

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

Contact: Mrs S Fenwick
Direct line: 01642 444413

23 May 2019

Dear Councillor,

ANNUAL MEETING – FRIDAY 7 JUNE 2019

Would you please note that the Annual Meeting of the River Tees Port Health Authority will be held on Friday 7 June 2019 at 10.00am at Middlesbrough Town Hall.

A G E N D A

	<u>Pages</u>
1. Report of the Clerk:	
a) Nominations for Membership of the Authority for 2019/20.	1 - 3
2. To elect a Chairman for the Authority (from Redcar and Cleveland Borough Council) for the ensuing Municipal Year 2019/20.	
3. To elect a Vice-Chairman for the Authority (from Hartlepool Borough Council) for the ensuing Municipal Year 2019/20.	
4. Apologies for Absence.	
5. Declarations of Interest.	
6. To receive the Minutes of the previous meeting held on 1 March 2019 .	4 - 5

7. Reports of the Corporate Director of Adults and Communities:
Services:
- a. River Tees Port Health Corporate Risk and Opportunity Register 6 – 22
 - b. River Tees Port Health Constitution 23 – 56
 - c. River Tees Port Health Memorandum of Understanding 57 – 62
 - d. River Tees Port Health Enforcement Policy 2019 63 – 75
 - e. River Tees Port Health Sampling Policy 2019 76 – 80
 - f. River Tees Port Health Service Plan 2019 - 2020 81 – 104
 - g. Brexit Update 105 – 107
 - h. Performance summary – February 2019 to April 2019 108 - 117
8. Report of the Treasurer:
- a. Financial Position for 2018/19 & Unaudited Accounts 118 - 124
9. Dates and times of future meetings of the River Tees Port Health Authority. 125
10. Any items that the Chairman certifies as urgent.

Yours sincerely,

S NEWTON
CLERK TO THE AUTHORITY

Nominations for Membership of the Authority for 2019/20

Public

To: River Tees Port Health Authority **Date:** 07 June 2019
From: Corporate Director of Resources **Decision:** Committee
Portfolio: River Tees Port Health Authority

1 What is the purpose of this report?

- 1.1 The purpose of this report is to advise Members of the nominations to the River Tees Port Health Authority from the constituent Riparian Authorities for the municipal year of 2019/20.

2 What is the background to this report?

- 2.1 The Authority is constituted of the following representation from neighbouring authorities:

Hartlepool Borough Council	2 Members
Middlesbrough Borough Council	5 Members
Stockton-on-Tees Borough Council	5 Members
Redcar and Cleveland Borough Council	5 Members

Nominations to the Authority are not made on a proportional basis.

3 Who have we consulted?

- 3.1 Following the Annual General Meetings of the above named Local Authorities the following nominations have been received:

Hartlepool Borough Council - B Harrison, S Thomas

Middlesbrough Borough Council - S Dean, T Furness, J Rathmell, J A Walker, A Waters

Stockton-on-Tees Borough Council - I Dalgarno, E Johnson, J O'Donnell, M Perry and A Stephenson

Redcar and Cleveland Borough Council - C Cawley, W Davies, D Dowson, C Foggo and C Quartermain

4 What options have been considered?

- 4.1 Option 1 - Do nothing - the nominations will not be accepted and the Joint Board will not be constituted in line with its governance arrangements.

Option 2 - Accept the nominations - the known nominations will be agreed and the Joint Board will be constituted correctly in line with its governance arrangements.

5 Recommendations

- 5.1 It is recommended that the following nominations of Members to River Tees Port Health Authority for the municipal year of 2019/20 be accepted:

Name	Authority
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 A 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 C Quartermain	Redcar and Cleveland Borough Council

6 Appendices and further information

- 6.1 None

7 Contact Officer

- 7.1 Name: Sue Fenwick
Principal Democratic Services and Scrutiny Officer
Address: Redcar and Cleveland Leisure and Community Heart
Ridley Street
Redcar
TS10 1TD
Telephone: 01642 444413
Email: susan.fenwick@redcar-cleveland.gov.uk

RIVER TEES PORT HEALTH AUTHORITY

A meeting of the River Tees Port Health Authority was held on Friday 1 March 2019 at Middlesbrough Town Hall.

PRESENT Councillors D Brown (Chair),
Councillors S Dean, D Dowson, C Foggo, Mrs
Forster, B Norton, Mrs O Donnell,
M Perry, and .J Walker

OFFICIALS M Burns, L Evans, S Fenwick, A McAlpine and S
Ziolkowski (Redcar and Cleveland Borough Council).
Anne Halewood, Public Health England

APOLOGIES FOR ABSENCE were submitted on behalf of Councillors
W Davies, B Harrison, E Johnson, J McGee, S Thomas and M Walters.

DECLARATIONS OF INTEREST

Councillor Norton declared a non-pecuniary interest in Agenda Item 4 -
Natural England SSSI as a Member of INCA.

28. **MINUTES**

RESOLVED that the minutes of the meeting held on 7 December 2018 be
confirmed and signed by the Chair as a correct record.

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

The Corporate Director of Adults and Communities presented the River
Tees Port Health Authority Risk Management Strategy and Risk Register.

Members were advised that the Authority must have a risk management
strategy and risk register to ensure that risk was managed effectively.
This would also ensure that the Authority complied with the Accounts and
Audit Regulation 2015 made by virtue of the Local Audit and
Accountability Act 2014 which required authorities to provide
arrangements for the management of risk.

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

RESOLVED that the Risk Register be approved.

30. **NATURAL ENGLAND SITES OF SPECIAL SCIENTIFIC INTEREST (SSSI)**

The Corporate Director of Adults and Communities presented a report which set out the proposed changes to the Sites of Special Scientific Interest (SSSI) around Teesmouth and the Cleveland Coast.

Members were advised that Natural England had reviewed the suite of nature conservation designations in the Teesmouth and Cleveland Coast area, including seven Sites of Special Scientific Interest (SSSI) and the Teesmouth and Cleveland Coast Special Protection Area (SPA) and Ramsar Site and were proposing that part of one SSSI (Seal Sands) was not considered to be of special interest and was therefore proposed for de-notification.

Natural England had also recommended to Government that the existing SPA and Ramsar Site be revised to include extensions and additional qualifying interests, and ministers had requested Natural England to consult formally on these proposals.

As a result Natural England carried out a consultation exercise which ended in November 2018 and sought views on:

- Notification of the enlarged Teesmouth and Cleveland Coast SSSI;
- The proposed de-notification of part of Seal Sands SSSI;
- The proposal to extend Teesmouth and Cleveland Coast Special Protection Area (SPA); and,
- The proposal to extend Teesmouth and Cleveland Coast Ramsar Site.

The consultation responses are currently being assessed and recommendations will be made to Natural England in due course.

As part of the ensuing discussion Members expressed concern regarding the impact that the proposed changes could have on Teesport and it was suggested that this be closely monitored.

RESOLVED that the information in the report be noted.

31. **BREXIT UPDATE**

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

RESOLVED that the information in the report be noted.

32. **2018/19 FINANCIAL POSITION UPDATE**

The Treasurer presented a report which advised of the financial position of the Authority as at the end of January 2019 (period 10) and highlighted any variances against the 2018-19 approved budget.

Members were advised that based on the projected outturn figures set out in the report, the Authority would have an underspend of £5,000. This forecast was based on current information and would be closely monitored by Officers during the remainder of the financial year.

RESOLVED that the information in the report be noted.

33. **BUDGET 2019-2020 AND MEDIUM TERM FINANCIAL PLAN**

The Treasurer presented a report which recommended a budget for approval by the Authority for the 2019/20 financial year, and confirmed the funding levels required from each of the four contributing Local Authorities.

Members were requested to consider the budget in the context of the Medium Term Financial Plan for the Authority which covered the period 2019/20 to 2022/23.

RESOLVED that:

1. The 2019/20 budget and the associated funding requirements based on the information provided in the report be approved;
2. The schedule of fees and charges for 2019/20 as set out in the report be approved and implemented from 1 April 2019; and,
3. Reserves be maintained at their current level of £36,900.

River Tees Port Health Authority

Risk Management



Public

To: River Tees Port Health Authority **Date:** 07 June 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 Brexit has been incorporated into the RTPHA Corporate Risk Register at the request of board members.
 - 2.3 The risk management strategy is brought to the Board annually, there has been no changes to the strategy.
 - 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 That the Corporate Risk and Opportunity Register for River Tees Port Health Authority is approved.

13 Appendices and further information

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

13.2 Appendix B – Risk Management Strategy 2019/20

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

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

RIVER TEES PORT HEALTH AUTHORITY

CORPORATE RISK AND OPPORTUNITY REGISTER – September 2017

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							
		Likelihood											
							SN	Steve Newton					
							EG	Erika Grunert					
							SZ	Susan Ziolkowski					
							JS	John Sampson					
							MB	Maggie Burns					
RR No	DESCRIPTION OF RISK			INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)		RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
				LIKELIHOOD (1-5)	IMPACT (1-5)				LIKELIHOOD (1-5)	IMPACT (1-5)			

RR No	DESCRIPTION OF RISK	INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)	RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
1	<p>Failure to comply with the governance requirements of the River Tees Port Health Authority Order leading to the inability to discharge the statutory functions and duties of the Authority.</p> <p>Ineffective governance arrangements resulting in failed external audit, special measures being put in place and reputation damage.</p>	5	4	H	<p>Annual appointment of members by each riparian authority.</p> <p>Annual appointment of Chair and Vice-Chair of the joint board.</p> <p>Approval of annual review of the Constitution.</p> <p>Accurate minute taking and review of minutes at any meetings of the joint board.</p> <p>Declarations of interest from members documented and minutes taken. Any conflicts arising are appropriately addressed.</p> <p>Approval of Calendar of Meetings for the year (Annually in June).</p>	1	2	L		SZ SN

RR No	DESCRIPTION OF RISK	INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)	RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
2	Failure to discharge statutory functions assigned by the River Tees Port Health Authority Order in relation to public health risks, litigation, public enquiries and inquests which could lead to reputational damage.	5	4	H	<p>Statutory appointments of members and effective governance of the Authority.</p> <p>Annual Service Plan reviewed and approved by the joint board.</p> <p>Employment and retention of an adequate number of suitably trained officers.</p>	1	2	L		<p>SN</p> <p>SZ</p> <p>EG SZ</p>

RR No	DESCRIPTION OF RISK	INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)	RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
3	Failure to comply with the requirements for relevant authorities as prescribed by the Local Audit and Accountability Act 2104 and the Accounts and Audit Regulations 2015 which could lead to failed external audit resulting in special measures being put in place in relation to financial mismanagement and reputational damage.	4	3	M	<p>Annual review and approval of Accounting Statements to ensure financial management is adequate and effective.</p> <p>Approval of annual Internal Audit Report following review of effectiveness.</p> <p>Adequate insurance cover in place via host and riparian authorities.</p> <p>An annual opportunity for the exercise of electors' rights is provided in accordance with regulatory requirements as the notice of appointment of dates is displayed in two Council buildings and posted on the RTPHA website for the prescribed period of time.</p>	1	1	L		JS MB

RR No	DESCRIPTION OF RISK	INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)	RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
4	<p>Inadequacy and non payment of precept which could lead to inadequate reserves, unbudgeted spends, and contingent liability.</p> <p>Salaries: accurate payment and handling.</p> <p>Supply of goods and services: receipt and correct invoicing.</p> <p>VAT: incorrect analysis, charges and claims to HMRC.</p> <p>Consequential loss: due to improper performance and general liability.</p> <p>Inadequate financial record keeping which could result in decisions taken illegally.</p> <p>Fraud: by officers of the authority or the joint board which could lead to insolvency; financial mismanagement; breach of legislation and litigation and a failed external audit resulting in special measures being put in place and reputational damage.</p>	4	4	H	<p>Precept agreed annually by joint board as part of the budget-setting process. Receipt from Councils confirmed and monthly budget monitored.</p> <p>Adequacy and liabilities considered at budget setting and reviewed in annual statement of accounts.</p> <p>Salaries, goods and services, VAT and record keeping monitored via monthly budget monitoring process. Payment subject to host Council Financial Regulations and associated processes and subject to internal audit of the Authority.</p> <p>Anti-fraud and corruption policy in place and Authority subject to internal audit.</p>	1	2	L		JS MB SZ

RR No	DESCRIPTION OF RISK	INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)	RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
5	<p>Internal Audit is effective in undertaking its role in relation to financial mismanagement.</p> <p>Breach of legislation and litigation which could result in a failed external audit resulting in special measures being put in place and damage to reputation.</p>	4	3	M	<p>Internal Audit reports are made available to the joint board.</p> <p>The Internal Audit of the Authority is subject to external audit.</p> <p>The Internal Audit is undertaken by the Tees Valley Audit and Assurance Service. Their effectiveness is assessed annually against the Public Sector Internal Audit Standards 2013 and is currently fully compliant.</p>	1	2	L		MB EG

RR No	DESCRIPTION OF RISK	INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)	RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
6	Failure to discharge responsibilities as a Category 1 Responder under the Civil Contingencies Act 2004 to be prepared to respond to an emergency event which could lead to a risk to public health; litigation; public enquiries, inquests and result in reputational damage.	4	4	H	<p>Included in the full statutory process as a Category 1 responder through Cleveland Emergency Planning Unit. The groups attended are known locally as the Local Resilience Forum (Chief Officer Group) and the Business and Policy Group.</p> <p>Maintain Emergency Response Activation arrangements.</p> <p>A suitable number of appropriately authorised officers available to offer an out of hours response as required.</p> <p>Participation in multi-agency Emergency Preparedness activities.</p> <p>Participation in multi-agency response and recovery activities.</p>	2	2	L	Validate plans by training and exercising	EG SZ

RR No	DESCRIPTION OF RISK	INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)	RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
7	Failure to discharge responsibilities as a Category 1 responder under the Civil Contingencies Act 2004 to maintain continuity of service due to disruptive events, for example, loss of key Authority staff, failure of utilities, failure of communications and a lack of suitable premises, IT or fuel supply which could lead to a risk to public health; litigation; public enquiries; inquests and reputational damage.	4	4	H	<p>Maintain Business Continuity Plans and Arrangements.</p> <p>Undertake periodically a Business Continuity Impact Assessment and design Action Plan.</p> <p>Implement Action Plan.</p> <p>Annually review Business Continuity arrangements.</p> <p>Business Continuity has been addressed via the host Council's arrangements and is also part of River Tees Port Health Authority.</p>	2	3	L		EG SZ

RR No	DESCRIPTION OF RISK	INITIAL EVALUATION (No controls in place)		RISK RATING Low (L) Medium (M) High (H)	CURRENT CONTROL MEASURES (Existing)	RESIDUAL EVALUATION (After existing controls)		REVISED RISK RATING Low (L) Medium (M) High (H)	ADDITIONAL CONTROLS REQUIRED (To be implemented)	Responsible Officer
		LIKELIHOOD (1-5)	IMPACT (1-5)			LIKELIHOOD (1-5)	IMPACT (1-5)			
8	Failure to be operationally fit for purpose in complying with specified legislation, for example in relation to the Freedom of Information and Data Protection; Human Rights; Equalities; Employment Law; Health and Safety which could lead to a breach of legislation; litigation resulting in special measures being put in place by external regulators and reputational damage.	4	4	H	<p>Maintain compliance via all relevant policies and procedures of the host Council.</p> <p>Training of appropriate officers by host Council in their adopted policies and procedures.</p> <p>The Constitution of the Authority is linked to the host Council policies and procedures.</p> <p>Bespoke health and safety risk assessments in place which consider all the risks to officers of the Authority while carrying out their duties.</p>	2	3	L		EG SZ

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



River Tees Port Health Authority

Risk Management Strategy

2019 – 2020

For approval June 2019

Risk Management Strategy

1. Policy Statement

- 1.1. River Tees Port Health Authority is a small organisation that provides a range of services to both businesses and residents across the Tees Valley. Risk management is a critical element of Corporate Governance and risks must be reduced to an acceptable level, or where possible, eliminated. The Authority is committed to maintaining a systematic and cost effective approach to the identification and management of risk which complies with best practice, statutory and audit requirements, and the creation of an environment that does not give rise to any surprises.
- 1.2. By managing any threats effectively, the Authority will be in a stronger position to deliver its business objectives. The Authority will proactively identify, understand and manage risks inherent in its service so as to encourage responsible and informed risk taking.

2. Risk Management Strategy

- 2.1. The Authority's Risk Management Strategy will be regularly reviewed to ensure it reflects best practice and promotes continuous improvement in the management of risk. It provides a framework to support members of the joint board and officers in their work to address risk and so enables the Authority to discharge fully its responsibilities in this area.
- 2.2. The strategy identifies the objectives and benefits of managing risk, outlines responsibilities for risk management, and provides an overview of the process to manage risk successfully. Effective risk management is the systematic identification and treatment of risk, to reduce the possibility of failure and increase the likelihood of success. It is a continuous process that runs through the Authority's business and is critical to effective decision making and performance management.

3. Aims, Objectives and Benefits

Aims

- 3.1. The aim of the strategy is to improve the Authority's ability to manage threats to its service.

Objectives

- 3.2. Ensure all risks are managed in accordance with best practice and comply with all statutory and audit requirements.
- 3.3. Ensure risk management is embedded in our culture making it integral to the service.
- 3.4. To communicate the Authority's approach to risk management to all employees, members of the joint board, partners and stakeholders.

Benefits

- 3.5. Reduction in failure, loss, damage, and injury caused by risk.
- 3.6. Improve service planning, delivery and performance, and resilience.
- 3.7. Improve financial performance.
- 3.8. Protecting against fraud and poor stewardship of public money.
- 3.9. Compliance with statutory and regulatory requirements.

4. Risk Management Process

- 4.1. Risk assessment is a central component of risk management that is used to identify, analyse and control risk and is an examination of what could affect the Authority's service provision. The objective is to ensure relevant control measures are in place to mitigate potential risks that may occur. The risk register will be reviewed and monitored on a quarterly basis and reported on at least an annual basis to the board.

5. Roles and Responsibilities

- 5.1. Risk Management is a part of everyone's role within the Authority in their day to day work which involves all Elected Members, management and officers who have both a collective and individual responsibility in the management of risk.

Table of Roles and Responsibilities

Person or group	Role and Responsibility
Joint Board	Approves the Authority's Risk Management Strategy and monitors the risk register on a quarterly basis.
Director	Acts as senior operational manager to ensure that the Authority manages risk effectively at a strategic level.
Service Manager/ Principal Officer	Ensures risks are managed effectively in the Authority.
Port Health Officers	Manage risk effectively in their job. Report hazards to the Principal Officer.
Treasurer	Acts to ensure that the Authority has effective financial management.
Internal and External Audit	Review of the effectiveness of the Authority's arrangements for financial management.

6. Skills and Expertise

- 6.1. The Authority will ensure it has the skills and expertise necessary to manage risk by awareness and training sessions delivered to all members and officers.

7. Service Planning

- 7.1. RTPHA Service Plan details the delivery of the port health service, which includes the inspection of ships, enforcement of food, feed and environmental protection laws, and the prevention and control of infectious diseases.
- 7.2. The plan has been prepared in accordance with the Food Standards Agency Framework Agreement on Local Authority Food Law Enforcement. It takes account of the Local Authority Enforcement Monitoring System (LAEMS) and the Agency's guidance on Imported Food and Feed Control. The Service Plan receives approval from the joint board of RTPHA and is reviewed annually.
- 7.3. RTPHA Service Plan may produce recommendations that will affect the future of the Authority and the delivery of the service. It is essential that risks are properly assessed to deliver the intended benefit to the service user.

