

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

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

18 November 2019

Dear Councillor,

**RIVER TEES PORT HEALTH AUTHORITY: FRIDAY 6 DECEMBER 2019**

Would you please note that a meeting of the River Tees Port Health Authority will be held on Friday 6 December 2019 at 10.00 a.m. at Middlesbrough Town Hall.

## **A G E N D A**

	<b><u>Pages</u></b>
1. Apologies for Absence.	
2. Declarations of Interest.	
3. To confirm the Minutes of the meeting held on 6 September 2019	1 - 3
4. Reports of the Corporate Director for Adults and Communities:	
a. Brexit Update	4 – 6
b. Performance summary for River Tees Port Health Authority August 2019 to October 2019	7 - 16
5. Report of the Deputy Treasurer:	
a. 2019-20 Financial Position Update	17 - 23

6. Association of Port Health Authorities - Update

Verbal Report  
(Cllr W Davies)

7. Any items that the Chair certifies as urgent.

Yours sincerely,

**S. NEWTON**  
**CLERK TO THE AUTHORITY**

6 September 2019

## RIVER TEES PORT HEALTH AUTHORITY

The annual meeting of the River Tees Port Health Authority was held on Friday 6 September 2019 at Middlesbrough Town Hall.

**PRESENT** Councillor J Walker (In the Chair)  
Councillors Cawley, I Dalgarno, Davies, Dean, Furness, Perry, Quartermain, Stephenson, Thomas and Waters.

**OFFICIALS** S Blackburn, M Burns, N Cooper, L Donaghue, L Evans, E Grunert, S Howard, A Robson, - Redcar and Cleveland Borough Council; and S Howard – Public Health England (PHE).

17. **NOMINATION FOR CHAIR**

Members were advised that a Chair would be required for this meeting.

**MOVED BY** Councillor Thomas and duly seconded by Councillor Furness that Councillor Walker be elected as Chair for this meeting.

**AGREED** that Councillor Walker be elected Chair for the purposes of this meeting

18. **APOLOGIES FOR ABSENCE** were submitted on behalf of Councillors Dowson, Harrison, Holmes, Johnson, O'Donnell and Rathmell.

19. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 7 June 2019 be confirmed and signed by the Chair as a correct record.

20. **PRESENTATION ON THE PORT HEALTH AUTHORITY SERVICE AND THE HISTORY OF THE PORT**

The Corporate Director of Adults and Communities gave a presentation which provided an overview of the Port Health Authority Service.

**RESOLVED** that the presentation be noted.

21. **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.

6 September 2019

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 the corporate risk register had had very little changes made to it since it was introduced and Members were therefore recommended that the risk register be brought annually to the Board, or when there were significant changes or where additions were required.

**RESOLVED** that the Risk Register be approved and that in future be brought annually to the RTPHA, unless there were significant changes or where additions were required.

22. **BREXIT UPDATE**

The Corporate Director of Adults and Communities presented a report which updated Members on the potential impact on the Port Health Service should Britain exits the EU.

**RESOLVED** that the information in the report be noted.

23. **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY MAY TO JULY 2019**

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 2019. - **NOTED**

24. **FINANCIAL POSITION UPDATE FOR 2019/20**

The Treasurer presented a report which advised of the performance against the budget for the River Tees Port Health Authority for the 2019/20 financial year on revenue activities.

Members were advised that the Authority had agreed a net revenue budget of £108,650 at its meeting on 1<sup>ST</sup> March 2019. The report also outlined the financial position and performance of the Authority as at 31 July 2019, together with the statutory approval process for the accounts of the River Tees Port Health Authority and the external audit of the accounts.

**RESOLVED** that:

1. The information in the report be noted and;

6 September 2019

2. The payments to the riparian authorities as set out in the report be approved.

25. **ANY OTHER BUSINESS - RIVER TRIP**

Members asked about having a River Trip. Members were advised that the the boat was out of commission, but that Members were welcome to have a tour of the Port , this could be arranged with the Trading Standards Officer for Port Health – **NOTED.**



# River Tees Port Health Authority

## Brexit Update

### Public

**To:** River Tees Port Health Authority      **Date:** 6 December 2019

**From:** Corporate Director of Adults and Communities      **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 potential impacts on the Port Health Service from Britain's exit from the European Union. Board members last received an update report on 6<sup>th</sup> September 2019.

