

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

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

16 November 2018

Dear Councillor,

RIVER TEES PORT HEALTH AUTHORITY: FRIDAY 7 DECEMBER 2018

Would you please note that a meeting of the River Tees Port Health Authority will be held on Friday 7 December 2018 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 7 September 2018.	1 - 3
4. Reports of the Corporate Director for Adults and Communities:	
a. Risk Management	4 – 16
b. Performance Summary for River Tees Port Health Authority August to October 2018	17 - 25
5. Reports of the Deputy Treasurer:	
a. 2018-19 Financial Position Update	26 - 32

6. Any items that the Chair certifies as urgent.

Yours sincerely,

S NEWTON
CLERK TO THE AUTHORITY

7 September 2018

RIVER TEES PORT HEALTH AUTHORITY

A meeting of the River Tees Port Health Authority was held on Friday 7 September 2018 at Middlesbrough Town Hall.

PRESENT Councillors D Brown (Chair), W Davies, S Dean, D Dowson, K Faulks, C Foggo, E Johnson, B Norton, S Thomas and J Walker.

OFFICIALS M Burns, L Evans, S Fenwick and S Ziolkowski (Redcar and Cleveland Borough Council).

APOLOGIES FOR ABSENCE were submitted on behalf of Councillors Mrs Forster, B Harrison, J McGee, Mrs O Donnell, M Perry, P Purvis and M Walters.

17. **MINUTES**

RESOLVED that the minutes of the meeting held on 1 June 2018 be confirmed and signed by the Chair as a correct record.

18. **RIVER TEES PORT HEALTH AUTHORITY RISK MANAGEMENT**

The Corporate Director of Adults and Communities presented the River Tees Port Health Authority Risk Management Strategy and Risk 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 the Accounts and Audit Regulation 2015 made by virtue of the Local Audit and Accountability Act 2014 which required authorities to provide arrangements for the management of risk.

Members were advised that on this occasion there had been no amendments to the Risk Register.

RESOLVED that the Risk Register be approved.

19. **BREXIT UPDATE**

The Corporate Director of Adults and Communities presented a report which updated Members of the potential impacts on the Port Health service from Britain's exit from the European Union.

7 September 2018

Members commented that they would like to further understand what the impact would be on the River Tees Port Health Authority and suggested that a list be compiled of what the Authority does under European legislation together with a rating of risk. It was agreed that this information be emailed to Members in readiness for a discussion at a future meeting.

RESOLVED that the information in the report be noted and that a further report be submitted to a future meeting.

20. **TIME/WORK MONITORING**

The Corporate Director of Adults and Communities presented a report which updated Members on a review which had been carried out to determine what activities were carried out by Port Health Officers from the riparian Authorities, together with the amount of time taken per activity.

Members were advised that the percentage of time each Officer spent carrying out work in each of the Authority areas was different to the financial contributions, and did not take into consideration of central support services charges.

Members agreed that Redcar and Cleveland Council was providing a cost effective service and value for money on behalf of each of the riparian authorities.

RESOLVED that the information in the report be noted.

21. **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY MAY TO JULY 2018**

The Corporate Director of Adults and Communities presented a report which gave a summary of the performance of the River Tees Port Health Authority from May to July 2018. - **NOTED**

22. **2018/19 FINANCIAL POSITION UPDATE**

The Treasurer presented a report which advised of the financial position of the Authority as at the end of July 2018 (period 4) and highlighted any variances against the 2018-19 approved budget.

Members were advised that based on the projected outturn figures set out in the report, the Authority would have an underspend of £25,200. This forecast was based on current information and would be closely monitored by Officers during the remainder of the financial year.

7 September 2018

At the meeting on 1 June 2018 Members agreed to transfer an underspend of £16,900 to reserves which took the current level of reserves to £36,900, given the healthy level of reserves and the projected underspend this year, the Treasurer suggested it would be appropriate to redistribute £20,000 back to the riparian authorities.

RESOLVED that:

1. The information in the report be noted and;
2. The payments to the riparian authorities as set out in the report be approved.