8. Continuous Improvement

- 8.1. RTPHA is committed to continually improving the service it provides by acting on feedback and removing obstacles to efficiency effectiveness. There may be times when things do not go to plan and it is important that the Authority learns from any incidents and shares and communicates this knowledge.

9. Conclusions

- 9.1. Risk Management is critical to the effective overall management of the Authority; it is essential to good management practice and for successful forward planning. It makes an important contribution to improving performance as being 'risk aware' creates a working environment that supports the achievement of objectives with a greater degree of confidence.
- 9.2. Risk Management can offer cost savings, and reduce service disruption, as well as minimising exposure to negative publicity and costly litigation.

River Tees Port Health Authority

Constitution



Public

To: River Tees Port Health Authority **Date:** 7 June 2019

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

Portfolio: River Tees Port Health Authority

Outcome: Public Health

1 What is the purpose of this report?

- 1.1 To present to River Tees Port Health Authority (RTPHA) the Constitution for annual approval.

2 What is the background to this report?

- 2.1 The Authority's Constitution is reviewed annually and when any significant amendments are required to ensure the effective and lawful operation of RTPHA.

The document has been reviewed and Members are informed that there have been no updates.

3 Who will this benefit and how?

- 3.1 The Constitution which sets out how the Authority's duties and functions are executed in practice.

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 The Constitution is necessary to ensure the effective and lawful delivery of the service.

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

- 6.1 There are no resource implications associated with this report.

7 What will be the impact on equality and diversity?

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

8 What will be the impact on our carbon footprint?

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

9 Are there any legal considerations?

- 9.1 Yes. The Constitution must reflect the current status and arrangements for the delivery of services provided by RTPHA.

10 What are the risks involved?

- 10.1 The Constitution sets out how RTPHA operates. It includes the standards and mechanisms for decision making, and ensures that any actions taken by the Authority in fulfilling its duties and responsibilities are lawful, efficient and transparent.

11 What options have been considered?

- 11.1 There are no options.

12 Recommendations

- 12.1 The Constitution of River Tees Port Health Authority be approved by members.

13 Appendices and further information

- 13.1 Appendix C River Tees Port Health Authority Constitution for Approval 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



Constitution

For Approval
June 2019

Table of Contents

Constitution	1
Summary and Explanation	3
The Authority's Constitution	3
Operation of the Authority	3
Decision Making	3
ARTICLE 1 - Constitution	4
Joint board	4
Appointment of Members	4
Retirement of Members	4
Chair and Vice-Chair	5
Voting	5
Expenses	5
ARTICLE 2 - FUNCTIONS OF THE AUTHORITY AND SCHEME OF DELEGATION	6
Functions of the Authority	6
Scheme of Delegation to Officers	6
ARTICLE 3 – AUTHORITY STRUCTURE	7
Structure of River Tees Port Health Authority	9
ARTICLE 4 – PROPER OFFICER APPOINTMENTS	10
ARTICLE 5 – AUTHORISATION OF OFFICERS OF THE AUTHORITY	12
ARTICLE 6 – PROCEDURE FOR SERVICE/AUTHORISATION OF LEGAL DOCUMENTS AND PROCEEDINGS	13
Procedure for Authorisation of Legal Proceedings/Documents	13
Specific Examples	13
Other Issues	13
ANNEX A – Scheme of Delegation to Officers	15
ANNEX B - Scheme of Delegation to Officers	21
ANNEX C - RIVER TEES PORT HEALTH AUTHORITY ORDER 2016	24

Summary and Explanation

The Authority's Constitution

The River Tees Port Health Authority ("the Authority") has agreed to adopt a formal Constitution which sets out how the Authority's duties and functions are executed in practice.

Operation of the Authority

The Authority is a joint board comprising of 17 members who are appointed annually by the four riparian authorities specified within the River Tees Port Health Authority Order 2016 - namely Redcar and Cleveland Borough Council, Hartlepool Borough Council, Middlesbrough Borough Council and Stockton-on-Tees Borough Council.

Members of the Authority must also be members of the Council of the riparian authority responsible for appointing them and, by virtue of such membership, those individuals have agreed to abide by a code of conduct to ensure high standards in the way they undertake their duties.

All the appointed members meet together as the Authority. Meetings of the Authority are normally open to the public.

Decision Making

The provisions of section 99 and Parts I and VI of Schedule 12 of the Local Government Act 1972 apply to meetings of the Authority and decisions of the joint board will be made in accordance with those provisions. Routine operational decisions are delegated to the Authority's officers although such decisions are subject to scrutiny where appropriate.

Staff of the Authority

The Authority is managed by Redcar and Cleveland Borough Council and is part of the Council's management structure. The officers working for the Authority are subject to all the terms and conditions of the Council.

The Adults and Communities Directorate of Redcar and Cleveland Borough Council is responsible for the management and delivery of port health services. The Authority is part of the Environmental Health (Commercial) Team, in the Health Protection and Health Care Quality Section of Public Health within Adults and Communities.

Details of the officers of the Authority, their responsibilities and the management structure are included within this document.

ARTICLE 1 - Constitution

Joint board

- 1.1 The Authority is a joint board consisting of 17 members appointed by the four riparian authorities as specified in the River Tees Port Health Authority Order 2016 - that is to say Redcar and Cleveland Borough Council, Middlesbrough Borough Council, Stockton-on-Tees Borough Council and Hartlepool Borough Council (hereinafter referred to as “the riparian authorities”).

Appointment of Members

- 1.2 Members will be appointed to the joint board by each of the riparian authorities (from members of its council) in the numbers specified below:

Redcar and Cleveland Borough Council:	5 members
Middlesbrough Borough Council:	5 members
Stockton-on-Tees Borough Council:	5 members
Hartlepool Borough Council:	2 members

The riparian authorities shall appoint members to the joint board at meetings to be held in May of each year.

- 1.3 Any vacancies occurring amongst members of the joint board shall be filled by the specified riparian authority in the representation of which the vacancy occurred at a meeting to be held as soon as possible after such occurrence.
- 1.4 The proper officer of each riparian authority shall forthwith notify in writing to the proper officer of the Authority the name, address and occupation of any person appointed by his/her own authority to be a member of the Authority.
- 1.5 A person appointed to be a member of the joint board shall cease to be such a member in the event that he/she ceases to be a member of the Council of the riparian authority by which he was appointed.

Retirement of Members

- 1.6 All members of the Authority shall retire from office, and the newly appointed members shall come into office on 1st June of each year.
- 1.7 A retiring member of the joint board may be re-appointed for a further term of office if at the time of their re-appointment they are otherwise qualified to be so appointed.

Chair and Vice-Chair

- 1.8 The Chair and Vice-Chair of the joint board shall be elected annually by the members of the joint board from amongst the members.
- 1.9 The Chair and Vice-Chair elected each year shall be drawn from two different riparian authorities which shall be selected on a rotational basis in the following order:
- Redcar and Cleveland Borough Council
Hartlepool Borough Council
Middlesbrough Borough Council
Stockton-on-Tees Borough Council.
- 1.10 The election of the Chair and Vice-Chair of the joint board shall be the first business transacted at the annual meeting of the joint board.
- 1.11 In the case of equality of votes, the person presiding at the annual meeting shall give a casting vote in addition to any other vote they may have.
- 1.12 The Chair shall, unless they resign or become disqualified, continue in office until their successor becomes entitled to act as Chair.
- 1.13 During their term of office, the Chair shall continue to be a member of the joint board.

Voting

- 1.14 Voting rights in relation to the joint board shall be applicable only to the individual members specifically appointed to the joint board by the riparian authorities. Such rights shall not apply to individuals attending meetings of the joint board as substitute members who shall be permitted to take part in discussions but who shall not be permitted to cast any vote.

Expenses

- 1.15 Any expense incurred by the Authority in pursuance of its powers and duties shall be apportioned in the following percentages:

Redcar and Cleveland Borough Council:	52%
Stockton-on-Tees Borough Council:	31%
Middlesbrough Borough Council:	15%
Hartlepool Borough Council:	2%

ARTICLE 2 - FUNCTIONS OF THE AUTHORITY AND SCHEME OF DELEGATION

Functions of the Authority

- 2.1 By virtue of the River Tees Port Health Authority Order 2016, the Authority has a number of functions, rights and liabilities of a local authority assigned to it under various enactments. The Order is included within this Constitution at Annex A. Where an amendment or replacement to legislation included in the Order has taken place, the Scheme of Delegation will reflect the current legal position.
- 2.2 The Authority may delegate various functions to its officers in order that those functions are executed in the most practical and efficient manner possible.
- 2.3 Where functions are delegated the following rules will apply:
- (i) The officer to whom a delegated power is given may, (subject to any legal requirement to the contrary), delegate further.
 - (ii) Where any function is delegated to an officer, the joint board (i.e. the Authority) may direct that in any particular case that the delegation is not to apply, and may determine the matter itself.
 - (iii) An officer to whom any function is delegated is not obliged to exercise that obligation and may report to the Authority on any delegated matter.
- 2.4 The exercise of delegated powers under the constitution shall be recorded in writing and reported as soon as is practicable to the Authority.

Scheme of Delegation to Officers

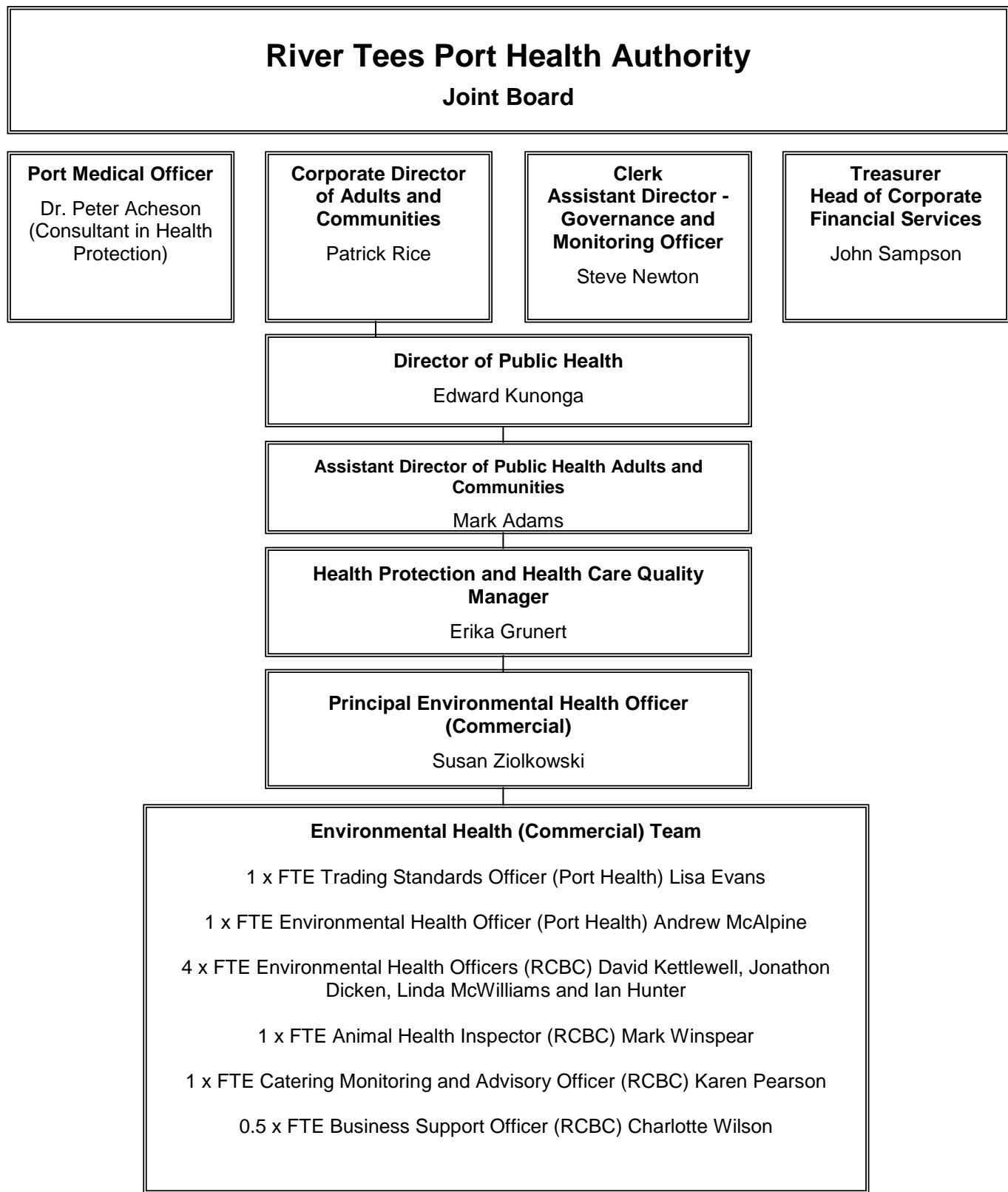
- 2.5 This Scheme sets out the powers that have been delegated to officers. The details of the Scheme are set out in Annex B. Additions and amendments to the Scheme are deemed not to be amendments to the constitution.

ARTICLE 3 – AUTHORITY STRUCTURE

- 3.1 The Authority is managed by Redcar and Cleveland Borough Council and is subject to all policies and procedures of the Council. The Authority operates as part of the Councils Environmental Health (Commercial) Team under the supervision of the Principal Environmental Health Officer (Commercial).
- 3.2 The Environmental Health (Commercial) Team and RTPHA are part of the Health Protection and Health Care Quality Service, which is within the Adults and Communities Directorate. There are two port health officers who carry out the day to day responsibilities of the Authority, supported by other officers of the Environmental Health (Commercial) Team.
- 3.3 There are four officers, who report directly to the joint board:
- a) The Corporate Director of Adults and Communities, Redcar and Cleveland Borough Council.
 - b) The Clerk, Assistant Director - Governance and Monitoring Officer, Corporate Resources, Redcar and Cleveland Borough Council.
 - c) The Treasurer, Head of Corporate Financial Services, Corporate Resources, Redcar and Cleveland Borough Council.
 - d) The Port Medical Officer, Consultant in Health Protection, Public Health England.
- 3.4 The Health Protection and Health Care Quality Service Manager has managerial responsibility for other officers authorised to act on behalf of the Authority. Officers from other riparian authorities who may be seconded to the Authority or who from time to time may have to assist Redcar and Cleveland Borough Council shall work under the direction of the Principal Environmental Health Officer (Commercial) and shall devote the whole of their time, attention and skills to their duties for the receiving authority.
- 3.4 The officer(s) shall faithfully and diligently perform duties and exercise such powers as may from time to time be reasonably assigned to or vested in them by the Principal Environmental Health Officer (Commercial) or the Health Protection and Health Care Quality Manager or under the direction and authority of the Authority. The officer(s) shall obey all reasonable and lawful directions given to them by or under such authority and shall use their best endeavours to promote the interests of the Authority. For the avoidance of doubt, the officer(s) will be subject to day to day line management from the receiving authority but with overall management responsibility falling to the seconding/assisting riparian authority under the contract of employment. The conditions of service of

the seconding/assisting authority shall continue to apply to the officer(s) at all times.

Structure of River Tees Port Health Authority



ARTICLE 4 – PROPER OFFICER APPOINTMENTS

No	Provision	Power	Proper Officer
1	S225 Local Government Act 1972	The officer with whom any document shall be deposited pursuant to the Standing Orders of either House of Parliament or any enactment or instrument	The Clerk
2	S229 Local Government Act 1972	The officer who shall certify a photographic copy of a document	The Clerk
3	S234 Local Government Act 1972	<p>The officer who may authenticate any notice, order or other document which the Authority is authorised or required to give, make or issue under the following legislation or under regulations made pursuant thereto:</p> <ol style="list-style-type: none"> 1) The Agriculture Act 1970 2) Food Safety Act 1990 3) Clean Air Act 1956 4) Public Health Act 1961 5) Clean Air Act 1968 7) Environmental Protection Act 1990 8) Control of Pollution Act 1974 9) Local Government (Miscellaneous Provisions) Act 1976 – sections 16 and 32 only. 10) The Public Health (Control of Diseases) Act 1984 11) The Food Safety and Hygiene (England) Regulations 2013 12) The European Communities Act 1972 (all regulations and any modifications made under this Act) 	Health Protection and Health Care Quality Manager / Principal Environmental Health Officer (Commercial)
4	S234 Local Government Act 1972	The officer who may authenticate any notice, order or other document which the Authority is authorised or	The Clerk

		required to give, make or issue other than those specified above.	
5	Public Health (Control of Disease) Act 1984 as amended and regulations made pursuant thereto	Powers in relation to disease control and public health risk assessments.	Port Medical Officer (Consultant in Health Protection)
6	Any provisions of any Act, Statutory Instrument requiring the appointment of a Proper Officer not dealt with above	Any power or requirement	The Clerk

ARTICLE 5 – AUTHORISATION OF OFFICERS OF THE AUTHORITY

- 5.1 For authorisation and competency of officers please refer to Quality System Procedure: QSP/EHC/06 Authorisation of officers.
- 5.2 The Principal Environmental Health Officer (Commercial) will confirm that each of the riparian authorities has a similar quality system that ensures that only qualified and competent officers are authorised to act on their behalf.
- 5.3 The Principal Environmental Health Officer (Commercial) will record the qualifications and any applicable registration number of any officer authorised to act on behalf of the Authority.

ARTICLE 6 – PROCEDURE FOR SERVICE/AUTHORISATION OF LEGAL DOCUMENTS AND PROCEEDINGS

- 6.1 The Authority is empowered by various enactments to serve legal documents and to institute legal proceedings.
- 6.2 Where the Authority intends to exercise a power of this nature, the procedure detailed below shall be complied with. In addition, the Authority will use best endeavours to comply with the principles contained in the Regulators' Code (<https://www.gov.uk/government/publications/regulators-code>) and with any relevant code of recommended practice and/or official guidance which might exist at the time the power is exercised.

Procedure for Authorisation of Legal Proceedings/Documents

Introduction

- 6.3 The Health Protection and Health Care Quality Manager, the Principal Environmental Health Officer (Commercial), Environmental Health Officers and Trading Standards Officers issue a number of legal documents including and relating to; Statutory Notices, Permits, Simple Cautions and Prosecutions. This documentation will be signed in the name of the individually authorised officer.

Specific Examples

- 6.4 Notices - The decision to serve a legal notice rests with the individual officers and they will prepare and sign all the relevant paperwork.
- 6.5 Simple Cautions - The decision to offer a simple caution will be made in accordance with the Scheme of Delegation and with approval from the Clerk to the Authority and the Corporate Director of Adults and Communities, RCBC. A simple caution will be subject to sufficient evidence to warrant a prosecution.
- 6.6 Prosecutions - The decision to prosecute will be made in accordance with the Scheme of Delegation and the officer will prepare the evidence for the prosecution for approval by the Clerk to the Authority.

Other Issues

- 6.7 Where appropriate, reference will be made to all relevant Statutory Codes of Practice and guidance, including the Regulators' Code and the Authority's Enforcement Policy before legal action is taken. The Enforcement Policy will be followed when any form of legal action is considered.

- 6.8 The Health Protection and Health Care Quality Manager and the Corporate Director of Adults and Communities are authorised to instigate prosecutions and administer simple cautions by virtue of the Scheme of Delegation contained herein.
- 6.9 All decisions made relating to prosecutions and simple cautions will be advised to the Chair and Vice-Chair of the Authority, together with details of the costs of such action.