#### 2 What is the background to this report?

- 2.1 The UK voted to leave the European Union in a referendum held on 23 June 2016 in which 51.9 per cent of those voting supported leaving the EU. The invocation of Article 50 of the Treaty on European Union started a two-year process which was due to conclude with the UK's exit on 29 March 2019, a deadline which was later extended to 12 April 2019.
- 2.2 On 10<sup>th</sup> April 2019, the Special European Council agreed to grant a flexible extension of the Article 50 period for six months to 31 October 2019.
- 2.3 On 28<sup>th</sup> October 2019, the EU agreed to further extend Article 50 to 31<sup>st</sup> January 2020.
- 2.4 Following the agreed extension, the UK parliament has agreed to hold a General Election on 12<sup>th</sup> December 2019.
- 2.5 The Port Health Service will continue to attend the BREXIT Task and Finish Group meetings with other members of the Cleveland Local Resilience Forum (CLRF) to discuss potential issues and put any plans necessary in place in the event of a no deal scenario. These meetings are currently ongoing, however, the group is confident that all relevant issues have been identified and control measures put in place.
- 2.6 The Port Health Service also attends the Border Delivery Group Update Meetings in London, to keep up to date with any new information relevant to the Port Health Service. These meetings are still ongoing, and any new issues identified will be addressed and measures put in place.
- 2.7 The Port Health Service is keeping up to date with stakeholders, such as Department for Environment, Food and Rural Affairs (Defra), Animal and Plant Health Agency (APHA), UK Border Force, Customs and the Food Standards Agency (FSA) on the potential impacts, and likely changes that would occur depending on different

scenarios. At present, all stakeholders are planning for a no deal exit until they are informed otherwise.

2.8 We will continue to keep up to date with Brexit negotiations, work with our stakeholders to provide information about potential impacts and will provide any relevant information to the Board during future meetings.

### **3 Who will this benefit and how?**

3.1 By keeping up to date with Brexit negotiations, this will ensure that the Authority is kept fully up to date and prepared for any changes that may need to be made.

### **4 Who have we consulted?**

4.1 Senior Officers of the Riparian Authorities.

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

5.1 By keeping up to date with Brexit negotiations we will be fully prepared for any eventuality.

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

6.1 There are no resource implications at the current 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 There are no legal considerations at this time.

### **10 What are the risks involved?**

10.1 Failure to keep abreast of Brexit negotiations and outcomes would mean that we would not be fully prepared as a service when we leave the EU.

### **11 What options have been considered?**

11.1 The report is for information purposes.

### **12 Recommendations**

12.1 For information only.

### **13 Appendices and further information**

13.1 There are no appendices to this report.

### **14 Background papers**

14.1 There are no background papers to this report.

**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](mailto:susan.ziolkowski@redcar-cleveland.gov.uk)





# Member Report

## Performance summary for RTPHA August 2019 to October 2019

### 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 2019 to October 2019.
- 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 2019
- 2. Report for September 2019
- 3. Report for October 2019

#### 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 2019**

## 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	0	0
Redcar	152	1	3	0
Stockton	120	0	4	0
Total	279	1	7	0

A control certificate was issued for one vessel for a lack of adequate cleaning in the galley and an active cockroach infestation.

## 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	4	1	0	0
Stockton	2	0	0	0
Total	6	1	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. The ship is advised to resample after works are 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 water until a satisfactory result is obtained.

### 3. INFECTIOUS DISEASE NOTIFICATIONS/ SERVICE REQUESTS

Number of infectious disease notifications: 0

Number of service requests: 2 import queries

### 4. THIRD COUNTRY IMPORT CONTROLS

	<b>FOOD</b>	<b>FEED</b>	<b>PLASTIC KITCHENWARE</b>	<b>NON-FOOD OR FEED VERIFICATION</b>
Manifests Checked	100%	100%	100%	100%
Consignments	61	1	0	15
Documentary Checks	1	0	0	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: 119

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

<b>FOOD</b>	<b>COUNTRY OF ORIGIN</b>
Coffee	Brazil, Colombia, Djibouti, Honduras, India, Kenya, Mexico, Nicaragua, Peru
Tea	India, Kenya, Malawi, Nicaragua, Tanzania
Wine	Argentina, Australia, Chile, New Zealand, South Africa, USA
Rum	Guyana
Vodka	Russia
Brazil Nut Oil	Peru

