

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

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

22 August 2019

Dear Councillor,

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

Would you please note that a meeting of the River Tees Port Health Authority will be held on Friday 6 September 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 7 June 2019   | 1 - 5               |
| 4. Presentation by the Corporate Director for Adults and Communities –<br>“Port Health and the History of the Port”. |                     |
| 5. Reports of the Corporate Director for Adults and Communities:   |                     |
| a. Risk Management   | 6 - 18              |
| b. Brexit Update   | 19 - 21             |
| c. Performance summary for River Tees Port Health Authority<br>May to July 2019                                      | 22 - 31             |

6. Reports of the Deputy Treasurer:

a. 2019-20 Financial Position Update

32 - 36

7. Any items that the Chair certifies as urgent.

Yours sincerely,

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

7 June 2019

## RIVER TEES PORT HEALTH AUTHORITY

The annual meeting of the River Tees Port Health Authority was held on Friday 7 June 2019 at Middlesbrough Town Hall.

**PRESENT** Councillors C Cawley, W Davies, S Dean, D Dowson, C Holmes (substituting for Councillor Foggo), T Furness, E Johnson, M Perry, C Quartermain, J Rathmell, A Stephenson, S Thomas, J Walker and J Waters.

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

### 1. **NOMINATION FOR MEMBERSHIP OF THE AUTHORITY 2019/20**

The Clerk to the River Tees Port Health Authority presented a report which advised Members of the nominations to the River Tees Port Health Authority that had been received from the constituent Riparian Authorities for the municipal year of 2019/20.

**RESOLVED** that the following nominations be agreed:

|                         |                                      |
|-------------------------|--------------------------------------|
| Councillor B Harrison   | Hartlepool Borough Council           |
| Councillor S Thomas     | Hartlepool Borough Council           |
| Councillor S Dean       | Middlesbrough Borough Council        |
| Councillor T Furness    | Middlesbrough Borough Council        |
| Councillor J Rathmell   | Middlesbrough Borough Council        |
| Councillor J Walker     | Middlesbrough Borough Council        |
| Councillor J Waters     | Middlesbrough Borough Council        |
| Councillor I Dalgarno   | Stockton-on-Tees Borough Council     |
| Councillor A Stephenson | Stockton-on-Tees Borough Council     |
| Councillor E Johnson    | Stockton-on-Tees Borough Council     |
| Councillor J O'Donnell  | Stockton-on-Tees Borough Council     |
| Councillor M Perry      | Stockton-on-Tees Borough Council     |
| Councillor C Cawley     | Redcar and Cleveland Borough Council |
| Councillor W Davies     | Redcar and Cleveland Borough Council |
| Councillor D Dowson     | Redcar and Cleveland Borough Council |
| Councillor C Foggo      | Redcar and Cleveland Borough Council |
| Councillor Quartermain  | Redcar and Cleveland Borough Council |

7 June 2019

2. **TO ELECT A CHAIRMAN FOR THE AUTHORITY FOR THE ENSUING MUNICIPAL YEAR 2019/20**

**RESOLVED** that Councillor D Dowson (Redcar & Cleveland Borough Council) be elected as Chairman for 2019/20.

Councillor Dowson<sup>6</sup> then took the Chair.

3. **TO ELECT A VICE CHAIRMAN FOR THE AUTHORITY FOR THE ENSUING MUNICIPAL YEAR 2019/20**

**RESOLVED** that Councillor B Harrison (Hartlepool Borough Council) be elected as Vice Chairman for 2019/20.

4. **APOLOGIES FOR ABSENCE** were submitted on behalf of Councillors C Foggo, B Harrison and Mrs J O'Donnell.

5. **DECLARATION OF INTEREST**

Councillor Theo Furness (Middlesbrough Borough Council) declared an interest in all matter relating to PDPorts as an employee.

6. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 1 March 2019 be confirmed and signed by the Chair as a correct record.

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

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, but at the request of Members Brexit had been included.

**RESOLVED** that the Corporate Risk and Opportunity Register be approved.

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8. **RIVER TEES PORT HEALTH AUTHORITY CONSTITUTION**

The Corporate Director of Adults and Communities presented the River Tees Port Health Authority's Constitution.

Members were advised that the constitution was reviewed annually and when any significant amendments were required to ensure the effective and lawful operation of the River Tees Port Health Authority.

On this occasion the document had been reviewed and no amendments had been made.

**RESOLVED** that the constitution of the River Tees Port Health Authority be approved.

9. **RIVER TEES PORT HEALTH AUTHORITY MEMORANDUM OF UNDERSTANDING**

The Corporate Director of Adults and Communities presented the River Tees Port Health Authority's Memorandum of Understanding.

Members were advised that the Memorandum of Understanding was reviewed annually and when any significant amendments were required to ensure the effective and lawful operation of the River Tees Port Health Authority.

