



RIVER TEES PORT HEALTH AUTHORITY
FRIDAY, 8 MARCH 2024 AT 10.00 AM
CIVIC CENTRE, RIDLEY STREET, REDCAR TS10 1TD

CONTACT
Sue Fenwick
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27 February 2024

CIRCULATION

Councillor E Johnson (Chair),
Councillors D Coupe, R Creevy, W Davies, T Furness, P Grogan, L Hall, B Harrison,
L Hurst, S Hussain, C Jones, L Myer, J Neal, P Rowling, S Scott, M Storey and J
Walker
Managing Director (Head of Paid Service)
Executive Director for Adults and Communities
The Press [except for Confidential item(s)]

A G E N D A

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Friday, 8 December 2023

RIVER TEES PORT HEALTH AUTHORITY

A meeting of the River Tees Port Health Authority was held on Friday, 8 December 2023 at the Civic Centre, Ridley Street, Redcar TS10 1TD.

PRESENT Councillor E Johnson (Chair)
Councillors D Coupe, W Davies, P Grogan, L Hall, B Harrison, L Hurst, S Hussain, L Myer, S Scott and M Storey.

OFFICIALS R Davisworth, L Evans, S Fenwick, E Grunert, S James and S Ziolkowski.

8 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Creevy, Furness, Griffiths, C Jones, Rowling, D Taylor and Councillor.

9 **DECLARATIONS OF INTEREST**

None

10 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 1 SEPTEMBER 2023**

RESOLVED that the minutes of the meeting held on 1 September 2023 be approved.

11 **REPORTS OF THE EXECUTIVE DIRECTOR FOR ADULTS AND COMMUNITIES**

11.1 **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY - AUGUST 2023 TO OCTOBER 2023**

The Executive Director of Adults and Communities presented a report which gave a summary of the performance of the River Tees Port Health Authority from August 2023 to November 2023. - **NOTED**

Friday, 8 December 2023

11.2 **EU EXIT AND BORDER TARGET OPERATING MODEL**

The Executive Director of Adults and Communities presented a report which update Members on the potential impacts on the River Tees Port Health Authority following Britain's exit from the EU.

The report also gave details of the implementation of the Border Target Operating Model (BTOM) which was published in August 2023, including timeline and checks to be introduced to protect the UK border from sanitary and phytosanitary risks.

RESOLVED that the information in the report be noted.

12 **REPORTS OF THE TREASURER**

13 **2023/24 FINANCIAL POSITION UPDATE**

The Treasurer updated Members on the financial position of the Authority at the end of September 2023 (Period 06) and highlighted variance against the 2023/24 approved budget.

RESOLVED that the information in the report be noted.

14 **BUDGET 2024/25 AND MEDIUM-TERM FINANCIAL PLAN**

The Treasurer submitted a report which recommended a budget for approval by the Authority for the 2024/25 financial year. The report proposed the funding levels required from each of the four contributing Local Authorities and considered the level of reserves held by the Authority, full details of which were set out in the report.

Members were advised that this budget was considered in the context of the medium-term financial position. It would assist the Authority with its own planning processes and sought to ensure that there was some clarity about the resources needed from individual Local Authorities over the medium term.

The Treasurer reminded Members that the authority was required to meet the statutory deadline of setting a balanced budget by 11 March for the next financial year, as set out under the Local Government Act 2003.

RESOLVED that:

1. The 2024/25 budget proposals and the associated funding requirements based upon the information in the Appendices in the report (not reproduced) and informed by the latest financial outturn forecast for 2023/24 be approved; and,

Friday, 8 December 2023

2. The estimated planned position on reserves for 2023/24 and 2024/25 be noted.

15 **ANY ITEMS THAT THE CHAIR CERTIFIES AS URGENT**

River Tees Port Health Authority

Review of Current Fees and Charges



Public

To: River Tees Port Health Authority (RTPHA) **Date:** 08 March 2024
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 2024/25

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 in March 2023. The current review has considered the time taken for carrying out chargeable activities, a prediction of the national annual pay award of 5% plus on costs for 2024/25, and changes to third party charges for analyst fees, transport costs etc. All fees and charges have been rounded up to the nearest pound.

