

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

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

22 November 2021

Dear Councillor,

RIVER TEES PORT HEALTH AUTHORITY: FRIDAY 3 DECEMBER 2021

Would you please note that a meeting of the River Tees Port Health Authority will be held on Friday 3 December 2021 at 10.00am in the **Council Chamber, in the Middlesbrough Town Hall.**

A G E N D A

	<u>Pages</u>
1. Apologies for Absence.	
2. Declarations of Interest.	
3. To confirm the Minutes of the meeting held on 3 September 2021	1 - 4
4. Reports of the Corporate Director for Adults and Communities:	
a. Performance Summary for River Tees Port Health Authority August 2021 to October 2021	5 – 9
b. EU Exit Update	10 - 15

5. Reports of the Deputy Treasurer:

a. 2021/22 Financial Position Update

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6. Any items that the Chair certifies as urgent.

Yours sincerely,

S NEWTON
CLERK TO THE AUTHORITY

3 September 2021

RIVER TEES PORT HEALTH AUTHORITY

A virtual meeting of the River Tees Port Health Authority was held on Friday 3 September 2021 in the Redcar & Cleveland Leisure and Community Heart, Redcar.

PRESENT

Councillor Cook (Chairman)
Councillors Dalgarno, Foggo, Hall, Johnson
(substituting for Councillor Mrs O'Donnell), Perry,
C Quartermain and Watson

OFFICIALS

M Burns, L Evans, S Fenwick and E Grunert –
Redcar and Cleveland Borough Council.

APOLOGIES FOR ABSENCE were submitted on behalf of Councillors Branson, Coupe, Dowson, Furness, Kay, Mrs O'Donnell, Walker and Young.

MINUTES

RESOLVED that the minutes of the meeting held on 4 June 2021 be confirmed and signed by the Chair as a correct record.

PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY – MAY 2021 TO JULY 2021

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 2021 to July 2021. - **NOTED**

EU EXIT UPDATE

The Corporate Director of Adults and Communities presented a report which updated Members on the potential impacts on the Port Health Services from Britain's exit from the EU during 2021.

The report also highlighted changes to the port health services that would be carried out during 2021.

RESOLVED that the information in the report be noted.

3 September 2021

9. **RIVER TEES PORT HEALTH AUTHORITY – REVIEW OF CURRENT FEES AND CHARGES**

The Corporate Director of Adults and Communities presented a report which advised that fees and charges must be reviewed annually to reflect the actual cost of the service. The current review had considered the time taken for carrying out chargeable activities, any increase as a consequence of the national annual pay award, increases to on-costs, and changes to third party charges for analyst fees, transport costs etc.

All fees and charges not set-in statute or by the Association of Port Health Authorities have been increased by 2%, to reflect inflation and the national annual pay award.

New charges have been implemented for imports of Products of Animal Origin. These charges are based on minimum fees set by the retained EU Regulations (Regulation (EU) 2017/625, known as OCR) as amended by “Official Control (Animal, Feed and Food, Plant Health) (Amendment) (EU Exit) Regulations 2020 (SI 2020/1481), set out the requirements for SPS checks.

Under the legislation, Authorities must have access to enough revenue to carry out the necessary checks. It was, however recognised that this may not be possible on an in-year basis and acceptable that Authorities structure their charging regime based on estimates and adjust on an annual basis to ensure the fees reflect full cost recovery over the longer term. Defra had also ensured that in the event the Port Health Service experienced a shortfall in revenue in the period April 2021 to March 2022, they would absorb the financial risk.

The report also advised that the Association of Port Health Authorities had not yet updated its fees for Sanitation Certificates, and if there was a change in those charges, the Authority would follow their recommendations.

RESOLVED that the changes to the current fees and charges be approved.

3 September 2021

10. **2020/21 FINANCIAL POSITION UPDATE**

The Treasurer presented a report which updated Members on the financial position of the Authority at the end of January 2021 (Period 10) and highlighted any variances against the 2020/21 approved budget.

Members were advised that the Authority had received a transitional grant from DEFRA in the sum of £179,219, to fund the initial costs associated with the transition to a Border Control Post (BCP). The Authority was projecting to spend £117,000 in this financial year and the report requests approval from the Board to transfer £62,000 to reserves to fund the transition costs that will be incurred during 2021/22.

The Treasurer also advised that based on the forecasted figures as set out in the report, the Authority would have an underspend of £17,269. This forecast was based on current information and would be closely monitored by Officers during the remainder of the financial year.