23. **ANY OTHER BUSINESS**

Reform of the Association of Port Health Authorities

The Vice Chair gave an update on work being carried out to reform the Association of Port Health Authorities. He advised that major ports had agreed to work together and were assisting with an action plan for reform. A meeting was scheduled for October 2018 and further information would be reported back in due course. – **NOTED**

River Tees Port Health Authority

Risk Management



Public

To: River Tees Port Health Authority **Date:** 07 December 2018

From: Corporate Director of Adults and Communities **Decision:** Committee

Portfolio: River Tees Port Health Authority

Outcome: Business Continuity

1 What is the purpose of this report?

1.1 To present to members the Corporate Risk and Opportunity Register.

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. The RTPHA Corporate Risk Register is brought to each Board Meeting; there have been no amendments to the RTPHA Corporate Risk Register.

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 There are no other options available

12 Recommendations

12.1 That the register is approved.

13 Appendices and further information

13.1 Appendix A - RTPHA Corporate Risk and Opportunity Register V14 September 2018

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 – September 2017
 Updated by Susan Ziolkowski, Principal Environmental Health Officer
 (Commercial)

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)																																																																																																																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td rowspan="5" style="text-align: center; vertical-align: middle;">Impact</td> <td colspan="5" style="text-align: center;">RISK</td> <td style="background-color: #00FF00;"></td> <td>LOW RISK (< 8)</td> </tr> <tr> <td>Catastrophic</td> <td>5</td> <td style="background-color: #FFA500;"></td> <td style="background-color: #FFA500;"></td> <td style="background-color: #FFA500;"></td> <td style="background-color: #FF0000;"></td> <td>MEDIUM RISK (9 – 15)</td> </tr> <tr> <td>Critical</td> <td>4</td> <td style="background-color: #FFA500;"></td> <td style="background-color: #FFA500;"></td> <td style="background-color: #FFA500;"></td> <td style="background-color: #FF0000;"></td> <td>HIGH RISK (16+)</td> </tr> <tr> <td>Significant</td> <td>3</td> <td style="background-color: #00FF00;"></td> <td style="background-color: #00FF00;"></td> <td style="background-color: #FFA500;"></td> <td style="background-color: #FFA500;"></td> <td></td> </tr> <tr> <td>Insignificant</td> <td>2</td> <td style="background-color: #00FF00;"></td> <td style="background-color: #00FF00;"></td> <td style="background-color: #00FF00;"></td> <td style="background-color: #FFA500;"></td> <td></td> </tr> <tr> <td>Negligible</td> <td>1</td> <td style="background-color: #00FF00;"></td> <td style="background-color: #00FF00;"></td> <td style="background-color: #00FF00;"></td> <td style="background-color: #FFA500;"></td> <td></td> </tr> <tr> <td colspan="2" rowspan="2" style="text-align: center;">Risk Rating Matrix</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: center;">Zero to Very Low</td> <td style="text-align: center;">Unlikely</td> <td style="text-align: center;">Likely</td> <td style="text-align: center;">Very Likely</td> <td style="text-align: center;">Almost Certain</td> <td colspan="5" style="text-align: center;">Likelihood</td> </tr> <tr> <td colspan="7"></td> <td colspan="4" style="text-align: center;">Responsible Officer Key</td> </tr> <tr> <td colspan="7"></td> <td>SN</td> <td colspan="4">Steve Newton</td> </tr> <tr> <td colspan="7"></td> <td>EG</td> <td colspan="4">Erika Grunert</td> </tr> <tr> <td colspan="7"></td> <td>SZ</td> <td colspan="4">Susan Ziolkowski</td> </tr> <tr> <td colspan="7"></td> <td>JS</td> <td colspan="4">John Sampson</td> </tr> <tr> <td colspan="7"></td> <td>MB</td> <td colspan="4">Maggie Burns</td> </tr> </table>											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											MB	Maggie Burns			
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																																																																																																																																									
							MB	Maggie Burns																																																																																																																																									

Appendix A - Corporate Risk and Opportunity Register

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

Appendix A - Corporate Risk and Opportunity Register

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>

Appendix A - Corporate Risk and Opportunity Register

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

Appendix A - Corporate Risk and Opportunity Register

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

Appendix A - Corporate Risk and Opportunity Register

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

Appendix A - Corporate Risk and Opportunity Register

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

Appendix A - Corporate Risk and Opportunity Register

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

Appendix A - Corporate Risk and Opportunity Register

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

Appendix A - Corporate Risk and Opportunity Register

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



Member Report

Performance summary for RTPHA August 2018 to October 2018

Public

To: River Tees Port Health Authority

From: Director of Adult and Communities **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 2018 to October 2018.
- 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 2018
2. Report for September 2018
3. Report for October 2018

