority, Belmont House, Rectory Lane,
Guisborough, TS14 7FD

Telephone: (01287) 612404

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

River Tees Port Health Authority

New Website Design



Public

AGENDA ITEM 5e

To: River Tees Port Health Authority **Date:** 1 December 2017

From: Corporate Director of Adult Care and Health **Decision:** Committee

Portfolio: River Tees Port Health Authority

1 What is the purpose of this report?

1.1 To inform members of the updated River Tees Port Health Authority website.

2 What is the background to this report?

2.1 Redcar and Cleveland Borough Council (RCBC) is in the process of updating its website to a new and improved format and as such can no longer host the River Tees Port Health Authority website.

A company called iTCHYROBOT, who hosts other microsites for RCBC, had available space on its servers to host our new website without incurring any costs to the service.

3 Who will this benefit and how?

3.1 The RTPHA website provides useful information to agents and importers about our services and our fees and charges. It is important that we provide this information electronically so that it can be available both during and out of office hours.

The new website is in a new and improved format, making it more user friendly for our service users. The branding has not changed and complies with the RTPHA brand guidelines.

4 Who have we consulted?

4.1 RCBC IT department and web administration team.
iTCHYROBOT

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

5.1 The website provides relevant information about our service, and our fees and charges. This will enable importers and agents to get the up to date information on our service.

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

6.1 There are no resource implications associated with this 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 No.

10 What are the risks involved?

10.1 There are no risks involved.

11 What options have been considered?

11.1 The report is predominantly for information purposes.

12 Recommendations

12.1 For information only.

13 Appendices and further information

13.1 Appendix A - screenshot of new website format.

14 Background papers

14.1 There are no background papers.

15 Contact officer


Name: Sue Ziolkowski

Address: River Tees Port Health Authority, Belmont House, Rectory Lane,
Guisborough, TS14 7FD

Telephone: (01287) 612404


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

Appendix A - Screenshot of the new Website



CALL TODAY: 01287 612406

ABOUT US SERVICES USEFUL LINKS CURRENT CHARGES CONTACT US



PORT HEALTH AUTHORITY


River Tees Port Health Authority represents the four riparian authorities of Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council. The Authority is managed by Redcar and Cleveland Borough Council and is based at offices in Guisborough.

The River Tees Port Sanitary Authority was first constituted by an Order of the Local Government Board in 1886.


[Read more](#)

LATEST NEWS


- 20 DEC** NOTICE OF DIRECTOR RIGHTS...
Posted | 20/09/17 [Read more](#)
- 19 NOV** SUMMARY OF ELECTOR RIGHTS
Posted | 20/09/17 [Read more](#)
- 18 OCT** NOTICE OF CONCLUSION FOR...
Posted | 20/09/17 [Read more](#)




Ship Sanitation Certificates →




Current Charges →




Import Control →



Water Quality →




Infectious Disease Control →



Make an enquiry →

USEFUL DOCUMENTS

- [The Order.pdf](#)
Download
- [RTPHA Enforcement policy 2016.pdf](#)
Download
- [RTPHA Service plan 2016/17.pdf](#)
Download
- [Constitutional June 2017.pdf](#)
Download



Quick Links

- [About us](#)
- [Current Chagras](#)
- [Contact us](#)

Address

Belmont House
Rectory Lane
Guisborough, TS14 7FD

Terms & conditions | Privacy | Accessibility | Disclaimer | © Copyright 2017 website by ITCHYROBOT

River Tees Port Health Authority

2017-18 Financial Position Update



Public

AGENDA ITEM 6a

To: RTPHA

Date: 1 December 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 October 2017 (Period 7) and to highlight any variances against the 2017-18 approved budget.

2 What is the background to this report?

- 2.1 At its meeting on 3rd March 2017 the Authority approved a net budget position of £106,400 funded by the following contributions from the riparian councils of:

Middlesbrough	£15,960
Stockton	£32,984
Redcar & Cleveland	£55,328
Hartlepool	£2,128

- 2.2 The Authority's budget for 2017/18 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 June 2017 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 increased from £104,750 for the previous year to £106,400 at the start of 2017/18 as a result of a small increase in employee costs. This increase has been mitigated by an increase in anticipated income.
- 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 October) is set out in the table below:

