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

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

23 February 2021

Dear Councillor,

RIVER TEES PORT HEALTH AUTHORITY: FRIDAY 5 MARCH 2021

Would you please note that a meeting of the River Tees Port Health Authority will be held on Friday 5 March 2021 at 10.00 am virtually via Microsoft Teams. If you would like to observe the meeting please contact Democratic Services for an electronic invitation at susan.fenwick@redcar-cleveland.gov.uk

A G E N D A

	<u>Pages</u>
1. Apologies for Absence.	
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6. Any items that the Chair certifies as urgent.

Yours sincerely,

S NEWTON
CLERK TO THE AUTHORITY

4 December 2020

RIVER TEES PORT HEALTH AUTHORITY

A virtual meeting of the River Tees Port Health Authority was held on Friday 4 December 2020 via Teams.

PRESENT Councillor Dowson (Chairman)
Councillors Craig (substituting for Councillor W Davies), Dalgarno, Dean, Harrison, Mrs O'Donnell, Perry, Vickers and J Walker

OFFICIALS M Burns, R Davisworth, S Fenwick and S Ziolkowski – Redcar and Cleveland Borough Council.

APOLOGIES FOR ABSENCE were submitted on behalf of Councillors Davies, Furness, Johnson and Thomas.

1. **MINUTES**

RESOLVED that the minutes of the meeting held on 6 March 2020 be confirmed and signed by the Chair as a correct record.

2. **EU EXIT UPDATE**

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

The report highlighted changes to the port health services that would be carried out during 2021 and advised that the Government made funding available to Port Health Services in England to ensure they had relevant trained personnel and systems in place for the new changes from 1st April 2020. This is to ensure there are no restrictions or delays on products entering the UK. On 16 November 2020 DEFRA advised that £179,219 has been awarded to Redcar and Cleveland Council. The funding will be used to prepare for the new controls on EU imports by employing and training additional staff and the implementation of a new bespoke IT software system.

RESOLVED that the information in the report be noted.

3. **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY -FEBRUARY 2020 TO OCTOBER 2020**

The Corporate Director of Adults and Communities presented a report which gave a summary of the performance of the River Tees Port Health Authority from February 2020 to October 2020. - **NOTED**

4 December 2020

4. **FINANCIAL POSITION FOR 2019/20 AND UNAUDITED ACCOUNTS**

The Treasurer advised that this report had been previously circulated to Members and their approval to it had been received by email on 23 July 2020. The purpose of presenting the report at this meeting was to ratify that approval.

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

Members were reminded that at its meeting on 1st March 2019 the Authority approved a net budget position of £108,650 for the 2019/20 financial year. This report also outlined the financial position and performance of the Authority against this budget as at 31 March 2020 together with the statutory approval process for the accounts of the River Tees Port Health Authority and the external audit of the accounts.

RESOLVED that :

1. The statement of performance against budget for 2019/20 and the reasons for the budget variations be noted;
2. The carry forward and reduction to the Riparian Authorities' 2020/21 budget contributions be approved;
3. Approval be given to 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 31 August 2020;
4. Approve the unaudited accounts for the River Tees Port Health Authority for 2019/20; and,
5. Approval be given to 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 31 August 2020.

5. **2020/21 FINANCIAL POSITION UPDATE**

The Treasurer presented a report which updated Members on the financial position of the Authority at the end of October 2020 (Period 07) and highlighted any variances against the 2020/21 approved budget.

Members were advised that based on the forecasted figures set out in the report, the Authority would have an underspend of £8,850. This forecast

4 December 2020

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.



Public

To: River Tees Port Health Authority **Date:** 5th March 2021
From: Corporate Director of Adults and Communities **Decision:** Committee
Portfolio: River Tees Port Health Authority
Outcome: Public Health

1 What is the purpose of this report?

- 1.1 To update members on the potential impacts on the Port Health Service following Britain's exit from the European Union. Board members last received an update report on 6th March 2020.

2 What is the background to this report?

- 2.1 The UK officially left the EU on 31st January 2020 and throughout this period have entered into trade talks with a view to reach an acceptable trade deal, implemented before 31st December 2020.

2.2 From 1st January 2021

There will be a minor impact on the Service with additional checks on the validation of catch certificates to ensure fish are caught and processed legally. The majority of fish entering into Teesport is processed within the EU in an approved premise and due to current harmonised regulations, such products are not deemed to be high risk.

2.3 From 1st April 2021

All Products of Animal Origin (POAO) from the EU will need to have a documentary screening check, carried out by Port Health Officers and Official Veterinary Surgeons (OVS); these checks can be carried out remotely.

2.4 From 1st July 2021

All POAO from the EU will have to have a documentary check, including pet food, and a percentage of these will also require an identity and physical check. An identity check confirms that the container and its contents match commercial documents. A physical check requires a physical examination of the product. Samples may also be taken and sent for examination. A dedicated and approved facility is required for this purpose; this will be in addition to the facility built for the import of High-Risk Food Not of Animal Origin.

- 2.5 Due to the amount of POAO predicted to enter the Tees, and potential for increase in trade directed from other ports such as Dover, the Port Operator (PO Ports) has made the decision to apply to DEFRA for approval to receive imports of POAO from July 2021. The Port has had agreement in principle for the design of the new facility

at the port and has started the process for building the facility.

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

- 2.6 The Port Health Service has a duty to provide a service to the Port to ensure all food and feed entering the Tees is safe for consumption, and if the Port applies to change its status, the Port Health Service must provide official controls to ensure food and feed is safe for import.
- 2.7 The Port Health Service was awarded Transition Funding by DEFRA, £179,219 in November 2020 to prepare for the new controls on EU imports. This includes recruitment and training of additional staff and the purchase and implementation of a new bespoke IT software system.
- 2.8 From a financial perspective, the service will be able to charge for all consignments of imported POAO, on a cost recovery basis. Defra has confirmed in a letter to the Service that any shortfall incurred from changes to estimated imports will be fully covered financially in 2021/22.
- 2.9 The Port Health Service is keeping up to date with all stakeholders during this transition and implementation period on the potential impacts, and likely changes that may occur. The Service has been assigned with a DEFRA readiness officer to assist in during the transition period.