3. Contact Officer

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

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 2018**

1. ACTIVITY SUMMARY- SHIPS

LOCAL AUTHORITY	NO OF SHIPS ENTERING THE PORT	SHIP SANITATION CONTROL	SHIP SANITATION EXEMPTION	ROUTINE SHIP INSPECTIONS
Hartlepool	6	0	0	0
Middlesbrough	12	0	2	0
Redcar	147	0	0	2
Stockton	145	0	4	1
Total	310	0	6	3

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	1
Middlesbrough	3	1	0	0
Redcar	0	0	0	0
Stockton	0	1	5	2
Total	3	2	5	3

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	91	0	0	41
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: 154

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

FOOD	COUNTRY OF ORIGIN
Citric Acid	China
Coffee	Brazil, Colombia, Djibouti, India, Mexico, Nicaragua, Peru
Maltodextrine	Turkey
Tea	India, Kenya, Mozambique
Vodka	Russia
Wine	South Africa, Argentina, Chile, USA, Australia
Yellow Split Peas	Russia

FEED	COUNTRY OF ORIGIN
None	

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	United Arab Emirates, Australia, China, Dubai, Jordan, Libya, Malaysia, New Zealand, Oman, Qatar, Saudi Arabia, Singapore, South Africa

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 2018**

1. ACTIVITY SUMMARY- SHIPS

LOCAL AUTHORITY	NO OF SHIPS ENTERING THE PORT	SHIP SANITATION CONTROL	SHIP SANITATION EXEMPTION	ROUTINE SHIP INSPECTIONS
Hartlepool	7	0	0	0
Middlesbrough	14	0	0	0
Redcar	147	0	4	1
Stockton	130	0	4	0
Total	298	0	8	1

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	1	0
Redcar	9	0	0	0
Stockton	4	4	1	0
Total	13	4	2	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	47	1	4	28
Documentary Checks	0	1	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: 156

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

FOOD	COUNTRY OF ORIGIN
Citric Acid	China
Coffee	Brazil, Djibouti, Kenya
Tea	India, Kenya, Sri Lanka, Mozambique, Tanzania
Vodka	Russia
Wine	Australia, Chile, New Zealand, USA, South Africa
Yellow Split Peas	Russia

FEED	COUNTRY OF ORIGIN
Zeolite	Turkey

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

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: **October 2018**

1. ACTIVITY SUMMARY- SHIPS

LOCAL AUTHORITY	NO OF SHIPS ENTERING THE PORT	SHIP SANITATION CONTROL	SHIP SANITATION EXEMPTION	ROUTINE SHIP INSPECTIONS
Hartlepool	11	0	1	0
Middlesbrough	15	0	0	0
Redcar	169	0	4	1
Stockton	118	0	3	0
Total	313	0	8	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	3	0	0	0
Middlesbrough	0	0	0	0
Redcar	6	1	3	1
Stockton	3		0	0
Total			3	1

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	70	1	2	33
Documentary Checks	4	1	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: 156

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

FOOD	COUNTRY OF ORIGIN
Citric Acid	China
Coffee	Brazil, Colombia, Indonesia, Mexico, Peru, Tanzania
Tea	China, India, Kenya, Indonesia, Sri Lanka, Mozambique, Vietnam
Wine	Chile, Argentina, New Zealand, South Africa, Australia, USA
Rum	Guyana
Vodka	Russia

