

ORDINARY MEETING  
of  
**Manchester Port Health Authority**  
Monday, 30 March 2015  
Venue: Runcorn Town Hall, **Committee Room 1**  
Heath Road, Runcorn, WA7 5TN  
**Commences: 10:30am**

AGENDA

- 15 08     **Members Present**
- 15 09     **Apologies for Absence**
- 15 10     **Minutes of the Ordinary Board Meeting of 26 January 2015 and matters arising**
- 15 11     **Budget Monitoring Report as at 28 February 2015**
- 15 12     **Developments at Irlam Container Terminal & Port Salford**
- 15 13     **Chief Officers Report for January and February 2015**
- (1) Total Vessels Inspected*  
*(2) Vessel Inspection Details*  
*(3) Ship Sanitation Certificates Issued*  
*(4) Water Sample Results*  
*(5) Animals on Board Vessels*  
*(6) Meetings attended by officers*
- 15 14     **Minutes of the APHA Executive Board Meeting 14 January 2015**
- 15 15     **Date and Time of next meeting**

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>15 10</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Minutes for the Ordinary Board Meeting of 26 January 2015</b>
<b>Reference Documents:</b>	<b>15 10 (01)</b>

### **Summary:**

The minutes of the Ordinary Board Meeting of the Manchester Port Health Authority held on 26 January 2015 are enclosed for member's consideration.

### **Recommendations:**

That elected members note the content of these minutes and make appropriate responses to any actions required.

### **Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	30/03/15	JR

**15 10 (01) Minutes for the Ordinary Board Meeting of: 26 January 2015**

<b>MANCHESTER PORT HEALTH AUTHORITY</b>			
Minutes of the Ordinary Meeting of the Manchester Port Health Authority Held on Monday, 26 January 2015			
			Reference 2015/01M

<b>15 01</b>	<b>Members Present</b>		
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<b>Date:</b>	Monday, 26 January 2015			
<b>Venue:</b>	Runcorn Town Hall, Committee Room 1			
<b>Present:</b>	<b>Chairman</b>	Cllr H Barrett	Manchester CC	HB
	<b>Vice Chairman</b>	Cllr K Morley	Halton Borough Council	KM
		Cllr T Sherlock	Cheshire West and Chester Council	TS
		Cllr A Brocklehurst	Salford CC	AB
		Cllr E Burgoyne	Salford CC	EB
		Cllr S Lanchbury	Manchester CC	SL
		Cllr J Salter	Wirral MBC	JS
		Cllr N Ali	Manchester CC	NA
		Cllr R Wilson	Salford CC	RW
	<b>Officers</b>	John Robinson	Chief Port Health Officer	JR
		Andrea Smith	Deputy Chief Port Health Officer	AJS
		Yvonne Graham	Office Manager	YG
		Tony Thompstone	Accountant	TT
<b>Minutes taken by:</b>	YG			

<b>15 02</b>	<b>Apologies</b>		
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		Cllr L Dirir	Warrington BC	LD
		Cllr P Connor	Salford CC	PC
		Cllr B Sharp	Trafford MBC	BS
		Cllr D Royle	Manchester CC	DR
		Cllr Lynda Jones	Cheshire West and Chester Council	LJ

<b>15 03</b>	<b>Minutes and matters arising from the Ordinary Board Meeting of 24 November 2014</b>		
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The Chairman presented the minutes from the 24 November 2014 meeting of the Authority.  
*(14 43) AOB: PC spoke of the Atlantic Gateway, impact of Port Salford, closer working links with Mersey Port Health and the new proposed devolved administration for the North West, announced by the government. Port Health must be ready for the challenges ahead and called for a report on this by the Chief Officer. Completed, JR handed out a letter in response to the previous request from Cllr Connor. AJS gave an overview of how MPHA & Mersey PHA could work smarter to reduce duplication and streamline activities working relationship, currently working together Port Health Plan (Emergency plan for Medical Emergencies). Possible future of sharing representatives going to meetings then issuing report to both Authorities. Saving on mileage costs and resources. Sharing information on inspecting ships, water samples etc.*  
 JS: has already spoken to Mersey PHA about working closer and requested we inform Mersey of any ships that we see with issues.  
 JR: the 'business plan 2010-2014', already points out provisions and continuity for a closer working

relationship with Mersey. JR has spoken to Mercola Douglas CPHO at Mersey in the event of any accidents or pandemics. Resources would be shared, ie staff.

HB: accepted.

HB: asked for a minutes silence during the meeting, in memory of the 'Cemjford' cargo ship, that was recently lost at sea along with all its crew off the coast of Scotland. JR said a few words, pointing out the loss of 2 ships in 2 years and it was such a tragedy.

HB asked if there were any further matters.

None reported, minutes accepted.

<b>15 04</b>	<b>Budget Monitoring Report as at 31 December 2014</b>
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TT informed elected members that after outstanding invoices are collected and outstanding invoices are paid the cash left in the bank at the end of December would be £322k. Reserves at the year-end forecast to be around £262k.

SL: asked about the 'Grounds Maintenance' overspend, this was due to unforeseen circumstances at Dutton House, perimeter gates required urgent attention. TT: pointed out there was plenty of funds in the reserves to cover these costs. JR said he will analyse budgets again later this year.

TS: pointed out budgets are set at the BPSG and unfortunately no one can predict future repairs or costs. However, group always make sure there is a minimized spend where possible.

AJS suggested a maintenance programme to be developed to try predict any works required over the financial period, this will help when setting the next budget.

HB asked if there were any further questions.

Report accepted.

<b>15 05</b>	<b>Chief Officers Report for November and December 2014</b>
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JR introduced the CPHO's report for the months from November and December, 53 vessels were inspected, a number of vessels were found to be of an unsatisfactory standard or requiring advice, 7 ships requested ship sanitation exemption certificates, they were certified within the two month period and the income generated by the Officers was £1,185. Officers also undertook 18 fresh water samples and of those, 8 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate. No animals were found on board.