3 Who will this benefit and how?

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

4 Who have we consulted?

- 4.1 Senior Officers of the Riparian Authorities.

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

- 5.1 By keeping up to date with implementation timetables and planned changes we will be fully prepared for any eventuality.

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

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

7 What will be the impact on equality and diversity?

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

8 What will be the impact on our carbon footprint?

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

9 Are there any legal considerations?

9.1 There are no legal considerations at this time.

10 What are the risks involved?

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

11 What options have been considered?

11.1 The report is for information purposes.

12 Recommendations

12.1 For information only.

13 Appendices and further information

13.1 There are no appendices with this report.

14 Background papers

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

15 Contact officer

Name: Sue Ziolkowski

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Member Report

Performance Summary for River Tees Port Health Authority November 2020 to January 2021

Public

To:	River Tees Port Health Authority	Date:	5 th March 2021
From:	Corporate Director for Adults and Communities	Decision type:	For information
Portfolio:	Health, Housing and Welfare	Forward Plan reference:	N/A
Priority:	All priorities		
Ward(s):	ALL		

1 What is the recommendation?

1.1 For information purposes only.

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

2.1 This report provides an overview of the performance from November 2020 to January 2021.

2.2 Shipping movements through the River Tees

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

2.3 Ship Inspections and Issue of Ship Sanitation Certificates

All requests for renewal of a Ship Sanitation Certificate were attended to under strict COVID procedures. The service has carried out its own risk assessment where officers wear a face mask throughout their visit, have access to hand gel and gloves, and request crew to open cupboards and doors where possible to reduce contact with common touch points. Social distancing is also observed where possible.

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

2.4 Water Samples – ship and jetty supplies

All requests for water samples are attended to where there is availability for the laboratory to collect the samples within an appropriate time frame. The lab is able to collect samples Monday to Friday upon request.

During the last 3 months, Jetty water supply sampling has been carried out at a further six berths with 14 samples taken in total. All results received have been satisfactory.

2.5 Imported Food and Feed

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

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

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

- 2.6 From 1st January 2021, the Service stopped recording all imported food and feed from third countries, to concentrate on food and feed that requires Official Controls. Despite the Government providing advice about the changes from 1st January 2021, many of our importers and their agents appear to remain unaware of the current requirements and are incorrectly describing products on the electronic manifesting system. Importers and agents have been signposted, by the Service, to the government website which hosts all the guidance they require.
<https://www.gov.uk/transition>

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

- 2.7 Additional advice and information is also being provided to Importers and agents on the future Official Controls, that will be in place from April 2021 and July 2021 respectively. [Import goods into the UK: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/import-goods-into-the-uk-step-by-step)

2.8 Catch Certification

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

This applies to containers, not direct landings, i.e., wet fish direct to quayside from the ocean.

2.9 Infectious disease notifications

COVID19 has been the only infectious disease notification into Port Health in the last few months. We have not had any positive cases of COVID but have been contacted by agents for advice around crew with symptoms. All crew members requiring tests have been provided with advice, some were able to access regional test centres, others have rapid testing via private contractors, or through agents. One positive case was identified, and advice was provided regarding isolation.

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

2.10 Policies and Plans

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

2.11 Other relevant information

The new Border Control Post is still awaiting a confirmed date for physical inspection by the Food Standards Agency, however they have authorised the Service to use the facility in the meantime following review of procedures and photographs of the new facility. Due to Covid, it may be the summer before a date for an audit visit can be confirmed.

2.12 PD Ports has received infrastructure funding from central government to provide additional Border Control Post capacity. This will enable segregation and storage for additional imports, as well as increased capacity for the Service to make use of.

3 Who has been consulted and engaged?

3.1 Senior Officers of the Riparian Authorities.

4 What are the risks and resource implications?

4.1 There are no risks associated with this report.

5 Appendices and further information

5.1 There are no appendices with this report.

6 Background papers

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

7 Contact Officer

7.1 Name: Sue Ziolkowski
Position: Principal Environmental Health Officer
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River Tees Port Health Authority Review of Current Fees and Charges

AGENDA ITEM 4C



Public

To: River Tees Port Health Authority (RTPHA) **Date:** 5 March 2021
From: Corporate Director of Adult Care and Health **Decision:** Committee
Portfolio: River Tees Port Health Authority
Outcome: Business Compliance

1 What is the purpose of this report?

1.1 To present to RTPHA Board members the proposed amendments to the fees and charges for 2021/22

2 What is the background to this report?

- 2.1 The fees and charges must be reviewed annually to reflect the actual cost of the service to our customers. The last time the fees were reviewed was for 2020/21. The current review has considered the time taken for carrying out chargeable activities, any increase as a consequence of the national annual pay award, increases to on-costs, and changes to third party charges for analyst fees, transport costs etc.
- 2.2 All fees and charges not set-in statute or by the Association of Port Health Authorities have been increased by 2%, to reflect inflation and the national annual pay award.
- 2.3 New charges have been implemented for imports of Products of Animal Origin. These charges are based on minimum fees set by the retained EU Regulations (Regulation (EU) 2017/625, known as OCR) as amended by "Official Control (Animal, Feed and Food, Plant Health) (Amendment) (EU Exit) Regulations 2020 (SI 2020/1481) set out the requirements for SPS checks. Regulations 81-84 and Annex IV (Chapter 1) apply to fees and charges:
<https://www.legislation.gov.uk/eur/2017/625/contents>
- 2.4 Under the legislation, authorities must have access to enough revenue to carry out the necessary checks. It is, however recognised that this may not be possible on an in-year basis. It is acceptable that authorities structure their charging regime based on estimates and adjust on an annual basis to ensure the fees reflect full cost recovery over the longer term.
- 2.5 As previously notified, Defra has assured that in the event the Port Health service experiences a shortfall in revenue in the period April 2021 to March 2022, Defra will absorb the financial risk. See Appendix B
- 2.6 The fees for Sanitation Certificates has not yet been updated for 2021/22 by the Association of Port Health Authorities (APHA). If these charges change, we will follow their recommendations.