PERIOD 7 ACTUAL AND PROJECTED OUTTURN 2017/18

	Original Budget 2017/18	Actual as at Period 7 31/10/2017	Projected Outturn 2017/18	Variance Budget to Outturn
<u>Expenditure</u>				
Employee Costs	89,150	51,836	85,650	(3,500)
Other operating Costs	48,950	43,438	47,400	(1,550)
Total Costs	138,100	95,274	133,050	(5,050)
Income	(31,700)	(19,546)	(28,150)	3,550
Net Expenditure	106,400	75,728	104,900	(1,500)
<u>Funding</u>				
Middlesbrough BC	15,960	11,359	15,735	225
Stockton BC	32,984	23,475	32,519	465
Hartlepool	2,128	1,514	2,098	30
Redcar & Cleveland BC	55,328	39,380	54,548	780
Total Funding	106,400	75,728	104,900	(1,500)
Net	0	0	0	0

2.7 Key Issues

The major variances expected between the projected outturn position for 2017/18 and the original budget approved in March 2017 are as follows:

Staff Costs: Underspent by £3,500 – This reflects the saving which will be achieved during the recruitment of a replacement RTPHA officer. This is a one off saving which will only be applicable to this financial year.

Other operating costs: Underspent by £1,550 – A review of the current position indicates that there will be small underspends on tools & equipment, training costs, professional fees and computer software totalling £1,550.

Income: Under achieved by £3,550 – The income forecast is lower than expected due to a number of factors. Sanitation certificate and water sampling income is down and, if the trend continues, the final amounts could be as much as £6k less than budget. However, these income sources are activity based and so it is difficult to give accurate estimates at this point in the financial year.

Plastic declaration testing income has fallen since last reported, due to a reduction in the amount of seasonal imports, and is now forecast to balance to budget. The feed hygiene grant (£1.5k) has also been received for this year but as it was not in the initial budget, this is currently offsetting the potential forecast pressures.

As income is key to ensuring a balanced outturn position for the service as a whole, the income position is being closely monitored each month to ensure that any issues can be identified as soon as possible.

2.8 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.

- 2.9 A breakdown of the income received up to the end of October for the 2017/18 financial year is provided below and further analysis is available in **Appendix 1**:

Account	Description	Type of Service	2015/16 Full Year Income £	2016/17 Full Year Income £	2017/18 Period 7 YTD Income £
R9305	Fees – Environmental Health & Pest control	Sanitation Certificates	18,808	19,290	9,810
		Other Fees & Charges	10,961	13,615	8,086
Total Fee Income			29,769	32,905	17,896
Other Income			0	1,500	1,650
Total Income			29,769	34,405	19,546

- 2.10 **Overall Financial Position** – Based on the projected outturn figures set out above, the Authority would have a small underspend of £1,500. This forecast is based on current information at this point in the financial year and will be continually monitored and reviewed. 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 underspend against budget in 2017/18 would be carried forward to the next financial year.

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 2017/18.

14 Background papers

14.1 Budget Report 2017/18 & Medium Term Financial Plan – submitted to meeting on 3/3/2017.

15 Contact officer

Name: Maggie Burns, Deputy Treasurer to RTPHA
Address: Financial Services, Redcar & Cleveland Borough Council
Kirkleatham Street, Redcar, TS10 1RT
Telephone: (01642) 771154
Email: Maggie.burns@redcar-cleveland.gov.uk