RESOLVED that:

1. The financial position of the Authority at the end of January 2021 (Period 10) and the variances against the 2020/21 approved budget; and,
2. Approval be given to the balance of unutilised transition grant of £62,000 being transferred to reserves to fund further transitional costs in the next financial year.

11. **BUDGET 2021/22 AND MEDIUM TERM FINANCIAL PLAN**

The Treasurer presented a report which advised that at the meeting on 6 March 2020 Members approved a net budget position of £124,350 funded by contributions from the riparian Councils.

He advised that as the Port was transitioning to a Border Control Post (BCP) following the UK exit from the EU, there would be significant changes in next year's budget and subsequent years. Therefore, the medium term financial plan had been calculated using the most up to date information available to Officers at this time and were based on an in-depth analysis into the types and quantities of imported food and feed, and Products of Animal Origin (POAO) into the Port from both third countries, and from the EU, in one month. This analysis of data had been used during discussions with DEFRA as the Authority prepared for the operation of the service after EU exit.

3 September 2021

Members were asked to note, that there were some uncertainties around income estimates that would need to be closely monitored and potentially budgets revised during the year and recommended that the budget for 2021/22 be set based on the increased level of service required as appropriate to a Border Control Post (BPC).

RESOLVED that:

1. The 2021/22 budget and the associated funding requirements based upon the information in Appendix 1 (not reproduced) be approved;
2. The 2021/22 schedule of fees and charges, set out at Appendix 2, (not reproduced) for implementation from 1 April 2021 be approved;
3. The recommended transfer to general reserves being held for 2021/22 be approved; and,
4. The financial assumptions used to prepare the Medium-Term Financial Plan and any adjustments that may be required be agreed.

Member Report

Performance Summary for River Tees Port Health Authority August 2021 to October 2021

Public

To: River Tees Port Health Authority **Date:** 3rd Dec 2021

From: Corporate Director for Adults and Communities **Decision type:** For information

Portfolio: Health, Housing and Welfare **Forward Plan reference:** N/A

Priority: All priorities

Ward(s): ALL

1 What is the recommendation?

1.1 For information purposes only.

2 What part of the Corporate Plan does this report deliver and how, and what options have been considered?

2.1 This report provides an overview of the performance from 01 August 2021 to 31 October 2021.

2.2 Shipping movements through the River Tees

Shipping movements are consistent throughout the year with Stockton, and Redcar and Cleveland having the most berths and as such the most visits by ships. The Stockton (North Tees) side of the river mainly deals with petrochemicals, including oil, gas and other chemicals, and Redcar and Cleveland hosts the container and ro-ro (roll on-roll off) berths.

2.3

Authority	Aug 21	Sept 21	Oct 21	Grand Total
Hartlepool	7	7	9	23
Middlesbrough	15	10	18	43
Redcar & Cleveland	135	125	128	388
Stockton	124	119	111	354
Grand Total	281	261	266	808

2.4 Ship Inspections and Issue of Ship Sanitation Certificates

All requests for renewal of a Ship Sanitation Certificate were attended to, under strict COVID procedures. The service has carried out its own risk assessment where officers wear a face mask throughout their visit, have access to hand gel and

gloves, and request crew to open cupboards and doors where possible to reduce contact with common touch points. Social distancing is also observed where possible. Staff also have access to Lateral Flow Testing if the ship requests testing prior to boarding.

Any additional controls required by the ship are also adhered to, such as temperature monitoring of staff upon arrival at the ship.

2.5 Ship Inspections

Authority	Aug 21	Sept 21	Oct 21	Grand Total
Hartlepool				
Exemption	0	0	0	0
Routine	0	0	0	0
Control	0	0	0	0
Middlesbrough				
Exemption	0	0	0	0
Routine	0	0	0	0
Control	0	0	0	0
Redcar & Cleveland				
Exemption	3	4	5	12
Routine	0	0	0	0
Control	1	0	0	1
Stockton				
Exemption	1	1	3	5
Routine	0	0	0	0
Control	0	0	0	0
Total	5	5	8	18

One control certificate was issued to a vessel that had a cockroach infestation. Advice was provided to the vessel and the agent was informed so that a pest contractor could be arranged to visit the vessel for extensive treatment prior to leaving the Tees.