2.2 Members are asked to approve the fees and charges for 2024/25.

2.3 There are new fees and charges to be implemented for 2024/25. These charges are for Products of Animal Origin (POAO) as the port is anticipating approval before the implementation of official controls due to come into effect from 30 April 2024.

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 them on an annual basis to ensure the fees reflect full cost recovery over the longer term.

2.5 It should be noted that not all service requirements are chargeable, the following is a list of services that we provide that are not cost recoverable.

- Monitoring of imported food and feed and food contact materials.
- Providing advice and information to ship and import agents.
- Responding to service requests.
- Investigating infectious diseases.
- Food hygiene and standards inspections to the businesses at the Port.
- Invasive species monitoring (Health Security Agency).
- Attending relevant meetings and liaising with riparian officers and other stakeholders.

3 Who will this benefit and how?Page 5

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 on costs, 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 2024/25

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 Charges | Proposed charges |
|---|-----------------|------------------|
| Water Samples | | |
| Bacteriological - 1st sample | £95.26 | £96.00 |
| Bacteriological - additional samples | £38.47 | £38.00 |
| Legionella - 1st sample | £126.90 | £133.00 |
| Legionella - additional sample | £70.11 | £75.00 |
| High risk Food Not of Animal Origin | | |
| Documentary Check | £43.28 | £46.00 |
| Sampling check (additional analytical charges will apply) | £127.32 | £132.00 |
| Non-compliance fee | £155.69 | £160.00 |
| Plastic Kitchenware | | |
| Documentary Check (5 lab reports) | £43.28 | £46.00 |
| Additional 5 lab reports | £12.97 | £14.00 |
| Sampling check (additional analytical charges will apply) | £127.32 | £132.00 |
| Non-compliance fee | £155.69 | £160.00 |
| Products of Animal Origin – High Risk | | |
| Documentary check | | £35.00 |
| ID & Physical Check - Consignments up to 6 tonnes | | £75.00 |
| Additional tonnage between 7 to 46 tonnes | | £10.00 per tonne |
| Consignments over 46 tonnes a maximum charge of | | £475.00 |
| Sampling fee (additional analytical charges will apply) | | £157.00 |
| Non-compliance fee | | £300.00 |
| Products of Animal Origin – Medium Risk | | |
| Documentary check | | £22.00 |
| ID & Physical check - Consignments up to 6 tonnes | | £75.00 |
| Additional tonnage between 7 to 46 tonnes | | £10.00 per tonne |
| Consignments over 46 tonnes a maximum charge of | | £475.00 |
| Sampling fee (additional analytical charges will apply) | | £157.00 |
| Non-compliance fee | | £300.00 |
| Products of Animal Origin – Low Risk | | |
| Surveillance check | | £8.00 |
| IUU Catch Certificates | | |
| Documentary check - low risk | | |
| 1-5 certificates | £30.86 | £32.00 |
| 6-10 certificates | £61.71 | £64.00 |
| 11-20 certificates | £92.57 | £96.00 |
| 21 + certificates | £123.42 | £128.00 |
| Documentary check - high risk | | |
| 1-5 certificates | £61.71 | £64.00 |
| 6-10 certificates | £92.57 | £96.00 |
| 11-20 certificates | £123.42 | £128.00 |
| 21 + certificates | £154.28 | £160.00 |
| Non-compliance fee | £155.69 | £160.00 |
| Sanitation Certificates (set by APHA by Gross Tonnage) | | |
| Up to 1,000 | £125.00 | £135.00 |
| 1,001 to 3,000 | £170.00 | £185.00 |

| | | |
|-------------------------|----------------|----------------|
| 3,001 to 10,000 | £250.00 | £270.00 |
| 10,001 to 20,000 | £325.00 | £355.00 |
| 20,001 to 30,000 | £415.00 | £450.00 |
| Over 30,000 | £480.00 | £520.00 |
| Organic Products | | |
| Certification | £45.00 | £45.00 |
| Non-compliance fee | £155.69 | £160.00 |



Public

To: River Tees Port Health Authority **Date:** 08 March 2024

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

Portfolio: Health, Housing and Welfare

Outcome: Public Health

1 What is the purpose of this report?

1.1 To update members on the potential impacts on the River Tees Port Health Authority (RTPHA) following Britain’s exit from the European Union including implementation of the Border Target Operating Model (BTOM).