On this occasion the document had been reviewed and no amendments had been made.

**RESOLVED** that the River Tees Port Health Authority's Memorandum of Understanding be approved.

10. **RIVER TEES PORT HEALTH AUTHORITY ENFORCEMENT POLICY 2018**

The Corporate Director of Adults and Communities presented a report which advised that the River Tees Port Health Authority must have an Enforcement Policy to ensure that it acted fairly and consistently when taking enforcement action and that it had an established framework for enforcement decisions.

Members were advised that the Enforcement Policy was reviewed annually and when significant amendments were required to ensure effective and lawful operation of the River Tees Port Health Authority.

On this occasion the policy had been reviewed and no amendments had been made.

7 June 2019

**RESOLVED** that the River Tees Port Health Authority Enforcement Policy 2019 be approved.

11. **RIVER TEES PORT HEALTH AUTHORITY SAMPLING POLICY 2019**

The Corporate Director of Adults and Communities presented a report which advised that it was the policy of the River Tees Port Health Authority to carry out sampling of food, feed, water and relevant products to protect public and animal health and to ensure fair trade.

The Sampling Policy was reviewed annually and when significant amendments were required to ensure all sampling was carried out in accordance with legal requirements.

Members were advised that on this occasion there had been minor amendments to Section 5 of the Policy to clarify that sampling activity was self-funded.

**RESOLVED** that the Sampling Policy for 2019 be approved.

12. **RIVER TEES PORT HEALTH AUTHORITY SERVICE PLAN 2019/20**

The Corporate Director of Adults and Communities presented a report which sought approval to the River Tees Port Health Authority Service Delivery Plan for 2019/20

Members were advised that a Service Plan must be produced in accordance with the Food Standards Agency Framework Agreement for Official Feed and Food Controls by Local Authorities.

**RESOLVED** that the River Tees Port Health Authority Service Plan for 2019/20 be approved.

13. **BREXIT UPDATE**

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

Members were advised that Officers will continue to work with stakeholders to provide information about potential impacts and will continue to keep Members up-to-date with Brexit negotiations.

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

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14. **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY FEBRUARY TO APRIL 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 February to April 2019. - **NOTED**

15. **FINANCIAL POSITION FOR 2018/19 & UNAUDITED ACCOUNTS**

The Treasurer presented a report which advised of the performance against the budget for the River Tees Port Health Authority for the 2018/19 financial year on revenue activities.

Members were advised that the Authority had agreed a net revenue budget of £112,350 at its meeting on 1 December 2017. The report also outlined the financial position and performance of the Authority as at 31 March 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 statement of performance against the budget for 2018/19 and the reasons for budget variations be noted;
2. The carry forward and reduction to the Riparian Authorities' 2019/20 budget contributions as outlined in the report be approved;
3. Approval be given to the Chair to sign Section 1 - the Annual Governance Statement of the Annual Return to enable it to be forwarded to PKF Littlejohn LLP by the return deadline of 1 July 2019;
4. The unaudited accounts for the River Tees Port Health Authority for 2018/19 be approved; and,
5. Approval be given to the Chair to sign Section 2 – the Accounts Statement of the Annual Return to enable it to be forwarded to PKF Littlejohn LLP by the return deadline of 1 July 2019.

16. **DATES AND TIMES OF FUTURE MEETINGS OF THE RIVER TEES PORT HEALTH AUTHORITY 2019/20**

The Clerk advised Members of the dates and times of future meetings of River Tees Port Health Authority for 2019/20 - **NOTED**

# River Tees Port Health Authority

## Risk Management



## Public

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

**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 for River Tees Port Health Authority (RTPHA).
- 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.
- 2.2 There are no changes to the risk register.
- 3 Who will this benefit and how?**
- 3.1 This will ensure that the Authority complies with 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 The corporate risk register has had very little changes made to it since it was introduced, the common amendments being changes to the responsible officer in the event of staffing changes, and to add Brexit as a corporate risk. It is therefore recommended that the risk register is only brought to the board annually, when there are significant changes or where additions are to be required. The register will be available on request or by visiting the Board information section of the Tees Port Health website [www.teesporthealth.co.uk](http://www.teesporthealth.co.uk) where all previous board papers are fully accessible.