JR pointed out that due to adverse weather conditions there had been less traffic on the canal, however, the team had been extremely busy with other administration.

The report for meetings attended by Officers for this period was presented by AJS. KM pointed out that LC has attended most meetings and was working hard. AJS said LC had represented the Authority because AJS had deadlines to keep for the launch of the new APHA website.

HB asked if members accepted report as true record. All agreed.

<b>15 06</b>	<b>Introduction of Steve Seddon as Relief Officer</b>
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JR explained Steve Seddon had been released through redundancy by Mersey PHA back in November 2014 and believed he would be a great addition to MPHA. Steve brings many years of experience and is available to cover holidays and sickness when necessary and at short notice.

JR pointed out MPHA cannot work safely and effectively with only one field officer.

SL: asked how much does a relief officer cost?

HB: asked how much is the basic relief officers pay. TT: said approximately £140 per day including tax plus 0.65p per mile. TT said tax is deducted by Salford payroll department.

HB: asked if he was on a contract and who pays the NI? Again NI is deducted by Salford payroll, Steve is part of the staff.

RW: asked if he was on a 'zero hour's contract'.

JR: said the relief officers are only paid for the hours worked.

TS: pointed out that as it is current Labour party campaign to eliminate zero hours contracts, this could be seen as being hypocritical for members of the board not to take this on.

Therefore could MPHA guarantee a certain amount of hours per year for the relief officers? MPHA to look into this as this may then qualify the relief officers for both holiday and sick pay.

JR/AJS: said Steve had already worked a full week within MPHA recently and both had been very impressed with his enthusiasm and knowledge of the role. AJS: said he had been a pleasure to work with and was experienced and able to do the job.

15 07	AOB
<p>JS: With regret had a criticism of HB approaching Mersey PHA for a meeting to arrange staffing at MPHA without informing JR. JS pointed out he had asked on another occasion that HB did not micro-manage the staff and was over stepping his role. JS said appointment of staff is JR's responsibility.</p> <p>HB: Apologised JS felt this way and suggested he had spoken to JR some time ago and he agreed he would look into smarter working in more detail. HB: said his intentions had been discussed with JR and if MPHA had any problems, to see what Mersey PHA could offer.</p> <p>JS: pointed out Mersey PHA had their own staffing issues and there was no way they could help MPHA at this time or in the near future.</p> <p>KM: said he knew about the proposed meeting in Liverpool but would have advised HB that this is an operational matter for JR having now read the "role of elected members" as handed out by JR. KM agreed HB was only trying to protect the Authority.</p> <p>JR: pointed out he had not spoken to HB since 11 December 2014 because he did not like the manner that which he was addressed by the Chairman or what he had suggested.</p> <p>JR: found out by telephone from Mersey PHA, CPHO the meeting had been arranged. JR was already aware Mersey PHA could not offer any help in the next 6 months and had already advised the Chairman of this. JR suggested it may be Mersey PHA that may require MPHA staff. JR: pointed out that the Halton Council solicitor confirmed JR is responsible for employing staff for MPHA. JR went ahead and appointed the relief officer because he was already aware the other relief officer was going away for 3 months from January.</p> <p>JS: said he sits on both panels and had never know the Chairman to get involved in operational decisions including recruitment and did not like the fact he had contact from both Authorities regarding this as it was outside a Councillors role. This was his own personal opinion.</p> <p>HB: said he was approached by the Mersey Chairman Ron Abbey back in July and was concerned this was a takeover bid for MPHA. JS: said neither, Ron Abbey or Mersey PHA had any intention to take over, only joint working, saving money and knowledge sharing.</p> <p>HB: agreed to cancel the meeting as he had arranged it. Was this acceptable to everyone? All agreed it was.</p> <p>Congratulations were given to KM on his up and coming wedding on 14 February 2015. All were welcome to attend. Meeting ended 11:30.</p>	
<b>Date and Time of Next Meeting</b>	
<p style="color: red;"><b>Monday, 30 March 2015, Venue: Runcorn Town Hall, Committee Room 1</b></p> <p style="color: red;"><b>Commences at: 10:30 am</b></p>	

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>15 11 (01)</b>
<b>Person Responsible:</b>	<b>Tony Thompstone</b>
<b>Title:</b>	<b>Budget Monitoring Report as at: 28 February 2015</b>
<b>Reference Documents:</b>	<b>15 11 (01)</b>

### **Summary:**

The Budget Monitoring report as at 28 February 2015 is enclosed for members consideration: The accountant Mr Tony Thompstone sends his apologies and is currently on annual leave.

Reserves at the end of the year are forecast to be £262,000

### **Recommendations:**

That elected members note the content of this report and make appropriate responses to any actions required.