3 Who will this benefit and how?

- 3.1 This review and amendments will ensure our customers are getting a value for money service and that our costs are based on time taken to carry out official controls with on costs and associated analyst fees, where applicable.

4 Who have we consulted?

- 4.1 This report has been prepared in consultation with relevant stakeholders and officers at the Riparian Authorities.

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

- 5.1 The review will ensure we provide a value for money service to our customers.

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

- 6.1 There are no resource implications following this review.

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 We have a duty to review our fees and charges to provide a quality service to our customers that provides value for money.

10 What are the risks involved?

- 10.1 There are no risks involved in this review.

11 What options have been considered?

- 11.1 The only other option available was to leave our fees and charges at the current rate. With the national annual pay award and increases in analyst fees, it would not make good financial management to leave the fees and charges at the current rate.

12 Recommendations

- 12.1 It is recommended that Members agree the changes to the current fees and charges.

13 Appendices and further information

- 13.1 Appendix A - Current and Proposed charges for 2021/22

- 13.2 Appendix B – Defra letter dated 3 November 2020

14 Background papers

- 14.1 There are no background papers.

15 Contact officer

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Appendix A - Current and proposed fees and charges

Description	Current 2020/21	Proposed 2021/22
Bacteriological - 1st sample	£68.58	£71.96
Bacteriological - additional samples	£33.35	£35.50
Legionella - 1st sample	£101.71	£100.92
Legionella - additional sample	£66.49	£64.46
High risk Food Not of Animal Origin		
Documentary Check	£58.71	£60.78
Sampling check	£129.16	£133.71
Plastic Kitchenware		
Documentary Check (5 lab reports)	£46.97	£48.62
Additional 5 lab reports	£11.74	£12.16
Sampling check	£129.16	£133.71
Product of Animal Origin		
Up to 6 tonnes		£50.00
>6 to <46 tonnes		£8.00 per tonne
>46 tonnes		£370.00
Export Certification		
Documentary check	£58.71	£60.78
Physical check	£46.97	£48.62
IUU Catch Certificates		
Documentary check - low risk		
1-5 certificates	£23.48	£24.31
6-10 certificates	£46.97	£48.62
11-20 certificates	£70.45	£72.93
21 + certificates	£93.94	£97.24
Documentary check - high risk		
1-5 certificates	£46.95	£48.62
6-10 certificates	£70.42	£72.93
11-20 certificates	£93.89	£97.24
21 + certificates	£117.37	£121.55
Sanitation Certificates (set by APHA)	£100.00	£100.00
	£135.00	£135.00
	£205.00	£205.00
	£265.00	£265.00
	£340.00	£340.00
	£400.00	£400.00
Organic Certification		£45.00



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Erika Grunert/Sue Ziolkowski
Redcar and Cleveland Borough Council
Belmont House
Rectory Lane
Guisborough
TS14 7FD

Your ref:
Our ref:
Date: 3 November 2020

Dear Erika and Sue,

Defra's cover of financial risk for Port Health Authorities and Local Authorities

Thank you for working closely with Defra in the recent weeks and months as we prepare for the future regime of EU SPS controls. We recognise the pressures being faced by local authorities in the delivery of this regime and wish to work together with you to overcome them.

Following concerns raised through the PHA Steering Group, I am writing to provide you with formal reassurance regarding any financial risk arising from the recruitment of additional staff to your local authority.

Due to the existing budget situation, the PHA Transition Fund covered recruitment, training and salary costs for this financial year only. Defra will provide further information on the fees and charges regime that will apply to future EU SPS imports, in order to ensure you can generate enough revenues to cover your costs, including for the first phase of implementation (documentary checks) between April and July 2021. We will seek your views on that matter in the coming weeks.

I am nevertheless conscious that even though Defra shared with you the best evidence available on the likely trade flows, these predictions might not materialise, at least in the short term. As a result, we recognise that a risk remains that you are not able to generate enough revenues to cover the costs arising from the implementation of the new regime of checks post-April 2021. We understand that this financial risk, in the absence of certainty regarding funding made available to you next financial year, means that you may find it challenging to get clearance to start recruiting new staff, and to attract the right candidates. To deliver success we do not want you to under-recruit, which creates additional and further pressures later in the implementation.

I would like to assure you that in the event you experience a shortfall in revenue in the period April 2021 to March 2022, Defra will absorb the financial risk. This will be on the condition that:

- your recruitment plans match those agreed as part of your application to the PHA Transition Fund;
- you keep us updated on your progress to recruit additional staff for the purpose of the future regime of import checks;
- where relevant, you can demonstrate that, from April 2021, you actively use new evidence on actual volumes of EU-SPS imports, and on the costs arising from the new regime of import SPS checks, to adapt the size of your workforce;
- you work with us on the establishment of a regime of EU SPS import fees and charges appropriate to cover the costs arising from the implementation of the new regime of checks.

I have created a new team who will partner with you during the implementation, transition and through go-live until at least October 2021. The team will be providing project, change and transition management support. Where you may need to access commercial arrangements to support your preparations, the team will be able to leverage existing Government frameworks on your behalf.

I trust this letter will provide you with the right level of reassurance to support you as you continue preparing for the future regime of checks. My team remains available to answer any queries you might have.

Yours Sincerely,



Darren Jaundrill
Deputy Director
SPS Borders and Boundaries

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c.c John Sampson, Managing Director



River Tees Port Health Authority 2020/21 Financial Position Update

Public

To:	River Tees Port Health Authority (RTPHA)	Date:	5 March 2021
From:	Deputy Treasurer	Decision type:	Committee
Portfolio:	Health, Housing and Welfare	Forward Plan reference:	N/A
Priority:	All priorities		
Ward(s):	All		

1 What are the recommendations?

1.1 It is recommended that Board Members:

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

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

- 2.1 The monitoring of the approved budget ensures that RTPHA can discharge its functions on behalf of the riparian authorities.
- 2.2 Finance is an integral element in delivering quality services and improving performance.
- 2.3 The report is predominantly for information purposes.