2 What is the background to this report?

2.1 The Border Target Operating Model was published in August 2023. This document details the timelines and checks to be introduced to protect the UK borders from sanitary and phytosanitary risks.

Sanitary and phytosanitary (SPS) measures are quarantine and biosecurity measures which are applied to protect human, animal or plant life or health from risks arising from the introduction, establishment and spread of pests and diseases and from risks arising from additives, toxins and contaminants in food and feed.

2.2 Border Target Operation Model Update (BTOM)

The three milestones in the final published TOM are;

- **31 January 2024** - The introduction of health certification on imports of medium risk animal products, plants, plant products and high-risk food (and feed) of non-animal origin from the EU.
 - **There are no checks to be carried out by the River Tees Port Health Authority (PHA) on these documents.**
- **30 April 2024** - The introduction of documentary and risk-based identity and physical checks on medium risk animal products, plants, plant products and high-risk food (and feed) of non-animal origin from the EU. At this point imports of Sanitary and Phytosanitary goods from the rest of the world will begin to benefit from the new risk-based model including removal of health certification and routine checks on low-risk products as

well as a reduction in physical and identity checks on medium risk animal products.

- **The PHA will be required to carry out these checks following full approval of the Border Control Post (BCP) for the commodity types.**
- **31 October 2024** - Safety and Security declarations for EU imports will come into force. Alongside this, the UK will introduce a reduced dataset for imports and use of the UK Single Trade Window will remove duplication where possible across different pre-arrival datasets.
 - **There will be no impact to the PHA for the implementation of these checks.**

2.3 **Controls that will be applied to live animals, germinal and animal products based on risk categorisation.**

Controls will be applied to goods proportionately based upon their risk categorisation:

- **Import of consignments categorised as high risk** (predominantly live animals, germinal products and goods under safeguard measures) will require pre-notification, simplified health certificates, documentary checks and identity and physical checks at the border. In most cases, live animals will be subject to 100% identity and physical checks. Some exceptions to the requirement for 100% checks for animals are set out below. These include lower check rates for some types of high health equines (e.g. race horses) from low risk countries, some zoological animals and some live aquatic animals.
- **Import of consignments categorised as medium risk** will require pre-notification, simplified health certificates, documentary checks and be subject to risk-based identity and physical checks at the border. Some will be set at 1% physical and identity checks, although other goods will be considerably higher based on specific risks. A Trusted Trader scheme for medium risk consignments is also being piloted in 2024.
- **Import of consignments categorised as low risk** will require pre-notification and surveillance checks; there is no requirement for a Health Certificate for these goods. Goods classified as low risk would still need to enter via a port that has a Border Control Post (BCP) designation for that type of commodity and will be subject to surveillance checks.

Detail on the import risk categories are available to view via the government website at <https://www.gov.uk/government/publications/risk-categories-for-animal-and-animal-product-imports-to-great-britain> for EU products and at <https://www.gov.uk/government/publications/risk-categories-for-animal-and-animal-product-imports-from-non-eu-countries-to-great-britain/tom-risk-categories-for-animal-and-animal-product-imports-from-non-eu-countries-to-great-britain-summary-tables> for non-EU products.

2.4 **Trusted Trader Schemes**

Data, technology and trusted relationships will be used to deliver robust upstream compliance that allows processes to be moved away from the border and improve the flow of goods. Trusted Trader schemes can play a role in protecting public health and food safety while reducing burdens on industry.

The government started one of its pilots on 31 January 2024 to develop trader assurances, on biosecurity and food safety risks, that is equivalent to official controls. The aim is to build on existing systems and data that traders have in place to allow us to hold them to the UK's high biosecurity and food safety standards while offering certain facilitations from official controls. Overall, they will need to have the same, or higher, assurance compared to that provided by the standard official controls.