## **13 Appendices and further information**

13.1 Appendix A - RTPHA Corporate Risk and Opportunity Register V15 June 2019

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



## CORPORATE RISK REGISTER

|                                 |   |
|---------------------------------|---|
| <b>Site:</b>                    | <b>Belmont House, Guisborough</b>                       |
| <b>Directorate:</b>             | <b>Adult and Communities</b>                            |
| <b>Department:</b>              | <b>Public Health</b>                                    |
| <b>Service</b>                  | <b>Health Protection and Health Care Quality</b>        |
| <b>Function:</b>                | <b>Port Health in Environmental Health (Commercial)</b> |
| <b>Correspondent Name:</b>      | <b>Susan Ziolkowski</b>                                 |
| <b>Contact No.:</b>             | <b>01287 612404</b>                                     |
| <b>Current BIA Version:</b>     | <b>RTPHA/15</b>   |
| <b>Date of Current Version:</b> | <b>June 2019</b>  |



**RIVER TEES PORT HEALTH AUTHORITY**  
**CORPORATE RISK AND OPPORTUNITY REGISTER – June 2019**  
 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<br>Low (L)<br>Medium (M)<br>High (H) | CURRENT CONTROL MEASURES (Existing) | RESIDUAL EVALUATION (After existing controls) |                         | REVISED RISK RATING<br>Low (L)<br>Medium (M)<br>High (H) | ADDITIONAL CONTROLS REQUIRED (To be implemented) | Responsible Officer |
|                    |                     | LIKELIHOOD (1-5)                          | IMPACT (1-5) |  |                                     | LIKELIHOOD (1-5)                              | IMPACT (1-5)            |  |  |                     |
|                    |                     |   |              |  |                                     |   |                         |  |  |                     |

## Appendix A - Corporate Risk and Opportunity Register

| RR No | DESCRIPTION OF RISK  | INITIAL EVALUATION<br>(No controls in place) |                 | RISK RATING<br>Low (L)<br>Medium (M)<br>High (H) | CURRENT CONTROL MEASURES<br>(Existing)  | RESIDUAL EVALUATION<br>(After existing controls) |                 | REVISED RISK RATING<br>Low (L)<br>Medium (M)<br>High (H) | ADDITIONAL CONTROLS REQUIRED<br>(To be implemented) | Responsible Officer |
|-------|--|--|-----------------|--|---|--|-----------------|--|---|---------------------|
|       |  | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |   | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(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<br>SN            |

## Appendix A - Corporate Risk and Opportunity Register

| RR No | DESCRIPTION OF RISK  | INITIAL EVALUATION<br>(No controls in place) |                 | RISK RATING<br>Low (L)<br>Medium (M)<br>High (H) | CURRENT CONTROL MEASURES<br>(Existing)   | RESIDUAL EVALUATION<br>(After existing controls) |                 | REVISED RISK RATING<br>Low (L)<br>Medium (M)<br>High (H) | ADDITIONAL CONTROLS REQUIRED<br>(To be implemented) | Responsible Officer                  |
|-------|--|--|-----------------|--|--|--|-----------------|--|---|--------------------------------------|
|       |  | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |  | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(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<br/>SZ</p> |

Appendix A - Corporate Risk and Opportunity Register

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|-------|--|--|-----------------|--|---|--|-----------------|--|---|---------------------|
|       |  | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |   | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(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               |

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|-------|--|--|-----------------|--|---|--|-----------------|--|---|---------------------|
|       |  | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |   | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(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<br>MB<br>SZ      |

## Appendix A - Corporate Risk and Opportunity Register

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|-------|---|--|-----------------|--|--|--|-----------------|--|---|---------------------|
|       |   | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |  | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(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<br>EG            |



## Appendix A - Corporate Risk and Opportunity Register

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|-------|---|--|-----------------|--|---|--|-----------------|--|---|---------------------|
|       |   | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |   | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(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

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|-------|--|--|-----------------|--|--|--|-----------------|--|---|---------------------|
|       |  | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |  | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(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<br>SZ            |

## Appendix A - Corporate Risk and Opportunity Register

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|-------|--|--|-----------------|--|--|--|-----------------|--|---|---------------------|
|       |  | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |  | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(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<br>SZ            |

## Appendix A - Corporate Risk and Opportunity Register

| RR No | DESCRIPTION OF RISK  | INITIAL EVALUATION<br>(No controls in place) |                 | RISK RATING<br>Low (L)<br>Medium (M)<br>High (H) | CURRENT CONTROL MEASURES<br>(Existing)   | RESIDUAL EVALUATION<br>(After existing controls) |                 | REVISED RISK RATING<br>Low (L)<br>Medium (M)<br>High (H) | ADDITIONAL CONTROLS REQUIRED<br>(To be implemented) | Responsible Officer |
|-------|--|--|-----------------|--|--|--|-----------------|--|---|---------------------|
|       |  | LIKELIHOOD<br>(1-5)                          | IMPACT<br>(1-5) |  |  | LIKELIHOOD<br>(1-5)                              | IMPACT<br>(1-5) |  |   |                     |
| 10    | Failure to discharge statutory functions assigned by the River Tees Port Health Authority Order in relation to imported food, feed and food contact materials, and including any other function impacted by the UK's exit from the EU. | 4  | 4               | H  | <p>Keeping up to date with current developments in relation to Brexit by attending meetings such as the Border Planning Group and Cleveland Local Resilience Forum Meetings, including teleconferences.</p> <p>Officers possessing necessary qualifications and competencies to enforce the designated legislation.</p> <p>Adequate staff available to the Authority.</p> <p>Performance Management arrangements on a team and individual basis.</p> | 2  | 2               | L  |   | EG<br>SZ            |