RIVER TEES PORT HEALTH AUTHORITY

Appendix 1

BUDGET MONITORING POSITION 2017/18
POSITION AT END OF OCTOBER 2017

	Budget 2017/18	Actual P7 2017/18	Projected Outturn 2017/18	Variance
R1000 Basic Pay	66,850	39,010	64,100	-2,750
R1001 NI Contributions	7,000	4,160	6,850	-150
R1003 Overtime	650	346	600	-50
R1006 Superannuation Contributions	10,750	6,293	10,350	-400
R1063 Other Allowances	2,500	1,270	2,500	0
R3300 Public Transport	0	21	0	0
R3400 Car Allowances	1,400	736	1,250	-150
	89,150	51,836	85,650	-3,500
R4000 Tools & Equipment Purchase	800	188	500	-300
R1650 Training Expenses	1,000	379	800	-200
R4200 Clothing, Uniforms & Laundry	200	0	200	0
R4300 Printing & Stationery	100	0	100	0
R4305 Photocopier Usage	50	0	50	0
R4400 Services – Professional Fees	40,550	38,091	40,000	-550
R4507 Mobile Phones	350	180	350	0
R4531 Computer Software	4,000	2,680	3,500	-500
R4610 Subsistence	0	20	0	0
R4701 Subscriptions	1,000	1,000	1,000	0
R4960 Public Liability Insurance	650	650	650	0
R4985 Write Offs	250	250	250	0
	48,950	43,438	47,400	-1,550
R9000 Other Income	0	1,650	1,650	-1,650
R9305 Fees - Environmental Health & Pest Control				
B0376 Sanitation Certificates	19,400	9,810	16,000	3,400
B0377 High Risk Products Imports	100	544	550	-450
B0378 Organic Certificates	350	360	350	0
B0379 RTPHA Permits (annual fee)	2,200	2,316	2,300	-100
B0380 Plastic Declaration	4,050	2,975	4,050	0
B0381 Water Sampling	5,600	1,891	3,250	2,350
	31,700	17,896	26,500	5,200
Total Payable	106,400	75,728	104,900	-1,500
R9102 Other Grants & Contributions - Other Organisations				
B0382 RTPHA - Middlesbrough Council	15,960	390	15,960	0
B0383 RTPHA - Stockton Council	32,984	32,984	32,984	0
B0384 RTPHA - Hartlepool Council	2,128	2,128	2,128	0
B0385 RTPHA - Redcar & Cleveland Council	55,328	55,328	55,328	0
Total Due from Riparian Authorities	106,400	90,830	106,400	0
Total for Cost Centre	0	-15,102	-1,500	-1,500
Contributions required based on agreed amounts as per Board meeting 3/3/2017	Budget 2017/18	Actual as at 31/10/17	Projected Outturn 2017/18	Variance
Middlesbrough 15%	15,960	11,359	15,735	-225
Stockton 31%	32,984	23,475	32,519	-465
Hartlepool 2%	2,128	1,514	2,098	-30
Redcar & Cleveland 52%	55,328	39,380	54,548	-780
	106,400	75,728	104,900	-1,500

Member Report

Budget 2018-19 and Medium Term Financial Plan



Public

AGENDA ITEM 6b

To: River Tees Port Health Authority
From: Corporate Director for Resources
Portfolio: Health and Social Wellbeing
Outcome: Business improvement

Date: 1 December 2017
Decision type: For information
Forward Plan reference:

1 What is the purpose of this report?

- 1.1 To recommend a budget for approval by the Authority for the 2018/19 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 2018/19 to 2021/22. 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 3rd March 2017 the Authority approved a net budget position of £106,400, funded by the following contributions from the riparian councils of:

Middlesbrough	£15,960
Stockton	£32,984
Redcar & Cleveland	£55,328
Hartlepool	£2,128

- 2.2 Members will recall that as part of Redcar & Cleveland Borough Council's ongoing service reviews, a proposal was made to create a joint Middlesbrough/Redcar and Cleveland public health service. This proposal was approved by RCBC's Cabinet on 11th July 2017, to become effective on 1st April 2018. It was decided that the River Tees Port Health service should be excluded from this review and so no changes have occurred as a result of this joint agreement.
- 2.3 As a result the Treasurer is now recommending that the budget for the River Tees Port Health Authority for the 2018/19 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.
- 2.4 The budget for approval also needs to be considered in the context of the 2017/18 financial position which is expected to be balanced, or slightly underspent, but has little capacity for any additional costs or reductions in income without the use of general reserves.

Budget for 2018/19

- 2.5 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 2018/19 budget for the Port Health Authority is therefore set in this context and is constrained by affordability issues for the contributing authorities.
- 2.6 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.
- 2.7 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, the service can continue to be delivered to a high quality within the current budget envelope.
- 2.8 All non-pay budgets for 2018/19 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 decreased to £48,900 with the majority of this being allocated to 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.
- 2.9 The budget for professional fees has stabilised over the last 3 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 has shown a slight decline in 2017/18 and so the budget for analyst's fees has been reduced to reflect this.
- 2.10 The budget for income has also been decreased from £31,700 to £26,550 to reflect falling volumes of ship sanitation certificates and environmental health testing, consistent with the 2017/18 position. At the time of this report, APHA and DEFRA had not released the new charging rates and so existing rates have been utilised in setting the budget. The rates and the basis for charging can be seen in Appendix 2 which shows how the 2018/19 budget has been calculated. Income projections for future years have been calculated by increasing the 2017/18 values by 0.2%. Members should approve the fees and charges levels as part of setting the budget for 2018/19.
- 2.11 The requirement for a bad debt provision was established in 2016/17 and a provision of £250 was created in 2017/18. At the time of this report, debt levels are stable and there are currently no debts raising concerns and so it is felt that the existing bad debt provision is appropriate and does not need to be increased.