2.6 Water Samples – ship and jetty supplies

All requests for water samples are attended to where there is availability for the laboratory to collect the samples within an appropriate time frame. The laboratory can collect samples Monday to Friday; Tuesday, Wednesday and Thursday are dedicated free pick-up times, and Monday and Friday are ad-hoc collections which incur an additional charge to the ship.

Any unsatisfactory samples are provided with advice and information and a recommendation to resample at their next port of call.

2.7 Ship Water Samples

	Aug 21	Sept 21	Oct 21	Total
SATISFACTORY	20	15	8	43
UNSATISFACTORY	3	6	0	9
Grand Total	23	21	8	52

2.8

Imported Food and Feed

Every manifest is checked for imported food and feed and any imports that require official controls are carried out within relevant timescales, this varies depending on the type of product and regulation requirements.

Tea, coffee, wine and vodka are the main imported food items from outside the EU, a small amount of feed is also imported. Plastic kitchenware from China and Hong Kong continues to decline as importers find alternative products that do not require any official controls.

Used cooking oil continues to be a big importer too, it travels to Greenergy at Stockton, for conversion into biofuel.

- 2.9 The Service continues to concentrate on food and feed that requires Official Controls as well as monitoring for additional controls due to be implemented in July 2022.

Importers and agents have been signposted, by the Service, to the government website which hosts all the guidance they require. <https://www.gov.uk/transition>

We are also providing advice and information via our website and on request where additional advice is required.

Containers/ trailers described ambiguously, for example, “foodstuff”, are still being detained and a request for commercial documents to ascertain their contents is made. Once received the container/trailer is released and can continue to its destination. Advice is also provided at this stage, to ensure future descriptions are accurate, to prevent further detention of goods.

- 2.10 Additional advice and information is also being provided to importers and agents on the future Official Controls, that will be in place from January 2022, July 2022, September 2022, and November 2022.
[Import goods into the UK: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/import-goods-into-the-uk)

2.11 IUU (Illegal Unreported Unregulated Checks)

Imports of fish from the EU require catch certificate endorsement and/or a processing statement check. We are working with importers and agents to ensure these are pre-notified and manifested correctly.

Most Tees imports are containers and trailers with processed fishery product, such as tinned tuna, fish fingers and surimi (mixed fish sticks) on board.

	Aug 21	Sept 21	Oct 21	Total
Fishery products	116	87	109	312

2.12 Product of Animal Origin (POAO)

No third country imports have arrived at the Tees. We are advising and educating our importers on the forthcoming controls to be implemented on POAO from the EU from 1st January 2022, and further changes from July, September and November 2022.

2.13 Organics

The service has certified a total of 2 organic consignments (tea/coffee) of organic imports between August 2021 and October 2021.

2.14 Health Entry Documents for High-Risk Food not of Animal Origin (HRFNAO)

The service has received 4 Common Health Entry Documents for High-Risk Food not of Animal Origin for imports of tea from China. These were satisfactory checks.

2.15 Infectious disease notifications

COVID19 has been the only infectious disease notification into Port Health in the last few months. We have had four positive cases, all on separate vessels, of COVID reported and advice was provided regarding isolation. We have also been contacted by agents for advice around crew with symptoms.

We continue to liaise with the Harbour Masters Office to provide advice and information to crew and their agents around all suspected infectious disease notifications. This includes liaison with regional Health Protection Team (PHE) where necessary.

2.16 Vaccination of Seafarers

Since we have provided assistance with vaccination of seafarers, a total of 255 seafarers have had at least one vaccination with some being able to get their second vaccination too.

2.17 Policies and Plans

All policies and plans will be updated at the start of the financial year and will be presented at the next Board Meeting. All current documents are available on the Tees Port Health website at www.teesporthealth.co.uk

2.18 Other relevant information

PD Ports continue with infrastructure changes to the existing facility, as well as building the additional Border Control Post capacity. This will enable segregation and storage for additional imports, as well as increased capacity for the Service to make use of. It is planned to be completed by mid-January 2022.

3 Who has been consulted and engaged?

3.1 Senior Officers of the Riparian Authorities.

4 What are the risks and resource implications?

4.1 There are no risks associated with this report.

5 Appendices and further information

5.1 There are no appendices with this report.

6 Background papers

6.1 No background papers other than published works were used in writing this report.

7 Contact Officer

7.1	Name:	Sue Ziolkowski
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River Tees Port Health Authority

EU Exit Update

Public

To: River Tees Port Health Authority **Date:** 3rd Dec 2021

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 following Britain's exit from the European Union. Board members last received an update report on 3rd September 2021.