### **Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	30/03/15	JR

## 15 11 (01) Budget Monitoring Report as at 28 February 2015

GL code/ Expenditure	Budget for	Spend and income			Total
	year 2014/15	April to December	January	February	
4200 MPHA Basic Pay	139,000	111,060	12,731	12,132	135,922
4201 MPHA Allowances	14,000	9,433	1,133	1,056	11,622
4203 MPHA Overtime	0	-95	0	0	-95
4204 MPHA National Ins	14,000	11,205	1,257	1,173	13,635
4205 MPHA Employer Pension	20,000	17,273	1,873	1,876	21,022
4936 Other Employee Exps	1,000	921	45	0	966
5000 Retired Officer Pens	8,000	8,249	0	0	8,249
5010 Accounts Finance SLA	12,000	0	0	6,000	6,000
5011 Human Resources SLA	3,500	3,188	0	0	3,188
5012 Internal Audit SLA	1,000	1,050	0	0	1,050
5013 Legal SLA	3,000	0	0	0	0
5014 External Audit Fees	1,300	600	0	0	600
5015 IT SLA	3,500	3,381	210	210	3,801
5020 APHA Meetings	1,000	712	164	245	1,121
5021 APHA Conference	6,000	9,592	-2,854	0	6,738
5023 AGM & Business Meet	600	321	0	6	327
5030 Member Training	3,000	845	0	0	845
5031 Officer Training	3,000	964	0	5	969
5040 Energy	0	0	0	0	0
5041 Energy	3,000	2,488	189	468	3,145
5042 Waste	800	735	0	0	735
5044 Grounds Maintenance	100	2,682	0	0	2,682
5045 Water	600	473	0	82	554
5050 Insurance	3,300	3,171	0	0	3,171
5060 Office Stationery	1,000	94	66	0	160
5070 Mobile Phones	1,400	644	72	70	786
5072 Postage	100	57	0	7	64
5073 Phone lines and internet	3,000	1,331	167	315	1,813
5080 Safety Equipment	600	271	179	0	450
5100 Office Equipment	8,000	1,587	362	193	2,142
5110 Sampling	0	131	0	0	131
5120 Building Maintenance	500	328	289	95	712
5130 Public Works Loan	3,630	24	0	0	24
5140 Transfer to/(from) Reserves	5,067	0	0	0	0
5150 Advertising	500	500	0	0	500
5160 Petty Cash Sundries	320	292	-63	-151	79
5170 Legislation literature	1,500	1,000	0	0	1,000
5572 Car User - Mileage	8,200	4,522	267	517	5,306
5574 Car User - Essential	3,200	2,362	261	244	2,867
5795 Subsistence	0	0	0	0	0
<b>Total Expenditure</b>	<b>278,717</b>	<b>201,392</b>	<b>16,346</b>	<b>24,544</b>	<b>242,282</b>
<b>GL code/ Income</b>					
7501 Ship sanitation	10,500	6,145	1,175	40	7,360
7502 Interest received	5,000	5,448	222	32	5,702
7503 LAPPC Permit Charges	5,000	3,879	0	0	3,879
7504 Rent	6,500	6,500	0	0	6,500
7505 Services	1,800	1,996	0	0	1,996
7506 Sampling	4,000	1,669	368	900	2,937
7507 Precept	245,917	245,917	0	0	245,917
<b>Total Income</b>	<b>278,717</b>	<b>271,555</b>	<b>1,765</b>	<b>972</b>	<b>274,292</b>

**Balance sheet**

Cash in Bank 27/02/2015 311,555

In the following accounts:

Business direct reserve account	290,571
Business reserve account	10,985
Current account	10,000
Fixed rate deposit monthly	0

Outstanding Debtors at the end of February

Sampling	861
APHA recharge	292
Ship sanitation	4,723
Rent	218
Services	
<b>Current Debtors</b>	<b>6,094</b>

Outstanding Creditors at the end of February

January invoices	751
January payroll	17,521
February payroll	17,043
<b>Current Creditors</b>	<b>35,315</b>

**Commentary**

After settling outstanding invoices the bank account at the end of February would have a balance of £282,334

Reserves at the end of the year are forecast to be £260,000.



# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>15 12</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Developments at Irlam Container Terminal &amp; Port Salford</b>
<b>Reference Documents:</b>	<b>15 12 (01)</b>

### Summary:

Since the last meeting of the Authority in January. The opportunity arose for officers to attend an Open Day arranged by Peel Ports at Salford Rugby Stadium, on the 6 February.

As a result of attending the Open Day for Peel Ports, the CPHO was able to speak with Stephen Carr, head of Commercial Strategy and Planning. With permission from Stephen Carr, the follow up email to him, outlines the revised plans now from Peel Ports and are disclosed for members consideration and information.

**From:** John Robinson

**Sent:** 10 February 2015 15:35

**To:** Stephen Carr

**Subject:** PORT HEALTH AND PORT SALFORD

Dear Stephen,

I really enjoyed our frank discussion last Friday afternoon about the possibilities for Port Salford. As you are aware, I represent Manchester Port Health Authority, and can only become involved in those areas that affect Port Health in the future.

The provision of Port Health services at Port Salford really does concern this office, and I am sure you will keep us informed of developments in the months ahead.

As we discussed, the original concept from 2005, seems to have moved over the decade. The proposals now seem to be aiming to move up to 50,000 containers, mainly by the short sea route, from Liverpool. This idea to build up this trade gradually over the next decade seem more reasonable than the 2005 proposals. In the original 2005 proposal, 450,000 containers were to be arriving from ports such as Felixstowe and Southampton by rail, plus 50,000 containers from Europe and the UK via short sea route feeder services. The new proposals will see upwards of 50,000 containers arriving via The Manchester Ship Canal, and once these containers have arrived and been sorted, the traffic northwards to the Scottish Borders, and South towards the Midlands will mainly be by rail.

The original concept would have seen 20% of the UK container shipping traffic passing through Port Salford, and I think we both agree, that concept was very wide of the available scope of the UK container traffic, then, and more especially now. The introduction of Liverpool 2, the post panamax terminal at Seaforth, will impact on the nature of the service we can expect on the Manchester Ship Canal. The major restricting factor being the height of the Runcorn railway bridge, which governs the number of containers that can be carried on feeder vessels. However, most of the goods will be customs cleared before transshipping to Port Salford, indeed it makes more sense to do it that way. However, if Peel feel the need for another Border Inspection Facility, at Port Salford, then Manchester Port Health Authority will assist Peel Ports wherever possible in achieving this objective.