<b>FEED</b>	<b>COUNTRY OF ORIGIN</b>
Corn	Ukraine

<b>NON-FOOD OR FEED VERIFICATION</b>	<b>COUNTRY OF ORIGIN</b>
Used Cooking Oil	Libya, South Africa, Australia, Singapore, Qatar, Saudi Arabia, Beirut, Jeddah, China
Consolidated Goods (Garments)	India

<b>PLASTIC KITCHENWARE</b>	<b>COUNTRY OF ORIGIN</b>
Melamine and Nylon Kitchenware	China and Hong Kong

## RIVER TEES PORT HEALTH AUTHORITY

To: Chair and Members of the Joint Board

Report for the month of: **September 2019**

### 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	6	0	0	0
Redcar	148	0	4	2
Stockton	129	1	3	0
Total	283	1	7	2

Control certificate on one vessel issued for an active cockroach infestation, lack of adequate cleaning in the galley and a leaking WC.

### 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	7	0	0	0
Stockton	4	0	0	0
Total	11	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. The 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 water until a satisfactory result is obtained.

### 3. INFECTIOUS DISEASE NOTIFICATIONS/ SERVICE REQUESTS

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	87	2	2	16
Documentary Checks	3	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: 135

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

FOOD	COUNTRY OF ORIGIN
Citric Acid	China
Tea	Argentina, India, Kenya, Sri Lanka, Malawi, Tanzania
Coffee	Brazil, Honduras, India, Kenya, Peru, Papa New Guinea, Tanzania
Wine	Argentina, Australia, Chile, New Zealand, South Africa
Vodka	Russia
Tomato Paste	China

FEED	COUNTRY OF ORIGIN
Zeolite	Turkey
Grain	Argentina

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	Jeddah, Bahrain, Kuwait, Australia, China, South Africa, Qatar, Singapore, Saudi Arabia
Consolidated Cargo (Boundary Wire Repair Kit)	Third country not specified

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 2019**

## 1. ACTIVITY SUMMARY- SHIPS

LOCAL AUTHORITY	NO OF SHIPS ENTERING THE PORT	SHIP SANITATION CONTROL	SHIP SANITATION EXEMPTION	ROUTINE SHIP INSPECTIONS
Hartlepool	0	0	0	0
Middlesbrough	10	0	1	0
Redcar	168	0	2	2
Stockton	126	0	5	0
Total	304	0	8	2

## 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	8	2	1	0
Redcar	11	1	0	0
Stockton	2	0	0	0
Total	27	3	1	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. The 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 water until a satisfactory result is obtained.

## 3. INFECTIOUS DISEASE NOTIFICATIONS/ SERVICE REQUESTS

Number of infectious disease notifications: 0

Number of service requests: 0

#### 4. THIRD COUNTRY IMPORT CONTROLS

	<b>FOOD</b>	<b>FEED</b>	<b>PLASTIC KITCHENWARE</b>	<b>NON-FOOD OR FEED VERIFICATION</b>
Manifests Checked	100%	100%	100%	100%
Consignments	55	0	0	10
Documentary Checks	1	0	0	1
Identity Checks	1	0	0	0
Physical Checks	0	0	0	0
Samples	0	0	0	0
Notices Served	0	0	0	0

Total manifests checked: 150

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

<b>FOOD</b>	<b>COUNTRY OF ORIGIN</b>
Citric Acid	China
Coffee	Brazil, Colombia, Indonesia, India, Mexico, Peru
Tea	China, India, Kenya, Malawi, Rwanda, Tanzania
Wine	Argentina, Australia, Chile, New Zealand, South Africa
Rum	Guyana
Vodka	Russia
Tomato Paste	China
Prawn Crackers	Vietnam