# River Tees Port Health Authority

## Brexit Update



## Public

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

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

**Portfolio:** River Tees Port Health Authority

**Outcome:** Public Health

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### 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 7<sup>th</sup> June 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 The UK held European Parliamentary Elections on 24<sup>th</sup> May 2019 and the impact of these elections is yet to be determined.
- 2.4 If the Withdrawal Agreement is ratified before 31 October, the extension would be terminated and withdrawal would take place on the first day of the following month.
- 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 have been reinstated, 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 have also been reinstated since the last report. Any new issues identified will be addressed and measures put in place.
- 2.7 Following the appointment of a new Prime Minister, 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 May 2019 to July 2019

### Public

**To:** River Tees Port Health Authority

**From:** Director of Adult and Communities

**Decision:** Information

**Portfolio:** River Tees Port Health Authority

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#### 1 What is the purpose of the report?

- 1.1 To provide a summary of the performance of RTPHA from May 2019 to July 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 May 2019
2. Report for June 2019
3. Report for July 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: **May 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                         | 1                        |
| Redcar          | 162                           | 0                       | 3                         | 1                        |
| Stockton        | 151                           | 0                       | 3                         | 0                        |
| Total           | 320                           | 0                       | 6                         | 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   | 3                  | 0              | 0                   | 0              |
| Redcar          | 12                 | 0              | 0                   | 0              |
| Stockton        | 5                  | 1              | 0                   | 0              |
| Total           | 20                 | 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/ INCIDENTS

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       | 62          | 3           | 2                          | 16                                   |
| Documentary Checks | 2           | 1           | 2                          | 5                                    |
| 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: 145

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

| <b>FOOD</b> | <b>COUNTRY OF ORIGIN</b>                                     |
|-------------|--|
| Coffee      | Brazil, Colombia, Ethiopia, Honduras, Nicaragua, El Salvador |
| Tea         | Argentina, India, Kenya, Sri Lanka, Malawi, Tanzania         |
| Wine        | Argentina, Australia, Chile, New Zealand, South Africa       |
| Vodka       | Russia   |
| Citric Acid | China  |
| Noodles     | Russia   |
| Rum         | Guyana   |
| Soy beans   | Canada   |
| Lentils     | Turkey   |

| <b>FEED</b> | <b>COUNTRY OF ORIGIN</b> |
|-------------|--------------------------|
| Corn        | Ukraine                  |
| Zeolite     | Turkey                   |

| <b>NON-FOOD OR FEED VERIFICATION</b> | <b>COUNTRY OF ORIGIN</b>   |
|--------------------------------------|--|
| Used Cooking Oil                     | Aaudi Arabia, Malaysia, Libya, Jordan, South Africa, Australia, Kuwait |
| Guar Gum                             | USA  |

| <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: **June 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   | 11                            | 0                       | 0                         | 0                        |
| Redcar          | 130                           | 0                       | 0                         | 0                        |
| Stockton        | 104                           | 0                       | 5                         | 1                        |
| Total           | 245                           | 0                       | 5                         | 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   | 6                  | 0              | 0                   | 0              |
| Redcar          | 10                 | 1              | 0                   | 0              |
| Stockton        | 6                  | 0              | 0                   | 0              |
| Total           | 22                 | 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 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/ 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       | 57   | 0    | 0                   | 19                            |
| Documentary Checks | 1    | 0    | 0                   | 0                             |
| Identity Checks    | 1    | 0    | 0                   | 0                             |
| Physical Checks    | 1    | 0    | 0                   | 0                             |
| Samples            | 1    | 0    | 0                   | 0                             |
| Notices Served     | 3    | 0    | 0                   | 0                             |

Three notices were served during June for not providing a Certificate of Import for Organic Soybeans. All three notices served on one consignment for detention, consent to move, and release.