- 2.12 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 2018/19 financial year and that any changes would be so 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.
- 2.13 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 an additional 2 months without any contributions required.
- 2.14 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 2017/18 financial position is currently forecasting a small underspend and so the need to utilise reserves is not anticipated this year.
- 2.15 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 2018/19 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.
- 2.16 In setting the level of reserves for 2017/18, we have also considered whether there are any operational requirements that may need to be funded from reserves. The options considered include additional training opportunities and purchase of specialist equipment. Currently, there are no training opportunities that would be of any relevance to the existing staff, and it is not anticipated that any equipment will be required this financial year. We will continue to monitor the impact that Brexit may have on the service as the port may need to change its status to a Border Inspection Post if a free trade agreement is not reached. The reserve may be required during any transition period for additional training, staff costs, or equipment depending on the changes to the trade requirements between the UK and the EU. It is therefore recommended that the reserve is kept at its current level until further developments regarding Brexit, and any potential consequences, are made clearer.
- 2.17 As the risks of an overspend against budget or legal action not covered by insurance are difficult to estimate and to assess a probability for and as there are no requirements for any investment in additional training or equipment, 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.

Medium Term Financial Plan

- 2.21 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 fourth annual MTFP prepared for Members consideration.

- 2.22 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.

2.23 A summary of the proposed budget for 2018/19 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 2017/18</i>	<i>Proposed Budget 2018/19</i>	<i>Proposed Budget 2019/20</i>	<i>Proposed Budget 2020/21</i>	<i>Proposed Budget 2021/22</i>
<u>Expenditure</u>					
<i>Employee Costs</i>	89,150	90,000	90,800	91,750	92,650
<i>Other operating Costs</i>	48,700	48,900	49,350	49,800	50,250
<i>Total Costs</i>	137,850	138,900	140,150	141,550	142,900
<i>Income</i>	-31,700	-26,550	-26,800	-27,050	-27,300
<i>Contribution to/from Reserves</i>	250	0	0	0	0
<i>Net Expenditure</i>	106,400	112,350	113,350	114,500	115,600
<i>Reserves B/fwd</i>	20,000	20,000	20,000	20,000	20,000
<i>Bad Debt Provision</i>	250	250	250	250	250
<u>Funding</u>					
<i>Middlesbrough BC</i>	15,960	16,853	17,003	17,175	17,340
<i>Stockton BC</i>	32,984	34,829	35,138	35,495	35,836
<i>Hartlepool</i>	2,128	2,247	2,267	2,290	2,312
<i>Redcar & Cleveland BC</i>	55,328	58,421	58,942	59,540	60,112
<i>Total Funding</i>	106,400	112,350	113,350	114,500	115,600
<i>Net</i>	0	0	0	0	0

2.24 Financial Assumptions

The MTFP for the period 2018/19 to 2021/22 has been developed around a number of core assumptions. Some of these have already been set out above in explaining the basis for the 2018/19 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 2017/18. 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 2018/19 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.

2.25 After an initial moderate increase in 2018/19, the net cost and funding requirements increase marginally over the remainder of 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 2018/19 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, 2018/19 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 2018/19 budget and the associated funding requirements based upon the information in Appendix 1;
- 2) Approve the 2018/19 schedule of fees and charges, set out at Appendix 2, for implementation from 1st April 2018
- 3) Discuss the level of general reserves being held for 2018/19 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 2018/19 and Medium Term Financial Plan

15 Background papers

15.1 Budget Report 2017/18 – submitted to meeting on 03/03/2017.

16 Contact officer

16.1 Name: Maggie Burns
Position: Deputy Treasurer to RTPHA
Address: Kirkleatham Street, Redcar, TS10 1RT
Telephone: (01642) 771154
Email: Maggie.burns@redcar-cleveland.gov.uk

Appendix 1

River Tees Port Health Authority - 17/18 Budget, 18/19 Draft Budget plus 3 year plan