Now, the area we are really interested in will be in providing inspection facilities. As we discussed last week, whatever cargo comes to Port Salford, an inspection facility will be needed to turn out a container, and protect the contents of the container as per EU legislation requirements. This is why I am writing to you at this early stage of the development of Port Salford, to ask Peel Ports to involve Manchester Port Health at the development stage of this project.

Perhaps you would confirm if I have managed in this email to cover the main aspects of the proposal, because I feel I need to inform all 14 of our elected members at the next meeting of the Port Health Authority on the 30<sup>th</sup> March of the developments before us. We will be holding our Annual General Meeting in early June, and I would really like to think the proposals we have now, might result in work starting on this project very soon. Whatever happens, I do feel the elected members representing all the Local Authorities along the Manchester Ship Canal, will benefit from a presentation by either yourself, or Warren Marshall, of all the proposals ahead for the Manchester Ship Canal in the immediate future.

Kindest regards,

[John Robinson BA, BSc, MCIEH, FAPHA](#)

Then, it appears last week that planning permission for phase one of the revised Port Salford development has been granted by Salford City Council.

The Port Health Authority have been contacted this week about the possibility of opening a Border Inspection Post at first Irlam Container Terminal and now revised due to planning permission to acquiring a full Border Inspection Post at Port Salford within two years.

This time interval gives MPHA the opportunity to explore with Peel Ports just what the intended cargoes and scale of those cargoes are likely to be.

This will be undertaken using the Department for Environment, Food and Rural Affairs, Border Inspection Post Manual Edition 17.1, which gives very graphic and specific requirements to comply with the EC legislation.

There will be a resource requirement needed with this project, the need for more staff, including an Official Veterinary Surgeon (OVS), but charges for the Border Inspection Post can be levied to cover these costs.

The staff of MPHA will keep elected members informed of developments during this and other projects along the Manchester Ship Canal.

**Recommendations:**

That elected members note the content of these minutes and make appropriate responses to any actions required.

**Comments:**

Actions:	Date:	Person Responsible:
	30/03/15	JR

## News Article: 23 March 2015 – Manchester Evening News

### Culina Group to create 280 jobs at Port Salford

It comes after Peel was given the green light for the project last week, despite a previous agreement with the city council to build a new rail and road link first.



Food firm Culina has confirmed plans to become the first tenant of the multi-million pound Port Salford development, in a move that will create 280 jobs.

It comes after Peel was given the green light for the project last week, despite a previous agreement with the city council to build a new rail and road link first.

Peel was successful in its bid to amend its planning permission for the new £138m rail, road, and shipping terminal, currently under construction at Barton.

The move had angered the Labour Party's Irlam and Cadishead branch and local councillors. Peel was granted planning permission for the development and road and rail infrastructure in 2009.

But Culina, a logistics company in the food sector, wants to occupy the first 26,000 sq ft warehouse from the March 2016.



Peel asked for the conditions to be amended so Culina can operate from the site before road and rail links are finished. Culina will occupy the first warehouse unit comprising (280,000 sq ft of accommodation, including ancillary offices, service yard and parking.

It is expected to be completed by April 2016 and fully operational by the end of 2016.

Mark Whitworth, CEO Peel Ports Group, said: "We are delighted to welcome Culina Group as the anchor tenant at the National Import Centre.

"Their presence as a market leading logistics organisation, handling the supply chain requirements of some of the world's biggest, best and most recognisable food and drink companies, will act as a catalyst to attract more logistics providers to the area."

Thomas Van Mourik, CEO, Culina Group, said: "This is fantastic news and a really important development as we seek to enhance our market leading position.

"Culina Port Salford will give us a real strategic foothold in the North West, enabling us to manage the growth of our existing clients, bring even more new business on board and create a substantial number of jobs in the region."



Peel's request for a change in planning permission related to Condition 9 that the rail link should be in place before any businesses start to operate from the site and Condition 10 that the new road leading to the site, going underneath Barton Bridge, be completed before any businesses start to operate from the site.

Barton Councillor John Mullen and Irlam Councillor Roger Jones wrote to the town hall opposing Peel's application. Irlam and Cadishead Labour Party also opposed the request. They argued that without the infrastructure in place local roads could become heavily congested with traffic.

But Councillor Derek Antrobus, assistant mayor for strategic planning, said: "Road improvements already carried out on the A57 are enough to manage extra traffic from a development of this size and the new road will be completed next year.

“This is the first investment at Port Salford from a logistics company wanting to take advantage of this unique rail, road and port facility. It is bringing much needed jobs to Salford and we welcome the investment.”

Matt Fitton, Director of Development, Peel Holdings added: "The planning approval for the 280,000 sq. ft. distribution unit that is pre-let to Culina Group will create 280 jobs and is the catalyst for the Port Salford development, which will ultimately become one of the UK's most significant multi-modal facilities.

"The facility will also be the first unit developed within the Peel Logistics initiative and further emphasises both the strength of our regional logistics market and the opportunity that Peel Ports' £300m investment in Liverpool2 will offer to occupiers.

“For global logistics companies, the ability to move containers up the Manchester Ship Canal from Liverpool to sites such as Port Salford is highly appealing and we are delighted to announce Culina as our anchor tenant. Work will start on site in mid-summer with the facility available for occupation in March 2016.”

Construction on the new Culina Group warehouse is scheduled to start on site within weeks. The main civil engineering contractor is international construction firm, John Sisk and Son.

Port Salford is being developed by the Peel Ports' sister company Peel Land and Property.



The first phase of the development has a total area of 50 hectares (150 acres). Further plans are in preparation for Phase 2, which will bring 4 million sq ft of development opportunities.

On completion, the warehousing element of the Port Salford development will extend to 1,600,000 sq ft, enabling specialist goods handling and redistribution throughout the North West. Around 3,860 permanent jobs will be created as part of the scheme.