Total manifests checked: 118

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

| FOOD                    | COUNTRY OF ORIGIN                                    |
|-------------------------|--|
| Nutidex-Maltodextrine   | Turkey   |
| Citric Acid             | China  |
| Wine                    | Chile, Australia, New Zealand, Argentina             |
| Coffee                  | Brazil, Colombia, Honduras, Kenya, Mexico, Nicaragua |
| Tea                     | India, Kenya, Malawi, Tanzania                       |
| Rum                     | Guyana   |
| Vodka                   | Russia   |
| Nutritional Supplements | USA  |
| Groundnuts              | Sudan  |

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

| NON-FOOD OR FEED VERIFICATION | COUNTRY OF ORIGIN   |
|-------------------------------|---|
| Used Cooking Oil              | Malaysia, Lebanon, Jordan, Kuwait, Australia, Jeddah, Egypt, South Africa, Qatar, Singapore |

| 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: **July 2019**

## 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   | 8                             | 0                       | 0                         | 1                        |
| Redcar          | 158                           | 0                       | 4                         | 0                        |
| Stockton        | 154                           | 0                       | 4                         | 0                        |
| Total           | 321                           | 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              | 0                   | 0              |
| Redcar          | 5                  | 1              | 0                   | 0              |
| Stockton        | 4                  | 0              | 0                   | 0              |
| Total           | 9                  | 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 carried out.

The unsatisfactory result this month was one of our frequent visitors and we have resampled this at the end of July; results are pending.

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/ INCIDENTS

Number of infectious disease notifications: 0

Number of service requests: 1

#### 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       | 70          | 2           | 1                          | 26                                   |
| Documentary Checks | 5           | 1           | 1                          | 1                                    |
| Identity Checks    | 0           | 0           | 0                          | 0                                    |
| Physical Checks    | 0           | 0           | 0                          | 0                                    |
| Samples            | 0           | 0           | 0                          | 0                                    |
| Notices Served     | 0           | 0           | 0                          | 0                                    |

Total manifests checked: 143

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

| <b>FOOD</b> | <b>COUNTRY OF ORIGIN</b>  |
|-------------|---|
| Citric Acid | China   |
| Coffee      | Brazil, Colombia, Ethiopia, Honduras, India, Kenya, Mexico, Nicaragua |
| Tea         | China, India, Kenya, Rwanda, Tanzania                                 |
| Wine        | Australia, Chile, New Zealand, USA, South Africa                      |
| Rum         | Guyana  |
| Vodka       | Russia  |

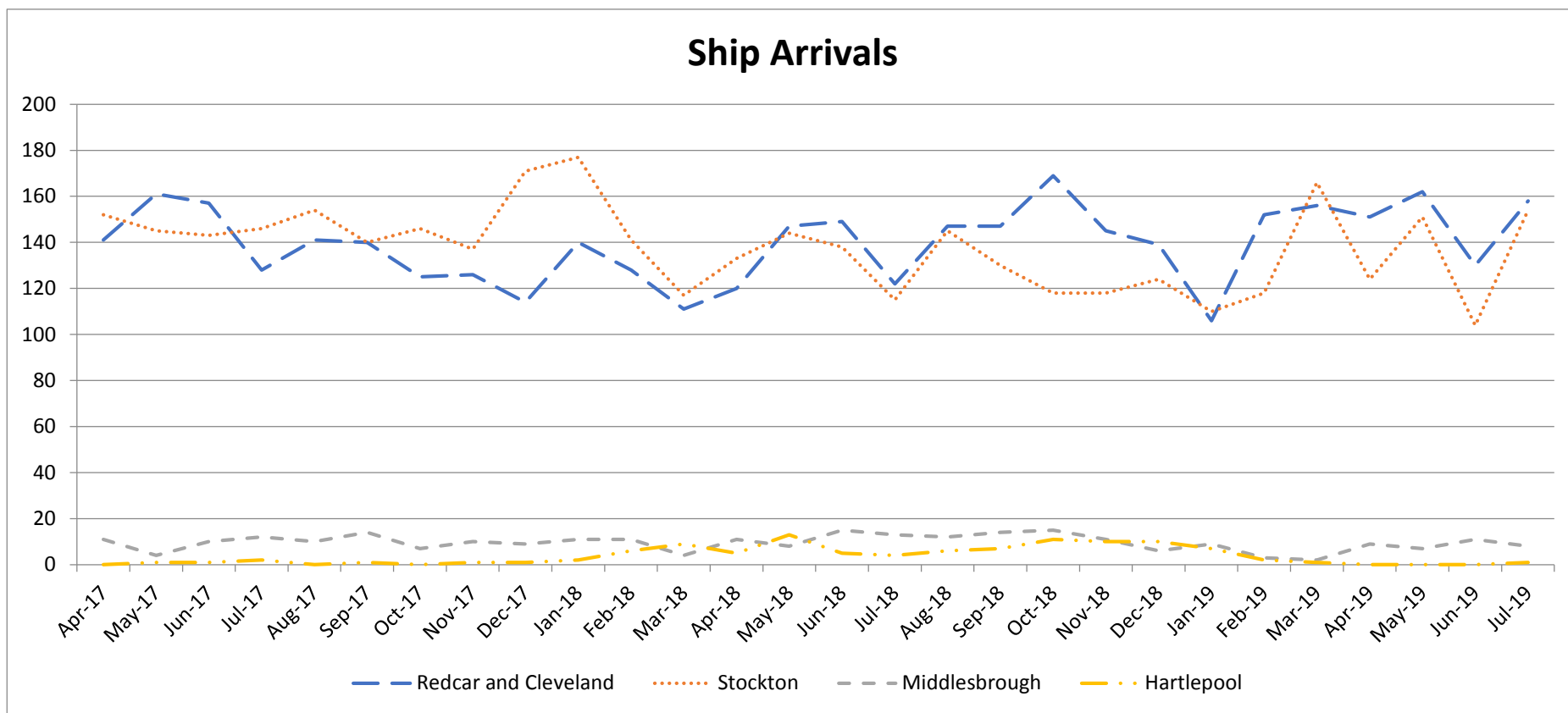
| <b>FEED</b> | <b>COUNTRY OF ORIGIN</b> |
|-------------|--------------------------|
| Corn        | Ukraine                  |