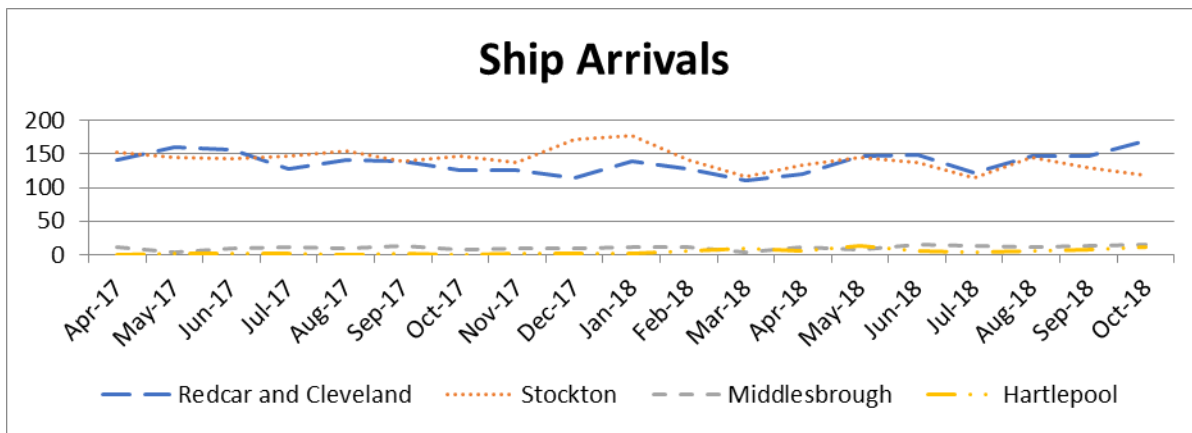
FEED	COUNTRY OF ORIGIN
Soya Meal Hull	Argentina

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	Libya, China, Kuwait, Singapore, Saudi Arabia, New Zealand, Jordan, Dubai, United Arab Emirates, Australia, South Africa, Bolivia, Qatar, India

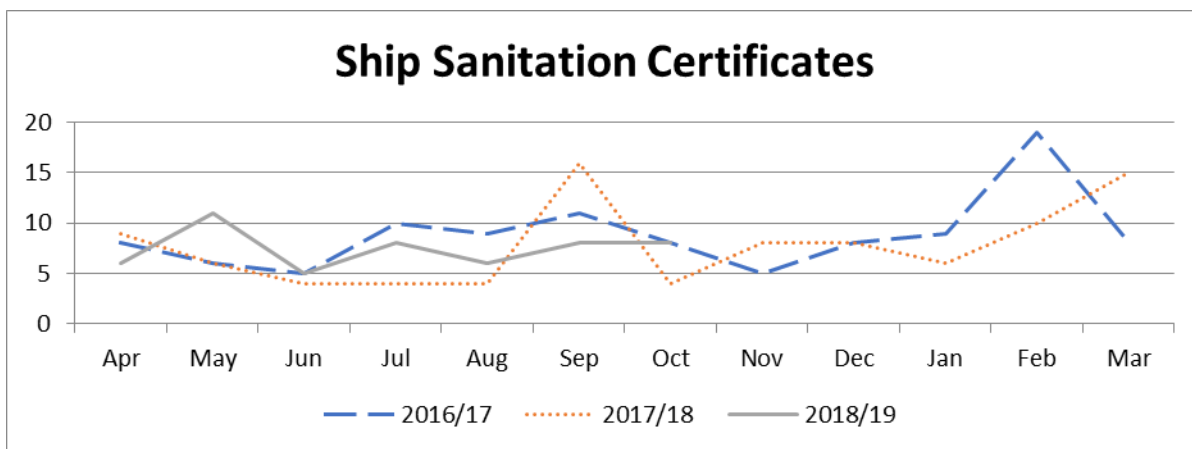
PLASTIC KITCHENWARE	COUNTRY OF ORIGIN
Plastic Kitchen ware including trays, turners, mashers etc	China and Hong Kong

Statistics

Ship arrivals on a monthly basis are quite consistent with Redcar and Cleveland and Stockton being the busiest areas. During October Redcar and Cleveland had a slight increase where Stockton had a slight decrease, the reasons for this are unknown.