ANNEX A – Scheme of Delegation to Officers

No.	Powers and Duties	Delegation exercised by any of the officers assigned to each duty/power	Origin and Extent of Delegation	Checks and balances
1	Food Service Plan – Annual Statutory requirement of Food Standards Agency.	<ul style="list-style-type: none"> Principal Environmental Health Officer (Commercial) (PEHO) 	Joint board delegated.	Submitted for member approval as part of Annual Report.
2	Preparation of annual budget.	<ul style="list-style-type: none"> Treasurer Health Protection and Health Care Quality Manager PEHO 	Joint board delegated.	Submitted for member approval.
3	Monitoring of Annual Budget.	<ul style="list-style-type: none"> Treasurer Health Protection and Health Care Quality Manager PEHO 	Joint board delegated.	
4	To address new legislation and respond to consultations.	<ul style="list-style-type: none"> Clerk Health Protection and Health Care Quality Manager PEHO 	Joint board delegated.	In consultation with the Chair or Vice Chair.
5	To secure improvements in service delivery.	<ul style="list-style-type: none"> Health Protection and Health Care Quality Manager PEHO 	Joint board delegated.	In consultation with the Clerk.
6	To review management structures and make changes within budget; To appoint all staff below PEHO.	<ul style="list-style-type: none"> Clerk Corporate Director of Adults and Communities Health Protection and Health Care Quality Manager 	Joint board delegated.	In consultation with the Treasurer and the Clerk with advice from RCBC Human Resources department.
7.	To determine any matter which the Clerk, Treasurer or Corporate Director of Adults and Communities considers to be of such urgency that it is not possible to immediately refer the matter to the relevant decision maker.	<ul style="list-style-type: none"> Clerk Treasurer Corporate Director of Adults and Communities Health Protection and Health Care Quality Manager 	Joint board delegated.	In consultation with Chair/Vice Chair. Subsequent report to members.
8	To authorise any named officer to exercise powers delegated to the Clerk, Treasurer or Corporate Director of Adults and Communities.	<ul style="list-style-type: none"> Clerk Treasurer Corporate Director of Adults and Communities Health Protection and Health Care Quality Manager 	Joint board delegated.	
9	Human Resources functions including conditions of service, designation of posts, recruitment.	<ul style="list-style-type: none"> Clerk Treasurer Corporate Director of Adults and Communities Health Protection and Health Care Quality Manager in accordance with policies of	Joint board delegated.	With advice from RCBC Human Resources department.

		RCBC.		
10	To approve the attendance of employees at training courses.	<ul style="list-style-type: none"> • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager 	Joint board delegated.	
11	To issue Simple Cautions pursuant to those Statutory functions within the remit of the Authority.	<ul style="list-style-type: none"> • Clerk • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager 	Joint board delegated.	
12	To institute, prosecute, defend, withdraw, conduct, settle or appeal any legal proceedings which do not involve the Authority being exposed to a significant level of risk in financial or other terms, on behalf of the Authority; including legal proceedings for contraventions of any of the statutory provisions set out in this scheme, including contraventions of any related statutory instruments, regulations or orders and all appropriate legal proceedings under common law, other than where any statutory provision, enactment or the Authority give specific authority to a particular Officer, including the authentication of such proceedings other than where so authorised pursuant to procedure rules contained in this constitution relating to the authentication of documents for legal proceedings.	<ul style="list-style-type: none"> • Clerk • Health Protection and Health Care Quality Manager • PEHO 	Joint board delegated.	
13	To take any necessary steps, including the commencement of legal proceedings to secure the payment of any debt or to enforce the performance of any obligation due to the Authority and to take any such steps as he may consider necessary to enforce any judgement order.	<ul style="list-style-type: none"> • Clerk 	Joint board delegated.	In consultation with the Corporate Director of People Services and Treasurer.

14	Local Government Act 1972 – Proper Officer functions.	<ul style="list-style-type: none"> • Clerk • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager 	Joint board delegated.	
15	S.151 Local Government Act 1972. Proper Administration of Financial affairs and requirement to report to the Authority any breach.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	
16	S.114 LG Act 1988. Requirement to report to authority if (a) unlawful expenditure (b) unbalanced budget.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	In consultation with Clerk and Chair or Vice-Chair.
17	Accounts and Audit Regulations 1996 – proper accounting records and control systems in accordance with CIPFA Codes of Practice – effective Internal audit.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	
18	Attorney General v Dr. Winton 1906, fiduciary responsibility to local taxpayers.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	
19	Agree payment dates for precepting authorities.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	
20	Prepare Annual Accounts for Audit.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	External Audit.
21	Approve adjustments to Accounts.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	In consultation with the Clerk.
22	Review Insurance Contract.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	In consultation with the Clerk and the Corporate Director of People Services.
23	Develop rolling Audit plan based on risk assessment.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	
24	Reporting of serious weakness in systems and fraud and corruption to the Authority.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	In consultation with the Clerk and the Corporate Director of People Services.
25	Implement the Authority's payroll system and monitor operation.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	

26	Co-ordinate and manage financial transactions with pension funds, inland revenue and charities.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	
27	Operate and Control payments system.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	
28	Operate and Control Debtors systems.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	
29	Develop write off protocols.	<ul style="list-style-type: none"> • Treasurer 	Joint board delegated.	In consultation with the Clerk and the Corporate Director of People Services.
30	Duty or power of the authority to act or take actions under the legislation set out in Annex C.	<ul style="list-style-type: none"> • Clerk • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers • Enforcement Officers 	Joint board delegated.	
31	Exercise of powers of entry, investigation, inspection and ancillary related powers authorised by and contained within those statutes listed in Annex C including all relevant statutory provisions made there under.	<ul style="list-style-type: none"> • Clerk • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers • Enforcement Officers 	Joint board delegated.	
32	To sign and issue statutory notices, directions and orders as the proper officer for statutes in Annex C unless otherwise stated including, but not limited to, authorisation in respect of prescribed processes, enforcement, prohibition, revocation and variation notices. To sign authorisations in respect of prescribed processes.	<ul style="list-style-type: none"> • Clerk • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers 	Joint board delegated.	

33	To appoint and authorise officers and other persons acting on behalf of the Authority to carry out those duties and functions contained within those statutes listed in the Annex C including all relevant statutory provisions made there under including powers of entry, investigation and inspection.	<ul style="list-style-type: none"> • Clerk • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager 	Joint board delegated.	
34	Food Safety Act 1990: To exercise the powers of an authorised officer under the Food Safety Act 1990 as amended Sections 9, 10, 12, 29, 30, 32 and any other relevant regulations and provisions made there under. Food Safety and Hygiene (England) Regulations 2013: To exercise the powers of an authorised officer under the Food Safety and Hygiene (England) Regulations 2013, Regulations 6, 8, 9, 10, 14, 15, 16 and 29.	<ul style="list-style-type: none"> • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager • PEHO • Environmental Health Officers • Trading Standards Officers 	Joint board delegated.	
35	Authority to: Grant and issue full and conditional approvals of product specific establishments under the provision of the Food Safety and Hygiene (England) Regulations 2013.	<ul style="list-style-type: none"> • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager • PEHO 	Joint board delegated.	
36	Authority to: Refuse, suspend, or withdraw approvals of conditional approvals or product specific establishments under the provision of the Food Safety and Hygiene (England) Regulations 2013.	<ul style="list-style-type: none"> • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager • PEHO 	Joint board delegated.	
37	Appointment of Veterinary Officers for duties as Port Official Veterinary.	<ul style="list-style-type: none"> • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager 	Joint board delegated.	In consultation with Chair or Vice Chair.
38	Food hygiene training: Power to set charges and vary as appropriate.	<ul style="list-style-type: none"> • PEHO 	Joint board delegated.	

39	Power to Appoint: Public Analyst Food Examiner.	<ul style="list-style-type: none"> • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager 	Joint board delegated.	In consultation with Chair/Vice Chair.
40	Food and Environmental Protection Act, 1985 (as Amended): Power to take emergency action on behalf of the FSA to protect foodstuffs.	<ul style="list-style-type: none"> • Corporate Director of Adults and Communities • Health Protection and Health Care Quality Manager • PEHO 	Joint board delegated.	
41	Review of Authority Health and Safety Policy.	<ul style="list-style-type: none"> • Health Protection and Health Care Quality Manager • PEHO 	Joint board delegated.	In consultation with the Clerk.

ANNEX B - Scheme of Delegation to Officers

This list of Statutes encompasses all directions, orders and regulations made there under:

- Public Health Act 1875
- Public Health Act 1936
- Public Health Act 1961
- Slaughterhouses Act 1974
- Control of Pollution Act 1974
- Local Government Act 1972 (as amended)
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government Act 1988
- Accounts and Audit Regulations 1996
- Building Act 1984 (c.55)
- Food Safety Act 1990 (c.16)
- Water Industry Act 1991 (c.56)
- Clean Air Act 1993 (c.11)
- Noise and Statutory Nuisance Act 1993 (c.40)
- The European Communities Act 1972
- The Health Act 2006
- The Smoke-free (Premises and Enforcement) Regulations 2006
- Trade in Animals and Related Products Regulations 2011 (as amended)
- The Transmissible Spongiform Encephalopathies (England) Regulations 2010
- Animal By-Products (Enforcement) (England) Regulations 2013
- Animal Feed (England) Regulations 2010
- The Official Feed and Food Controls (England) Regulations 2009 as amended and all Emergency Control Declarations made thereunder
- All Emergency Control Regulations
- Prevention of Damage by Pests Act 1949
- Environmental Protection Act 1990
- Pollution and Prevention Control Act, 1999
- Environmental Permitting (England and Wales) Regulations 2016
- Food and Environment Protection Act 1985
- Feed (Sampling and Analysis and Specified Undesirable Substances) (England) Regulations 2010
- The Organic Products Regulations 2009 (as amended)
- The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011
- The Contaminants in Food (England) Regulations 2013
- Materials and Articles in Contact with Food (England) Regulations 2012
- The Food Information Regulations 2014
- Animal Feed (Composition, Marketing and Use) (England) Regulations 2015 (as amended)

- Animal Feed (Hygiene, Sampling, etc. and Enforcement) (England) Regulations 2015
- Animal Feed (Composition, Marketing and Use) (England) Regulations 2015
- Country of Origin of Certain Meats (England) Regulations 2015
- All Emergency Control Regulations

Scheme of Delegation to Officers to which Delegated Powers 31 to 37 apply

This list of Statutes encompasses all directions, orders and regulations made there under:

- The Food Safety and Hygiene (England) Regulations 2013 (as amended)
- The Food Safety Act 1990 as amended
- The Agricultural Act 1970 as amended
- The Public Health (Control of Diseases) Act 1984 (as amended)
- The European Communities Act 1972
- The Health Act 2006
- The Smoke-free (Premises and Enforcement) Regulations 2006
- Trade in Animals and Related Products Regulations 2011
- The Transmissible Spongiform Encephalopathies (England) Regulations 2010
- Animal By-Products (Enforcement) (England) Regulations 2013
- Animal Feed (England) Regulations 2010
- The Official Feed and Food Controls (England) Regulations 2009 as amended and all Emergency Control Declarations made there under
- All Emergency Control Regulations
- Feed (Sampling and Analysis and Specified Undesirable Substances) (England) Regulations 2010
- Prevention of Damage by Pests Act 1949
- Environmental Protection Act 1990
- Public Health Act 1936
- Public Health Act 1961
- Pollution and Prevention Control Act 1999
- Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)
- Environmental Permitting (England and Wales) Regulations 2016
- Food and Environment Protection Act 1985
- Materials and Articles in Contact with Food (England) Regulations 2012
- The Contaminants in Food (England) Regulations 2013
- The Organic Products Regulations 2009 as amended
- The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011
- The Food Information Regulations 2014

- Animal Feed (Composition, Marketing and Use) (England) Regulations 2015
- Animal Feed (Hygiene, Sampling, etc. and Enforcement) (England) Regulations 2015
- Animal Feed (Composition, marketing and use) (England) Regulations 2015
- Country of Origin of Certain Meats (England) Regulations 2015

**ANNEX C - RIVER TEES PORT HEALTH AUTHORITY ORDER
2016**

2016 No. 644

PORT HEALTH AUTHORITIES, ENGLAND

The River Tees Port Health Authority Order 2016

Made - - - - *13th June 2016*

Coming into force - - *14th June 2016*

The Secretary of State for Health makes the following Order in exercise of powers conferred by sections 2(3) and (4)(b), 3, 4(1) and 5(2) of the Public Health (Control of Disease) Act 1984(a) and section 241 of the Local Government Act 1972(b).

The Secretary of State has given notice as required by sections 2(6) and 4(2) of the Public Health (Control of Disease) Act 1984(c) and has not received any notice of objection.

Citation, commencement, application and interpretation

1.—(1) This Order may be cited as the River Tees Port Health Authority Order 2016 and comes into force on 14th June 2016.

(2) This Order applies to England.

(3) In this Order—

“the Act” means the Public Health (Control of Disease) Act 1984;

“the joint board” means the joint board established under article 3;

“the Port of Tees and Hartlepool” means the port of that name as appointed for the purposes of customs and excise under section 19(1) of the Customs and Excise Management Act 1979(d) (appointment of ports etc.); and

“the relevant riparian authorities” means Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council(e).

(4) References in this Order to reference points are to be construed as references to National Grid reference points.

(a) 1984 c.22; section 3 of the Public Health (Control of Disease) Act 1984 (“the Act”) was amended by the Food Safety Act 1990 (c.16), Schedule 3, paragraph 26, and section 5(2) of the Act was amended by the Health and Social Care Act 2008 (c.14), Schedule 11, paragraph 4.

(b) 1972 c.70; section 241 has been extended by section 3(3) of the Act.

(c) Where the Secretary of State proposes to make an order under section 2 of the Act, the Secretary of State is required, under section 2(6), to give notice of the proposal to every riparian authority who will under the order be liable to contribute to the expenses of the port health authority. In addition, if a port health authority order is to be revoked, under section 4(2), the Secretary of State must also give notice to the port health authority concerned and every authority which is, or under the proposed order will be, a constituent authority.

(d) 1979 c.2; the Port of Tees and Hartlepool was appointed for these purposes under section 19(1) by S.I. 1980/485.

(e) See section 2(2) of the Act for the meaning of “riparian authority”.

The port health district

2.—(1) For the purposes of section 2 of the Act (port health districts and authorities), the area described in paragraph (2) is to constitute a port health district.

(2) The area described in this paragraph consists of those parts of the Port of Tees and Hartlepool together with such land and water as is specified in sub-paragraphs (a) to (c)—

- (a) that part of the Port of Tees and Hartlepool which lies upstream of a line drawn from the most northerly point of the North Gare Breakwater (reference point NZ5442 2843) and the South Gare Buzzer House (reference point NZ5580 2840), including those waters of the River Tees as far as the tide flows up stream to the Tees Barrage (reference point NZ4624 1903);
- (b) any wharf, dock, jetty or similar structure on the riverside of, or projecting into, that part of the Port of Tees and Hartlepool and the River Tees described in sub-paragraph (a); and
- (c) any structures and buildings on areas within the gates of any wharf, dock, jetty or similar structure within the districts of the relevant riparian authorities.

The port health authority

3.—(1) The port health authority for the port health district constituted under article 2 is a joint board consisting of 17 members.

(2) The members of the joint board must be appointed by the relevant riparian authorities from the members of their respective councils as follows—

- (a) five members from Redcar and Cleveland Borough Council;
- (b) five members from Stockton-on-Tees Borough Council;
- (c) five members from Middlesbrough Borough Council; and
- (d) two members from Hartlepool Borough Council.

(3) The joint board constituted under paragraph (1) is to be a body corporate called the River Tees Port Heath Authority.

Appointment of members to and meetings of the joint board

4.—(1) The relevant riparian authorities must appoint members to the joint board at meetings to be held in May of each year.

(2) The joint board must meet at least four times in each year.

(3) If a person appointed to the joint board is unable to attend any meeting of the joint board, another member of the council of the relevant riparian authority of which that person is a member may attend that meeting instead.

(4) Any vacancy occurring amongst members of the joint board must be filled by the relevant riparian authority in relation to whose representation the vacancy occurred at a meeting to be held as soon as possible after each such occurrence.

(5) At least 3 days before a meeting of a relevant riparian authority at which it is proposed to appoint a member of the joint board, the proper officer^(a) of that authority must give notice of the meeting, and of the proposed appointment, to every member of that authority.

(6) The proper officer of a relevant riparian authority must immediately give notice in writing to the proper officer of the joint board of the name, address and occupation of any person appointed by that officer's authority to be a member of the joint board.

(7) A person appointed to the joint board ceases to be a member of the board if that person ceases to be a member of the council of the relevant riparian authority by which they were appointed.

(a) Under section 74 of the Act (interpretation), a "proper officer" means, in relation to a purpose and to an authority, an officer appointed for that purpose by that authority.

Retirement of members

5.—(1) All members of the joint board must retire from office and the newly appointed members come into office on the first Friday in June of each year.

(2) If, but for paragraph (1), a retiring member of a joint board is qualified to be appointed to the board, that member may be re-appointed for a further term of office.

Chair of the joint board

6.—(1) The members of the joint board must elect the chair of the joint board annually from amongst the members.

(2) The election of the chair must be the first business transaction at the annual meeting of the joint board which takes place on the first Friday in June of each year.

(3) If, in the election of the chair, there is an equality of votes, the person presiding at the annual meeting has a casting vote in addition to any other vote which that person may have.

(4) Unless the chair resigns or becomes disqualified to act as chair, the chair is to continue in office until a successor is elected as chair.

(5) During a person's term of office as chair, that person is to continue to be a member of the joint board.

Jurisdiction

7. The joint board as port health authority has jurisdiction over all waters and land within the port health district.

Application of provisions of Local Government Act 1972 to the joint board

8.—(1) For the purposes of section 241 of the Local Government Act 1972(a) (power to apply provisions of Act to joint boards etc.), the provisions of that Act which are listed in Schedule 1 are to apply to the joint board as port health authority.

(2) In the application of those provisions by paragraph (1), a reference in that Act—

- (a) to local authorities or to any council, is to be read as a reference to the joint board;
- (b) to an office held under that Act or otherwise, is to be read as a reference to the office of member of the joint board; and
- (c) to functions, is to be read as functions conferred on the joint board as port health authority under this Order.

Functions assigned to the joint board

9.—(1) The functions, rights and liabilities of a local authority or a food authority under the enactments specified in Schedule 2 are assigned to the joint board as port health authority in so far as they are applicable to a port health authority and to any land, waters, premises, vessels or persons within its jurisdiction.

(2) Subject to paragraph (3), the enactments specified in Schedule 2 in respect of the functions, rights and liabilities that are assigned to the joint board under paragraph (1), are to have effect as if—

- (a) any vessel lying within the jurisdiction of the joint board is a house, building or premises; and
- (b) the master or other officer or person in charge of the vessel is the occupier.

(3) This article does not apply to—

(a) 1972 c.70.

- (a) any vessel belonging to Her Majesty; or
- (b) any vessel engaged in the service of Her Majesty, whether belonging to Her Majesty or not; or
- (c) any vessel belonging to the armed forces of any country to which the provisions of the Visiting Forces Act 1952(a) apply by virtue of section 1(b) (countries to which Act applies) of that Act.

Expenses

10. Any expenses incurred by the joint board must be defrayed out of a common fund which is to be contributed to by the relevant riparian authority specified in column 1 of the following table in the proportion specified in relation to that authority in column 2 of that table—

Table

<i>Column 1</i>	<i>Column 2</i>
Redcar and Cleveland Borough Council	52%
Stockton-on-Tees Borough Council	31%
Middlesbrough Borough Council	15%
Hartlepool Borough Council	2%

Accounts and audit

11. All accounts of the joint board must be prepared and audited in accordance with the Local Audit and Accountability Act 2014(c).