2.5 **Impact on Tees PHA**

Current predictions show that two thirds of Teesport imports will be deemed to be low risk and as such only surveillance checks will be carried out. The number of medium risk imports is currently predicted to be in the order of 8,000 consignments per annum. The service is therefore not expected to require an increase in the number of operational staff other than recruitment of Official Veterinarian Services, to satisfy the new BTOM requirements.

2.6 **Funding Update**

Defra set the following principles with regards to funding provision:

- Costs associated with recruitment and other operational preparations for the implementation of the BTOM will be funded until 30 April 2024, after which PHAs should commence charging to recover staffing and associated costs. Note - if employment starts before November 2023 and earlier funding is needed, then you should discuss with the PHA Engagement Team and cases will be considered on an individual basis before being signed off by Defra.
- To provide some operational flexibility and help PHAs stabilise under the new regime, additional funding will be available between 30 April 2024 and 31 July 2024 in circumstances where you are unable to make the charges to recover your full costs. These costs will have to be submitted to Defra with a clear justification as to why the funds are required.
- Further detailed criteria will be set out shortly and will be included in the next call for bids as part of the ongoing transitional funding.

2.7 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 a DEFRA Readiness Officer to assist during the transition period that will lead to the implementation of the BTOM at Tees Port.

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

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

4 **Who have we consulted?**

4.1 Senior Officers of the Riparian Authorities.

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

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

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

6.1 Failure to monitor and plan effectively may result in a financial impact to the Port Health Authority, and subsequently may impact the Riparian Authorities if additional contributions are required.

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 up to date with the changing situation may put the service at unnecessary financial risk.

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 The Border Target Operating Model – August 2023
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1180789/Final_Border_Target_Operating_Model_gov.uk_version.pdf



PHA Border Target
Operating Model (BTC)

15 Contact officer

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Member Report

Performance Summary for River Tees Port Health Authority November 2023 to January 2024



Public

To: River Tees Port Health Authority **Date:** 08 March 2024

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

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

Priority: All priorities

Ward(s): ALL

1 What is the recommendation?

1.1 For information purposes only.

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

2.1 This report provides an overview of the performance from 01 November 2023 to 31 January 2024.

2.2 Shipping movements through the River Tees

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

2.3

| Authority | Nov 23 | Dec 23 | Jan 24 | Grand Total |
|--------------------|------------|------------|------------|-------------|
| Hartlepool | 5 | 1 | 3 | 9 |
| Middlesbrough | 10 | 7 | 18 | 35 |
| Redcar & Cleveland | 117 | 105 | 127 | 349 |
| Stockton | 101 | 104 | 111 | 316 |
| Grand Total | 233 | 217 | 259 | 709 |

2.4

Ship Inspections and Issue of Ship Sanitation Certificates

All requests for renewal of a Ship Sanitation Certificate were attended to. Whilst all UK Covid restrictions have been lifted, officers continue to take precautions prior to boarding a vessel.

All ships must supply a Declaration of Health prior to officers boarding; any sign of infectious disease on board will be risk assessed prior to boarding.

There was one control certificate issued in January due to a cockroach infestation found on board the vessel.

2.5 Ship Inspections

| Authority | Nov 23 | Dec 23 | Jan 24 | Grand Total |
|-------------------------------|----------|----------|-----------|-------------|
| Hartlepool | | | | |
| Exemption | 0 | 0 | 1 | 1 |
| Routine | 0 | 0 | 0 | 0 |
| Control | 0 | 0 | 0 | 0 |
| Middlesbrough | | | | |
| Exemption | 1 | 1 | 1 | 3 |
| Routine | 0 | 0 | 0 | 0 |
| Control | 0 | 0 | 0 | 0 |
| Redcar & Cleveland | | | | |
| Exemption | 4 | 2 | 2 | 8 |
| Routine | 0 | 0 | 0 | 0 |
| Control | 0 | 0 | 0 | 0 |
| Stockton | | | | |
| Exemption | 4 | 1 | 5 | 10 |
| Routine | 0 | 0 | 0 | 0 |
| Control | 0 | 0 | 1 | 1 |
| Total | 9 | 4 | 10 | 23 |