2 What is the background to this report?

- 2.1 The UK officially left the EU on 31st December 2020 and the UK has since implemented its own border controls using a phased approach.

2.2 History of Implementation

From 1st January 2021

Additional checks have been carried out on processed fishery products which include submission of a processing statement and associated catch certificates.

From 1st October 2021

The implementation of Official Controls from 1 October 2021 were put back following a government announcement on 14th September 2021 specifying a new timetable for introducing full import controls for goods being imported into the UK from the EU. The requirements due to be introduced from 1 October 2021, and 1 January 2022 were put back to 1 July 2022.

- 2.3 On 18th November 2021, Defra informed all Port Health Authorities (See Appendix A) that they will be introducing import controls in a phased sequence between 1st July 2022 and 1st November 2022.

2.4 **From 1st January 2022**

All Products of Animal Origin will require pre-notification on IPAFFS (Import of Products, Animals, Food and Feed System) from 1st January 2021. This pre-notification does not require any action by the Port Health Authority.

- 2.5 **From 1st July**, certification and physical and identity checks will be introduced for:
- all remaining regulated animal by-products
 - all meat and meat products
 - all remaining high-risk food not of animal origin.

From 1st September, certification and physical checks will be introduced for all dairy products.

From 1st November, certification and physical checks will be introduced for all remaining regulated products of animal origin, including composite products and fish products.

- 2.6 Due to the amount of POAO predicted to enter the Tees from the EU, and the potential for increase in trade directed from other ports such as Dover, the Port Operator (PD Ports) is to apply to APHA (Animal and Plant Health Agency) for approval to receive imports of POAO as soon as the facility is fully operational. The building is currently under construction with a completion date of mid-January 2022.

The service is working closely with Defra, APHA and the Port Operator to ensure it complies with APHA's audit requirements for POAO. This development is additional to the existing facility for High-Risk Food Not of Animal Origin, handed over in late 2020.

- 2.7 The Port Health Service has a duty to provide a service to the Port to ensure all food and feed entering the Tees is safe for consumption, and if the Port applies to change its status, the Port Health Service must provide official controls, to ensure food and feed is safe for import.
- 2.8 The Port Health Service was awarded Transition Funding by DEFRA in November 2020 to prepare for the new controls on EU imports, and any residual monies not spent have been carried over into 2021/22.
- 2.9 From a financial perspective, the service will be able to charge for all consignments of official controls from July 2022, on a cost recovery basis. Defra has confirmed in a letter to the Service that any shortfall incurred from changes to estimated imports will be fully covered financially in 2021/22.

The service has placed an additional funding bid with Defra to cover any additional shortfall from changes to the implementation of Official Controls, and the decision on this is currently pending.

- 2.10 The Port Health Service is keeping up to date with all stakeholders during this transition and implementation period on the potential impacts, and likely changes that may occur. The Service has been assigned with a DEFRA Readiness Officer to assist during the transition period.

3 Who will this benefit and how?

- 3.1 By keeping up to date with current implementation timetables we will ensure that the Authority is kept fully up to date and prepared for the future development of the Port Health Service.

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 implementation timetables and planned changes we will be fully prepared for any eventuality.

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

- 6.1 The resource implications are being fully funded by the award of the Transition grant by DEFRA.

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 plan, implement and provide additional resources means the Port will not be approved for imports of Product of Animal Origin (POAO). Failure to gain status means a substantial amount of cargo will be diverted to other ports. This will not only put additional pressure on other ports but may have a negative impact on Teesport for trade and subsequently employment of port and service staff.

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 Appendix A – Implementation of Official Controls from 1st July 2022

14 Background papers

- 14.1 Border Operating Model <https://www.gov.uk/government/publications/the-border-operating-model>

15 Contact officer

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Department
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www.gov.uk/defra
bbtp-pha-readiness@defra.gov.uk

Date: 18th November 2021

Dear Mr Sampson,

Introduction of Import Controls from 1 July 2022

I am writing to share with you our plans for implementing full sanitary and phytosanitary import controls in July 2022, which will be incorporated into the Border Operating Model released later today.

We want to deliver our import controls safely by reducing the initial demands on you and other stakeholders. Therefore, we will be introducing import controls in a phased sequence between 1st July and 1st November 2022.