Revocation

12. The River Tees Port Health Authority Order 1982(d) is revoked.

Signed on behalf of the Secretary of State for Health.

13th June 2016

Ailsa Wight
Member of the Senior Civil Service
Department of Health

-
- (a) 1952 c.67.
 - (b) Section 1 was amended by the Zanzibar Act 1963 (c.55), Schedule 1, paragraph 7; the Zambia Independence Act 1964 (c.65), Schedule 1, paragraph 7; the Botswana Independence Act 1966 (c.23), Schedule 1, paragraph 7; the Lesotho Independence Act 1966 (c.24), Schedule 1, paragraph 7; the Singapore Act 1966 (c.29), Schedule 1, paragraph 4; the Swaziland Independence Act 1968 (c.56), Schedule 1, paragraph 7; the Tonga Act 1970 (c.22), Schedule 1, paragraph 6; the Papua New Guinea, Western Samoa and Nauru (Miscellaneous Provisions) Act 1980 (c.2), Schedule, paragraph 9; the New Hebrides Act 1980 (c.16), Schedule 1, paragraph 4; the Bangladesh Act 1973 (c.49), Schedule 1, paragraph 2; the Brunei and Maldives Act 1985 (c.3), Schedule, paragraph 6; the Pakistan Act 1990 (c.14), Schedule, paragraph 5; the Namibia Act 1991 (c.4), Schedule, paragraph 4; the South Africa Act 1995 (c.3), Schedule 1, paragraph 5(1); the Commonwealth Act 2002 (c.39), Schedule 2, paragraph 3(1); S.I. 1978/1030, 1978/1899, 1979/917, 1980/701, 1981/1105 and 1983/882. There are other amending enactments but none is relevant.
 - (c) 2014 c.2. A port health authority for a port health district that is wholly in England is a “relevant authority” for the purposes of section 2(1) (relevant authorities) of the 2014 Act. See paragraph 15 of Schedule 2 (relevant authorities).
 - (d) S.I. 1982/1274.

SCHEDULE 1

Article 8

Provisions of the Local Government Act 1972 applied to the Port Health Authority

Local Government Act 1972(a)	
Sections 79-82	Qualifications and disqualifications
Section 84	Resignations
Section 85	Vacation of office by failure to attend meetings
Section 88(1) and (2)	Filling casual vacancy in the office of chairman
Section 92	Proceedings of disqualification
Sections 99 and Parts 1 and 6 of Schedule 12	Meetings and proceedings of local authorities
Section 100	Admission of the public and press to meetings
Sections 101-102	Arrangements for discharge of functions by local authorities and appointment of committees
Section 111	Subsidiary powers of local authorities
Section 112-117 and 119	Staff
Sections 120-123 and 128-131	Land transactions
Section 132	Provision of offices
Section 135	Contracts
Section 140	Insurance against accidents to members
Section 143	Subscription to associations
Sections 222-223	Legal proceedings
Sections 224-234	Documents and notices, etc.

SCHEDULE 2

Article 9

Functions etc. of authorities assigned to the Port Health Authority

Public Health Act 1936(b)	
Section 1(1) (insofar as it relates to sections 45, 49-52, 83 and 264)	Duty to enforce the Act
Section 45	Buildings with defective closets capable of repair
Section 48	Power to examine and test drains etc.
Section 49	Rooms over closets of certain types etc.
Section 50	Overflowing and leaking cesspools
Section 81	Byelaws for the prevention of certain nuisances
Section 82	Byelaws as to removal through streets of offensive matter or liquid
Sections 83 to 86	Filthy or verminous premises or articles, verminous persons and provision of cleansing stations
Section 140	Power to close, or restrict use of water from, polluted water supply

(a) 1972 c.70

(b) 1936 c.49.

Sections 260, 264-265	Provisions relating to watercourses, ponds, ditches and culverts
Section 268(4)	Byelaws relating to nuisances arising from tents, vans, sheds, etc.
Part 12	Miscellaneous provisions (including powers of entry)
Public Health Act 1961(a)	
Section 36	Power to require vacation of premises during fumigation
Section 73	Derelict petrol tanks
Slaughterhouses Act 1974(b)	
Part 1	Slaughterhouses and knackers' yards
Control of Pollution Act 1974(c)	
Part 3	Noise
Part 5	Supplementary provisions (including powers of entry and inspection, obtaining information and default powers)
Local Government (Miscellaneous Provisions) Act 1976(d)	
Section 16	Power of local authorities to obtain particulars of persons interested in land
Section 32	Power of local authorities to execute works outside their areas
Section 41	Evidence of resolutions and minutes of proceedings etc.
Public Health (Control of Disease) Act 1984(e)	
Section 45M and all functions conferred under the Health Protection (Part 2A Orders) Regulations 2010(f)	Local authority power to apply to a justice of the peace for an order to protect human health from risk of infection or contamination
Section 46	Duty to arrange for a body to be buried or cremated
Section 48	Removal of body to mortuary or for immediate burial
Building Act 1984(g)	
Section 76	Powers to deal with defective premises
Food Safety Act 1990(h)	Food authority enforcement functions relating to food safety
Water Industry Act 1991(i)	
Part 3	Water supply
Clean Air Act 1993(j)	Air pollution
Noise and Statutory Nuisance Act 1993(k)	Noise pollution (street noise)
The Private Water Supplies Regulations 2009(l)	Private water supplies

- (a) 1961 c.64.
(b) 1974 c.3.
(c) 1974 c.40.
(d) 1976 c.57.
(e) 1984 c.22.
(f) S.I. 2010/658.
(g) 1984 c.55.
(h) 1990 c.16.
(i) 1991 c.56.
(j) 1993 c.11.
(k) 1993 c.40.
(l) S.I. 2009/3101.

The Official Feed and Food Controls (England) Regulations 2009(a)	Execution and enforcement of import controls. Designation of competent authority.
The Health Protection (Local Authority Powers) Regulations 2010(b)	Health protection powers
The Transmissible Spongiform Encephalopathies (England) Regulations 2010(c)	Arrangements and enforcement to prevent, control and eradicate transmissible spongiform encephalopathies
The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011(d)	Execution and enforcement of conditions and procedures for the import of polyamide and melamine plastic kitchenware from China and Hong Kong.
The Animal By-Products (Enforcement) (England) Regulations 2013(e)	Enforcement

EXPLANATORY NOTE

(This note is not part of the Order)

This Order constitutes the Port of Tees and Hartlepool port health district. It constitutes a joint board, consisting of representatives from the Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council to be the port health authority for that district. Provision is also made for those authorities to contribute to the expenses of the joint board.

Articles 8 and 9 and Schedules 1 and 2 relate to the jurisdiction and functions of the joint board as port health authority.

Article 12 revokes the River Tees Port Health Authority Order 1982.

A full impact assessment has not been produced for this instrument as no impact on the private or voluntary sector is foreseen.

© Crown copyright 2016

Printed and published in the UK by The Stationery Office Limited under the authority and superintendence of Carol Tullo, Controller of Her Majesty's Stationery Office and Queen's Printer of Acts of Parliament.

-
- (a) S.I. 2009/3255.
 - (b) S.I. 2010/657.
 - (c) S.I. 2010/801.
 - (d) S.I. 2011/1517.
 - (e) S.I. 2013/2952.

£6.00

UK2016061326 06/2016 19585

<http://www.legislation.gov.uk/id/uksi/2016/644>

ISBN 978-0-11-114753-5



9 780111 147535

River Tees Port Health Authority

Memorandum of Understanding



Public

To: River Tees Port Health Authority **Date:** 7 June 2019

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

Portfolio: River Tees Port Health Authority

Outcome: Public Health

1 What is the purpose of this report?

- 1.1 To present to River Tees Port Health Authority (RTPHA) the Memorandum of Understanding for annual approval.

2 What is the background to this report?

- 2.1 The Authority's Memorandum of Understanding (MOU) is reviewed annually and when any significant amendments are required to ensure the effective and lawful operation of RTPHA.

Members are informed that there have been no amendments to the MOU.

3 Who will this benefit and how?

- 3.1 The Memorandum of Understanding sets out the understanding of River Tees Port Health Authority (RTPHA) under the management of Redcar and Cleveland Borough Council (RCBC), and the riparian authorities, Stockton-on-Tees Borough Council, Middlesbrough Council and Hartlepool Borough Council, of the principles that will underlie the relations between them.

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 The Memorandum of Understanding is necessary to ensure the effective delivery of the service.

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

- 6.1 There are no resource implications associated with this report.

7 What will be the impact on equality and diversity?

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

8 What will be the impact on our carbon footprint?

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

9 Are there any legal considerations?

9.1 The Memorandum of Understanding must reflect the current status and arrangements for the delivery of services provided by RTPHA.

10 What are the risks involved?

10.1 The Memorandum of Understanding sets out the relationship between RTPHA and the riparian authorities that fund the service. It includes the standards and mechanisms for decision making, and ensures that any actions taken by the Authority in fulfilling its duties and responsibilities are lawful, efficient and transparent.

11 What options have been considered?

11.1 There are no other options to consider.

12 Recommendations

12.1 The River Tees Port Health Authority Memorandum of Understanding be approved by members.

13 Appendices and further information

13.1 Appendix D River Tees Port Health Authority Memorandum of Understanding for Approval 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



Memorandum of Understanding

Between River Tees Port Health Authority
and the Riparian Authorities
2019/20

For Approval June 2019



Stockton-on-Tees
BOROUGH COUNCIL



1. Introduction

- 1.1. This Memorandum sets out the understanding of River Tees Port Health Authority (RTPHA) under the management of Redcar and Cleveland Borough Council (RCBC), and the riparian authorities, Stockton-on-Tees Borough Council, Middlesbrough Council and Hartlepool Borough Council, of the principles that will underlie the relations between them.
- 1.2. This Memorandum is a statement of intent and should not be interpreted as a binding agreement. It does not create legal obligations between the parties but will allow the parties to make representations to each other on the arrangements for the delivery of the services provided by RTPHA, and on behalf of the riparian authorities.
- 1.3. RTPHA will communicate to the riparian authorities any matters that may have significant concern for any or all of the riparian authorities. This includes the import of food, feed and relevant products through Tees Port, the state of public health including risks from infectious diseases introduced through Tees Port and any significant risks identified through the inspection of any ship within Tees Port.

2. Relationships and Responsibilities

- 2.1. The services of RTPHA are managed by RCBC this being an administrative arrangement by virtue of sections 101, 102, 103, 112 and 113 of the Local Government Act 1972, and sections 19 and 20 of the Local Government Act 2000 and the regulations made under these Acts; together with the general power within section 2 of the Local Government Act 2000 and the supporting provisions within section 111 Local Government Act 1972.
- 2.2. RCBC is responsible for the delivery of port health services within Tees Port. This includes the inspection of ships entering the port, the issue of ship sanitation certificates, import controls for food, feed and relevant products, infectious disease controls and the inspection of food premises and prescribed processes within the port.
- 2.3. RTPHA will establish and maintain written procedures for the effective delivery of port health services. This includes the proper authorisation of officers of RTPHA and of the Port Medical Officer, the inspection of ships and relevant premises within the port, the enforcement of official controls including the inspection, sampling, seizure and detention of food, feed and relevant products entering the port, and the investigation of infectious disease on board ships and within the port.
- 2.4. An annual service plan will be provided in accordance with the Food Standards Agency Framework Agreement on Food and Feed Law Enforcement and will be presented to the joint board for approval.
- 2.5. RTPHA will maintain liaison arrangements with the Food Standards Agency, Public Health England, the Environment Agency, UK Border Agency, Cleveland

Emergency Planning Unit, the port operator, importers, shipping agents and other relevant stakeholders.

- 2.6. There are no specific duties or responsibilities placed upon the riparian authorities in respect to port health services. However, riparian authorities may be requested to provide assistance in matters that are considered to have significant importance to the protection of public health or the enforcement of official controls. If such assistance is requested, the need for this will be clearly communicated to relevant senior officers within riparian authorities and the level of assistance agreed.
- 2.7. Matters considered to have significant importance, referred to above may include:
 - a. An outbreak of infectious disease that extends outside of the port and outside the boundaries of Redcar and Cleveland Borough Council.
 - b. The tracing of food, feed and relevant products imported through Tees Port that is believed to be unsafe and has entered into one or more the riparian authority areas.
 - c. Any other matter that is likely to have a major local or regional impact.
- 2.8. In the unlikely event that RTPHA (or RCBC) is not able to respond to a request from a shipping agent for a ship sanitation certificate inspection this would be referred to the riparian authority in whose area where the ship is to berth. It will be the responsibility of the riparian authority to determine if it can respond to such a request. The riparian authority is not expected to respond directly to the shipping agent as RTPHA will act as liaison for all such matters.
- 2.9. RTPHA will provide an annual port health training day for officers of the riparian authorities to ensure they remain familiar with port health procedures. RTPHA will provide opportunities for officers from the riparian authorities to gain experience of port health functions, in particular, procedures and arrangements for entering and conduct within the port. The role of officers of the riparian authorities will be limited to assisting in matters relating to the control of imported food, feed and relevant products which will be reflected in their authorisations.
- 2.10. The safety of officers visiting the port is the primary responsibility of RTPHA in accordance with the health and safety policies for RTPHA and RCBC. This will include the provision by RTPHA of any specialist safety equipment where this is a requirement of the port operator. The riparian authorities must provide their officers with individual personal protective equipment, in particular safety shoes. Each riparian authority is responsible for providing insurance for its own officers when they act as an authorised officer of RTPHA within the Authority's jurisdiction.

3. Communication and Arrangements

- 3.1. RTPHA, RCBC and the riparian authorities are committed to the principle of good communication. The aim of which is to allow representations to be made to each other and in sufficient time for those representations to be fully considered.

- 3.2. RCBC will inform the riparian authorities of the performance of RTPHA and facilitate the provision of information by at least quarterly meetings which will take place at least two weeks before the meeting of the joint board. The papers that will be presented to the joint board will be provided to the Heads of Services of the riparian authorities in advance of the quarterly meetings. In addition to these meetings RCBC will inform the riparian authorities of any significant change or event which may impact upon RCBC's ability to deliver and manage the services provided by RTPHA.
- 3.3. RCBC will endeavour to respond quickly to requests for information from the riparian authorities in respect to all matters connected to RTPHA, in particular the management and delivery of the port health service.

4. Budget

- 4.1. The RTPHA is funded by the four riparian authorities and the contributions are set out in the River Tees Port Health Authority Order 2016 as follows:

Redcar and Cleveland BC	52%
Stockton on Tees BC	31%
Middlesbrough C	15%
Hartlepool BC	2%

- 4.2. The financial processes relating to budget and actual expenditure will be subject to review by RCBC's internal auditors. Final accounts are independently audited by RCBC External Auditors or their nominated appointees.
- 4.3. The Service Plan will detail the demands on the service related to each riparian authority and will reflect each Authority's expenses contribution.

5. Overview and Scrutiny

- 5.1. The joint board of RTPHA will review or scrutinise decisions made, or other action taken, in connection with the discharge of port health services by officers of RTPHA and officers of RCBC acting on behalf of RTPHA.

6. Review

- 6.1. This Memorandum of Understanding will be reviewed by RTPHA in consultation with the riparian authorities at least annually and updated as necessary. It will be presented to the joint board for information.

River Tees Port Health Authority

Enforcement Policy 2019



Public

To: River Tees Port Health Authority **Date:** 7 June 2019

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

Portfolio: River Tees Port Health Authority

Outcome: Public Health

1 What is the purpose of this report?

- 1.1 The Authority must have an Enforcement Policy to ensure that it acts fairly and consistently when taking enforcement action and that it has considered all relevant legislation and guidance.

2 What is the background to this report?

- 2.1 The Authority's Enforcement Policy is reviewed annually and when any significant amendments are required to ensure the effective and lawful operation of River Tees Port Health Authority (RTPHA).

Members are informed that there have been no changes to the policy.

3 Who will this benefit and how?

- 3.1 The policy states the priorities of RTPHA when considering enforcement action and establishes the framework for enforcement decisions. This will ensure that authorised officers exercise their delegated powers in an appropriate manner and in accordance with the policy. Any failure to follow the standards set out in the policy will be acted upon and notified to members.

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 The Enforcement Policy is necessary to ensure the effective and lawful delivery of the service.

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

- 6.1 There are no resource implications associated with this report.

7 What will be the impact on equality and diversity?

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

8 What will be the impact on our carbon footprint?

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

9 Are there any legal considerations?

9.1 Yes. Failure to abide by the principles of good enforcement set out in the Regulators' Code (April 2014) which is issued under the Legislative and Regulatory Reform Act 2006, the Code for Crown Prosecutors and the Regulatory Enforcement and Sanctions Act 2008, may prejudice any enforcement action considered or taken by RTPHA.

10 What are the risks involved?

10.1 Failure to gain member approval will lead to the absence of an Enforcement Policy for RTPHA and therefore the absence of a framework upon which to base enforcement decisions.

11 What options have been considered?

11.1 There are no other options.

12 Recommendations

12.1 That the River Tees Port Health Authority Enforcement Policy 2019 be approved by members.

13 Appendices and further information

13.1 Appendix E - River Tees Port Health Authority Enforcement Policy 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



River Tees Port Health Authority Enforcement Policy

For approval June 2019

Contents

Introduction	3
1. Enforcement.....	4
2. Principles of Enforcement	4
3. Authorisation of Officers	5
4. Offences and Penalties.....	5
5. Primary Authority Scheme	5
6. Investigation with other Agencies.....	5
7. Equality and Diversity.....	6
8. Consultation and Review.....	6
9. Powers of Entry	6
10. Primary Legislation	6
12. Enforcement Options	7
13. Seizure and Detention of Food	10
12. Relevant Guidance	11

Introduction

The Enforcement Policy applies to all the functions of River Tees Port Health Authority (RTPHA) and details the Authority's approach to enforcement in accordance with relevant legislation, statutory codes of practice and other guidance.

RTPHA is constituted by the River Tees Port Health Authority Order 2016 and a joint board of seventeen members from the riparian authorities oversees its functions. These governance arrangements are detailed in the Order and the Authority's constitution.

The functions and responsibilities of RTPHA include the inspection of ships, enforcement of food, feed and environmental protection laws, and the prevention and control of infectious diseases.

Redcar and Cleveland Borough Council (RCBC), manages the port health service on behalf of the other riparian authorities of Stockton-On-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council.

The port health service operates within the Environmental Health (Commercial) Team of RCBC which is managed by the Principal Environmental Health Officer (Commercial).

The policy has been prepared in accordance with relevant legislation and guidance and in particular the Regulators' Code. The Enforcement Policy has received approval from the joint board of RTPHA and will be reviewed annually.

1. Enforcement

- 1.1. Enforcement is defined as including any advice, inspection, action, instruction or warning, caution, prosecution (or other types of court action, for examples a warrant) taken in relation to a person or organisation who is or is believed to be acting unlawfully.
- 1.2. RTPHA will take a graduated approach to enforcement of legislation. All person(s) and companies will be encouraged to understand the nature and extent of their responsibilities and comply voluntarily. The Authority will pursue prosecution where circumstances indicate a significant risk or crime or where formal action is otherwise in the public interest.
- 1.3. In considering whether to initiate enforcement action RTPHA will take account of the following:
 - Code for Crown Prosecutors.
 - Regulators' Code.
 - Police and Criminal Evidence Act 1984 (and associated Code of Practice).
 - Criminal Procedure and Investigations Act 1996 (CPIA).
 - Regulation of Investigatory Powers Act 2000 (RIPA).
 - Regulatory Enforcement and Sanctions Act 2008.
 - Legislative and Regulatory Reform Act 2006.
 - Powers of Entry Code of Practice.
 - Other service specific codes or guidance.