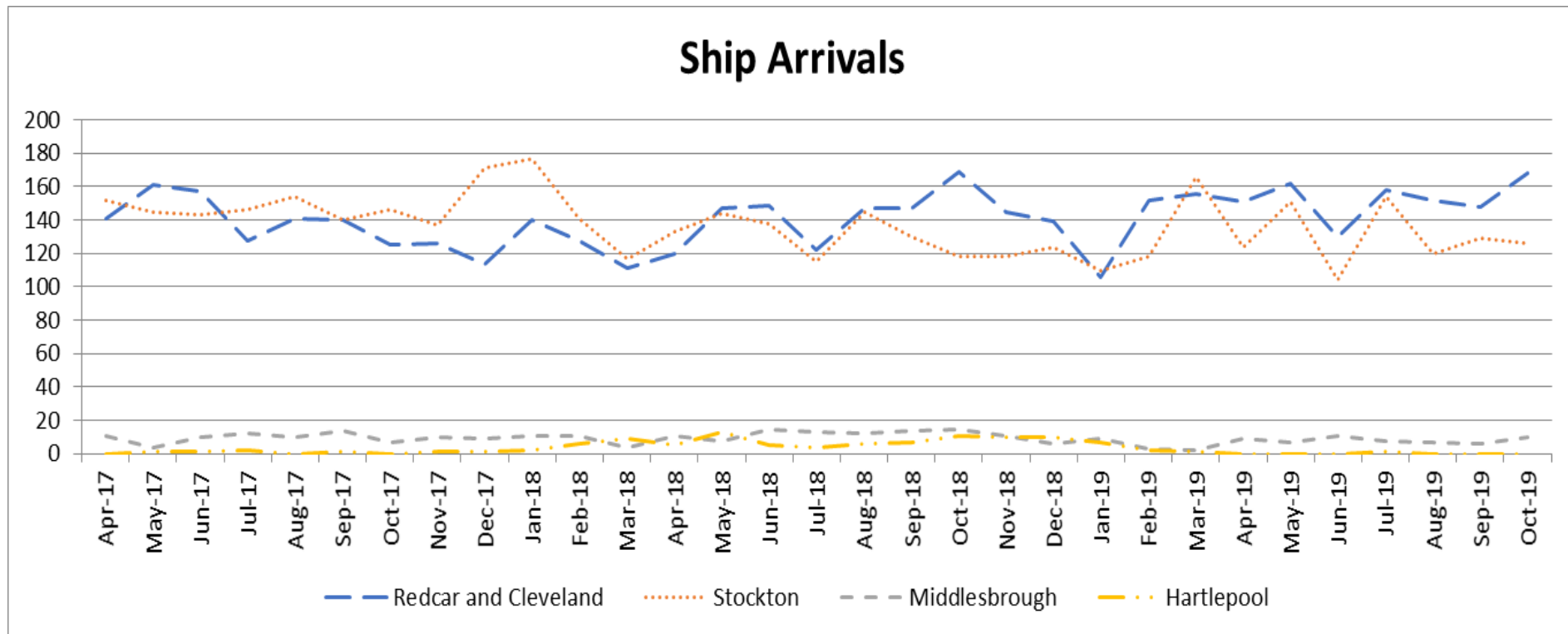
<b>FEED</b>	<b>COUNTRY OF ORIGIN</b>
None	

<b>NON-FOOD OR FEED VERIFICATION</b>	<b>COUNTRY OF ORIGIN</b>
Used Cooking Oil	Saudi Arabia, China, Jordan, Qatar, Australia, Kuwait
Suspected plastic kitchenware	China