| <b>NON-FOOD OR FEED VERIFICATION</b> | <b>COUNTRY OF ORIGIN</b>   |
|--------------------------------------|--|
| Used Cooking Oil                     | Australia, Saudi Arabia, Singapore, South Africa, Qatar, Kuwait, Bahrain, India, Australia, Jordan, Beirut |
| Guar Gum                             | India  |

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

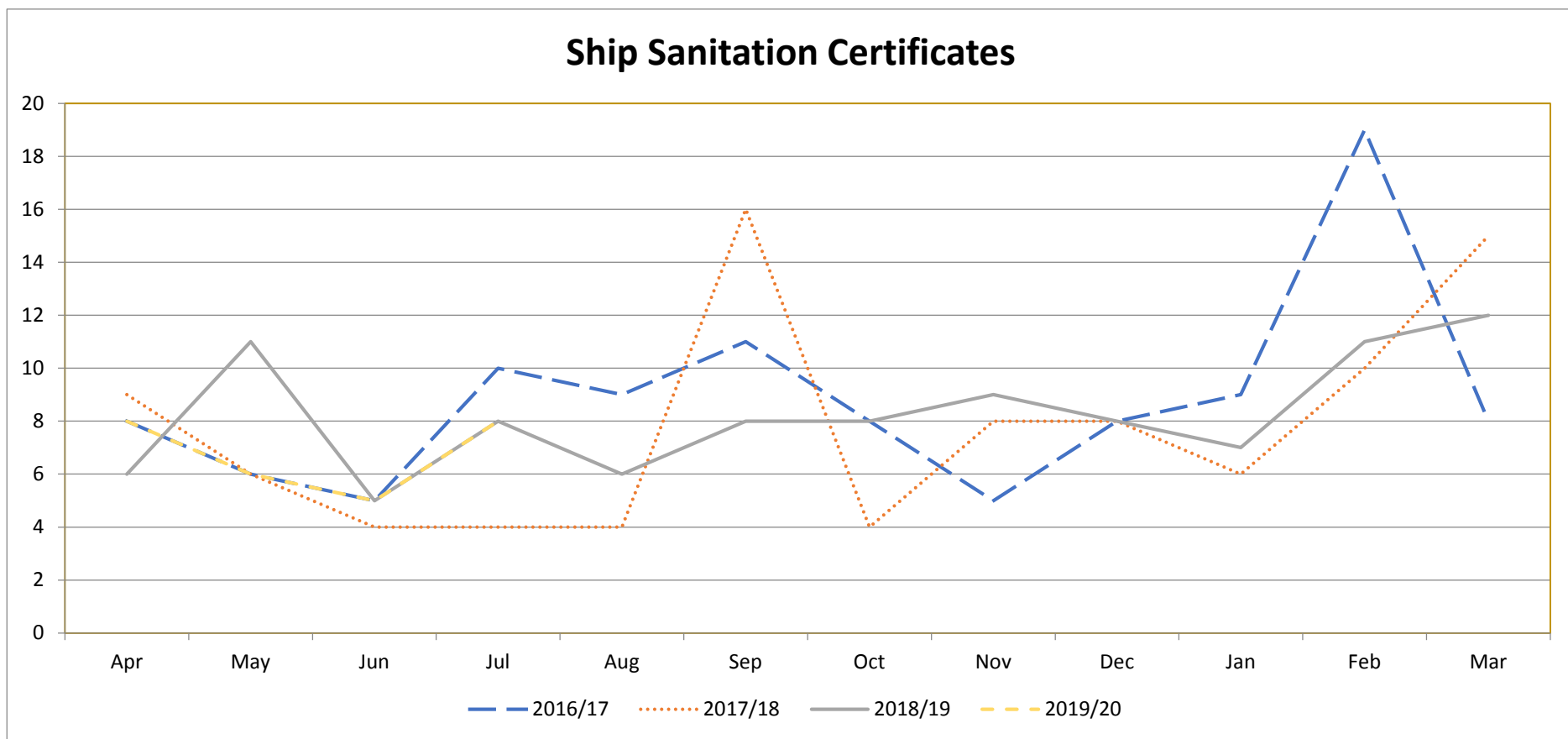
## Ship Arrivals

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> September 2019  
**From:** Deputy Treasurer **Decision:** Committee  
**Portfolio:** Social Wellbeing  
**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 July 2020 (Period 04) 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 July) is set out in the table below:

### PERIOD 04 ACTUAL AND PROJECTED OUTTURN 2019/20

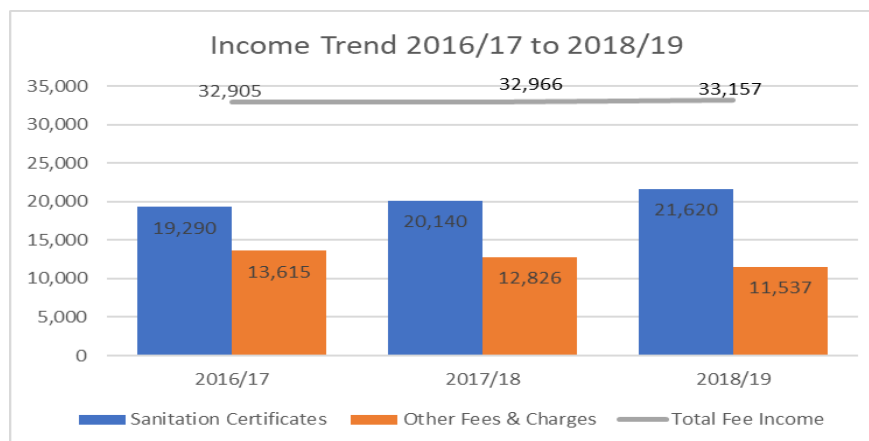
|                         | Original<br>Budget<br>2019/20 | Actual as at<br>Period 04<br>31/07/2019 | Projected<br>Outturn<br>2019/20 | Variance<br>Budget<br>to<br>Outturn |
|-------------------------|-------------------------------|---|---------------------------------|-------------------------------------|
| <b>Expenditure</b>      |                               |   |                                 |                                     |
| Employee Costs          | 88,500                        | 25,210                                  | 81,950                          | (6,550)                             |
| Other operating Costs   | 51,500                        | 41,894                                  | 51,500                          | 0                                   |
| <b>Total Costs</b>      | <b>140,000</b>                | <b>67,104</b>                           | <b>133,450</b>                  | <b>(6,550)</b>                      |
| Income including grants | (31,350)                      | (16,498)                                | (31,650)                        | (300)                               |
| <b>Net Expenditure</b>  | <b>108,650</b>                | <b>50,606</b>                           | <b>101,800</b>                  | <b>(6,850)</b>                      |
| <b>Funding</b>          |                               |   |                                 |                                     |
| Middlesbrough BC        | 16,298                        | 7,590                                   | 16,298                          | 0                                   |
| Stockton BC             | 33,681                        | 15,687                                  | 33,681                          | 0                                   |
| Hartlepool              | 2,173                         | 1,012                                   | 2,173                           | 0                                   |
| Redcar & Cleveland BC   | 56,498                        | 26,317                                  | 56,498                          | 0                                   |
| <b>Total Funding</b>    | <b>108,650</b>                | <b>50,606</b>                           | <b>108,650</b>                  | <b>(6,850)</b>                      |
| <b>Net</b>              | <b>0</b>                      | <b>0</b>                                | <b>(6,850)</b>                  | <b>0</b>                            |

### 2.7 Key Issues

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

**Staff Costs: Forecast underspend of £6,550** – 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 projecting 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.

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

2.9

| Account                 | Description   | Type of Service            | 2016/17<br>Full<br>Year<br>Income<br>£ | 2017/18<br>Full<br>Year<br>Income<br>£ | 2018/19<br>Full<br>Year<br>Income<br>£ | 2019/20<br>Period 04<br>YTD<br>Income<br>£ |
|-------------------------|---|----------------------------|--|--|--|--|
| R9305                   | Fees –<br>Environmental<br>Health & Pest<br>control | Sanitation<br>Certificates | 19,290                                 | 20,140                                 | 21,620                                 | 8,965                                      |
|                         |   | Other Fees &<br>Charges    | 13,615                                 | 12,826                                 | 11,537                                 | 7,271                                      |
| <b>Total Fee Income</b> |   |                            | <b>32,905</b>                          | <b>32,966</b>                          | <b>33,157</b>                          | <b>16,236</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>16,498</b>                              |

2.10 **Overall Financial Position** – Based on the projected outturn figures set out above, the Authority would have an underspend of £6,850. This forecast is based on current information up to the end of July and assuming income will be achieved as per the budget. Experience shows that the income trends vary during the year and are difficult to predict, 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 Projected Outturn position for 2019/20.