2. Principles of Enforcement

- 2.1. RTPHA will ensure that its approach to regulation is underpinned by the principles of enforcement as follows:
- 2.2. Proportionality in the application of the law and in securing compliance. The Authority will ensure that any action it takes to achieve compliance or bring individuals/companies to account for non-compliance will be proportionate to risks and/or to the seriousness of the breach.
- 2.3. Consistency of approach and application. The Authority will carry out its activities in a fair, equitable and consistent manner. In each case officers will consider a number of variables including:
 - the degree of risk.
 - the attitude and competence of management/business operator/duty holder.
 - the previous history of the business operator/duty holder.
 - the seriousness of the breach.
- 2.4. The Authority will ensure that it has procedures in place to promote and ensure consistency between officers, other authorities and enforcement bodies.
- 2.5. Transparency regarding the operation of the port health service and that those whose activities are regulated by the Authority know what may expect from the Authority.

RTPHA will assist and advise duty holders to understand and fulfil their responsibilities and will provide information on the Authority's role as a regulator.

- 2.6. Individuals or businesses have a right to query or appeal against enforcement action where there are statutory appeal mechanisms. Details of the mechanisms for query or appeal will be provided where appropriate.
- 2.7. Targeting of enforcement action. The Authority will direct its regulatory effort primarily towards those whose activities give rise to the most serious risk or where the risks are less well controlled. Action will be focused on those directly responsible for any breach and who are best placed to control it.

3. Authorisation of Officers

- 3.1. The Authority has a system for delegating authorisation to individual officers. This delegation is contained in the Authority's constitution which is available upon request or online at <http://www.teesporthealth.co.uk/>.
- 3.2. Only officers who are competent by, qualification training and/or experience will be authorised to take enforcement action.

4. Offences and Penalties

- 4.1. The courts will impose appropriate sentence/s upon conviction in accordance with provisions detailed in legislation and sentencing guidelines. The alleged offences and potential penalties will be made clear to prospective defendants throughout the investigation.

5. Primary Authority Scheme

- 5.1. The Authority is committed to the Primary Authority scheme. The Primary Authority scheme gives companies the right to form a statutory partnership with a single local authority, which then provides robust and reliable advice for other authorities to take into account when carrying out inspections or dealing with non-compliance.
- 5.2. When considering enforcement action officers will notify and agree any legal action with the Primary Authority associated with a business (if such a partnership exists) before taking action unless enforcement action is required to deal with an imminent risk. More information on the Primary Authority scheme is available from: <https://primaryauthorityregister.info/par/index.php/home>

6. Investigation with other Agencies

- 6.1. Where an enforcement role is shared with another agency, RTPHA will undertake joint enforcement activity in order to minimise any unnecessary duplication and delay.

Joint working may be undertaken with agencies including local or port health authorities, the Police, HM Revenue and Customs or any other relevant agency as appropriate.

7. Equality and Diversity

- 7.1. RTPHA will ensure that decisions are not influenced by the gender, disability, religion or political belief, language, ethnicity or sexual preferences of offenders, victims or witnesses. The Authority will provide translators for interviews where the interviewee's first language is not English and consider the provision of correspondence in other languages. Officers will also carry out visits outside of normal office hours when the business concerned operates at those times.
- 7.2. When dealing with juveniles or people who are vulnerable due to learning difficulties, mental illness or any other factor, due regard will be taken.

8. Consultation and Review

- 8.1. RTPHA will consult and inform its stakeholders of any changes to legislation and the implications of those changes. The Authority will provide the mechanisms for those whose activities are regulated by the Authority to comment on the service they have received and/or the actions taken by the Authority. The Authority will act upon any comments or complaints about the service or the conduct of its officers in an appropriate manner and in accordance with the policies of RTPHA and/or Redcar and Cleveland Borough Council.

9. Powers of Entry

- 9.1. When exercising their statutory powers officers will have regard to the following:
 - Police and Criminal Evidence Act 1984 (and associated Code of Practice).
 - Regulation of Investigatory Powers Act 2000 (RIPA).
 - Powers of Entry Code of Practice.
 - Food Law Code of Practice.
 - Feed Law Code of Practice.

10. Primary Legislation

Agriculture Act 1970
European Communities Act 1972 and relevant Regulations made in accordance the Act
Public Health (Control of Disease) Act 1984
Food Safety Act 1990
Environmental Protection Act 1990
International Health Regulations 2005

11. Enforcement Options

Imported food, feed and relevant products	Qualifying Criteria for Option (please note the use of each option will only be considered when one or more of the criteria apply)
No Action	Products from the member states will not routinely be examined and no enforcement action is likely to be taken.
Document Check	Document checks will be carried out in accordance with the requirements of legislation relevant to the products being introduced through Tees Port.
Identity Check	Identity checks will be carried out in accordance with the requirements of legislation relevant to the products being introduced through Tees Port. Particular attention shall be given where officers suspect non-compliance is likely. A risk-based approach shall be taken.
Physical Check	Physical checks will be carried out in accordance with the requirements of legislation relevant to the products being introduced through Tees Port. Particular attention shall be given where officers suspect non-compliance is likely. A risk-based approach shall be taken.
Deferred examination	Deferred examination to other Local Authorities will not apply to foods not of animal origin subject to enhanced import controls. The decision to defer examination will only be made in exceptional circumstances and where RTPHA considers there is a valid reason for deferral.
Detention / Notices	Food and feed that fails to comply with food/feed safety requirements shall be detained pending special treatment, destruction, re-dispatching outside the EU or use for other purposes. Notices shall be served in accordance with the relevant legislation relating to the food or feed imported through Tees Port.
Simple caution	Simple Cautions will be used under the following circumstances: <ul style="list-style-type: none"> • To deal quickly and simply with less serious offences. • To divert offenders where appropriate from appearing in criminal courts. • To reduce the likelihood of re-offending. • Simply cautions are issued in accordance with Home Office Circular 30/2005.
Prosecution	Prosecutions will be taken under the following circumstances: <ul style="list-style-type: none"> • The offence is serious. • There is a poor history of compliance. • There has been a failure to comply with a statutory notice or there has been a repetition of a breach that was subject to a simple caution. • False information has been supplied wilfully, or there has been an intent to deceive, in relation to a matter which gives rise to significant risk. • Officers have been intentionally obstructed in the lawful course of their duties.

Public Health Controls	Qualifying Criteria for Option (please note the use of each option will only be considered when one or more of the criteria apply)
No Action	Public health enforcement options shall not be considered where there is no risk to public health.
Inspection	Ships not requiring a ship sanitation certificate shall be subject to risk based inspection and enforcement action taken in accordance with the Food Law Code of Practice, the general enforcement policy, and the International Health Regulations. The service of statutory notices shall be in accordance with the food safety and food standards enforcement policy and in consultation with the Maritime and Coast Guard Agency and the Food Standards Agency.
Ship Sanitation Exemption Certificate	Such certificates shall be issued where conditions on a vessel are compliant with international health regulations.
Ship Sanitation Control Certificate	Such certificates shall be issued where conditions on a vessel are non-compliant with international health regulation.

Environmental Controls	Qualifying Criteria for Option (please note the use of each option will only be considered when one or more of the criteria apply)
No Action	Enforcement options shall not be considered where there is no risk to public health from statutory nuisance or prescribed process at the port.
Informal action This may take the form of: <ul style="list-style-type: none"> • Advice • Verbal warning • Written information Inspection reports	<ul style="list-style-type: none"> • The act or omission is relatively minor. • From the individual/businesses' past history it can be reasonably expected that informal action will achieve compliance. • Confidence in the individual/business's management practices is high. • The consequence of non-compliance will not pose a significant risk to those affected by the activities of the business.
Formal Action	<ul style="list-style-type: none"> • Formal action is proportionate to the risk to public health. • There is a record of non-compliance with breaches of legislation enforced by the Authority. The authorised officer has reason to believe that an informal approach will not be successful.
Simple Caution	Simple Cautions will be used under the following circumstances: <ul style="list-style-type: none"> • To deal quickly and simply with less serious offences. • To divert offenders where appropriate from appearing in criminal courts; and • To reduce the likelihood of re-offending. • Simply cautions are issued in accordance with Home Office Circular 30/2005.
Prosecution	Prosecutions will be taken under the following circumstances: <ul style="list-style-type: none"> • The offence is serious. • There is a poor history of compliance. • There has been a failure to comply with a statutory notice or there has been a repetition of a breach that was subject to a simple caution.

Environmental Controls	Qualifying Criteria for Option (please note the use of each option will only be considered when one or more of the criteria apply)
	<ul style="list-style-type: none"> • False information has been supplied wilfully, or there has been an intent to deceive, in relation to a matter which gives rise to significant risk. • Officers have been intentionally obstructed in the lawful course of their duties.

Food Hygiene and Standards	Qualifying Criteria for Option (please note the use of each option will only be considered when one or more of the criteria apply)
No Action	Enforcement options shall not be considered where there is no risk to public health from the activities of food businesses operating at the port.
Informal action This may take the form of: <ul style="list-style-type: none"> • Advice • Verbal warning • Written information Inspection reports	<ul style="list-style-type: none"> • The act or omission is relatively minor. • From the individual/businesses' past history it can be reasonably expected that informal action will achieve compliance. • Confidence in the individual/business's management practices is high. • The consequence of non-compliance will not pose a significant risk to those affected by the activities of the food business.
Hygiene Improvement Notice	<ul style="list-style-type: none"> • Formal action is proportionate to the risk to public health. • There is a record of non-compliance with breaches of food hygiene regulations. • The authorised officer has reason to believe that an informal approach will not be successful.
Improvement Notice	<ul style="list-style-type: none"> • Formal action is proportionate to the risk to public health. • There is a record of non-compliance with breaches of food laws relating the labelling, composition, promotion and advertisement of food. • The authorised officer has reason to believe that an informal approach will not be successful.
Voluntary Closure (food hygiene)	<ul style="list-style-type: none"> • Closure required to remove an imminent risk of injury to health. • Taken in agreement with the food business operator. • Officer is confident that premises will not reopen without prior consent of the officer.
Hygiene Emergency Prohibition Notice	<ul style="list-style-type: none"> • There is an imminent risk of injury to health. • Informal voluntary closure is considered inappropriate due to the nature or severity of the health risk conditions. • Immediate action is required to protect public health. • The service of an Hygiene Emergency Prohibition Notice will be followed by an application to the Magistrates court for a Hygiene Emergency Prohibition Order.
Emergency Prohibition Notice	<ul style="list-style-type: none"> • There is an imminent risk of injury to health. • Informal voluntary closure is considered inappropriate due to the nature or severity of the health risk conditions. • Immediate action is required to protect public health.

Food Hygiene and Standards	Qualifying Criteria for Option (please note the use of each option will only be considered when one or more of the criteria apply)
	<ul style="list-style-type: none"> • The service of an Emergency Prohibition Notice will be followed by an application to the Magistrates court for an Emergency Prohibition Order.
Remedial Action/Detention Notices – only applicable to approved premises.	Remedial Action/Detention Notices will be considered if: <ul style="list-style-type: none"> • There is a breach of the Hygiene Regulations. • An inspection under the Hygiene Regulations has been hampered. • There are indications or suspicions that food at an establishment is unsafe and requires examination. • Immediate action is required to ensure food safety. • Continuing offences require urgent action and corrective actions have been ignored.
Simple Caution	Simple Cautions will be used under the following circumstances: <ul style="list-style-type: none"> • To deal quickly and simply with less serious offences. • To divert offenders where appropriate from appearing in criminal courts; and • To reduce the likelihood of re-offending. • Simply cautions are issued in accordance with Home Office Circular 30/2005.
Prosecution	Prosecutions will be taken under the following circumstances: <ul style="list-style-type: none"> • The offence is serious. • There is a poor history of compliance. • There has been a failure to comply with a statutory notice or there has been a repetition of a breach that was subject to a simple caution. • False information has been supplied wilfully, or there has been an intent to deceive, in relation to a matter which gives rise to significant risk. • Officers have been intentionally obstructed in the lawful course of their duties.

12. Seizure and Detention of Food

- 12.1. Officers may detain any food they suspect fails to comply with food safety requirements or food that they suspect has not been produced or distributed in accordance with hygiene laws.
- 12.2. The seizure and detention of food will be carried out in accordance with the administrative provisions of Section 9 of the Food Safety Act 1990.
- 12.3. Officers may certify any food that has not been produced, processed or distributed in accordance with the Hygiene Regulations, by use of Regulation 29 of the Food Safety and Hygiene (England) Regulations 2013, and then seize the food by the use of Section 9 of the Food Safety Act 1990.

12. Relevant Guidance

Food Standards Agency Food Law Code of Practice and Practice Guidance.

Food Standards Agency's Inland Enforcement of Imported Feed and Food Controls Resource Pack.

Industry Guides to Good Hygiene Practice.

Food Standards Agency Feed Law Code of Practice.

WHO, Handbook for inspection of ships and issuance of ship sanitation certificates.

Better Regulation Delivery Office, Regulators' Code.

Home Office Powers of Entry Code of Practice.



River Tees Port Health Authority

Sampling Policy 2019

Public

To: River Tees Port Health Authority **Date:** 7 June 2019

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

Portfolio: River Tees Port Health Authority

Outcome: Public Health

1 What is the purpose of this report?

- 1.1 It is the policy of River Tees Port Health Authority (RTPHA) to carry out sampling of food, feed, water and relevant products to protect public and animal health and to ensure fair trade.

2 What is the background to this report?

- 2.1 The Sampling Policy is reviewed annually and when any significant amendments are required to ensure all sampling activities are carried out in accordance with legal requirements.

Members are informed that there have been minor amendments to section 5 of the policy, to clarify that sampling activity is self-funded.

3 Who will this benefit and how?

- 3.1 This policy is supported by the Authority's Service Plan which is produced annually in accordance with the Food Standards Agency Framework Agreement on Local Authority Food and Feed Law Enforcement.

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 The Sampling Policy is necessary to ensure the effective and lawful delivery of the service.

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

- 6.1 There are no resource implications associated with this report.

7 What will be the impact on equality and diversity?

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

8 What will be the impact on our carbon footprint?

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

9 Are there any legal considerations?

9.1 There are no legal considerations associated with this report.

10 What are the risks involved?

10.1 There are no risks associated with this report.

11 What options have been considered?

11.1 There are no other options.

12 Recommendations

12.1 That the River Tees Port Health Authority Sampling Policy 2019 be approved by members.

13 Appendices and further information

13.1 Appendix F - River Tees Port Health Authority Sampling Policy 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



Port Health Service

Sampling Policy

2019/20

For approval June 2019

1. Introduction

- 1.1. It is the policy of River Tees Port Health Authority (RTPHA) to carry out sampling of food, feed, water and relevant products to protect public and animal health and to ensure fair trade.
- 1.2. All sampling activities will be carried out in accordance with legal requirements, current guidance and the Authority's standard operating procedures. Officers carrying out the sampling will be authorised in accordance with Quality Management System Procedure QSP/EHC/06 and in line with the delegated powers in the Constitution of RTPHA.
- 1.3. RTPHA will ensure that proper officers are appointed to carry out the examination and analysis of food, feed, water and relevant products.
- 1.4. This policy is supported by the Authority's Service Plan which is produced annually in accordance with the Food Standards Agency Framework Agreement on Local Authority Food and Feed Law Enforcement.

2. Sampling of food, feed and relevant products

- 2.1. RTPHA will produce an annual sampling plan of which food and feed products should be considered for sampling. However, deviations from the plan will always occur as the sampling of food, feed and relevant products must be determined by the following:
 - a) Requirements of legislation and associated guidance;
 - b) New legislation;
 - c) Trends identified from previous sampling activities;
 - d) Intelligence and risk – the type of product, country of origin, history of compliance of the importer etc.
 - e) RASFF and other alerts;
 - f) Food Standard Agency priorities and;
 - g) Participation in Local, Regional or National Surveys co-ordinated by Public Health England, Association of Port Health Authorities or other agencies.

3. Water Sampling

- 3.1. RTPHA will take samples of drinking water at the request of shipping agents and the port operator. Samples may also be taken for monitoring purposes. Sampling points will include on-board ship supplies and from designated drinking water supply points located within the port. Although the port is served by a mains water supply, they must have provisions in place to prevent backflow to the system when filling ships.

4. Analysis and Examination

- 4.1. All samples of imported products will be formal samples. Samples for analysis will be submitted to the Public/Agricultural Analyst appointed by the Authority

and samples for examination will be submitted to the Food Examiner of the Public Health England Laboratory.

- 4.2. Water samples will be informal samples and submitted to the Public Health England Laboratory for examination.
- 4.3. RTPHA will have regard for the opinions of the Food Examiner and Public/Agricultural Analyst for the interpretation of results including all relevant guidance.

5. Resources

- 5.1. All fees charged in relation to food, feed and food contact material sampling is recovered in full from the importer.
- 5.2. All ships water samples are recovered in full from the fees charged to the requester.
- 5.3. All jetty water sampling is carried out using our water analysis allocation by Public Health England.

6. Review

- 6.1. This policy will be reviewed on an annual basis and when there are significant changes to legislation, guidance or activities at the port.

River Tees Port Health Authority

Service Plan 2019 to 2020



Public

To: River Tees Port Health Authority **Date:** 7 June 2019

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

Portfolio: River Tees Port Health Authority

Outcome: Public Health

1 What is the purpose of this report?

- 1.1 To present to River Tees Port Health Authority (RTPHA) the Service Delivery Plan for 2019/20.

2 What is the background to this report?

- 2.1 The Service Plan is reviewed and updated annually in accordance with the Framework Agreement on Official Feed and Food Controls by Local Authorities.

3 Who will this benefit and how?

- 3.1 The service plan ensures that national priorities and standards are addressed and delivered locally. It enables us to follow the principles of good regulation, focuses on key delivery outcomes and issues, and provides information to stakeholders, including businesses and consumers.

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 Priorities will be established within the service plan and agreed by members. Compliance with the service plan will be monitored and reported to Members. Any failure to satisfy the service standards will be acted upon and notified to members.

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 Failure to establish an approved service plan will be considered by the Food Standards Agency as a failure to satisfy the framework standards.

10 What are the risks involved?

- 10.1 Failure to establish an approved service plan will be considered by the Food Standards Agency as a failure to satisfy the framework standards.

11 What options have been considered?

- 11.1 There are no other options.

12 Recommendations

- 12.1 That the River Tees Port Health Authority Service Plan be approved by members.

13 Appendices and further information

- 13.1 Appendix G River Tees Port Health Authority Service Plan 2019/20

14 Background papers

- 14.1 There are no background papers.

15 Contact officer

Name: Sue Ziolkowski

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

Telephone: (01287) 612404

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



RIVER TEES PORT HEALTH AUTHORITY

SERVICE PLAN

2019 – 2020

For approval June 2019

Contents

1. INTRODUCTION	3
2. SERVICE AIMS AND OBJECTIVES	4
4. BACKGROUND.....	5
5. SERVICE DELIVERY	8
6. RESOURCES.....	10
7. QUALITY ASSESSMENT	12
8. REVIEW	13
Performance review 2018-2019	14
SERVICE DELIVERY 2019-2020	18
HORIZON SCANNING.....	21
Appendix 1 - Organisational Structure	22

1. INTRODUCTION

The River Tees Port Health Authority (RTPHA) Service Plan covers the elements of food hygiene and safety, and imported food and feed for which the authority has statutory enforcement responsibility. The Service Plan also covers objectives relating to non-enforcement activity including the mosquito surveillance programme and jetty water sampling programme.