2.6 Water Samples – ship and jetty supplies

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

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

2.7 Ship Water Sample Results

| Type of sample | Outcome | Nov 23 | Dec 23 | Jan 24 | Total |
|----------------------|--------------------|-----------|----------|-----------|-----------|
| Ship Bacteriological | Satisfactory | 12 | 0 | 7 | 19 |
| | Unsatisfactory | 0 | 0 | 0 | 0 |
| Ship Legionella | Satisfactory | 9 | 4 | 8 | 21 |
| | Unsatisfactory | 1 | 0 | 1 | 2 |
| Jetty Water | Satisfactory | 1 | 0 | 0 | 1 |
| | Unsatisfactory | 0 | 0 | 0 | 0 |
| | Grand Total | 23 | 4 | 16 | 43 |

2.8 Imported Food and Feed

All official controls are carried out within relevant timescales, and this varies depending on the type of product and regulation requirements.

Tea, coffee, and wine are the main imported food items from outside the EU, a small amount of feed is also imported. The quantity of plastic kitchenware from China and Hong Kong continues to be minimal.

2.9 IUU (Illegal Unreported Unregulated Checks)

Imports of fish from the EU require catch certificate endorsement and/or a processing statement check. We are working with importers and agents to ensure these are pre-notified at least 24 hours before arrival at Teesport and manifested correctly.

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

| | Nov 23 | Dec 23 | Jan 24 | Total |
|------------------|--------|--------|--------|-------|
| Fishery products | 126 | 141 | 82 | 349 |

The service also processed 243 Aquaculture Statements. Aquaculture statements are required for farmed fish.

2.10 Product of Animal Origin (POAO)

Teesport is not approved for imports of POAO from outside the EU.

2.11 Organics

The service has certified a total of 4 consignment of organic imports between November to January. These were wine and coffee imports.

2.12 Plastic Kitchenware from China and Hong Kong

The service did not receive any consignments of plastic kitchenware during November to January.

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

The service received three consignments of high-risk food not of animal origin during November to January. All were tea from China.

2.14 Infectious disease notifications

There were no incidents of infectious disease notifications between November and January.

2.15 Teesside Airport

There have been no imports of food or feed through the airport between November and January.

2.16 Policies and Plans

All policies and plans will be updated and presented at the June 2024 Board meeting and are available to view on our website at www.teesporthealth.co.uk

3 Who has been consulted and engaged?

3.1 Senior Officers of the Riparian Authorities.

4 What are the risks and resource implications?

4.1 There are no risks associated with this report.

5 Appendices and further information

5.1 There are no appendices with this report.

6 Background papers

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

7 Contact Officer

7.1 Name: Sue Ziolkowski
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Member Report

2023/24 Financial Position Update and final 2024/25 Budget Approval

Public

| | | | |
|-------------------|----------------------------------|--------------------------------|--------------|
| To: | River Tees Port Health Authority | Date: | 8 March 2024 |
| From: | Deputy Treasurer | Decision type: | Key - Budget |
| Portfolio: | Health, Housing and Welfare | Forward Plan reference: | n/a |
| Outcome: | All priorities | | |
| Ward(s): | All | | |

1 What is the purpose of this report?

- 1.1 To update the River Tees Port Health Authority Board (the Board) on the financial position of the Authority at the end of December 2023 (Period 09) and highlight any variances against the 2023/24 approved budget.
- 1.2 To update members on estimated reserves levels.
- 1.3 To confirm the 2024/25 Budget Proposals and Riparian contribution requirements for 2024/25.

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

- 2.1 The management of the Authority's budget is critical to the ongoing operations of the Port Health Service. As such no other options are available.

3 What is the background to this report?

- 3.1 At its meeting on 3 March 2023 the Authority approved a balanced 2023/24 budget, based on the budgeted drawdown from reserves of £35,920 and a £141,680 funding contribution from the Teesside Riparian Authorities. At the meeting on 8 December 2023 Members were updated on a slightly improved forecast position reducing the expected drawdown from reserves by £28,816 as a result of increased fee income and additional Food Standards Agency income, partially offset by a slight increase in employee costs.