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>15 13</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Chief Port Health Officers Report for Months: January &amp; February 2015</b>
<b>Reference Documents:</b>	<b>15/13(01), 15/13(02), 15/13(03), 15/13(04), 15/13(05), 15/13(06)</b>

### **Summary:**

In the months of January & February, 59 vessels were inspected, they can be seen in 15/13(01).

A number of vessels were found to be of an unsatisfactory standard or requiring advice, appropriate information and guidance was given, inspection details can be found in 15/13(02).

We inspected 12 ships that requested ship sanitation exemption certificates, these were certified within the two month period, see 15/13(03). This created revenue of £1,735.00

We also undertook 20 fresh water samples and of those, 4 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate, see 15/13(04).

No animals was found on board, see 15/13(05)

See item 15/13(06) – Report for meetings attended by officers in January & February 2015

A small charge of £10 per visit was put in place for water sampling on 1 April 2010, to year to date this has produced an income of £1,739.98

### **Recommendations:**

That elected members note the content of this report and make appropriate responses to any actions required.

### **Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	30/03/15	JR

## 15/13(01) TOTAL VESSEL INSPECTED January & February

DATE	IMO	SHIP NAME	PHO	RESULT	PORT INSPECTED	REVISIT
05/01/15	9174361	TANJA KOSAN	LC	GOOD	INN	
05/01/15	9626168	VECTIS CASTLE	LC	GOOD	EPT	
05/01/15	8918291	VELOX	LC	GOOD	RUN	
07/01/15	9160165	GAS GALAXY	LC	V GOOD	IOB	
07/01/15	9101546	CSL CLYDE	LC	V GOOD	MAN	
08/01/15	9421659	EEMS STAR	LC	V GOOD	EPT	
12/01/15	8008450	CSL RHINE	SS	GOOD	MAN	
13/01/15	9256559	PASCAL	AJS	GOOD	RUN	
13/01/15	9344423	PATARA	AJS	GOOD	STA	
13/01/15	9172715	NARIVA	SS	GOOD	QEII	
14/01/15	9344423	PATARA	SS	GOOD	STA	Y
14/01/15	8920581	STOLT GUILLEMOT	SS	GOOD	IOB	
15/01/15	9240251	PARMA	SS	GOOD	RUN	
16/01/15	9305295	PANAGIA	SS	GOOD	EPT	
16/01/15	9009528	STOLT KESTREL	SS	GOOD	IOB	
19/01/15	9710309	B GAS SUPREME	LC	V GOOD	SOD	
19/01/15	9000211	CEMSKY	LC	GOOD	EPT	
19/01/15	9409625	MELAS	LC	V GOOD	IPW	
20/01/15	9197442	MARNE	LC	EXCELLENT	EPT	
20/01/15	9340910	SALINA M	LC	V GOOD	SOD	
21/01/15	9395989	CT DUBLIN	LC	OK	SOD	
22/01/15	8128884	ICELANDICA HAV	AJS	POOR	RUN	Y
22/01/15	9291705	ARKLOW ROCK	AJS	GOOD	RUN	
22/01/15	9395989	CT DUBLIN	LC	V GOOD	SLB	
26/01/15	9346421	BF TIMARU	LC	GOOD	EPT	
26/01/15	9156498	IERAX	LC	GOOD	ECB	
27/01/15	9297101	STELLA MARIS	LC	EXCELLENT	QEII	
27/01/15	9361354	BORNHOLM	LC	V GOOD	RUN	
27/01/15	8504272	ARUNDO	LC	POOR	RUN	
30/01/15	9266425	THUN GRANITE	SS	GOOD	QEII	
30/01/15	8920579	STOLT KITTIWAKE	SS	GOOD	RUN	
03/02/15	9322712	BRO NORDBY	AJS	EXCELLENT	SLB	
02/02/15	9126912	WILSON GRIP	LC	POOR	RUN	Y
03/02/15	9126912	WILSON GRIP	LC	IMPROVED	RUN	
03/02/15	9263930	BITFLOWER	LC	V GOOD	QEII	
03/02/15	9443841	TIGRIS	LC	V GOOD	QEII	
04/02/15	9227261	HAPPY FALCON	LC	V GOOD	PSS	
06/02/15	9518799	STOLT GREENSHANK	LC	V GOOD	ICB	
06/02/15	9698288	EPIC CURACAO	AJS	GOOD	IOB	Y
09/02/15	9428085	SOLERO	LC	OK	QEII	Y
09/02/15	9624835	LADY ALEXANDRA	AJS	GOOD	RUN	
10/02/15	9373735	CASTELLO DI GRADARA	AJS	GOOD	IOB	
11/02/15	9218222	BBS SURF	AJS	OK	EPT	
11/02/15	9244538	ARKLOW RAVEN	AJS	GOOD	RSW	
12/02/15	9496692	GANGES STAR	AJS/SS	GOOD	SLB	
16/02/15	9436410	LARSHOLMEN	SS	GOOD	SLB	

16/02/15	9186728	HORNISSE	SS	V GOOD	SLB
16/02/15	9148960	STOLT CORMORANT	SS	GOOD	QEII
17/02/15	9291731	ARKLOW REBEL	SS	GOOD	EPT
19/02/15	9443841	TIGRIS	SS	V GOOD	QEII
20/02/15	9427275	SUMMER	SS	V GOOD	SLB
20/02/15	9317016	RUSICH-2	SS	OK	EPT
20/02/15	9390094	KASTOR	SS	V GOOD	EPT
23/02/15	9390991	GOLFSTRAUM	SS	V GOOD	QEII
23/02/15	9214721	LAGA	SS	OK	RUN
24/02/15	9160932	BRO ATLAND	SS	GOOD	ECB
25/02/15	9138185	BALTIC SKIPPER	SS	GOOD	RUN
27/02/15	9416800	WINTER	AJS	GOOD	SLB
27/02/15	9256729	LADY SHANA	SS	GOOD	IOB