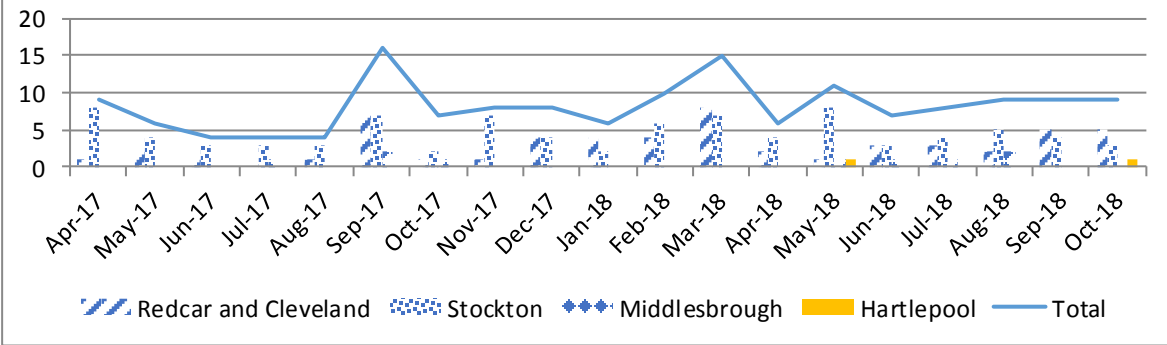


The request for Ship Sanitation Inspections is not consistent, and looking at previous years, it had never been predictable. We have no control over how many Ship Sanitation Certificate inspections are carried out as they are by request from the ships themselves depending on their due date. Now that we have a full complement of officers we have an opportunity to carry out more routine inspections, however these would be risk based, and would not be income generating.



There are 9 docks in the Redcar and Cleveland area, 8 in Stockton, 6 in Middlesbrough, and one in Hartlepool. However, some docks have more than one berth, for example Tees Dock has 9, and Conoco Phillips has 8. In total there are approximately 56 berths comprising 14 in Redcar and Cleveland, 24 in Stockton, 15 in Middlesbrough, and 3 in Hartlepool. There are also a small number of businesses with berths that are infrequently used, for example Readman Steel, and the Conservancy Depot, both located in Middlesbrough.

Ship Inspection by Authority



River Tees Port Health Authority

2018-19 Financial Position Update



Public

To: RTPHA **Date:** 7th December 2018
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 2018 (Period 7) and to highlight any variances against the 2018-19 approved budget.

2 What is the background to this report?

- 2.1 At its meeting on 1st December 2017 the Authority approved a net budget position of £112,350 funded by the following contributions from the riparian councils of:

Middlesbrough	£16,853
Stockton	£34,829
Redcar & Cleveland	£58,421
Hartlepool	£2,247

- 2.2 The Authority's budget for 2018/19 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 on 1st June 2018 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 £106,400 for the previous year to £112,350 at the start of 2018/19 primarily as a result of fluctuations in demand led income targets up to the third quarter of 2017/18. Prudent income budget levels had been set in 2018/19 to reflect this.
- 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 2018/19

	Original Budget 2018/19	Actual as at Period 7 31/10/2018	Projected Outturn 2018/19	Variance Budget to Outturn
<u>Expenditure</u>				
Employee Costs	90,000	37,280	67,100	(22,900)
Other operating Costs	48,900	43,685	48,550	(350)
Re-distribution of in-year surplus	0	20,000	20,000	20,000
Total Costs	138,900	100,965	135,650	(3,250)
Income including grants	(26,550)	(19,381)	(28,050)	(1,500)
Net Expenditure	112,350	81,584	107,600	(4,750)
<u>Funding</u>				
Middlesbrough BC	16,853	12,238	16,140	713
Stockton BC	34,829	25,291	33,356	1,473
Hartlepool	2,247	1,632	2,152	95
Redcar & Cleveland BC	58,421	42,423	55,952	2,469
Total Funding	112,350	81,584	107,600	(4,750)
Net	0	0	0	0

Key Issues

2.7 The major variances expected between the projected outturn position for 2018/19 and the original budget approved in December 2017 are as follows:

Staff Costs: Underspent by £22,900 – As reported to the Board previously, it has been difficult to recruit to the vacant post however an appointment was made at the end of June 2018. The post was appointed at grade D+ to reflect the post holder's current qualifications. The budget allows for grade G and the post holder will progress to this on completion of the required qualifications.

Other operating costs: Underspent by £350 – £150 of this relates to public liability Insurance cost. A review of insurance charges was undertaken and resulted in a slight reduction in cost. The remainder is due to an underspend on training.

Income: Over achieved by £1,500 - The feed hygiene grant had been received in previous years but not expected in the current financial year and therefore not included in the budget. Officers have now managed to secure this funding in the current year.

As income is critical 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.

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.

2.8 A breakdown of the income received up to the end of October for the 2018/19 financial year is provided below and further analysis is available in **Appendix 1**:

2.9

Account	Description	Type of Service	2016/17 Full Year Income £	2017/18 Full Year Income £	2018/19 Period 7 YTD Income £
R9305	Fees – Environmental Health & Pest control	Sanitation Certificates	19,290	20,140	10,855
		Other Fees & Charges	13,615	12,826	8,526
Total Fee Income			32,905	32,966	19,381
Feed Hygiene Grant			1,500	1,500	0
Total Income			34,405	34,466	19,381

2.10 **Overall Financial Position** – Based on the projected outturn figures set out above, the Authority would have an underspend of £4,750. This forecast is based on current information up to the end of October and assuming income will be achieved as per the budget. Experience shows that the income trends vary over the year and are difficult to predict, therefore the position will be continually monitored and reviewed throughout the rest of the year.