**14 Background papers**

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

**15 Contact officer**

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## RIVER TEES PORT HEALTH AUTHORITY

BUDGET MONITORING POSITION 2019/20  
POSITION AT END OF JULY PERIOD 04

|              |   | Budget<br>2019/20 | Actual        | Projected<br>Outturn<br>2019/20 | Variance       |
|--------------|---|-------------------|---------------|---------------------------------|----------------|
| R1000        | Basic Pay   | 66,850            | 19,541        | 61,650                          | (5,200)        |
| R1001        | NI Contributions  | 6,900             | 1,890         | 6,100                           | (800)          |
| R1003        | Overtime  | 700               | 54            | 200                             | (500)          |
| R1006        | Superann Contributions  | 10,700            | 3,135         | 9,850                           | (850)          |
| R1063        | Other Allowances  | 2,550             | 0.00          | 2,550                           | 0              |
| R3300        | Public Transport  | 0                 | 192           | 0                               | 0              |
| R3400        | Car Allowances  | 800               | 398           | 1,600                           | 800            |
|              |   | <b>88,500</b>     | <b>25,210</b> | <b>81,950</b>                   | <b>(6,550)</b> |
| R4000        | Tools & Equipment Purchase                                    | 700               | 139           | 700                             | 0              |
| R1650        | Training Expenses   | 500               | 407           | 500                             | 0              |
| R4200        | Clothing, Uniforms & Laundry                                  | 200               | 0             | 200                             | 0              |
| R4300        | Printing & Stationery   | 100               | 12            | 100                             | 0              |
| R4305        | Photocopier Usage   | 50                | 0             | 50                              | 0              |
| R4400        | Services - Professional Fees                                  | 43,900            | 39,308        | 43,900                          | 0              |
| R4507        | Mobile Phones   | 350               | 191           | 350                             | 0              |
| R4531        | Computer Software   | 4,000             | 787           | 4,000                           | 0              |
| R4701        | Subscriptions   | 1,200             | 1,050         | 1,200                           | 0              |
| R4960        | Public Liability Insurance                                    | 500               | 0             | 500                             | 0              |
|              |   | <b>51,500</b>     | <b>41,894</b> | <b>51,500.00</b>                | <b>0</b>       |
|              | <b>Other Income</b>   |                   |               |                                 |                |
|              | Other Grants & Contributions - Other Local                    |                   |               |                                 |                |
| R9101        | Authorities   | 0                 | 262           | 300.00                          | 300            |
|              |   | <b>0</b>          | <b>262</b>    | <b>300.00</b>                   | <b>300</b>     |
| <b>R9305</b> | <b>Fees - Environmental Health &amp; Pest control</b>         |                   |               |                                 |                |
| B0376        | Sanitation Certificates                                       | 20,000            | 8,965         | 20,000                          | 0              |
| B0377        | High Risk Products Imports                                    | 150               | 0             | 150                             | 0              |
| B0378        | Organic Certificates  | 400               | 135           | 400                             | 0              |
| B0379        | RTPHA Permits (annual fee)                                    | 2,300             | 3,088         | 2,300                           | 0              |
| B0380        | Plastic Declaration   | 4,000             | 1,082         | 4,000                           | 0              |
| B0381        | Water Sampling  | 4,500             | 2,966         | 4,500                           | 0              |
|              |   | <b>31,350</b>     | <b>16,236</b> | <b>31,350</b>                   | <b>0</b>       |
|              | Total Payable   | <b>108,650</b>    | <b>50,606</b> | <b>101,800</b>                  | <b>(6,850)</b> |
| <b>R9102</b> | <b>Other Grants &amp; Contributions - Other Organisations</b> |                   |               |                                 |                |
| B0382        | RTPHA - Middlesbrough Council                                 | <b>16,298</b>     | 7,590         | 16,298                          | 0              |
| B0383        | RTPHA - Stockton Council                                      | <b>33,682</b>     | 15,688        | 33,682                          | 0              |
| B0384        | RTPHA - Hartlepool Council                                    | <b>2,173</b>      | 1,012         | 2,173                           | 0              |
| B0385        | RTPHA - Redcar & Cleveland Council                            | <b>56,498</b>     | 26,316        | 56,498                          | 0              |
|              | Total Due from Riparian Authorities                           | <b>108,650</b>    | <b>50,606</b> | <b>108,650</b>                  | <b>0</b>       |
|              | Total for Cost Centre   | <b>0</b>          | <b>0.00</b>   | <b>(6,850)</b>                  | <b>(6,850)</b> |