Total 59

## 15/13(02) VESSEL INSPECTION – UNSATISFACTORY STANDARDS January & February

DATE	SHIP NAME	PHO	RESULT	REVISIT	DETAILS
22/01/15	ICELANDICA HAV	AJS	POOR	Y	GALLEY CUPBOARDS DAMAGED IN PLACES & AS A RESULT CAN NOT BE EFFECTIVELY CLEANED/CHOPPING BOARDS WORN & CAN NO LONGER BE CLEANED/ACCUMULATED SOIL & GREASE ON FOOD CONTACT SURFACES
27/01/15	ARUNDO	LC	POOR		HAND WASH FACILITIES INADEQUATE/ CHOPPING BOARDS SOILED & SCORED & CAN NO LONGER BE ADEQUATELY CLEANED/INADEQUATE CLEANING OF SURFACES/UTENSILS/CUPBOARD DOORS/FRIDGE DOORS
02/02/15	WILSON GRIP	LC	POOR	Y	HAND WASH STATION IN GALLEY INADEQUATELY EQUIPPED/EVIDENCE OF CROSS CONTAMINATION OF COOKED & RAW MEAT/INADEQUATE CLEANING & SANITIZING OF GALLEY & STORES/ EVIDENCE OF INADEQUATE KNOWLEDGE OF USE OF CLEANING MATERIALS
03/02/15	WILSON GRIP	LC	IMPROVED		ALL IMPROVEMENTS ADVISED ON PREVIOUS DAY COMPLETED AS REQUESTED TO A SATISFACTORY LEVEL



## 15/13(03) SHIP SANITATION CERTIFICATES ISSUED January & February

DATE	SHIP NAME	PHO	SHIP SAN	CHARGED
07/01/15	CSL CLYDE	LC	LC15-061	170.00
14/01/15	PATARA	SS	SS15-001	225.00
14/01/15	STOLT GUILLEMOT	SS	SS15-002	110.00
15/01/15	PARMA	SS	SS15-003	110.00
20/01/15	MARNE	LC	LC15-062	110.00
02/02/15	WILSON GRIP	LC	LC15-063	110.00
06/02/15	STOLT GREENSHANK	LC	LC15-064	170.00
16/02/15	STOLT CORMORANT	SS	SS15-04	170.00
20/02/15	KASTOR	SS	SS15-05	110.00
20/02/15	SUMMER	SS	SS15-06	170.00
23/02/15	GOLFSTRAUM	SS	SS15-07	170.00
25/02/15	BALTIC SKIPPER	SS	SS15-08	110.00
				<b>1,735.00</b>

### 12 Ship Sanitation Certificates issued

Total Value £1,735.00

## 15/13(04) WATER SAMPLE RESULTS January & February

DATE	NO of SAMPLES	SHIP NAME	PHO	CHARGED	SAT	UNSAT
07/01/15	2	CSL CLYDE	LC	10.00	Y	
08/01/15	2	EEMS STAR	LC	10.00	Y	
12/01/15	2	CSL RHINE	SS	10.00		
14/01/15	2	STOLT GUILLEMOT	SS	76.96	Y	
15/01/15	2	PARMA	SS	76.96	Y	
21/01/15	2	CT DUBLIN	LC	10.00		N
02/02/15	2	WILSON GRIP	LC	10.00		N
06/02/15	2	STOLT GREENSHANK	LC	10.00	Y	
09/02/15	2	SOLERO	LC	10.00	Y	
09/02/15	2	LADY ALEXANDRA	AJS	10.00	Y	
	<b>20</b>			<b>233.92</b>		

### 20 Water Samples Taken

16 Passed

4 Failed

**Total Water Samples invoiced in January & February = £233.92**

## 15/13(05) ANIMALS ON BOARD VESSELS January & February

No animals were found on board

## 15/13(06) MEETINGS ATTENDED BY OFFICERS January & February

DATE	MEETING	LOCATION	PHO
08/01/15	Meeting at CIEH with Val Cameron. I was asked to attend this meeting on behalf of APHA. The purpose of the meeting was to discuss the services provided by the CIEH to APHA.	London	AJS
14/01/15	Cheshire Resilience Forum – Vessel Emergencies Workshop. Well attended exercise which covered passenger vessel fires on the River Dee and Manchester Ship Canal. All agencies worked together to uncover any discrepancies or omissions in the Emergency Procedures. Several issues were raised, worked through and suitable solutions found.	Ellesmere Port	LC
21/01/15	Cheshire Food Group – this is a regular liaison group that facilitates the sharing of knowledge between food authorities in Cheshire. This group is extremely beneficial to the work of the Authority.	St Helens	AJS
23/01/15	Annual member meeting of the Liverpool and Manchester Port Security Authority. This meeting provided an update on the global security situation and the potential threat to ports/ships. MPHA attend this meeting as one of the stakeholders involved.		AJS
10/02/15	Northwest Zoonosis Group:- LC and AS attended the meeting. Interesting discussion re Ebola. Consensus that screening at airports was little more than a PR exercise, not evidence based and originated from the Prime Minister's 'Press Office'. LC informed the group of her invitation to join the 'Scientific Advisory Board to the NIHR Health Protection Research Unit in Emerging and Zoonotic Infections Rabies awareness. Diane Foreman (DF) of St Helens to head a sub-group (to include LC, Kenton Morgan and Elaine Hargreaves) to plan a Rabies exercise. LC to arrange support from MPHA.	Liverpool	LC
17/02/15	Cheshire Resilience Forum LRF meeting of the Contest Task Group. All authorities summoned to an emergency meeting at Cheshire Fire and Rescue HQ, Winsford. Meeting addressed by special branch, JR to brief members on content.	Winsford	JR
25/02/15	Northwest Port Welfare Committee Well attended meeting covering several current issues including a discussion relating to the vessel Doris T (now at Ellesmere Port). LC requested progress report re the 'Manchester Ship Canal Welfare Leaflet' John Wilson reported there would be progress by June 2015. LC requested progress report re the plan to form a working group to investigate support for abandoned vessels. JW suggested that LC might chair the group which would invite ITF, MCA, Border Agency and MtS to join.	Liverpool	LC