The Service Plan is an expression of this authority's' commitment to the development of the Port Health Service, and is a requirement of the Food Standards Agency as the body that monitors and audits local authorities' activities on food enforcement.

The Food Standards Agency's' (FSA's) Framework Agreement issued in April 2010 sets out the planning and delivery requirements for feed and food official controls, based on the statutory Codes of Practice. It ensures that national priorities and standards are addressed and delivered locally.

The RTPHA Service Plan has been drawn up in accordance with the guidance in the Framework Agreement and follows the Service Plan template. This is to enable the FSA to assess the Authority's delivery of its service and to allow local authorities to compare service plans written in the common format for any fundamental performance reviews under the local government Best Value agenda. This Service Plan also takes into account the Food Law Code of Practice and Practice Guidance.

The FSA requires the Service Plan to be submitted to members for approval to ensure local transparency and accountability. This is done annually through Board Member Briefing.

The Authority operates the food hygiene rating scheme where food premises receives a score of between 0 and 5.

RTPHA sits within the Environmental Health (Commercial) Team at Redcar and Cleveland Council and is managed by the Principal Environmental Health Officer (Commercial). The Environmental Health (Commercial) Team is part of the Health Protection and Health Care Quality Service in the Public Health, Adult & Communities Directorate.

Port Health Officers are trained to high levels of competency consistent with the competency framework in the Food Law code of practice, including ongoing staff training and support systems in place.

This plan details the delivery of the performance of the port health service during 2018/19, which includes the inspection of ships, enforcement of food, feed and environmental protection laws, and the prevention and control of infectious diseases.

The plan goes on to explain how we intend to deliver the service through 2019/20. Also included are the potential impacts to service is the UK's exit from the European Union.

Effective partnerships with stakeholders, including Public Health England (PHE) – Consultant in Health Protection / Port Medical Officer and Food Examiner, the appointed Public Analyst and Agricultural Analyst and the Food Standards Agency (the Agency), are important in the achievement of the aims and objectives of the plan.

2. SERVICE AIMS AND OBJECTIVES

Aims

- To ensure that food and feed entering the UK through Tees Port has been legally imported and complies with relevant food and feed laws.
- To ensure that the port maintains its status as a Designated Point of Entry (DPE), Designated Point of Import (DPI) and First Point of Introduction(FPI).
- That conditions on ships entering Tees Port comply with the International Health Regulations 2005.
- Risks to health from communicable diseases are effectively managed and controlled.
- Ensure that food hygiene and standards legislation is enforced in food premises at the port.
- To ensure that environmental protection legislation is enforced within the port.

Objectives

- To carry out manifest and documentary checks relating to third country food, feed and other relevant products.
- To ensure that all imported products are subject to the required legislative requirements.
- To ensure importers and shipping agents are kept informed of import restrictions, changes in legislation, emergency control measures and new guidance.
- To carry out a risk-based approach to the inspection of ships and respond to all requests for ship sanitation certificates.
- To investigate the incidence of food poisoning and food-borne disease at the port and on ships entering the port.
- To monitor the wholesomeness and sufficiency of water supplies at the port and on-board ships entering the port.
- To carry out appropriate food hygiene and standards interventions at the food premises at the port.
- To operate the national Food Hygiene Rating Scheme for food premises at the port to improve and maintain good hygiene standards.
- To ensure the prescribed processes at the port comply with environmental protection legislation and permits are issued accordingly.

4. BACKGROUND

4.1. Profile of the Port Health Authority

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

The River Tees Port Sanitary Authority was first constituted by an Order of the Local Government Board in 1886. The present Authority was established by The River Tees Port Health Authority Order 1982, which defines the port health district over which the joint board has jurisdiction. The Order was further amended in 2016 to reflect changes in legislation.

The Port Health area consists of those parts of the Port of Tees and Hartlepool together with such land and water as is specified in the Order, including;

- a) the part of the Port of Tees and Hartlepool which lies upstream of a line drawn from the most northerly point of the North Gare Breakwater (reference point NZ5442 2843) and the South Gare Buzzer House (reference point NZ5580 2840), including those waters of the River Tees as far as the tide flows up stream to the Tees Barrage (reference point NZ4624 1903);
- b) any wharf, dock, jetty or similar structure on the riverside of, or projecting into, that part of the Port of Tees and Hartlepool and the River Tees; and
- c) any structures and buildings on areas within the gates of any wharf, dock, jetty or similar structure within the districts of the relevant riparian authorities.

4.2. Organisational Structure

The relevant riparian authorities must appoint members to the joint board at meetings to be held in May of each year. The members of the joint board must be appointed annually by the relevant riparian authorities from the members of their respective councils as follows;

- a) five members from Redcar and Cleveland Borough Council;
- b) five members from Stockton-on-Tees Borough Council;
- c) five members from Middlesbrough Council; and
- d) two members from Hartlepool Borough Council.

As the managing authority, the structure of Redcar and Cleveland Borough Council showing where the service sits is detailed in Appendix 1.

The Port Health service carries out the following functions:

- Imported Food and Feed Controls;
- Food Hygiene and Food Standards enforcement;
- Food and food premises complaints;
- Ship Sanitation Inspections;
- Environmental permitting and
- Water Sampling.

The team comprises of the following;

- 0.4 FTE Principal Environmental Health Officer
- 1 x FTE Trading Standards Officer
- 1 x FTE Environmental Health Officer

4.3. Public Analysts and Food Examiners

The following Analysts have been appointed by the Authority.

Public and Agricultural Analysts

Public Analyst Scientific Services
i54 Business Park
Valiant Way
Wolverhampton. WV9 5GB

- Nigel Payne - Public Analyst

Food Examiners are agreed and approved through a Service Level Agreement with Public Health England.

4.4. Scope of the Feed and Food Service

The Port Health team are responsible for the following services;

- Monitoring imports of food and feed that come through the Port of Tees;
- Carrying out a programme of food hygiene and standards interventions in accordance with the Food Law Code of Practice and Practice Guidance;
- Investigating and resolving complaints about food and food hygiene premises and practices;
- Taking informal and formal action, where appropriate including the service of notices, seizure of food, voluntary and emergency closures, and any other action deemed necessary to secure compliance with legislation;
- Identification and assessment of premises requiring approval in respect of specific processes and food products;
- Maintaining database accuracy by ensuring all food premises trading within the authority are registered, and all information is recorded appropriately on the Civica App database;
- Receiving FSA Food Alerts, disseminating to all relevant officers and actions taken and recorded where necessary;
- Provide advice and assistance to importers, exporters, and agents on imported food related issues;
- Investigate incidents of food borne disease and take action where necessary, including liaison with Public Health England (PHE) and other stakeholders to determine the source and prevent further infection;
- Provide and operate the Food Hygiene Rating Scheme in accordance with the Brand Standard, to process and respond to appeals and re-rating requests, and upload data in a timely manner to ensure data is up to date and accurate;
- Carry out appropriate food sampling in accordance with the annual sampling plan, which will include inspection and investigation based sampling as well as cross-regional studies and;

- Carry out a programme of feed interventions in accordance with the Feed Law Code of Practice.

4.5. Demands on the Feed and Food Service

The authority has, as at 1st April 2019, 7 food premises on its database that are subject to programmed food hygiene interventions. Six are catering establishment with 3 being rated '5', two being rated '4', one rated '3' and one exempt business as it is a transporter. Of these 7, 4 are Band C, 1 is Band D, and 2 are Band E.

On average, there are 850 consignments of food and feed imported from third countries into the Tees annually. Around a third of these are tea and coffee, the majority of which are imported by Taylors of Harrogate, a further third is wine, with the remainder a mix of other alcohol (vodka from Russia), with a small amount of oils and fats, additives, and processed vegetables. Around 13 consignments require organic certification, and around 350 require further clarification on their contents.

The details of all food businesses and all imports of food and feed will be maintained on the Civica App database.

The authority will also respond to any credible information passed to it suggesting any rogue food activities within the Port Area, for example referrals from the Food Fraud Unit. <https://www.food.gov.uk/safety-hygiene/food-crime>

4.6. Regulation Policy

The Port Health Service endorses and adopts the principles laid down in the Enforcement Concordat which recognises that enforcement must be fair, consistent and equitable. The service also has regard to the 'Code for Crown Prosecutors' guidelines. These documents will form the basis of decision making processes in deciding the most appropriate enforcement action.

The Authority's Enforcement Policy outlines the various enforcement options ranging from advice/education to formal action including the service of notices and prosecution for non-compliance with legislation.

5. SERVICE DELIVERY

5.1. Interventions at Food and Feeding stuff establishments

It is the intention of the Port Health team to inspect all premises due for feed or food intervention within 28 days of their inspection due date, and monitor all container and bulk food and feed traffic through the Tees during the financial year. Officers determine the frequency of inspection at each premises according to the feed or food code of practice, and check all imported food and feed against relevant legislation to determine whether official controls are required.

During food hygiene inspections, any premises that are not broadly compliant, i.e. those achieving Food Hygiene Rating of 0, 1 or 2 will automatically have a revisit to ensure they have carried out the necessary improvements to satisfy the officer that standards have improved since the initial visit. On occasion, more than one officer may attend a revisit.

The team has one full time Environmental Health Officer and one full time Trading Standards Officer who are both authorised to carry out inspections across a range of businesses and imports.

There were no Food or Feed inspections outstanding on 31 March 2019.

5.2. Feed and Food Complaints

The authority will respond to food and feed complaints on the same working day of receipt of the complaint, where practicable. Should initial enquiries warrant a visit to the food or feed premises at the port, officers will visit the same day, or when the business is next open.

No food and feed complaints were received during 2018/19.

5.3. Home Authority Principle and Primary Authority Scheme

The Home Authority principle offers advice and guidance to these businesses at source to maintain their high standards of food hygiene and standards compliance. The Authority does not have any home authority agreements in place, should a business be interested in this type of agreement, they would be encouraged to apply for the Primary Authority Scheme.

The Primary Authority Scheme allows businesses to form a statutory partnership with a single local authority, which would provide robust and reliable advice for other councils to take into account when carrying out inspections or dealing with non-compliance. The Authority does not have any primary authority agreements in place however it would actively explore such arrangements where suitable businesses are identified.

5.4. Advice to Businesses

The Authority encourages businesses to seek advice whenever they have any questions or queries about their particular business as we believe it resolves any issues at an earlier stage before a situation becomes serious. The service would like to be perceived by food businesses as supportive and helpful. Advice will be in the form of verbal advice over the telephone, advisory visits and email/postal communications, where necessary.

5.5. Feed and Food Sampling

The service participates in food sampling programmes co-ordinated by Public Health England (PHE) and the Tees Valley Food Liaison Group, which includes organised sampling initiatives, and targeted sampling, depending on local priorities.

The Authority will carry out further sampling during routine inspections at randomly selected premises, and reactive sampling where required, or when non-compliance has been identified.

The PHE Laboratory at York will process all food samples procured for microbiological purposes, and provide a no cost courier service for this. All standards samples, and imported food and feed samples requiring non-microbiological analysis will be submitted to Public Analyst Scientific Services, however this service does incur a charge for analysis and where specified in legislation, will be recovered from the importer.

5.6. Control and Investigation of Outbreaks and Food Related Infectious Disease

The service will respond promptly and as a priority to all notifications of infectious disease, particularly if they are suspected to be food borne. Officers will respond according to initial assessment based on information available at the time. Officers will liaise with PHE with regards to submission of stool samples, and liaise with other members of the riparian authority, where required. Should a vessel be implicated in an outbreak, quarantine measures may be required to prevent the spread of disease.

5.7. Feed/Food Safety Incidents

All Officers have signed up for the new FSA alerts system on RIAMS and will receive these into their email accounts. Alerts for information are read by each officer, alerts for action are logged and any action required, are taken by officers. The FSA has the contact details of the Port Health Authority lead officer should any urgent action need to be taken in the authority's area.

5.8. Liaison with Other Organisations

Arrangements are in place to ensure that the Port Health service keeps up to date with legislation, guidance and good practice relevant to its duties. This includes;

- Tees Valley Food Liaison Group meetings on matters such as food hygiene and standards inspections, food hygiene and standards sampling, enforcement action, and any other operational matters;
- Tees Valley Health Protection Group Meetings with PHE for Health Protection issues such as infectious diseases, food poisoning outbreaks and emerging issues;
- Attending regional meetings to discuss the Food Hygiene Rating Scheme;
- Chairing the APHA Northern Ports Liaison Meetings;
- Attending regional Fishery Liaison Group Meetings;
- Attending/teleconferencing in to Port Health Liaison Meeting;
- Attending the NETSA (North East Trading Standards Association) Meetings with regards to Animal Health and Welfare and Food Standards and;
- Review of planning applications with regards to port premises.

5.9. Feed and Food Safety and Standards promotional work, and other non-official controls interventions

The service does not plan to carry out any promotional work.

6. RESOURCES

6.1. Financial Allocation

The Authority is funded by the Riparian Authorities as set out in the Order. The table below shows the budget for 2019/20.

Area of Spend	Budget (£)
Salaries - Basic Pay	66,850
Salaries - National Insurance	6,900
Salaries - Overtime	700
Salaries - Superannuation	10,700
Other Allowances	2,550
Car Allowances	800
	88,500
External Training	700
General Equipment	500
Clothing & Uniforms	200
Printing & Stationery	100
MFD Recharge (Printing)	50
Analysts Fees	5,000
External Audit Fees	450
Publicity	0
Court Evidence Costs	0
SLA Agreement	38,450
Postage	0
Mobile Phones	350
Computer Software	4,000
Subsistence	0
Subscriptions	1,200
Insurance	500
Contribution to bad debt provision	0
	51,500
Sanitation Certificates	20,000
High Risk Products Imports	150
Organic Certificates	400
RTPHA Permits (annual fee)	2,300
Plastic Declaration	4,000
Water Sampling	4,500
	31,350
Total Budget	108,650
Amount held in Reserves	36,900
Bad Debt Provision	0

The budget allocated to the Authority covers all areas of statutory and non-statutory work. Relative to the intentions expressed within this service plan the budget is adequate for these purposes.

The following table shows the income received from the Riparian Authorities.

Contributions per Authority	£'s
Middlesbrough Council 15%	16,298
Stockton on Tees Borough Council 31%	33,681
Hartlepool Borough Council 2%	2,173
Redcar & Cleveland Borough Council 52%	56,498
	108,650

6.2. Staffing Allocation

The following staff form the Port Health team.

Role	FTE
Principal Environmental Health Officer	0.4
Environmental Health Officer	1
Trading Standards Officer	1

All Officers are authorised to enforce Port Health legislation consistent with their qualifications and competency/experience in accordance with the relevant Code of Practice and competency framework. Selected officers from the riparian authorities have been trained in Port Health activities should they need to be called upon.

6.3. Staff Development Plan

All staff have an annual appraisal to assess performance, set targets and to identify any training needs. Officers are required to complete the relevant parts of the Competency Framework as required by the Code of Practice and Quality Management System.

7. QUALITY ASSESSMENT

7.1. Quality assessment and internal monitoring

Continuous monitoring of the service is carried out to ensure inspection targets are met and random checks and accompanied visits are also carried out with individual officers. The performance of the Port Health Service is reported each quarter to the RTPHA Board meeting.

The standard of service provision is monitored on a regular basis by the PEHO. The type of activities monitored is based on the risk and potential impact of non-compliance with service procedures and standards. Monitoring will also be carried out on the activity and workload of each officer to ensure correct and consistent delivery of individual duties.

8. REVIEW

8.1. Review against the Service Plan

The commitments to the service plan, and associated performance indicators are monitored monthly by the team and discussed during team meetings. The performance is also reviewed during quarterly meetings with the Riparian Heads of Service and reported to the RTPHA Board.

The attached appendices report the performance of the service during 2018/19.

8.2. Identification of any Variation from the Service

The monthly reviews against the service plan will identify any significant variations against the service plan. The PEHO and the Head of Service will then identify any remedial action if required.

8.3. Areas of Improvement

The service has always carried out its routine food hygiene and standards inspections, has never refused a request for a renewal of a ship sanitation certificate, and all permitted processes have been audited annually, as required.

Performance review 2018-2019

Ship arrivals

A total of 3,504 ships visited the Tees during last year and this is broken down per authority as in the table below. There has been an increase of 22 ships from the previous year.

	2018 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019 Jan	Feb	Mar	Grand Total
Hartlepool	5	13	5	4	6	7	11	10	10	7	2	1	81
Middlesbrough	11	8	17	13	12	14	15	11	6	9	3	2	121
Redcar & Cleveland	120	147	165	122	147	147	169	145	139	110	152	156	1719
Stockton	133	144	155	115	145	130	118	118	124	117	118	166	1583
Grand Total	269	312	342	254	310	298	313	284	279	243	275	325	3504

Ship inspections

A total of 118 ship sanitation inspections were carried out during 2018/2019. There were 92 exemption certificates issued, 1 control certificate was issued, and 25 routine inspections were undertaken. The number of inspections carried out has increased by 24 (25%) from the previous year.

The one control certificate issued was due to evidence of a cockroach infestation in the galley and food storage area.

A breakdown of inspection type and authority is listed in the table below.

	2018 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019 Jan	Feb	Mar	Grand Total
Hartlepool													
Exemption	0	1	0	0	0	0	1	0	0	1	0	0	3
Routine	0	0	0	0	0	0	0	0	0	0	0	0	0
Middlesbrough													
Exemption	0	1	0	1	2	0	0	0	0	0	0	0	4
Routine	0	0	1	1	0	0	0	1	0	0	0	0	3
Redcar & Cleveland													
Exemption	1	1	2	3	4	4	4	1	0	3	3	3	29
Routine	1	0	1	4	2	1	1	2	0	4	3	1	48
Stockton													
Control	0	0	0	0	0	0	0	1	0	0	0	0	1
Exemption	4	8	3	4	4	5	3	1	7	3	8	6	56
Routine	0	0	0	1	1	0	0	0	0	1	0	0	3
Grand Total	6	11	7	14	9	10	9	9	8	12	11	12	118

Imported Food

A total of 802 consignments of imported food arrived into Teesport during 2018/19. Wine was our biggest commodity this year followed by Tea and Coffee. There appears to be seasonal trends with alcohol with an increase in the run up to Christmas and a drop during summer. There has been a minor reduction (28) in the number of consignments compared to 2017/18.

All of the imported food comes in via containers into the Redcar and Cleveland district.

	2017									2018			
Food Type	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Tot
Coffee & Tea	27	41	18	19	34	18	31	30	26	21	19	33	317
Wine	22	38	20	16	44	19	24	35	29	28	22	27	324
Alcohol	3	8	7	12	7	1	11	9	7	6	10	6	96
Soft Drinks	0	0	0	0	1	0	0	0	0	0	0	0	1
Oils & Fats	0	1	0	0	0	0	0	0	0	0	0	0	1
Food Supplements, Vitamins	0	1	0	1	0	0	0	0	1	1	0	0	4
Veg - Canned & Processed	2	4	3	0	0	1	0	3	0	2	0	0	15
Miscellaneous	0	0	0	3	2	2	0	0	0	4	3	0	14
Additives	1	2	3	4	3	1	4	1	2	0	0	2	23
Fruit Products & Processed	0	3	0	0	0	0	0	0	3	0	0	0	6
Grand Total	55	98	51	56	91	51	70	78	68	62	54	68	802

Imported Feed

A total of 8 consignments of animal feed were brought into Teesport during 2018/19.