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

## Ship Arrivals

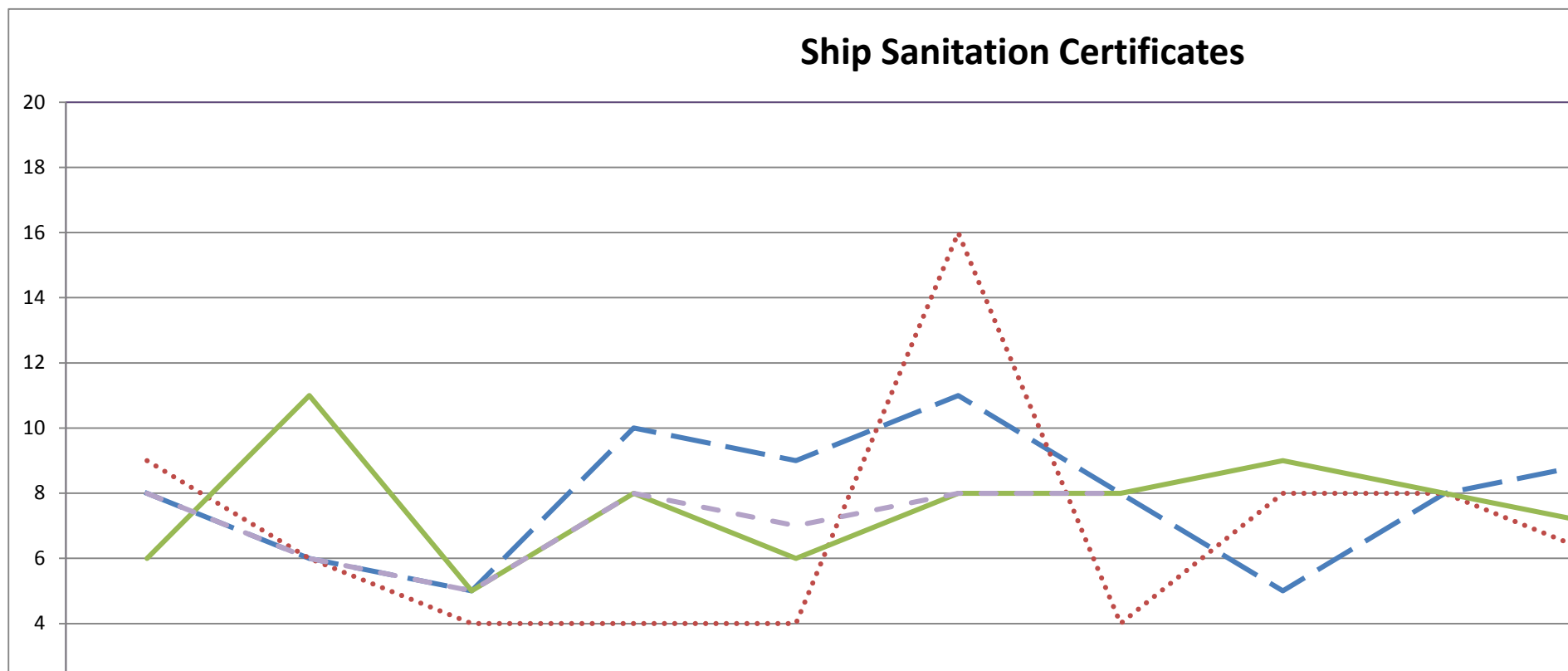
Ship arrival data is gathered on a monthly basis and are relatively consistent with Redcar and Cleveland and Stockton being the busiest areas due to the type of cargo received. Redcar and Cleveland having the container terminal, and Stockton having the petrochemical sites.





## Ship Sanitation Certificates

The request for Ship Sanitation Inspections is not consistent, and looking at previous years, it has 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.



## Inspections per Authority Area

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, located in Redcar and Cleveland, has 9, and Conoco Phillips, located in Stockton, 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.





# River Tees Port Health Authority

## 2019-20 Financial Position Update

### Public

**To:** RTPHA **Date:** 6<sup>th</sup> December 2019  
**From:** Deputy Treasurer **Decision:** Committee  
**Portfolio:** 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 2019 (Period 7) and to highlight any variances against the 2019-20 approved budget.

#### 2 What is the background to this report?

- 2.1 At its meeting on 1<sup>st</sup> March 2019 the Authority approved a net budget position of £108,650 funded by the following contributions from the riparian councils of:

Middlesbrough	£16,298
Stockton	£33,681
Hartlepool	£2,173
Redcar & Cleveland	£56,498

- 2.2 The Authority's budget for 2019/20 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 1<sup>st</sup> 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 decreased from £112,350 for the previous year to £108,650 at the start of 2019/20 primarily because of a one-off reduction in salary costs. In 2018/19 an appointment was made at grade D+ to reflect the post holder's current qualifications. The budget allows for an increase to grade G+ on completion of the required qualifications.
- 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 07 ACTUAL AND FORECAST 2019/20