3 What is the background to this report?

3.1 At its meeting on 6 March 2020 the Authority approved a net budget position of £124,350 funded by the following contributions from the riparian councils of:

Middlesbrough	£18,653
Stockton	£38,548
Hartlepool	£2,487
Redcar & Cleveland	£64,662
Total	124,350

- 3.2 The Authority's budget for 2020/21 was set based upon the service plan set out by Redcar and Cleveland Borough Council who manage the delivery of Port Health Services to the Tees Valley area.
- 3.3 The budget was based upon the service delivery plan for River Tees Port Health Authority which was approved by the joint board on 1st June 2018 and has been influenced by Redcar and Cleveland Borough Council's Driving Change project, which reviews all service delivery and partnership arrangements in the Council for value for money.

- 3.4 The net budget has increased from £108,650 for the previous year to £124,350 at the start of 2020/21 primarily due to the appointment of a fully qualified Environmental Health Officer as planned.
- 3.5 **Appendix 1** provides a detailed comparison of the operating budget for the Authority, which is analysed by individual type of spending against the actual to date expenditure and income.
- 3.6 A summary of the financial position (at the end January) is set out in the table below:

PERIOD 10 ACTUAL AND PROJECTED OUTTURN 2020/21

	Original Budget 2020/21	Actual as at Period 10 31/01/2021	Projected Outturn 2020/21	Variance Budget to Outturn
<u>Expenditure</u>				
Employee Costs	100,050	77,029	105,350	5,300
Other operating Costs	56,350	57,284	151,750	95,400
Total Costs	156,400	134,313	257,100	100,700
Income including grants	(32,050)	(208,784)	(150,019)	(117,969)
Net Expenditure	124,350	(74,471)	107,081	(17,269)
<u>Funding</u>				
Middlesbrough BC	(18,653)	(18,653)	(18,653)	0
Stockton BC	(38,548)	(38,548)	(38,548)	0
Hartlepool	(2,487)	(2,487)	(2,487)	0
Redcar & Cleveland BC	(64,662)	(64,662)	(64,662)	0
Total Funding	(124,350)	(124,350)	(124,350)	0
Net	0	(198,821)	(17,269)	(17,269)

3.7 Key Issues

The major variance between the projected outturn position for 2020/21 and the original budget approved in March 2020 are as follows:

Employee Costs: Forecast overspend of £5,300 – the overspend is made up of an underspend on current establishment and an overspend in relation to new posts required for the transition following Brexit.

The underspend on current establishment staff of approximately £17,000 is because the Council prepares salary budgets at the top of the starting grade however, a recently qualified Environmental Health Officer started at the bottom of the relevant career grade. In addition, an over inflated salary budget from a previous year had been rolled forward. This has been corrected for the budget set for 2021/22.

Following Brexit and the transition to a Border Control Post (BCP), an additional 6 posts are required initially, and these costs have been projected to the year end with a total additional cost of £22,300. This additional spend will be funded by the transitional grant received specifically for this purpose, so will not influence the overall financial position of the Authority. In future years, the increase in additional income will fund these additional posts.

Other Operating Costs: Forecast overspend of £95,400 – the majority of this overspend relates to protective clothing, computer equipment and computer licences required for the newly created posts and will be funded by using the transitional grant received specifically for this purpose. This will not adversely affect the overall financial position of the Authority.

In addition, the Authority has recently completed the much-needed improvements to accommodation facilities for RTPHA staff and the purchase of updated furniture and equipment.

3.8 Income is critical to ensuring a balanced outturn position for the service and so the income position is closely monitored to ensure that any issues can be identified as soon as possible.

3.9 The Authority has received a transitional grant from DEFRA in the sum of £179,219, to fund the initial costs associated with the transition to a BCP. The Authority is projecting to spend £117,000 in this financial year and this report requests approval from the Board to transfer £62,000 to reserves to fund the transition costs that will be incurred during 2021/22.

3.10 A breakdown of the income received up to the end of January for the 2020/21 financial year is provided below and further analysis is available in **Appendix 1**:

3.11

Account	Description	Type of Service	2017/18 Full Year Income £	2018/19 Full Year Income £	2019/20 Full Year Income £	2020/21 Period 10 YTD Income £
R9305	Fees – Environmental Health & Pest control	Sanitation Certificates	20,140	21,620	23,518	20,975
		Other Fees & Charges	12,826	11,537	14,170	8,340
Total Fee Income			32,966	33,157	37,688	29,315
Grants			1,500	1,500	262	179,469
Total Income			34,466	34,657	37,950	208,784

3.12 **Overall Financial Position** – Based on the projected outturn figures set out above, the Authority would have an underspend of £17,269. This forecast is based on current information up to the end of January. The operational income has been projected based on amounts received to the end of period 10, where appropriate. Income trends vary during the year and are difficult to predict, therefore the position will be continually monitored and reviewed throughout the rest of the year.

3.13 The receipt of an additional grant to fund transitional arrangements has not affected the overall projected financial position. Any additional costs in relation to the transition have been offset by the grant. The forecast transition costs amount to £117,000 and with the Board's approval the remaining £62,000 of grant will be transferred to reserves to fund further costs in the next financial year.

4 Who will this benefit and how?

4.1 Timely, accurate and up to date financial information is a key characteristic of good corporate governance. Members need to have these details and be aware of any issues against the agreed budget when making decisions on service delivery, staffing, training, and other regulatory matters.

4.2 A well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.

5 Who have we consulted?

5.1 The original budget was set in consultation with Members, the Treasurer and Clerk for the Authority and the Environmental Health (Commercial) team at Redcar and Cleveland Borough Council.

5.2 The financial position and any issues in year have been discussed between principal environmental health officers of the riparian authorities and finance staff as required. Any critical issues or pressing budget matters would be discussed and consulted with the Chair and Vice Chair as appropriate.

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

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

7 What will be the impact on equality and diversity?

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

8 What will be the impact on our carbon footprint?

8.1 There is no direct impact on the carbon footprint because of this report.

9 Are there any legal considerations?

9.1 There are no specific legal issues to consider because of this report.

10 What are the risks involved?

10.1 The information in the report acts as a management control to ensure that the financial activities of the Authority are being managed properly and resources used effectively. Without setting a budget and providing monitoring information the Authority would not be able to ensure that value for money is secured in pursuit of its objectives. Decisions made may be poorly informed or the wrong decision made without accurate and up to date information.