**15 14 Minutes for the APHA Executive Board Meeting on 14 January 2015**

**Minutes of the APHA Executive Board Meeting  
Wednesday, 14 January 2015, Manchester Town Hall - 10:30**

<b>EB 15/01 List of Attendees</b>		<b>Person Responsible</b>
<p>List of Attendees: Pat McCarthy John Warman Jacqui Rayment Sandra Westacott Val Cameron Laurence Dettman Keith Morley Bill Arnold Mercola Douglas John Robinson Andrea Smith Karen White Steve Hunt</p> <p>Minutes taken by: John Robinson</p>	<p><b>Authority</b> Belfast City Council, Chairman APHA Executive Board Swansea Bay Port Health Authority, Vice Chairman Southampton Port Health Authority Southampton Port Health Authority States of Guernsey Hull &amp; Goole Port Health Authority Manchester PHA, Chairman of Overview &amp; Scrutiny Swansea Bay Port Health Authority Mersey Port Health Authority Manchester Port Health Authority Manchester Port Health Authority Cornwall Port Health Authority Swansea Bay Port Health Authority</p>	<p>PMc JW J Ray SW VC LD KM BA MD JR AJS KW SH</p>
<b>EB 15/02 Apologies for Absence</b>		<b>Person Responsible</b>
<p>Brian Lawrie Hugh Barrett Gary Cooper Ron Abbey Andrew McClenaghan Geoff Brown John Lee Paul Kimber</p>	<p>South Ayrshire Manchester Port Health Authority Cornwall Port Health Authority Mersey Port Health Authority Belfast City Council, Overview &amp; Scrutiny Committee Cornwall Port Health Authority Highland Council Weymouth PHA</p>	
<b>EB 15/03 Minutes of Previous Meeting 15 October 2014</b>		<b>Person Responsible</b>
<p>Chairman: called for accuracy and acceptance Proposed: VC Seconded: KM JRay: wanted to record a candid thanks to recognise all the work done since APHA Executive had last met. PMc: it was his intention to welcome everyone to APHA, to feel involved and take the Association forward.</p>		
<b>EB 15/04 Matters arising from the Minutes, not on the Agenda</b>		<b>Person Responsible</b>
<p>PMc: invited JR to deliver the minutes with the appropriate sections to be discussed. <i>EB14/46:</i> APHA financial report October 2014: despite attempts to visit Cornwall to clarify accounts not proved possible. JR then composed a series of questions for Cornwall that KW and GC had successfully answered in a report circulated to members in November 2014. The aim is that cash held by the Association will be in the region of £29,500 by the 1<sup>st</sup> April 2015. <u>Update on CIEH/APHA administration:</u> Following the decision taken by the APHA Executive at the meeting of the 15 October 2014, a decision was taken to visit the CIEH to discuss ways in which the two organisations can work together.</p> <p>Meeting finally took place on 8 January 2015. VC led for APHA supported by AJS. Graham Jukes led for the CIEH supported by numerous colleagues.</p>		<p>JR      VC</p>

Items discussed included conference: GJ agreed to make a donation to APHA as a goodwill gesture.

Partnerships: The NEHB and TIFSIP had started successfully and APHA will have members on both. Agreed to have continued relations through the policy officers at CIEH.

Administration: Agreed to retain Chadwick Court as the registered office of APHA. All correspondence to be forwarded, unopened to APHA.

CIEH desk at Chadwick Court: Agreed that this would remain and new quote would be forwarded for this provision.

Finances: Annual subscriptions had been handled by CIEH in 2014 leading to a number of problems. Agreed all financial activities should be delivered together to manage better.

Meeting Bookings: A number of meetings took place at the CIEH last year. Rooms booked/food ordered, several meetings cancelled at last minute. One meeting where no-one turned up. Current meeting schedule/regime not working. Thought there should be more availability for video conferencing. Another survey to consult with membership perhaps?

CIEH had been given lots of dates for 2015 and rooms booked. O&S committee booked in at CIEH although believed to be using Union Jack Club instead. Need for clarity. Meeting cancelled without delay asap.

In future all meetings to be coordinated through administration at Manchester. The new website can be used for meeting dates and attendees book through the website.

PMc: Opened up discussion on VC report.

JW: Pleased with what VC had done with AJS. Important we did not sever relationship with CIEH. Perhaps have links with London by hosting meetings there, have someone organising events for the future.

SH: Agreed with JW. Attract those who want to join APHA. Communication is key. Was looking forward to website presentation later. Wanted to support and congratulate those who had made it happen. Delegation had shown fabulous skills, save money through technology.

PMc: The tool needed was the website. Then it was up to membership to form organisation around. That must be the goal.

SW: Reminded meeting, there was a number of important issues for APHA to consider from VC's report.

Appointment of part time web administrator: Agreed after seeing website that obvious need for part-time web administrator, associated with Manchester administration. Job description and costs to be worked up by JR and AJS. Board accepted web master from Manchester. Just need for budget and job description.

Appointment of part time technical officer: Executive appreciate need for a technical officer to co-ordinate the professional aspects of Port Health within APHA. VC and AJS to create job description for distribution around executive for approval.

Management of meeting room bookings: JRay: Management of setting meetings should sit with, Administration. The Executive and O&S meeting dates are set. The Technical meeting dates are not set, or bookings confirmed. Feeling location remains with the CIEH.