3.2 Projected Outturn 23/24

A summary of the financial position (at the end of December 2023) is set out in the table below:

| | Budget 2023/24 | Actual as at Period 09 31/12/2023 | Projected Outturn 2023/24 | Variance Budget to Outturn |
|-------------------------|-------------------|---|---------------------------------|----------------------------------|
| Expenditure | | | | |
| Employee Costs | 171,500 | 128,570 | 173,050 | 1,550 |
| Other operating costs | 96,200 | 89,479 | 97,400 | 1,200 |
| Total Costs | 267,700 | 218,049 | 270,450 | 2,750 |
| Income including grants | (90,100) | (99,072) | (119,350) | (29,250) |
| Net Expenditure | 177,600 | 118,978 | 151,100 | (26,500) |
| Riparian Contributions | (141,680) | (120,428) | (141,680) | 0 |
| Net | 35,920 | (1,450) | 9,420 | (26,500) |

The main variances when comparing the budget to the projected outturn are as follows:

Employee Costs – a forecast overspend of £1,550 – pay award exceeded budget assumptions partly offset by savings on overtime.

Other Operating Costs – slightly over budget due to increased professional fee costs with associated increased income.

Income - £29,250 more than budget mainly as a result of;

- £19,600 increased estimate for fees income.
- £9,000 additional Food Standards Agency grant income officer time for import surveillance.

As a result of the above improved variations, the planned drawdown from reserves is expected to be £9,420 compared to the budgeted drawdown in reserves of £35,920.

Further analysis can be seen in Appendix 1.

3.3 2024/25 Budget Proposals

At the Board Meeting on 8 December, detailed budget proposals were presented and approved. Since these proposals were presented, no changes to either the expected go live date of Border Target Operating Model (end of April 2024) or associated income and cost assumptions have been identified or are expected.

At the 8th December meeting, reserves at 31 March 2024 were estimated to be £199k, latest forecast is broadly unchanged, and there are expected to be £197k of available reserves at the end of the 2023/24 Financial Year.

3.4 Riparian contributions 2024/25

The Treasurer wrote to Riparian Authority Section 151 Officers and deputies on 11 December 2023 detailing 2024/25 proposed levies for each Riparian Authority asking if contact could be made if further detail required. No further detail has been requested, on this basis it is now confirmed that the proposed levy payable for 2024/25 is agreed by each Riparian Authority.

3.5 A summary of the budget for 2024/25 is set out below.

| | <i>Projected Outturn 2023/24</i> | <i>Proposed Budget 2024/25</i> |
|----------------------------------|--|--|
| <u>Expenditure</u> | | |
| <i>Employee Costs</i> | <i>173,050</i> | <i>183,600</i> |
| <i>Other operating Costs</i> | <i>97,400</i> | <i>232,950</i> |
| <i>Total Costs</i> | <i>270,450</i> | <i>416,550</i> |
| <i>Income</i> | <i>(119,350)</i> | <i>(228,100)</i> |
| <i>Net Expenditure</i> | <i>151,100</i> | <i>188,450</i> |
| <u>Funding</u> | | |
| <i>Middlesbrough BC</i> | <i>21,252</i> | <i>23,648</i> |
| <i>Stockton BC</i> | <i>43,920</i> | <i>48,872</i> |
| <i>Hartlepool</i> | <i>2,834</i> | <i>3,153</i> |
| <i>Redcar & Cleveland BC</i> | <i>73,674</i> | <i>81,978</i> |
| <i>Total Funding</i> | <i>141,680</i> | <i>157,650</i> |
| <i>Net</i> | <i>9,420</i> | <i>30,799</i> |
| <i>Reserves B/fwd.</i> | <i>206,381</i> | <i>196,961</i> |
| <i>Loss for the period</i> | <i>(151,100)</i> | <i>(188,450)</i> |
| <i>Riparian contributions</i> | <i>141,680</i> | <i>157,650</i> |
| <i>Reserves C/fwd</i> | <i>196,961</i> | <i>166,161</i> |

4 Who will this benefit and how?

4.1 The production of this financial information 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.

5 Who have we consulted?

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

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

- 6.1 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 and the delivery of a value for money service.