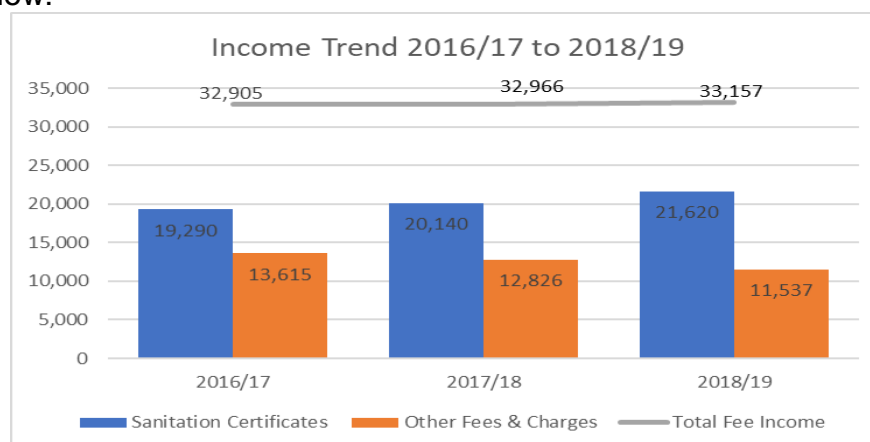
	Original Budget 2019/20	Actual as at Period 07 31/10/2019	Forecast 2019/20	Variance Budget to Outturn
<b>Expenditure</b>				
Employee Costs	88,500	44,459	81,850	(6,650)
Other operating Costs	51,500	46,939	51,650	150
<b>Total Costs</b>	<b>140,000</b>	<b>91,398</b>	<b>133,500</b>	<b>(6,500)</b>
Income including grants	(31,350)	(24,063)	(32,200)	(850)
<b>Net Expenditure</b>	<b>108,650</b>	<b>67,335</b>	<b>101,300</b>	<b>(7,350)</b>
<b>Funding</b>				
Middlesbrough BC	16,298	10,100	16,298	0
Stockton BC	33,681	20,873	33,681	0
Hartlepool	2,173	1,347	2,173	0
Redcar & Cleveland BC	56,498	35,015	56,498	0
<b>Total Funding</b>	<b>108,650</b>	<b>67,335</b>	<b>108,650</b>	<b>(7,350)</b>
<b>Net</b>	<b>0</b>	<b>0</b>	<b>(7,350)</b>	<b>0</b>

### 2.7 Key Issues

The major variance expected between the forecast position for 2019/20 and the original budget approved in March 2019 are as follows:

**Staff Costs: Underspent by £6,650** – There was a vacant post during 2018/19, which was appointed at grade D+ to reflect the post holder's current qualifications. The budget allows for grade G+ on completion of the required qualifications.

2.8 Income is critical to ensuring a balanced outturn position for the service and so the income position is closely monitored to ensure that any issues can be identified as soon as possible. The income received to date is higher than expected but we are forecasting, largely as per the budget, as trend analysis over the last 3 years shows that the total fee income has remained stable for the full financial year as illustrated in the chart below:



2.9 Additional analysis of income received is given in each budget monitoring report to assist with Members understanding of the budget and year to date position.

2.10 A breakdown of the income received up to the end of October for the 2019/20 financial year is provided below and further analysis is available in **Appendix 1**:

2.11

Account	Description	Type of Service	2016/17 Full Year Income £	2017/18 Full Year Income £	2018/19 Full Year Income £	2019/20 Period 04 YTD Income £
R9305	Fees – Environmental Health & Pest control	Sanitation Certificates	19,290	20,140	21,620	14,610
		Other Fees & Charges	13,615	12,826	11,537	9,191
<b>Total Fee Income</b>			<b>32,905</b>	<b>32,966</b>	<b>33,157</b>	<b>23,801</b>
Grants			<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>262</b>
<b>Total Income</b>			<b>34,405</b>	<b>34,466</b>	<b>34,657</b>	<b>24,063</b>

2.12 **Overall Financial Position** – Based on the forecasted figures set out above, the Authority would have a total underspend of £7,350. This forecast is based on current information up to the end of October and assuming income will be achieved as per the budget. If the income were to be forecasted based on the actual income received to date, the overall underspend would be £8,850 higher. Experience shows that the income trends vary during the year and are difficult to predict with any accuracy, therefore the position will be continually monitored and reviewed throughout the rest of the 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 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 can 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 because of this report.

## **9 Are there any legal considerations?**

9.1 There are no specific legal issues to consider because 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. Decisions made may be poorly informed or the 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 to use reserves for another specific purpose.

## **12 Recommendations**

12.1 It is recommended that members note the financial position of the Authority as set out in this report and at Appendix 1 and question any variances from the original budget as they think appropriate.