LD: Apologies to certain members for arrangements. Not good or viable in circumstances. During last EH&H meeting two people tried to use the teleconferencing facility at CIEH, unable to connect. With the Imported Food meeting only one person turned up. The role of technical meetings for the future needs examining.

LD/SW

<p><u>Continued role with CIEH</u>: BA: What is the point of the CIEH desk? Why do we need office in London, after decision taken by executive in 15 October 2014 meeting. Paperwork/documentation stored at CIEH. No room at Manchester for this. MD stated that Mersey had donated historical papers to the Liverpool museum suggested APHA do the same.</p> <p>VC: problem of storage of APHA material. Debate took place over strategy to relocate material elsewhere.</p>	
<p><b>EB 15/05 &amp; 06</b>      <b>Minutes of Overview &amp; Scrutiny Meeting</b></p>	<p>Person Responsible</p>
<p>BA: asked to concentrate on aspects not already discussed in executive minutes. O&amp;S supported the decision taken by the Chairman to hold a pre-meeting of elected members prior to the Executive meeting of the 15 October 2014.</p> <p>Very disappointed with the accounts as presented that day and non-appearance of Company Secretary. Endorsed view expressed that any action taken by the board should comply with the agreed 'Articles of Association' and 'Operating Arrangements' documents. Need to update the directors of the Association for Companies House.</p> <p>O&amp;S asked for the 'Media Protocol' to be included in a 'communications strategy' which could also cover the website arrangements, technical committee meetings, PlaN meetings and that decisions taken between the Executive Board meetings are sanctioned by the Chairman.</p> <p>The communications strategy could also include the decision agreed about people representing APHA at external meetings and in responding to consultations etc.</p> <p>Membership: Fundamental for the continuance of the Association that APHA has a clear picture of which authorities have re-joined, those that have not re-joined or even been a member. Responsibility to implement a membership drive should be defined immediately. In short a database of membership.</p> <p>O&amp;S would like to see a report on mechanism for becoming an associate member or honorary membership. JR to undertake this function.</p> <p>Finally, O&amp;S want to see payment to Gary Gould as agreed by Gary Cooper. PMc: Had already indicated any outstanding expenditure afforded to Gary Gould would be honoured in the next financial year, as he wished.</p>	<p>JR</p>
<p><b>EB 15/07</b>      <b>Revised Financial Report</b></p>	<p>Person Responsible</p>
<p>PMc: welcomed KW to the meeting and thanked her for coming from Cornwall. The notes proved very helpful.</p> <p>KW stated that although the Profit &amp; Loss account looked rather bleak as at 31 December 2014, it is important to remember that APHA have not yet invoiced for membership fees. This will be done in January 2015 and shown in the accounts for this financial year. It is reasonable to expect at least £40,000 in additional membership income.</p> <p>The bank balances as of 31 December 2014 stand at £29,028.53.</p> <p>A debate took place over the financial management during 2014. Agreed that Cornwall would manage subscriptions this financial year, with invoices to be sent out end of January 2015, for payment by 1 April 2015. KW to invoice all Port Health Authorities in the country. SW: Acknowledged the professionalism shown by KW in handling the APHA accounts.</p>	<p>KW</p>



<p>VC: Designed to be decision making body on front line activities. Chair would be attending the APHA Executive and engaging with the board to make technical changes. Introduce training courses, re-fresher courses using electronic media. Online training, rather than travelling to venues.</p> <p>JW: With government cutbacks, no funding for travelling, demoralising. Must find a way forward.</p> <p>SH: Minimalistic, easy to achieve, time is precious; Thought APHA were professional already.</p> <p>PMc: Agree with sentiment. Create Q and A section on website.</p> <p>AJS: Agree with LD that training electronically viable, especially from abroad.</p> <p>LD: Announced he would be retiring March 2016.</p> <p>PMc: What do you think is the value/way forward for technical committees?</p> <p>LD: Along the lines outlined earlier. Use electronic means, but make sure it works. E-Learning, physical training, forums, engagement with the profession.</p> <p>MD: Offered to share the Mersey PHA training courses with APHA.</p> <p>SW: Similar, hosting a South West PlaN Group trial.</p> <p>Meeting agreed this was a way forward.</p> <p>LD and SW to look at future of technical committee and report to Executive at next meeting.</p>	<p>LD/SW</p>
<p><b>EB 15/13 Any Other Business</b></p>	<p>Person Responsible</p>
<p>LD: Introduced a paper on proposed increases in ship Sanitation Charges for 2015. 1.5% increase to take into account inflation.</p> <p>Adopted by the meeting. Implementation from the 1 April 2015.</p> <p>JRay: Asked if April Executive Board could start at 12:30 to enable her to stay for duration of the meeting. Agreed.</p> <p>LD: Brought to attention of meeting, the other APHA, now using the title APHA, agreed LD would write to Animal and Plant Agency.</p> <p><b>HOSTING THE APHA CONFERENCE:</b> Those authorities wishing to host the APHA conference in 2016 and 2017, should give a presentation at the next meeting of the APHA Executive in April 2015.</p>	<p>LD</p> <p>LD</p>
<p>Meeting finished at 16:00</p> <p>Next meeting scheduled for Manchester Town Hall on:-</p> <p><b>Wednesday, 15 April 2015, commencing at 12:30pm in Room 301</b></p>	



# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

Agenda Item:	15 15
Person Responsible:	John Robinson
Title:	Date, Time and Venue for next meeting
Reference Documents:	<b>AGM &amp; Business Meeting</b>

Day/Date: **Monday, 8 June 2015**

Venue: **Civic Suite, Runcorn Town Hall, Heath Road, Runcorn, WA7 5TD**

Commences: **10:30 am**

**Recommendations:**

**Comments:**

Actions:	Date:	Person Responsible:
	30/03/15	JR