11 Appendices and further information

11.1 Appendix 1 – Budget detail and Projected Outturn position for 2020/21.

12 Background papers

12.1 Budget Report 2020/21 & Medium-Term Financial Plan.

13 Contact officer

13.1 Name: Maggie Burns, Deputy Treasurer to RTPHA
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RIVER TEES PORT HEALTH AUTHORITY

BUDGET MONITORING POSITION 2020/21 POSITION AT END OF OCTOBER PERIOD 10

		Budget 2020/21	Actual	Projected Outturn 2020/21	Variance
R1000	Basic Pay	75,800	62,671	83,300	7,500
R1001	NI Contributions	8,000	6,776	8,650	650
R1003	Overtime	750	886	1,250	500
R1006	Superann Contributions	12,100	6,616	8,750	(3,350)
R1063	Other Allowances	2,600	0	2,600	0
R3400	Car Allowances	800	80	800	0
		100,050	77,029	105,350	5,300
R1650	Training Expenses	500	0	500	0
R4000	Tools & Equipment Purchase	700	6,413	6,100	5,400
R4200	Clothing, Uniforms & Laundry	200	0	200	0
R4300	Printing & Stationery	100	0	100	0
R4305	Photocopier Usage	50	0	50	0
R4400	Services - Professional Fees	48,700	46,152	48,700	0
R4507	Mobile Phones	350	0	350	0
R4531	Computer Software	4,050	3,055	94,050	90,000
R4701	Subscriptions	1,200	1,194	1,200	0
R4960	Public Liability Insurance	500	470	500	0
		56,350	57,284	151,750	95,400
R9305	Fees - Environmental Health & Pest control				
B0376	Sanitation Certificates	(21,000)	(20,975)	(23,500)	(2,500)
B0377	High Risk Products Imports	(300)	(176)	(250)	50
B0378	Organic Certificates	(450)	(1,080)	(1,300)	(850)
B0379	RTPHA Permits (annual fee)	(2,300)	(2,316)	(2,300)	0
B0380	Plastic Declaration	(3,000)	(140)	(200)	2,800
B0381	Water Sampling	(5,000)	(4,628)	(5,000)	0
		(32,050)	(29,315)	(32,550)	(500)
	Grants				
R9000	Port Health Transition Fund	0	(179,219)	(117,219)	(117,219)
R9101	Other Grants & Contributions – Other Local Authorities	0	(250)	(250)	(250)
		0	(179,469)	(117,469)	(117,469)
	Total Payable	124,350	(74,471)	107,081	(17,269)
B0382	RTPHA - Middlesbrough Council	(18,653)	(18,653)	(18,653)	0
B0383	RTPHA - Stockton Council	(38,549)	(38,549)	(38,549)	0
B0384	RTPHA - Hartlepool Council	(2,487)	(2,487)	(2,487)	0
B0385	RTPHA - Redcar & Cleveland Council	(64,661)	(64,661)	(64,661)	0
	Total Due from Riparian Authorities	(124,350)	(124,350)	(124,350)	0
	Total for Cost Centre	0	(198,821)	(17,269)	(17,269)



Member Report

Budget 2021/22 and Medium-Term Financial Plan

Public

To:	River Tees Port Health Authority	Date:	5 March 2021
From:	Deputy Treasurer	Decision type:	Key - Budget
Portfolio:	Health, Housing and Welfare	Forward Plan reference:	N/A
Priority:	All priorities		
Ward(s):	All		

1 What are the recommendations?

1.1 It is recommended that Board Members:

- 1) Approve the 2021/22 budget and the associated funding requirements based upon the information in Appendix 1.
- 2) Approve the 2021/22 schedule of fees and charges, set out at Appendix 2, for implementation from 1 April 2021.
- 3) Approve the recommended transfer to general reserves being held for 2021/22.
- 4) Discuss the financial assumptions used to prepare the Medium-Term Financial Plan and any adjustments that may be required.

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

- 2.1 The functions of the Authority discharge each of the Tees Valley Council's obligations around Port Health duties and finance is an integral element in delivering quality services and improving performance.
- 2.2 Timely, accurate and up to date financial planning information is a key characteristic of good corporate governance. Members need to have these details and be aware of any issues against the agreed budget and medium-term financial plan when making decisions on service delivery, staffing, training and other regulatory matters.
- 2.3 A well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.
- 2.4 The report is instrumental in terms of setting the strategic financial direction for the Authority going forwards. This is a statutory duty for Members to plan to manage their financial affairs, so no options are available.

3 What is the purpose of this report?

- 3.1 To recommend a budget for approval by the Authority for the 2021/22 financial year, which confirms the funding levels required from each of the four contributing local authorities.
- 3.2 To consider this budget in the context of a Medium-Term Financial Plan (MTFP) for the Authority covering the period 2021/22 to 2024/25. This will assist the Authority with its own planning processes but will ensure that there is clarity about the resources needed from individual local authorities over the medium term.

4 What is the background to this report?

- 4.1 At its meeting on 6 March 2020 the Authority approved a net budget position of £124,350 funded by the following contributions from the riparian councils of:

Middlesbrough	£18,653
Stockton	£38,548
Hartlepool	£2,487
Redcar & Cleveland	£64,662
Total	124,350