2.11 At the Boards meeting on 7th September 2018, it was approved to redistribute the in-year underspend of £20,000 to the riparian authorities. This has now been completed and has not affected the reserves which still stand at £36,900. There is an additional £250 held in a bad debt provision.

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 critical 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 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 2018/19.

14 Background papers

- 14.1 Budget Report 2018/19 & Medium Term Financial Plan – submitted to meeting on 1/12/2017.

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
POSITION AT END OF OCTOBER 18 - 07**

	Budget 2018/19	Actual 2018/19	Projected Outturn 2018/19	Variance
R1000 Basic Pay	67,550	27,735.54	50,300	-17,250
R1001 NI Contributions	7,050	2,686.34	5,150	-1,900
R1003 Overtime	700	121.68	200	-500
R1006 Superann Contributions	10,800	4,437.71	7,600	-3,200
R1063 Other Allowances	2,500	1,270.00	2,500	0
R3300 Public Transport	0	600.17	600	600
R3400 Car Allowances	1,400	428.12	750	-650
	90,000	37,279.56	67,100.00	-22,900.00
R4000 Tools & Equipment Purchase	800	255.58	800	0
R1650 Training Expenses	1,000	302.87	500	-500
R4200 Clothing, Uniforms & Laundry	200	289.20	300	100
R4300 Printing & Stationery	100	0.00	100	0
R4305 Photocopier Usage	50	0.00	50	0
R4400 Services - Professional Fees	40,700	39,757.53	40,700	0
R4507 Mobile Phones	350	180.00	350	0
R4531 Computer Software	4,000	1,179.60	4,000	0
R4701 Subscriptions	1,050	1,250.00	1,250	200
R4960 Public Liability Insurance	650	470.00	500	-150
	48,900	43,685	48,550	-350
Other Income				
R9000 Feed Hygiene Grant	0	0.00	1,500	1,500
R9101 Other Grants & Contributions - Other Local Authorities	0	0.00	0	0
	0	0.00	1,500.00	1,500.00
R9305 Fees - Environmental Health & Pest control				
B0376 Sanitation Certificates	16,550	10,855.00	16,550	0
B0377 High Risk Products Imports	100	223.52	100	0
B0378 Organic Certificates	350	315.00	350	0
B0379 RTPHA Permits (annual fee)	2,300	2,316.00	2,300	0
B0380 Plastic Declaration	4,050	1,540.97	4,050	0
B0381 Water Sampling	3,200	4,130.88	3,200	0
	26,550	19,381.37	26,550	0
Total Payable	112,350	61,583	87,600	-24,750
Contributions To/From Reserves				
R4962 Surplus/Deficit	0	20,000.00	20,000	20,000
R4964 Contribution to Bad Debt Provision	0	0.00	0	0
	0	20,000	20,000	20,000
Total Payable	112,350	81,583	107,600	-4,750

R9102 Other Grants & Contributions - Other Organisations

B0382	RTPHA - Middlesbrough Council	16,853	16,853.00	16,853	0
B0383	RTPHA - Stockton Council	34,829	34,829.00	34,829	0
B0384	RTPHA - Hartlepool Council	2,247	2,247.00	2,247	0
B0385	RTPHA - Redcar & Cleveland Council	58,421	58,421.00	58,421	0

Total Due from Riparian Authorities

112,350	112,350.00	112,350	0
----------------	-------------------	----------------	----------

Total for Cost Centre

0	-30,767.03	-4,750	-4,750
----------	-------------------	---------------	---------------

Contributions required based on agreed amounts as per Board meeting 23/11/2015	Budget 2018/19	Actual as at 30/10/18	Projected Outturn 2017/18	Variance
Middlesbrough 15%	16,853	12,237.45	16,853	0
Stockton 31%	34,829	25,290.72	34,829	0
Hartlepool 2%	2,247	1,631.66	2,247	0
Redcar & Cleveland 52%	58,422	42,423.14	58,422	0
	112,350	81,582.97	112,350	0