Four of these consignments were brought in bulk shipments in quantities ranging from 15,500 to 50,870 tonnes (total 116,370 tonnes). Documentary and physical checks were carried out on all bulk imported feed consignments. The number of feed consignments has decreased on previous years.

	2018									2019			
Feed Type	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Tot
Anti-caking agents	0	0	1	0	0	1	0	0	1	0	1	0	4
Cereals, grains	0	1	0	1	0	0	1	0	0	1	0	0	4
Grand Total	0	1	1	1	1	1	1	0	1	1	1	0	8

Imported plastic kitchenware

A total of 29 consignments of plastic kitchenware from China and Hong Kong arrived into Teesport during 2018/19. This was split into 26 Polyamide, and 3 Melamine products.

	2018									2019			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Tot
Satisfactory													
Polyamide	2	1	3	0	1	3	4	0	1	1	6	4	26
Melamine	0	1	0	0	0	1	0	0	0	0	1	0	3
Grand Total													

All plastic kitchenware is subject to documentary checks and 10 percent of the consignments are subject to formal sampling. A total of 2 formal samples were taken and all consignments were found to be satisfactory. Samples are examined for levels of Formaldehyde in Melamine products and Polyaromatic amines in Polyamide products.

Organic certification

A total of 12 consignments of organic produce were brought into Teesport during 2018/19; ten were coffee and two were tea. All consignments complied with Organic requirements.

Products of animal origin

Products of animal origin are prohibited to enter Tees Port. There have been no instances of imports of animal origin into Tees Port during the previous 12 months.

Manifest enquiries

The team made enquiries into 346 consignments that entered Tees Port. The majority of the queries (336) were in relation to consignments of used cooking oil that are transferred to Greenergy in Stockton for biofuel use. One query of animal bones/skeletons turned out to be Halloween plastic products when investigated by officers.

	2018									2019			
Commodity	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Tot
Used Cooking Oil	31	32	24	44	40	26	32	12	18	30	19	21	338
Yellow Millet	0	0	0	0	0	0	0	0	0	1	0	0	1
Guar Gum	0	0	0	0	0	0	1	0	0	1	0	0	2
Query Country of Origin	0	0	0	2	0	0	0	0	0	0	0	1	3
Query Contents	0	0	0	0	1	1	0	0	0	0	0	0	2
Grand Total	31	32	24	46	41	27	33	12	18	32	19	22	346

General enquiries

There was one general enquiry during 2018/19, for the importation of groundnuts from India.

Infectious disease control

We received no notifications or queries into infectious disease during 2018/2019.

Potable water analysis

Potable water samples are taken both by the request of the ship/agent, or by the officer attending the ship. There has been an increase of 37 (34%) samples taken compared to the previous year.

	2017									2018			
Row Labels	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Tot
SATISFACTORY	6	12	15	7	3	13	14	19	8	12	11	1	121
UNSATISFACTORY	2	9	3	4	2	3	1	0	0	1	0	1	26
Grand Total	8	21	18	11	5	16	15	19	8	13	11	2	147

Jetty water analysis

A total of 25 out of 48 jetty points were sampled during 2018/19. These are split between the authorities as detailed below. All jetty companies were visited, however, not all jetty points were in use or available at the time of sampling.

Authority	No of berths
Stockton	16
Middlesbrough	6
Redcar and Cleveland	25
Hartlepool	1
Grand Total	48

Food hygiene and standards inspections

Of the 7 food premises under the authority's jurisdiction, 5 were subject to both Food Hygiene and Food Standards inspections during the year. All registered food businesses are broadly compliant with three rated '5', two rated '4', one rated '3' and one exempt from the Food Hygiene Rating Scheme.

Environmental Protection

All three prescribed processes had their annual inspection during 2018/2019. Ad hoc visits were carried out throughout the year to ensure compliance with permit conditions. No complaints were received relating to any of the permitted processes.

Export certificates

There were no requests for Export Certification during 2018/2019.

SERVICE DELIVERY 2019-2020

Ship arrivals

Around 4000 ships are expected to pass entrance into Teesport during 2019/2020 including small support vessels, sand dredgers, small cargo ships, LPG tankers, oil tankers, container ship and other specialised vessels.

All ships arriving into the Tees will be entered onto the Civica database and reported to the board on a quarterly basis

Ship inspections

Routine ship inspections will be carried out on a risk based process depending on previous history or intelligence led information. All ships requesting a ship sanitation control/exemption certificate will be visited and an inspection carried out. Requests either come from the shipping agent or from the Captain of the vessel.

Imported Food

All container manifests will be checked for third country food or feed and official controls carried out as per current legislative requirements. Risk based inspections of containers will be carried out depending on intelligence or notification from other agencies. Documentary checks, identity checks and physical checks may also be carried out.

Port Health officers will ensure they are fully up to date with any new and emerging risks by reviewing and responding to Food Standards Agency alerts and notifications.

Bulk imported Feed

The authority has an agreement with PD Teesport bulk imports to advise us of any bulk consignments of feed from third countries that enter into Tees Dock. Depending on the type of feed and country of origin, documentary, identity and physical checks will be carried out as per legislative requirements. Ad hoc phone calls and bulk checks are carried out on other potential offloading berths for feed from third countries.

Imported plastic kitchenware

Although plastic kitchenware imports have declined over the years since the introduction of the 2011 legislation, the authority will carry out all documentary, identity and physical checks as per legislative requirements.

Organic certification

Any products requiring organic certification must provide the original organic certificate for authentication and verification.

Products of animal origin

Products of animal origin from third countries are not allowed to enter into Teesport and any notifications either through manifest checks or other agencies will be dealt with as an

illegal import and appropriate action taken to ensure it does not enter the food or feed chain. No products of animal origin have entered Teesport in the last 6 years.

Manifest enquiries

During manifest checks, all queries relating to a container will be investigated thoroughly to ensure the contents are legally allowed to enter into the port. These investigations can include a phone call to the importer, requests for copies of the bills of lading and invoices, identity checks of the goods in the container against any paperwork, and physical checks of the goods, for example, sampling and analysis.

General enquiries

We will respond to all enquiries in a timely manner that impacts the importer in the least way possible so as not to interfere with trade or incur any unreasonable costs to the importer.

Infectious disease control

Under the International Health Regulations the Master of a ship has a duty to notify the Port Health Authority of any infectious disease on board. We will investigate any reports of infectious disease and work with the Port Medical Officer in Public Health England to prevent the spread of any infectious disease.

There are no known global health risks of concern at the time of writing this plan.

Potable water analysis

Potable water sampling will be undertaken at the request of ships' masters or shipping agents. Ship waters are analysed for microbiological safety, chemical content and presence of legionella. Requests are charged to the vessel, however should an officer highlight any concerns about a ships water supply, routing samples can be taken and these are free of charge through Public Health England allocations.

Jetty water analysis

There are 48 jetty and dockside water supply points around the port area that are sampled on at least a yearly basis. These points are sampled free of charge for microbiological quality and are paid for through Public Health England allocations.

Food safety inspections

There are 7 food premises within the boundaries of River Tees Port Health Authority. Three of these are programmed to be inspected for food hygiene during 2019/2020.

If a complaint is received about food consumed on the premises, or the condition of the premises itself, an investigation will be carried out.

Food sampling at port premises may be carried out depending on intelligence, local and regional requirements and surveys.

Food Standards Inspections

No food standards inspections are programmed for 2019/2020.

Food standard sampling may be carried out depending on intelligence, local and regional requirements and surveys.

Environmental Protection

There are currently three prescribed processes within our jurisdiction, all of which will be subject to their annual programmed inspection. Any complaints or queries regarding the processes will be investigated by officers.

The prescribed processes generate an income of around £2,217per annum, these fees are set by Defra.

Export certificates

The conditions permitting the export of products to non-EU countries are set by the importing countries' animal and food health administrations. Products need to be accompanied by Export Certificates to confirm that the conditions have been fulfilled. Export Certificates will be provided where appropriate and at the request of the exporter, and feed charged accordingly.

HORIZON SCANNING

BREXIT

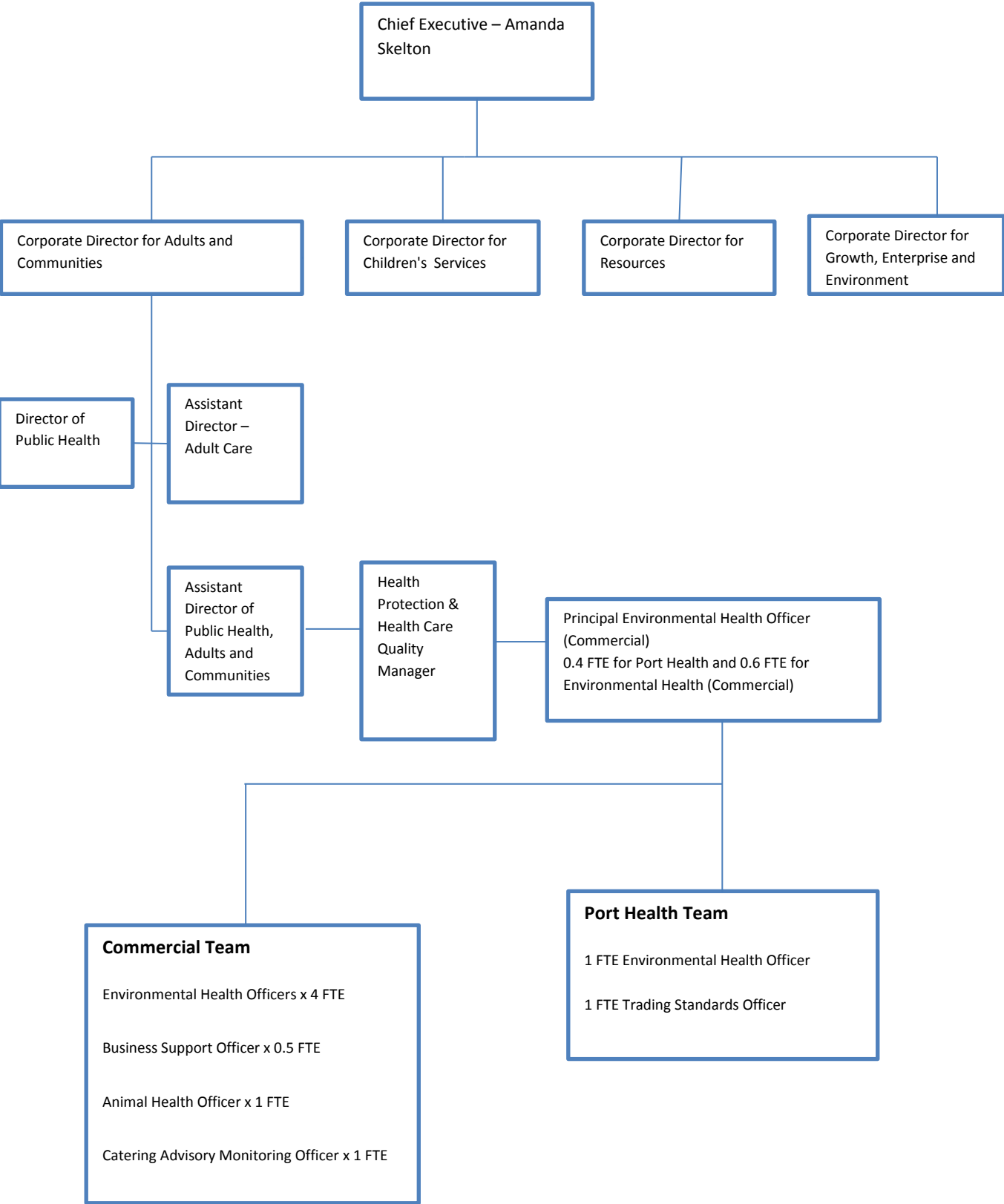
On 23rd June 2016, the people of the United Kingdom (UK) voted to leave the EU. The Government triggered Article 50 of the Treaty on European Union on 31 March 2017 to begin the process of exit.

The Port Health Service has been attending various meetings throughout the last year to plan for the UK's exit from the EU. At the time of writing this plan, the UK and the EU are yet to agree the terms of the exit and the Port Health Service is planning for a No Deal exit.

In the event of a No Deal exit the Port Health Service does not anticipate any major issues in the short term. It is unclear what impacts may develop in the medium and long term in the event of a No Deal exit.

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

Appendix 1 - Organisational Structure



River Tees Port Health Authority

Brexit Update



Public

To: River Tees Port Health Authority **Date:** 7 June 2019

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

Portfolio: River Tees Port Health Authority

Outcome: Public Health

1 What is the purpose of this report?

- 1.1 To update members on the potential impacts on the Port Health service from Britain's exit from the European Union. Board members last received an update report on 1st March 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 10th 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 will be holding European Parliamentary Elections on 24th May 2019. The impact of these elections is yet to be determined.
- 2.4 MPs are predicted to vote for the fourth time on the government's Brexit deal sometime in June.
- 2.5 If the Withdrawal Agreement is ratified by both parties before 31 October, the extension would be terminated and withdrawal would take place on the first day of the following month.
- 2.6 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. At the time of writing, these meetings have been suspended as the group is confident that all relevant issues have been identified and control measures put in place.
- 2.7 The Port Health Service will also attend the Border Delivery Group Update Meetings in London, to keep up to date with any new information relevant to the Port Health Service. Again, these meetings have been suspended as the group is confident that all issues raised have been addressed.

2.8 The Prime Minister and the leader of the opposition are continuing with talks regarding the Brexit deadlock, and it cannot be ascertained at this moment in time what will be the likely outcome of these talks, however, we are 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.

2.9 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



Member Report

Performance summary for RTPHA February 2019 to April 2019

Public

To: River Tees Port Health Authority

From: Director of Adult and Communities

Decision: Information

Portfolio: River Tees Port Health Authority

1 What is the purpose of the report?

- 1.1 To provide a summary of the performance of RTPHA from February 2019 to April 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 February 2019
- 2. Report for March 2019
- 3. Report for April 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: **February 2019**

1. ACTIVITY SUMMARY- SHIPS

LOCAL AUTHORITY	NO OF SHIPS ENTERING THE PORT	SHIP SANITATION CONTROL	SHIP SANITATION EXEMPTION	ROUTINE SHIP INSPECTIONS
Hartlepool	2	0	0	0
Middlesbrough	3	0	0	0
Redcar	152	0	3	0
Stockton	118	0	8	0
Total	275	0	11	0

2. SAMPLING

Number of water samples taken and submitted for examination:

LOCAL AUTHORITY	NO OF SHIP SAMPLES		NO OF JETTY SAMPLES	
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Hartlepool	0	0	0	0
Middlesbrough	0	0	0	0
Redcar	0	0	0	0
Stockton	11	0	0	0
Total	11	0	0	0

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

	FOOD	FEED	PLASTIC KITCHENWARE	NON-FOOD OR FEED VERIFICATION
Manifests Checked	100%	100%	100%	100%
Consignments	54	1	7	19
Documentary Checks	0	0	7	0
Identity Checks	0	0	0	0
Physical Checks	0	0	0	0
Samples	0	0	0	0
Notices Served	0	0	0	0

Total manifests checked: 146

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

FOOD	COUNTRY OF ORIGIN
Coffee	Brazil, Colombia, Indonesia, Uganda
Tea	India, Kenya, Rwanda
Wine	Australia, Chile, New Zealand, South Africa
Vodka	Russia
Yellow Split Peas	Russia

FEED	COUNTRY OF ORIGIN
Zeolite	Turkey

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	Saudi Arabia, Australia, China, Jordan, Malaysia, Kuwait, South Africa

PLASTIC KITCHENWARE	COUNTRY OF ORIGIN
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: **March 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	2	0	0	0
Redcar	156	0	3	3
Stockton	166	0	6	0
Total	325	0	9	3

2. SAMPLING

Number of water samples taken and submitted for examination:

LOCAL AUTHORITY	NO OF SHIP SAMPLES		NO OF JETTY SAMPLES	
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Hartlepool	0	0	0	0
Middlesbrough	0	0	3	0
Redcar	1	1	3	0
Stockton	0	0	1	0
Total	1	1	7	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	68	0	4	22
Documentary Checks	1	0	4	0
Identity Checks	0	0	0	0
Physical Checks	0	0	0	0
Samples	0	0	0	0
Notices Served	0	0	0	0

Total manifests checked: 132

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

FOOD	COUNTRY OF ORIGIN
Citric Acid	China
Wine	Australia, Argentina, Chile, New Zealand, South Africa, USA
Coffee	Brazil, Honduras, Indonesia, India, Kenya, Mexico, Nicaragua
Tea	India, Kenya, Malawi, Mozambique, Rwanda, Tanzania
Vodka	Russia

FEED	COUNTRY OF ORIGIN
None	

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	Australia, Singapore, Dubai, Malaysia, Saudi Arabia, Qatar, China, Jeddah, South Africa, New Zealand, Beirut, Kuwait

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: **April 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	9	0	0	0
Redcar	151	0	5	0
Stockton	124	0	3	0
Total	284	0	8	0

2. SAMPLING

Number of water samples taken and submitted for examination:

LOCAL AUTHORITY	NO OF SHIP SAMPLES		NO OF JETTY SAMPLES	
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Hartlepool	0	0	0	0
Middlesbrough	0	0	0	0
Redcar	2	0	1	0
Stockton	5	0	0	0
Total	7	0	1	0

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

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

3. INFECTIOUS DISEASE NOTIFICATIONS/ 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	71	1	3	18
Documentary Checks	1	1	3	0
Identity Checks	0	0	0	0
Physical Checks	0	0	0	0
Samples	0	0	0	0
Notices Served	0	0	0	0

Total manifests checked: 145

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

FOOD	COUNTRY OF ORIGIN
Citric Acid	China
Tea	Argentina, India, Kenya, Sri Lanka, Malawi, Tanzania
Coffee	Brazil, Colombia, Honduras, India, Kenya, Mexico, Uganda, Nicaragua
Wine	Australia, Chile, New Zealand, United States, South Africa
Vodka	Russia
Chickpeas	China