- 4.2 The Treasurer is recommending that the budget for the River Tees Port Health Authority for the 2021/22 is set based on the increased level of service required as appropriate to a Border Control Post (BCP). The Authority is required to meet the statutory deadline of setting a balanced budget by 11th March for the next financial year, as set out under the Local Government Act 2003.
- 4.3 The budget for approval also needs to be considered in the context of the 2020/21 financial position which is expected to be slightly underspent.
- 4.4 **Budget for 2021/22**
- 4.5 As the Board is aware, the financial landscape facing local authorities at present continues to be extremely challenging and thus change programmes and significant cost cutting measures are being introduced to ensure the financial sustainability of these organisations over the medium to long term. The development of the 2021/22 budget for the Port Health Authority is therefore set in this context and is constrained by affordability issues for the contributing authorities.
- 4.6 Since Redcar and Cleveland Borough Council has taken the lead role on the Port Health function, efficiencies have been achieved by co-locating this team with the Council's environmental health (Commercial) team.
- 4.7 As the port is transitioning to a BCP following the UK exit from the EU, there are significant changes in next year's budget and subsequent years. The medium-term financial plan has been calculated using the most up to date information available to officers at this time and are based on an in-depth analysis into the types and quantities of imported food and feed, and Products of Animal Origin (POAO) into the port from both third countries, and from the EU, in one month. This analysis of data has been used during discussions with DEFRA as the Authority prepares for the operation of the service after EU exit. Members should note, there are some uncertainties around income estimates that will need to be closely monitored and potentially budgets revised as we progress through 2021/22.
- 4.8 Salary related budgets have increased by £173,250 due to the recruitment of 6 additional

staff to reflect the increased workload in relation to the BCP transition. In addition, a 2.75% pay award has been assumed as the local government pay award has not been finalised at the time of writing this report. The additional posts will be funded from estimated operational income but, should there be a shortfall DEFRA have indicated that they will fund any gap.

- 4.9 All non-pay budgets for 2021/22 have also been fully reviewed and the total non-pay budget has increased by £510,100 to £558,800 with much of this being allocated to the requirement for veterinary services. At this stage, the Council has not secured employment of the required number of vets and instead will be using a contractor to provide this service. It may be that this is revised in future years whereby the Council employs the veterinary personnel direct, but this will need to be investigated further to find the most efficient and effective option. The Service Level Agreement from Redcar and Cleveland Borough Council has increased by £110,000 this reflects potential increases in the staffing recharge for Principal Environmental Health Officers and the various central support costs including finance, democratic services, transactional processing and IT. The increase reflects the estimated increase in workload and details of this can be seen at Appendix 1.
- 4.10 The overall budget for income has increased by £921,750 predominantly relating to the potential income in relation to consignments of POAO. This new income in 2021/22 is estimated to be in the region of £902,000 and there will also be new income in relation to fishing Catch Certificates of a further £21,000. These are estimates based on an in-depth analysis into the types and quantities of imported food and feed POAO into the port from both third countries, and from the EU. This analysis of data has been used during our discussion with DEFRA as we have been preparing for the operation of the Service after EU exit. Members should be aware of the possible fluctuations that may occur. The nature of most of the Authority's income is demand led and therefore income levels will be closely monitored, and forecasts may need to be amended as we progress through the next financial year.
- 4.11 Income budgets for the subsequent 3 years have been increased in line with RCBC's budget setting principals, and the Authority's fees and charges have been increased by 3% except those fees that are prescribed by APHA and DEFRA. Due to the uncertainty of the POAO income, no inflation has been applied to this figure. The fees and charges are detailed in Appendix 2. Members are requested to approve these increases to fees and charges as part of setting the budget for 2021/22.
- 4.12 The requirement for a bad debt provision was established in 2016/17 and a provision of £250 was created in 2017/18. Given the significant increase in income for the next and subsequent years, it is prudent to increase the provision for bad debts and as there is no aged debt trend data to base this on, the provision is based on a percentage of the estimated income. Therefore, the budget includes a contribution to bad debts of 6% of the expected income and this means the provision for bad debt will increase to £57,500.
- 4.13 The current amount held by the Authority in its general reserves is £36,900 and this amount is held as a buffer and acts as protection against unexpected or unbudgeted costs. The Board is considering a transfer of unused transition grant of £62,000 into reserves in the current financial year and if approved, reserves would then be held at £98,900. The additional amount will be used for any unexpected costs associated with the transition to a BCP. The reserve level usually equates to being able to run the service for approximately 2 months without any contributions required so a further contribution of approximately 10% of the total expenditure budget (£9,500 in 2021/22) is recommended and Members are requested to approve this budgeted contribution.
- 4.14 No calls have been made against general reserves during the last five financial years,

and the management of the budget has been an overall success in recent years however, given the significant changes in 2021/22 and future years, the budget will continue to be tightly controlled. The 2020/21 financial position is currently forecasting a small underspend and so the need to utilise reserves is not anticipated this year, but this may change as we progress through 2021/22.

- 4.15 It is good practice to review the level of reserves at the start of each financial year and compare these against the risks faced by the Authority. The budget being recommended for the 2021/22 financial year is compiled using the information available at this time but the main risk to the service in financial terms relates to the uncertainty of the significant changes associated with transitioning to a BCP. In addition, a legal claim for malpractice against the officers employed by RTPHA may pose a further risk and although insurance cover is held through the Council, this may not cover all eventualities and therefore some financial reserves should be held as a contingency. The probability of this happening though is extremely remote.
- 4.16 In setting the level of reserves for 2021/22, we have also considered whether there are any operational requirements that may need to be funded from reserves. The options considered include additional training opportunities and purchase of specialist equipment, but we have reflected some of this in the budget for the year. As the cost of the service is to increase substantially, it is prudent to increase reserves to mitigate the risk of any loss of income or unbudgeted costs. It is therefore recommended that a further contribution is made each year for the next 4 years at approximately 10% of the total expenditure. Members are asked to approve the 2021/22 budgeted contribution, which would mean reserves stand at £108,400 for 2021/22, £62,000 of which is subject to Board approval as part of the Period 10 monitoring report also being considered at this meeting. This represents 11% of the total annual spend or approximately 6 weeks of service provision.

4.17 **Medium Term Financial Plan**

2.21 At previous meetings, there has been discussion around the development of a Medium-Term Financial Plan (MTFP) for the Authority and how this could help Members in the management/stewardship of the budget position and their financial resources. This was first considered by Members at the December 2013 meeting and this resulted in the formal presentation and approval of the Authority's first MTFP in December 2014. This is therefore the seventh annual MTFP prepared for Members consideration.

2.22 There are several benefits in developing a MTFP for the Authority:

- It would move the focus of resource discussions to a multi-year perspective rather than focusing on current year's activities.
- It would aid financial planning by allowing one-off items of income and expenditure to be managed more efficiently through a regular dialogue on precept levels and the use of general reserves.
- It would provide better quality information for contributing authorities in relation to their MTFPs and their likely precepts levels.
- It is considered best practice in relation to how public sector authorities should govern their financial management activities.