The following is a summary of the controls and when they will be implemented:

From 1st July, certification and physical and identity checks will be introduced for:

- all remaining regulated animal by-products
- all meat and meat products
- all remaining high-risk food not of animal origin.

From 1st September, certification and physical checks will be introduced for all dairy products.

From 1st November, certification and physical checks will be introduced for all remaining regulated products of animal origin, including composite products and fish products.

Infrastructure delivery is on track and we expect all remaining border control posts for animal products, plants and plant products in England to be designated by June 2022.

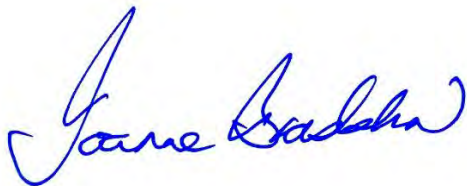
I can now also update you on our plans for import controls conducted by the Animal and Plant Health Agency. Checks on high-priority plants and plant products will transfer from place of destination to designated border control posts and control points along with the introduction of checks for all lower-risk plants and plant products on 1st July 2022.

Similarly, physical checks for live animals will transfer to designated border control posts where a facility is operational at the port of entry. Where there is no designated facility at the port of entry, checks will remain at destination. Checks will transfer incrementally from point of destination to designated border control posts from 1st July 2022 as they are designated.

I have also included an addendum on the implementation of SPS controls from January to June 2022 which covers the key points on pre-notification requirements, IPAFFS reporting schedule and format, as well as the activities that we expect from Port Health Authorities from January to June 2022.

Overall, I hope this is welcome news and that the certainty it brings allows for better preparedness. We will of course continue to work closely with you to implement these new controls, and if you should have any questions, please feel free to raise them at one of our regular Port Health Authority Forums or directly back to me.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Jo Bradshaw', with a stylized, cursive script.

Jo Bradshaw
Director
Biosecurity, Borders & Trade Programme

River Tees Port Health Authority

2021/22 Financial Position Update

Public

To: RTPHA

Date: 3 December 2021

From: Deputy Treasurer

Decision: Committee

Portfolio: Health & Social Well Being

Outcome: Business Improvement

1 What is the purpose of this report?

- 1.1 To update Members on the financial position of the Authority at the end of October 2021 (Period 07) and to highlight any variances against the 2021/22 approved budget.

2 What is the background to this report?

- 2.1 At its meeting on 5 March 2021 the Authority approved a balanced budget position with no need to request funding from the riparian Authorities.
- 2.2 A revised budget was subsequently approved by the Board on the 3rd September 2021 and replaced the previous budget, due to the postponement of the BCP and the significant effect on the budget. This budget did not require funding from the riparian Authorities. The Authority should be self-funding once the Border Control Post (BCP) is in full operation with an approved expenditure budget of £720,050.
- 2.3 The Authority's budget for 2021/22 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 and on the assumption that the transition to the BCP would be complete by January 2022.
- 2.4 The budget has increased significantly compared to 2020/21 because of the transition to a BCP however, there has been a further postponement to a full BCP.
- 2.5 **Appendix 1** provides a detailed comparison of the approved 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 November) is set out in the table below:

	Revised Budget 2021/22	Actual as at Period 07 31/10/2021	Projected Outturn 2021/22	Variance Budget to Outturn
<u>Expenditure</u>				
Employee Costs	355,350	120,686	251,650	(103,700)
Other operating Costs	364,700	94,576	199,550	(165,150)
Total Costs	720,050	215,262	451,200	(268,850)
Income including grants	(720,050)	(42,345)	(495,050)	225,000
Net Expenditure	0	172,917	(43,850)	(43,850)

2.7 Key Issues

The major variance between the projected outturn position for 2021/22 and the revised budget approved in September 2021 all relate to the Governments postponement of the BCP. We will not be able to process and charge for products of animal origin until 1st July 2022 with further delays on dairy products to the 1st September 2022 and fish consignments from 1st November 2022. The current underspends are as a direct result of this.

Employee Costs - Salary related budgets are projected to underspend by £103,700 due to the postponement of the start dates for the additional technical staff required for the BCP.

Other Operating Costs– There is a projected underspend on non-pay costs of £165,150 and this is mainly due to the reduction in the required number of vets as a direct result of the postponement of a fully functioning BCP.