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

10 Appendices and further information

- 10.1 Appendix 1 – Budget Monitoring Position December 2023

11 Contact officer

Name: David Dobson
Position: Deputy Treasurer to the River Tees Port Health Authority
Address: Redcar & Cleveland House, Redcar
Email: David.dobson@redcar-cleveland.gov.uk

**BUDGET MONITORING POSITION 2023/24
POSITION AT END OF DECEMBER 2023**

| | | Budget 2023/24 | Actual 2023/24 | Projected Outturn 2023/24 | Variance |
|--------------|---|-------------------|-------------------|---------------------------------|---------------|
| R1000 | Basic Pay | 133,550 | 102,296 | 136,400 | 2,850 |
| R1001 | NI Contributions | 13,400 | 10,750 | 14,300 | 900 |
| R1002 | Other Pay | - | 879 | 900 | 900 |
| R1003 | Overtime | 6,500 | 3,482 | 4,250 | 2,250 |
| R1006 | Superann Contributions | 13,600 | 10,979 | 14,550 | 950 |
| R1063 | Other Allowances | 2,850 | 1,344 | 2,850 | - |
| R3400 | Car Allowances | 1,600 | 599 | 1,600 | - |
| | | 171,500 | 128,570 | 173,050 | 1,550 |
| R1650 | Training Expenses | 500 | - | 500 | - |
| R4000 | Tools & Equipment Purchase | 1,000 | 1,143 | 1,150 | 150 |
| R4200 | Clothing, Uniforms & Laundry | 500 | 17 | 500 | - |
| R4300 | Printing & Stationery | 100 | - | 100 | - |
| R4305 | Photocopier Usage | 50 | - | 50 | - |
| R4400 | Services - Professional Fees | 83,450 | 83,241 | 84,500 | 1,050 |
| R4507 | Mobile Phones | 700 | 481 | 700 | - |
| R4531 | Computer Software | 7,600 | 3,199 | 7,600 | - |
| R4701 | Subscriptions | 1,200 | 1,179 | 1,200 | - |
| R4960 | Public Liability Insurance | 1,100 | - | 1,100 | - |
| | | 96,200 | 89,479 | 97,400 | 1,200 |
| | Other Income | | | | |
| R9000 | Government Grants - DEFRA/FSA | - | 9,883 | 9,000 | 9,000 |
| R9420 | Other Income | 5,350 | 5,888 | 6,000 | 650 |
| | | 5,350 | 15,771 | 15,000 | 9,650 |
| R9305 | Fees - Environmental Health & Pest control | | | | |
| B0608 | Catch Certification | 51,500 | 55,162 | 67,000 | 15,500 |
| B0376 | Sanitation Certificates | 22,300 | 19,360 | 25,000 | 2,700 |
| B0377 | High Risk Products Imports | 500 | 604 | 600 | 100 |
| B0378 | Organic Certificates | 1,050 | 315 | 1,050 | - |
| B0379 | RTPHA Permits (annual fee) | 700 | - | 700 | - |
| B0380 | Plastic Declaration | 700 | - | - | 700 |
| B0381 | Water Sampling | 8,000 | 7,860 | 10,000 | 2,000 |
| | | 84,750 | 83,301 | 104,350 | 19,600 |
| | Net Expenditure | 177,600 | 118,978 | 151,100 | 26,500 |
| R9102 | Other Grants & Contributions - Other Organisations | | | | |
| B0382 | RTPHA - Middlesbrough Council | 21,252 | - | 21,252 | - |
| B0383 | RTPHA - Stockton Council | 43,920 | 43,920 | 43,920 | - |
| B0384 | RTPHA - Hartlepool Council | 2,834 | 2,834 | 2,834 | - |
| B0385 | RTPHA - Redcar & Cleveland Council | 73,674 | - | 73,674 | - |
| | Total Due from Riparian Authorities | 141,680 | 46,754 | 141,680 | - |
| | Net | 35,920 | 72,224 | 9,420 | 26,500 |