## **13 Appendices and further information**

13.1 Appendix 1 – Budget detail and Forecast position for 2019/20.

## **14 Background papers**

14.1 Budget Report 2019/20 & Medium-Term Financial Plan.

## **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](mailto:Maggie.burns@redcar-cleveland.gov.uk)

## **16 Who will this benefit and how?**

- 16.1 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.
- 16.2 Additionally, a well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.

## **17 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.

## **18 How will it deliver our priorities and improve our performance?**

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

## **19 What are the resource implications (financial, human resources)?**

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

## **20 What will be the impact on equality and diversity?**

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

## **21 What will be the impact on our carbon footprint?**

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

## **22 Are there any legal considerations?**

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

## **23 What are the risks involved?**

- 23.1 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.

## **24 What options have been considered?**

- 24.1 The report is predominantly for information purposes although there are always options as to whether to use resources for a particular purpose.

## **25 Recommendations**

- 25.1 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

## **26 Appendices and further information**

- 26.1 Appendix 1 – Budget detail and Forecast position for 2018/19.

## **27 Background papers**

- 27.1 Budget Report 2019/20 & Medium-Term Financial Plan.

## **28 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](mailto:Maggie.burns@redcar-cleveland.gov.uk)



APPENDIX 1

RIVER TEES PORT HEALTH AUTHORITY  
POSITION AT END OF OCTOBER 18 – 07

	Budget 2019/20	Actual 2019/20	Forecast 2019/20	Variance
R1000 Basic Pay	66,850	34,197	61,650	(5,200)
R1001 NI Contributions	6,900	3,315	6,150	(750)
R1003 Overtime	700	144	250	(450)
R1006 Superann Contributions	10,700	5,495	9,950	(750)
R1063 Other Allowances	2,550	0	2,550	0
R3000 Fuel	0	452	0	0
R3300 Public Transport	0	215	200	200
R3400 Car Allowances	800	641	1,100	300
	<b>88,500</b>	<b>44,459</b>	<b>81,850</b>	<b>(6,650)</b>
R4000 Tools & Equipment Purchase	700	238	700	0
R1650 Training Expenses	500	407	500	0
R4200 Clothing, Uniforms & Laundry	200	0	200	0
R4300 Printing & Stationery	100	13	100	0
R4305 Photocopier Usage	50	0	50	0
R4400 Services - Professional Fees	43,900	41,845	43,900	0
R4507 Mobile Phones	350	236	500	150
R4531 Computer Software	4,000	2,680	4,000	0
R4701 Subscriptions	1,200	1,050	1,200	0
R4960 Public Liability Insurance	500	470	500	0
	<b>51,500</b>	<b>46,939</b>	<b>51,650</b>	<b>150</b>
<b>Other Income</b>				
Other Grants & Contributions - Other Local				
R9101 Authorities	0	262	300	300
	<b>0</b>	<b>262</b>	<b>300</b>	<b>300</b>
<b>R9305 Fees - Environmental Health &amp; Pest control</b>				
B0376 Sanitation Certificates	20,000	14,610	20,000	0
B0377 High Risk Products Imports	150	421	500	350
B0378 Organic Certificates	400	495	500	100
B0379 RTPHA Permits (annual fee)	2,300	2,316	2,400	100
B0380 Plastic Declaration	4,000	2,022	4,000	0
B0381 Water Sampling	4,500	3,937	4,500	0
	<b>31,350</b>	<b>23,801</b>	<b>31,900</b>	<b>550</b>
Total Payable	<b>108,650</b>	<b>67,335</b>	<b>101,300</b>	<b>(7,350)</b>
<b>R9102 Other Grants &amp; Contributions - Other Organisations</b>				
B0382 RTPHA - Middlesbrough Council	<b>16,298</b>	10,100	16,298	0
B0383 RTPHA - Stockton Council	<b>33,682</b>	20,873	33,682	0
B0384 RTPHA - Hartlepool Council	<b>2,173</b>	1,347	2,173	0
B0385 RTPHA - Redcar & Cleveland Council	<b>56,498</b>	35,015	56,498	0
Total Due from Riparian Authorities	<b>108,650</b>	<b>67,335</b>	<b>108,650</b>	<b>0</b>
Total for Cost Centre	<b>0</b>	<b>0</b>	<b>(7,350)</b>	<b>(7,350)</b>