New Code		17/18 Budget	Draft 18/19 Budget	19/20 Budget	20/21 Budget	21/22 Budget
R1000	Salaries - Basic Pay	66,850	67,550	68,200	68,900	69,600
R1001	Salaries - National Insurance	7,000	7,050	7,100	7,200	7,250
R1003	Salaries - Overtime	650	700	700	700	700
R1006	Salaries - Superannuation	10,750	10,800	10,900	11,000	11,150
R1063	Other Allowances	2,500	2,500	2,500	2,550	2,550
R3400	Car Allowances	1,400	1,400	1,400	1,400	1,400
		89,150	90,000	90,800	91,750	92,650
R1650	External Training	1,000	1,000	1,000	1,000	1,000
R4000	General Equipment	800	800	800	800	800
R4200	Clothing & Uniforms	200	200	200	200	200
R4300	Printing & Stationery	100	100	100	100	100
R4305	MFD Recharge (Printing)	50	50	50	50	50
R4400	Analysts Fees	4,750	4,500	4,550	4,600	4,650
R4400	External Audit Fees	400	450	450	450	450
R4400	Publicity	0	0	0	0	0
R4400	Court Evidence Costs	0	0	0	0	0
R4400	SLA Agreement	35,400	35,750	36,150	36,550	36,900
R4503	Postage	0	0	0	0	0
R4507	Mobile Phones	350	350	350	350	350
R4531	Computer Software	4,000	4,000	4,000	4,000	4,000
R4610	Subsistence	0	0	0	0	0
R4701	Subscriptions	1,000	1,050	1,050	1,050	1,050
R4960	Insurance	650	650	650	650	700
R4964	Contribution to bad debt provision	250	0	0	0	0
		48,950	48,900	49,350	49,800	50,250
R9305	Fees - Environmental Health & Pest control					
B0376	Sanitation Certificates	19,400	16,550	16,700	16,850	17,000
B0377	High Risk Products Imports	100	100	100	100	100
B0378	Organic Certificates	350	350	350	350	350
B0379	RTPHA Permits (annual fee)	2,200	2,300	2,300	2,300	2,300
B0380	Plastic Declaration	4,050	4,050	4,100	4,150	4,200
B0381	Water Sampling	5,600	3,200	3,250	3,300	3,350
		31,700	26,550	26,800	27,050	27,300
	Total Budget	106,400	112,350	113,350	114,500	115,600
	Amount held in Reserves	20,000	20,000	20,000	20,000	20,000
	Bad Debt Provision	250	250	250	250	250
Contributions required based on agreed 17/18			Draft 18/19	19/20	20/21	21/22
Option 2c) as per Board meeting 26/3/2010						
	Middlesbrough 15%	15,960	16,853	17,003	17,175	17,340
	Stockton 31%	32,984	34,829	35,138	35,495	35,836
	Hartlepool 2%	2,128	2,247	2,267	2,290	2,312
	Redcar & Cleveland Borough Council 52%	55,328	58,421	58,942	59,540	60,112
		106,400	112,350	113,350	114,500	115,600

Appendix 2

Income Type	Basis for charge	Increase	17/18 Budget	17/18 YTD Activity to Pd7	17/18 Projected	17/18 actual at 18/19 values	Rounded Budget	Increase from 17/18 to 18/19
Sanitation Certificates	APHA Recommendation	Currently Unchanged	19,400	9,810.00	16,000	16500	16,550	-2,850
High Risk Products Imports	Officer time & analyst fees	0.2%	100	543.75	550	101	100	0
Organic Certificates	DEFRA Recommendation	Currently Unchanged	350	360.00	350	360	350	0
RTPHA Permits (annual fee)	DEFRA Recommendation	Currently Unchanged	2,200	2,316.00	2,300	2316	2300	100
Plastic Declaration	Officer time & analyst fees	0.2%	4,050	2,974.56	4,050	4058.1	4050	0
Water Sampling	Officer time & analyst fees	0.2%	5,600	1,891.22	3,250	3256.5	3200	-2400
			31,700	17,895.53	26,500.00	26,591.60	26,550.00	-5,150.00

Ship Sanitation Charges		
Tonnage	17/18	18/19
Up to 1000	85	85
1001 - 3000	120	120
3001 - 10000	180	180
10001 - 20000	235	235
20001 - 30000	305	305
Over 30000	360	360
Vessels 50-1000 Persons	360	360
Vessels 1000+ Persons	615	615
Extensions	55	55