Income – The Authority is forecasting an under achievement of income of £225,000 relating to the potential income in relation to consignments of Products of Animal Origin (POAO) because of the delay of the BCP and includes information provided by DEFRA. Members should be aware of the possible fluctuations that may occur. The nature of most of the Authority's income is demand led and therefore income levels will be closely monitored. Forecasts may need to be amended as we progress through the financial year. The forecast also includes an additional DEFRA grant required to fund the shortfall of £414,250. DEFRA have assured officers that this shortfall will be funded by grant in 2021/22.

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.

2.8 A breakdown of the operational income received up to the end of October for the 2021/22 financial year is provided below and further analysis is available in **Appendix 1**:

2.9

Account	Description	Type of Service	2018/19 Full Year Income £	2019/20 Full Year Income £	2020/21 Full Year Income £	2020/21 Period 07 YTD Income £
R9305	Fees – Environmental Health & Pest control	Products of Animal Origin (POAO)	0	0	0	0
		Catch Certificates	0	0	0	20,357
		Sanitation Certificates	21,620	23,518	24,420	12,942
		Other Fees & Charges	11,537	14,170	10,251	9,045
Total Fee Income			33,157	37,688	34,671	42,344
Grants			1,500	262	179,969	0
Total Income			34,657	37,950	214,640	42,344

2.10 **Overall Financial Position** – Based on the projected outturn figures set out above, the Authority would underspend by £43,850. This forecast is based on actual expenditure and operational income up to the end of October but also includes the expected receipt of a grant for £414,250 from DEFRA and the use of £94,000 from reserves. Any surplus achieved will mean a reduction in the DEFRA grant. The position will be closely monitored

throughout the rest of the year and officers are in discussions with DEFRA on a regular basis.

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 revised 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 2021/22.

14 Background papers

- 14.1 Budget Report 2021/22 & Medium-Term Financial Plan.

15 Contact officer

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RIVER TEES PORT HEALTH AUTHORITY

BUDGET MONITORING POSITION 2021/22

POSITION AT END OF JULY PERIOD 04

		Revised Budget 2021/22	Actual	Projected Outturn 2021/22	Variance
R1000	Salaries - Basic Pay	290,800	96,631	201,350	(89,450)
R1001	Salaries - National Insurance	27,350	8,841	20,750	(6,600)
R1003	Salaries - Overtime	3,250	4,578	2,550	(700)
R1006	Salaries - Superannuation	29,650	10,181	22,700	(6,950)
R1063	Other Allowances	2,700	0	2,700	0
R3400	Car Allowances	1,600	455	1,600	0
		355,350	120,686	251,650	(103,700)
R1650	External Training	1,000	150	1,000	0
R4000	General Equipment	10,000	796	10,000	0
R4200	Clothing & Uniforms	1,500	82	1,500	0
R4300	Printing & Stationery	100	0	100	0
R4305	MFD Recharge (Printing)	50	0	50	0
R4400	Services – Veterinary Contract Fees	375,300	180,544	225,900	(149,400)
R4507	Mobile Phones	700	0	700	0
R4531	Computer Software	43,200	5,849	43,200	0
R4701	Subscriptions	1,700	1,155	1,700	0
R4960	Insurance	3,750	0	3,750	0
R4964	Contribution to bad debt provision	21,400	0	5,650	(15,750)
R4995	Transfer to / (from) Reserves	(94,000)	(94,000)	(94,000)	0
		364,700	94,576	199,550	(165,150)
B0607	Products of Animal Origin	(225,000)	0	0	225,000
B0608	Catch Certification	(50,000)	(20,357)	(50,000)	0
B0376	Sanitation Certificates	(21,000)	(12,942)	(21,000)	0
B0377	High Risk Products Imports	(300)	(1,239)	(300)	0
B0378	Organic Certificates	(2,000)	(360)	(2,000)	0
B0379	RTPHA Permits (annual fee)	(2,300)	(2,316)	(2,300)	0
B0380	Plastic Declaration	(200)	(49)	(200)	0
B0381	Water Sampling	(5,000)	(5,082)	(5,000)	0
		(305,800)	(42,345)	(80,800)	225,000
R9000	Government Grants (Shortfall funded by DEFRA)	(414,250)	0	(414,250)	0
	Total for Cost Centre	0	172,917	(43,850)	(43,850)
	Amount held in Reserves	47,018	47,018	47,018	0
	Bad Debt Provision	21,650	21,650	27,050	5,400