2.23 A summary of the proposed budget for 2021/22 and the medium-term financial plan for the subsequent three financial years is set out below. The detailed spend and income budget can be seen at Appendix 3.

	<i>Budget 2020/21</i>	<i>Proposed Budget 2021/22</i>	<i>Proposed Budget 2022/23</i>	<i>Proposed Budget 2023/24</i>	<i>Proposed Budget 2024/25</i>
<u>Expenditure</u>					
<i>Employee Costs</i>	100,050	273,300	280,700	288,400	296,250
<i>Other operating Costs</i>	56,350	680,500	686,400	692,550	698,800
<i>Total Costs</i>	156,400	953,800	967,100	980,950	995,050
<i>Income</i>	(32,050)	(953,800)	(967,100)	(980,950)	(995,050)
<i>Net Expenditure</i>	124,350	0	0	0	0
<u>Funding</u>					
<i>Middlesbrough BC</i>	18,653	0	0	0	0
<i>Stockton BC</i>	38,549	0	0	0	0
<i>Hartlepool</i>	2,487	0	0	0	0
<i>Redcar & Cleveland BC</i>	64,662	0	0	0	0
<i>Total Funding</i>	124,350	0	0	0	0
<i>Net</i>	0	0	0	0	0
<i>Reserves B/fwd.</i>	36,900	108,400	118,050	127,850	137,800
<i>Bad Debt Provision</i>	250	57,500	58,050	58,850	59,700

2.24 Financial Assumptions

The MTFP for the period 2021/22 to 2024/25 has been developed around some core assumptions. Some of these have already been set out above in explaining the basis for the 2021/22 budget. However, it is worth setting these out again as any future discussion on the MTFP would need to focus on these issues.

- Staffing costs are based on the existing structure as in 2020/21 however significant adjustment has been made to take account of 6 new posts required to cover the increased workload associated with the BCP. Any staff reductions in terms of the RCBC structure would not affect RTPHA activities given the conclusion that staff resources are the minimum needed to provide the service. A 2.75% pay increase has been assumed in future years.
- Non-pay budgets have also been revised to consider the increase in staff numbers and the associated costs together with a significant assumption relating to the required veterinary service contract. General inflationary increases have been assumed at 1.5% for subsequent years and 2.75% increase on support services has been included in the MTFP.

- Income levels are based on quantitative data currently available and an in-depth analysis into the types and quantities of imported food and feed POAO into the port from both third countries, and from the EU.
- The RTPHA will be able to self-fund the service and the other riparian authorities will not need to maintain the previous levels of contributions.
- There will be no call on earmarked reserves over the MTFP period. Any increases or decreases to this position will need formal ratification by Members and an annual review will be undertaken by the Treasurer regarding the level that is deemed prudent.

2.25 The net cost will increase significantly in the next financial year and over the remainder of the medium-term and there should not be any requirement for the riparian authorities to contribute however, this will be monitored and any changes to this will be notified in a timely manner. Members do not need to formally approve the MTFP, but any comments or views are welcome on both the content and the frequency of future reporting.

5 Who will this benefit and how?

- 5.1 Timely, accurate and up to date financial planning information is a key characteristic of good corporate governance. Members need to have these details and be aware of any issues against the agreed budget and medium-term financial plan when making decisions on service delivery, staffing, training, and other regulatory matters.
- 5.2 A well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.

6 Who have we consulted?

- 6.1 The original budget for 2021/22 and the medium-term financial plan have been set in consultation with the Treasurer and Clerk for the Authority, and the Environmental Health (commercial) team at Redcar and Cleveland Council.
- 6.2 The financial position, 2021/22 budget and medium-term financial plans have been discussed between environmental health managers of the riparian authorities and finance staff as required. In general, there are no major issues in terms of what is being proposed within this report however, with any significant change there are risks and uncertainties that mean the financial position should be monitored closely and Members will be updated on a regular basis.

7 What are the risks and resource implications (financial, human resources)?

- 7.1 The information in the report acts as a management control to ensure that the financial activities of the Authority are being managed properly and resources used effectively. Without setting a budget and providing robust financial planning information the Authority would not be able to ensure that value for money is secured in pursuit of its objectives. Also, decisions made may be poorly informed or the wrong decision made without accurate and up to date information.
- 7.2 The resource implications are outlined in the main body of the report.

8 What will be the impact on equality and diversity?

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

9 What will be the impact on our carbon footprint?

9.1 There is no direct impact on the carbon footprint because of this report.

10 Are there any legal considerations?

10.1 There are no specific legal issues to consider because of this report.

11 What is the reason for the recommended option?

11.1 Not applicable for this report.

12 Appendices and further information

12.1 Supplementary information for the proposed budget for 2021/22 and MTFP:

Appendix 1 – RCBC Central Support Services.

Appendix 2 – RTPHA Fees & Charges.

Appendix 3 – Detailed Proposed Budget.

13 Background papers

13.1 Budget Report 2020/21 – submitted to meeting on 06/03/2020.

Financial Position Update PD10 – submitted to meeting on 05/03/2021.

14 Contact officer

14.1 Name: Maggie Burns
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River Tees Port Health Authority Analysis of Central Support Service Charges

The anticipated recharge for Services provided by Redcar & Cleveland Borough Council for each financial year is as follows:

Service Provided	Basis of Calculation	20/21 Budget £	21/22 Budget £	22/23 Budget £	23/24 Budget £	24/25 Budget £
Accountancy - budget setting; budget monitoring; preparation of reports; attendance at meetings; annual returns, financial systems maintenance and control.	Maggie Burns (2020/21 45 Days)	4,450	10,300	10,600	10,900	11,200
	Anthony Robson (2020/21 50 Days)	3,450	8,000	8,200	8,450	8,700
		7,900	18,300	18,800	19,350	19,900
Democratic Services - agenda collation, preparation, production and distribution; attendance at meetings; production and distribution of minutes; member services.	Sue Fenwick (135 Hours)	3,400	3,500	3,600	3,700	3,800
Principal Environmental Health Officer – management of operational requirements of the service; preparation of reports; provision of training to members and officers; attendance at meetings.	Sue Ziolkowski (40% of post)	20,400	20,950	21,600	22,150	22,750
Principal Environmental Health Officer – as above but potential requirement for 1 full time equivalent post.	(60% of post)	0	31,450	32,250	33,200	34,100
AR/AP - payment and processing of both debtors and creditors invoices	Invoice based	2,400	24,000	24,500	25,000	25,500
HR & Payroll - recruitment; contract maintenance; system maintenance; absence monitoring etc.	2 employees	1,300	8,100	8,300	8,550	8,800
LSP - general support services e.g., mail sorting, collection and distribution; reception facilities; caretaking services.	2 employees	250	1,500	1,550	1,600	1,650
Admin Buildings - heating; lighting; water; rates; cleaning etc.	2 employees (9. 1sq.m)	5,300	32,700	33,600	34,500	35,450
IT - IT support	2 employees	1,900	11,700	12,000	12,350	12,700
Internal Audit – Sign off annual review before submission to BDO		350	1,000	1,050	1,100	1,150
Total (rounded to nearest £50)		43,200	153,200	157,250	161,500	165,800

Appendix 2

Income Type	Basis for charge	20/21 Budget	20/21 YTD Activity to Pd10	20/21 Projected Outturn	21/22 Proposed Budget	Increase from Budget 20/21 to 21/22
Product of Animal Origin	DEFRA Recommendation	N/A	N/A	N/A	902,000	902,000
Catch Certification	DEFRA Recommendation	N/A	N/A	N/A	21,000	21,000
Sanitation Certificates	APHA Recommendation	21,000	20,975	23,500	21,000	0
High Risk Products Imports	Officer time & analyst fees	300	176	250	300	0
Organic Certificates	DEFRA Recommendation	450	1,080	1,300	2,000	1,550
RTPHA Permits (annual fee)	DEFRA Recommendation	2,300	2,316	2,300	2,300	0
Plastic Declaration	Officer time & analyst fees	3,000	140	200	200	(2,800)
Water Sampling	Officer time & analyst fees	5,000	4,628	5,000	5,000	0
		32,050	29,315	32,550	63,350	921,750

APHA Recommended Charges

Ship Sanitation Charges

Tonnage	20/21	21/22
Up to 1000	100	105
1001 - 3000	135	140
3001 - 10000	205	210
10001 - 20000	265	270
20001 - 30000	340	345
Over 30000	400	405
Vessels 50-1000 Persons	400	405
Vessels 1000+ Persons	680	690
Extensions	70	75

River Tees Port Health Authority - Budget 21/22 Draft Budget plus 3-year plan

Account Code		20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	24/25 Budget
R1000	Salaries - Basic Pay	75,800	220,450	226,500	232,750	239,150
R1001	Salaries - National Insurance	8,000	20,450	21,000	21,600	22,200
R1003	Salaries - Overtime	750	2,500	2,550	2,650	2,700
R1006	Salaries - Superannuation	12,100	22,500	23,100	23,750	24,400
R1063	Other Allowances	2,600	2,600	2,700	2,750	2,850
R3400	Car Allowances	800	4,800	4,850	4,900	4,950
		100,050	273,300	280,700	288,400	296,250
R1650	External Training	500	3,000	3,050	3,100	3,150
R4000	General Equipment	700	10,000	10,150	10,300	10,450
R4200	Clothing & Uniforms	200	1,200	1,200	1,200	1,200
R4300	Printing & Stationery	100	100	100	100	100
R4305	MFD Recharge (Printing)	50	50	50	50	50
R4400	Services – Veterinary Contract Fees		400,000	400,000	400,000	400,000
R4400	Analysts Fees	5,050	5,200	5,300	5,400	5,500
R4400	External Audit Fees	450	400	400	400	400
R4400	Publicity	0	0	0	0	0
R4400	Court Evidence Costs	0	0	0	0	0
R4400	SLA Agreement	43,200	153,200	157,250	161,500	165,800
R4503	Postage	0	0	0	0	0
R4507	Mobile Phones	350	1,400	1,400	1,400	1,400
R4531	Computer Software	4,050	34,500	35,000	35,550	36,100
R4610	Subsistence	0	0	0	0	0
R4701	Subscriptions	1,200	1,700	1,750	1,800	1,850
R4960	Insurance	500	3,000	3,050	3,100	3,150
R4964	Contribution to bad debt provision	0	57,250	58,050	58,850	59,700
R4995	Transfer to / (from) Reserves	0	9,500	9,650	9,800	9,950
		56,350	680,500	686,400	692,550	698,800
R9305	Fees - Environmental Health & Pest control					
B0607	Products of Animal Origin	0	(902,000)	(913,750)	(926,050)	(938,600)
B0608	Catch Certification	0	(21,000)	(21,650)	(22,300)	(22,950)
B0376	Sanitation Certificates	(21,000)	(21,000)	(21,650)	(22,300)	(22,950)
B0377	High Risk Products Imports	(300)	(300)	(300)	(300)	(300)
B0378	Organic Certificates	(450)	(2,000)	(2,050)	(2,100)	(2,150)
B0379	RTPHA Permits (annual fee)	(2,300)	(2,300)	(2,350)	(2,400)	(2,450)
B0380	Plastic Declaration	(3,000)	(200)	(200)	(200)	(200)
B0381	Water Sampling	(5,000)	(5,000)	(5,150)	(5,300)	(5,450)
		(32,050)	(953,800)	(967,100)	(980,950)	(995,050)
	Total Budget	124,350	0	0	0	0
	Amount held in Reserves	36,900	108,400	118,050	127,850	137,800
	Bad Debt Provision	250	57,500	58,050	58,850	59,700
	Contributions required based on agreed Option 2c) as per Board meeting 26/3/2010					
	Middlesbrough 15%	18,653	0	0	0	0
	Stockton 31%	38,549	0	0	0	0
	Hartlepool 2%	2,487	0	0	0	0
	Redcar & Cleveland Borough Council 52%	64,662	0	0	0	0
		124,350	0	0	0	0