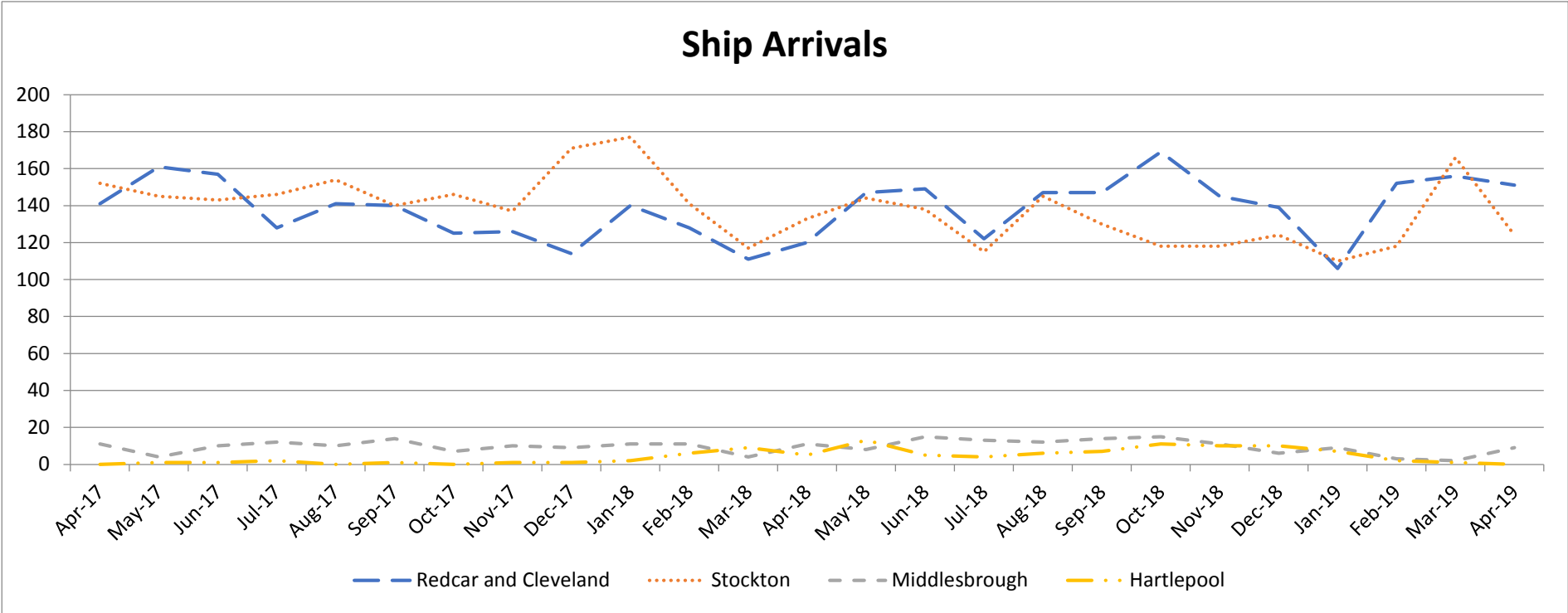
FEED	COUNTRY OF ORIGIN
Red Millet	Ukraine

NON-FOOD OR FEED VERIFICATION	COUNTRY OF ORIGIN
Used Cooking Oil	South Africa, Kuwait, Malaysia, China, Singapore, Australia, USA

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

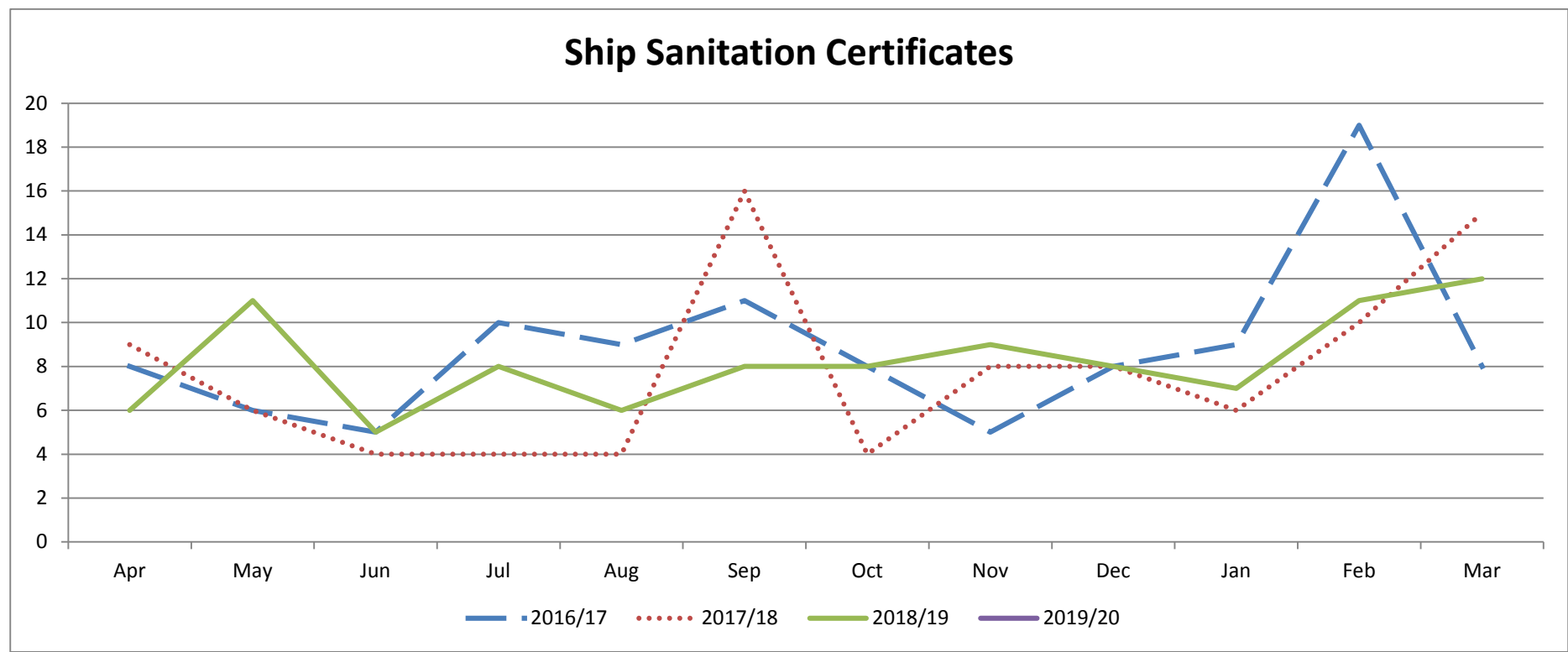
Ship Arrivals

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.



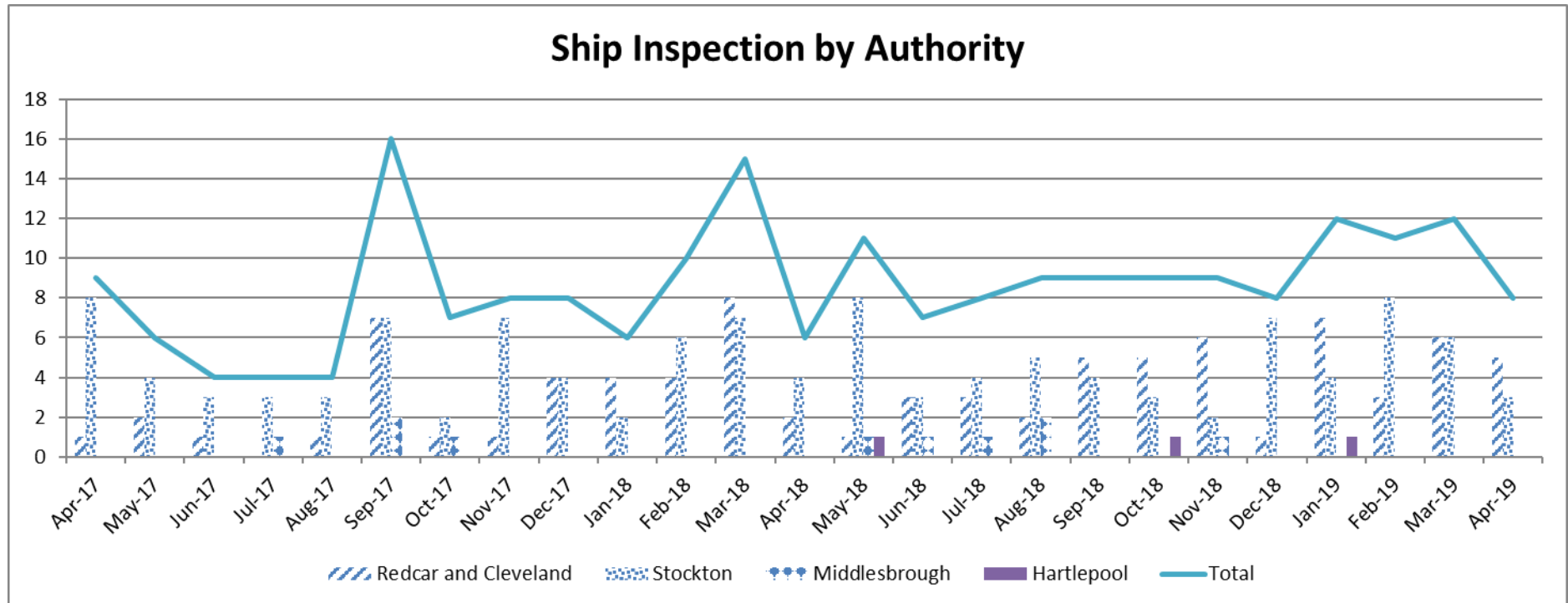
Ship Sanitation Certificates

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.





Member Report

Financial Position for 2018/19 & Unaudited Accounts

Public

To:	River Tees Port Health Authority	Date:	07 June 2019
From:	Corporate Director of Corporate Resources	Decision type:	Key - Budget
Portfolio:	Corporate Resources	Forward Plan	n/a
Outcome:	Business improvement	reference:	
Ward(s):			

1 What is the purpose of this report?

- 1.1 To present to Members the performance against budget for the River Tees Port Health Authority for the 2018/19 financial year on revenue activities. This is an integral element of performance management.
- 1.2 To outline the statutory approval process for the accounts for the Authority and the external audit of these accounts.

2 What is the background to this report?

- 2.1 At its meeting on 1 December 2017 the Authority agreed a net revenue budget of £112,350 for the 2018/19 financial year. This report will outline the financial position and performance of the Authority against this budget at 31st March 2019. Members should scrutinise the financial activities and assets and liabilities as appropriate.
- 2.2 Under the Accounts and Audit regulations 2015 the River Tees Port Health Authority is categorised as a small body for final accounts and audit purposes. This means that unlike local authorities a full Statement of Accounts governed by the local authority code of accounting practice is not required. Members may recall that until 2003 this was a requirement for RTPHA.
- 2.3 The regulations do however require that an Annual Return covering the income & expenditure and assets & liabilities on revenue based activities is produced and that this is audited in line with the above regulations.
- 2.4 The annual return for the 2018/19 financial year has been prepared and is about to be sent to the Authority's appointed external auditors – PKF Littlejohn LLP. The summary details for this return are set out in this report, as are the primary financial statements for the Authority; the Income and Expenditure account, and the Balance Sheet.

3 Who will this benefit and how?

- 3.1 This will ensure that the Authority will be compliant with the current legislation and proper practices in terms of financial management. As such it will cover the Riparian authorities and all the Tees Valley population in terms of a fit for purpose River Tees Port Health organisation.

4 Who have we consulted?

- 4.1 The report has been prepared in consultation with the Directors of Corporate Resources and Public Health for Redcar and Cleveland Borough Council, and the individual port health officers at each of the Riparian authorities.

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

- 5.1 Investment in Port Health services has been earmarked as an ongoing priority by the Tees Valley Chief Executives. In addition, the debate on funding levels for local councils has been the driver for improved operational performance, with the service being provided at higher levels of performance for a lower overall cost.

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

- 6.1 The table below shows a summary of the operating expenditure and income incurred by the Authority, against the approved budget for the 2018/19 financial year:

	Original Budget	Actual	Variance
	£	£	£
Staff Costs	90,000	68,917	(21,083)
Other Operating Costs	48,900	68,834	19,934
Total Expenditure	138,900	137,751	(1,149)
Income	(26,550)	(35,974)	(9,424)
Net Expenditure	112,350	101,777	(10,573)
Transfer to Reserves	0	0	0
Final Position	112,350	101,777	(10,573)
Financed by Precepts from Constituent Authorities			
Middlesbrough BC	(16,853)	(16,853)	0
Stockton BC	(34,829)	(34,829)	0
Hartlepool BC	(2,247)	(2,247)	0
Redcar & Cleveland BC	(58,421)	(58,421)	0
	(112,350)	(112,350)	0

- 6.2 The main variances when compared to the revised budget are as follows:

Staff Costs – Underspend of £21,083. This relates to a vacant post during the financial year.

Other Operating Costs – Overspend of £19,934. The redistribution of the salary underspend to the Riparian Authorities in year is included in the section.

Income - £9,424 higher than budget. The main reasons are that the Authority received a food hygiene grant of £1,500, which was not budgeted for and an

additional £1,088 reimbursement for costs associated with Brexit preparation meetings. Overachievement of sanitation certificate income contributed a further £5,070 and an increased water sampling income of £1,837 over the budgeted target.

Income Type	Budget	Actual	Over / (Under) to budget
Sanitation Certificates	16,550	21,620	(5,070)
High Risk Products Imports	100	834	(734)
Organic Certificates	350	630	(280)
RTPHA Permits (annual fee)	2,300	2,316	(16)
Plastic Declaration	4,050	2,720	1,330
Water Sampling	3,200	5,037	(1,837)
Total	26,550	33,157	(6,607)

The total under budget position relating to the financial year 2018/19 for the Authority was £10,573. Further analysis of the 2018/19 final outturn position can be seen in Appendix 1.

- 6.3 It is recommended that the underspend of £10,573 is carried forward as a creditor and the Riparian Authorities' 19/20 budget contribution reduced accordingly. The following table reflects the revised contribution in 19/20 per Authority:

Riparian Authority	19/20 Budget Contribution	Reduction	19/20 Revised Contribution
Middlesbrough BC (15%)	16,298	(1,586)	14,712
Stockton BC (31%)	33,681	(3,278)	30,403
Hartlepool BC (2%)	2,173	(211)	1,962
Redcar & Cleveland BC (52%)	56,498	(5,498)	51,000
Total	108,650	(10,573)	98,077

- 6.4 The table below shows the Income and Expenditure account for 2018/19 together with the 2017/18 figures for comparison.

Income and Expenditure Account	2018/19 (£)	2017/18 (£)
Staffing Costs	68,917	75,019
Other Operating Costs	68,834	49,096
Total Expenditure	137,751	124,115
Income	(35,974)	(34,615)
Net Expenditure	101,777	89,500
Carry Forward of Creditor (subject to approval)/ 17/18 Transfer to Reserves	10,573	16,900
Final Position	112,350	106,400

- 6.5 The table below shows the Balance Sheet (assets and liabilities) for the River Tees Port Health Authority as at 31st March 2019, including the carry forward of the 18/19 surplus.

Balance Sheet	2018/19	2017/18
	£	£
Current Assets:		
Debtors General	5,872	7,954
Cash in Hand	41,351	28,696
Bad Debt Provision	250	250
Net Current Assets	47,473	36,900
Current Liabilities		
Income in Advance	(10,573)	0
Net Liabilities	(10,573)	0
Net Assets	36,900	36,900
General Reserves	36,900	36,900

- 6.6 A simple explanation of the balance sheet entries above is as follows:

Debtors - General – this is income due from third parties in 2018/19 not yet received in cash by the Authority. There is a slight decrease due to less invoices being outstanding at year end.

Cash in Hand – the net value of cash held by the Authority after all assets and liabilities have been considered. This has increased mainly due to the year-end surplus, which will be carried forward and decrease the riparian authorities 19/20 contributions, subject to Board approval.

General Reserves – These funds are a contingency buffer to be used against unanticipated fluctuations in both costs and income for the Authority and potentially increased costs due to the outcome of Brexit.

7 What will be the impact on equality and diversity?

- 7.1 There will be no impact on equality and diversity from this report.

8 What will be the impact on our carbon footprint?

- 8.1 There is no impact from this report on our carbon footprint.

9 Are there any legal considerations?

- 9.1 This report is presented under the Accounts and Audit Regulations 2015 where small body organisations are required to prepare an income and expenditure return and to undertake an external assessment of these financial results.
- 9.2 Under current legislation (Local Audit and Accountability Act 2014) it is required that the Authority make the Accounts available for public inspection prior to going forward to external audit.
- 9.3 **27 May – 7 June 2019:** Advert giving notice on the internet (www.teesporthealth.co.uk) informing electors of key dates for exercising their rights to inspect the Accounts.

10 June – 19 July 2019: Accounts made available at Redcar & Cleveland House, Kirkleatham Street, Redcar for inspection by electors of the borough for thirty working days (which includes the first 10 working days of July).

1 July 2019: Annual Return and supporting documentation to be submitted to PKF Littlejohn LLP, our external auditors.

10 What are the risks involved?

- 10.1 The risk is that the appropriate financial management and governance processes are not in place for RTPHA and as such, the body is exposed to risk and malpractice.

11 What options have been considered?

- 11.1 The management of the Authority's budget and its external audit process is critical to the ongoing operations of the Port Health Service. As such no options are available.

12 What is the reason for the recommended option?

- 12.1 Not applicable for this report.

13 Recommendations

- 13.1 It is recommended that Members should:

1. Note the statement of performance against budget for 2018/19 and the reasons for the budget variations.
2. Approve the carry forward and reduction to the Riparian Authorities' 2019/20 budget contributions.
3. Approve the Chair of the Board 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. Approve the unaudited accounts for the River Tees Port Health Authority for 2018/19.
5. Approve the Chair of the Board to sign Section 2 – the Accounting Statements of the Annual Return to enable it to be forwarded to PKF Littlejohn LLP by the return deadline of 1 July 2019.

14 Appendices and further information

- 14.1 Appendix 1 – Detailed Comparison of 2018/19 budget for RTPHA.

15 Background papers

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

16 Contact officer

16.1 Name: Maggie Burns
 Position: Deputy Treasurer to the River Tees Port Health Authority
 Address: Redcar & Cleveland House, Redcar
 Telephone: 01642 771154
 Email: Maggie.burns@redcar-cleveland.gov.uk

RIVER TEES PORT HEALTH AUTHORITY

BUDGET MONITORING POSITION 2018/19
FINAL OUTTURN POSITION AT END OF MARCH
2019

		Budget 2018/19	Outturn 2018/19	Variance
R1000	Basic Pay	67,550	51,280	(16,270)
R1001	NI Contributions	7,050	4,990	(2,060)
R1003	Overtime	700	342	(358)
R1006	Superannuation Contributions	10,800	8,261	(2,539)
R1063	Other Allowances	2,500	2,470	(30)
R3000	Fuel	0	180	180
R3300	Public Transport	0	838	838
R3400	Car Allowances	0 1,400	557	(843)
		90,000	68,917	(21,083)
R4000	Tools & Equipment Purchase	800	777	(23)
R1650	Training Expenses	1,000	685	(315)
R4200	Clothing, Uniforms & Laundry	200	462	262
R4300	Printing & Stationery	100	0	(100)
R4305	Photocopier Usage	50	0	(50)
R4400	Services - Professional Fees	40,700	41,667	967
R4507	Mobile Phones	350	450	100
R4531	Computer Software	4,000	3,073	(927)
R4701	Subscriptions	1,050	1,250	200
R4960	Public Liability Insurance	650	470	(180)
R4962	Surplus/Deficit – redistributed to Riparian Authorities	0	20,000	20,000
		48,900	68,834	19,934
R9000	Feed Hygiene Grant	0	(1,500)	(1,500)
R9101	Other Grants & Contributions - OLA	0	(229)	(229)
R9102	Other Grants & Contributions	0	(1,088)	(1,088)
R9305	Environmental Health	(26,550)	(33,157)	(6,607)
		(26,500)	(35,974)	(9,424)
Final Position		112,350	101,777	(10,573)

Contributions required based on agreed amounts as per Board meeting 03/03/2017	Budget 2018/19	Actual as at 31/03/19	Variance
Middlesbrough 15%	16,853	16,853	0
Stockton 31%	34,829	34,829	0
Hartlepool 2%	2,247	2,247	0
Redcar & Cleveland Borough Council 52%	58,421	58,421	0
	112,350	112,350	0

Balance to be carried forward as a creditor

10,573

River Tees Port Health Authority 2019/20

Friday 6 September 2019 at 10am

Friday 6 December 2019 at 10am

Friday 6 March 2020 at 10am

Friday 5 June 2020 at 10am - AGM