

ORDINARY MEETING
of
Manchester Port Health Authority
Monday, 27 July 2015
Venue: Runcorn Town Hall
Heath Road, Runcorn, WA7 5TN
Commences:10:30, Committee Room 1

AGENDA

- 15 29 **Members Present**
- 15 30 **Apologies for Absence**
- 15 31 **Minutes of the Ordinary Board Meeting of 8 June 2015 and
matter's arising.**
- 15 32 **Budget Monitoring as at 30 June 2015**
- 15 33 **Chief Officers Report for May & June 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 34 **Discussion and Amendments to:**
Service Delivery Plan 2015
Business Plan 2015-2020
Enforcement Plan 2015
- 15 35 **Date and time of next meeting**
- 15 36 **AOB**

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 31
Person Responsible:	John Robinson
Title:	Minutes Ordinary Board Meeting of 8 June 2015
Reference Documents:	15 31 (01)

Summary:

The minutes of the Ordinary Board Meeting of the Manchester Port Health Authority held on 8 June 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:

Actions:	Date:	Person Responsible:
	27.07.15	JR

15 31 (01) Minutes for the Ordinary Board Meeting of: 8 June 2015

<p>MANCHESTER PORT HEALTH AUTHORITY Minutes of the Ordinary Meeting of the Manchester Port Health Authority Held on Monday, 8 June 2015</p>				
				Reference 2015/03M

15 16	Members Present			
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Date:	Monday, 8 June 2015			
Venue:	Runcorn Town Hall, Committee Room 1			
Present:	Chairman	Cllr K Morley	Halton Borough Council	KM
	Vice Chairman	Cllr A Brocklehurst	Salford CC	AB
		Cllr T Sherlock	Cheshire West & Chester Council	TS
		Cllr S Lanchbury	Manchester CC	SL
		Cllr J Salter	Wirral MBC	JS
		Cllr R Wilson	Salford CC	RW
		Cllr P Connor	Salford CC	PC
		Cllr H Mundry	Warrington BC	HM
	Officers	John Robinson	Chief Port Health Officer	JR
		Andrea Smith	Deputy Chief Port Health Officer	AJS
		Yvonne Graham	Office Manager	YG
	Accountant	Tony Thompstone	Salford CC	TT
	HBC Solicitor	John Tully	Halton Borough Council	JT
Minutes taken by:		YG		

15 17	Apologies			
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		Cllr H Barrett	Manchester CC	HB
		Cllr N Ali	Manchester CC	NA
		Cllr D Royle	Manchester CC	DR
		Cllr B Sharp	Trafford MBC	BS
		Cllr E Burgoyne	Salford CC	EB

Presentation to the Board by Stephen Carr – Head of Commercial Strategy & Planning				
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Stephen Carr Head of Commercial Strategy and Planning for Peel Ports gave an informative presentation to the board regarding the developments along the Manchester Ship Canal over the next number of years. He made particular mention of the Port Salford development before referring to proposed inter-modal new berths at Port Cheshire, Warrington and Wirral.

15 18	Minutes and matters arising from the Ordinary Board Meeting of 30 March 2015			
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KM welcomed Warrington Borough Councils new representative Councillor Hans Mundry to the Board of MPHA.
 TS asked if there was any further news on the second representative of Cheshire West and Chester, KM replied not as yet.
 KM asked the elected members if there were any matters arising from the previous meeting.
 None were raised. All agreed.

15 19	Business Planning Sub Group 2 June 2015			
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BPSG(15 05) JR raised levels on Financial Risk Assessment 2015-2016, Budget Reserve Risk Assessment, in light of Peel Ports Mersey announcing the request for a Border Inspection Post a recommendation from BPSG was put before the Board. All agreed to the increase due to necessity to increase staffing levels, work load & compulsory training requirements.

<p>BPSG(15 06) Internal Audit Report – for members consideration amendments to the petty cash procedure & to provide clarity to elected members allowances in line with those provided for officers during meetings & travel.</p> <p>SL asked what the petty cash recommendation was, JR replied if meetings last for longer than 2 hours lunch can be provided by MPHA.</p> <p>(BPSG15 07) APHA Conference – KM suggested elected members to stay in the allocated Conference hotel & all elected members who wished to attend to write to MPHA requesting a place. SL asked if elected members could attend just for one day, JR confirmed this was acceptable.</p>	
15 20	Statement of Accounts as at 31 March 2015
<p>The statement of accounts were presented to the board. TT explained that the reserves at the end of the year are £261K & if the 2014/2015 budget is adhered to then reserves at the end of 2015/2016 should be £258K. All agreed.</p>	
15 21	Financial Risk Assessment – Budget Reserve
<p>As previously discussed during the minutes of the BPSG, an increase was agreed due to the new BIP requirements. As Stephen Carr's presentation pointed out to members the training and preparations need to start immediately at MPHA.</p>	
15 22	Internal Audit Report
<p>As previously discussed during the minutes of the BPSG. JR to make the amendments to the procedures. The internal audit report was debated accepted and adopted by the elected members.</p>	
15 23	Minutes of the APHA Executive Board Meeting 15 April 2015
<p>JR explained this was the third meeting since last October & gave his thanks to HB for arranging the meetings at Manchester Town Hall. Pat McCarthy was re-elected as the Chairman.</p> <p>(EB15 25) JR explained to the elected members that MPHA had stepped in to take over the APHA Administration from last October. Staff at MPHA had worked very hard and sometimes in their own time to complete work such as creating the new APHA website. Making APHA visible was imperative for it to continue and be a success. JR pointed out that TT was currently working on an audit of the APHA accounts & would be working alongside MPHA to mirror procedures already in place with APHA.</p> <p>TS asked how much longer MPHA would be the 'APHA Admin', JR said they are committed up to at least the AGM in September. JR was putting a business case together to enable MPHA to be reimbursed for time spent on APHA affairs.</p> <p>TS questioned why this decision had not been taken to the board for approval.</p> <p>KM explained MPHA staff had done a good job on taking on these extra tasks, however agreed it was unfortunate that when the decision was originally made during the APHA Executive Board meeting last year & this left no time to bring it to our board members. KM said if MPHA had not stepped in, APHA wouldn't exist today.</p> <p>TS pointed out the elected members should have been made aware.</p> <p>JR said it had been discussed at the last BPSG in 7 November 2014.</p> <p>HM pointed out that the new Chairman can now ratify & inform the board of any changes.</p>	
15 24	Minutes of the Overview & Scrutiny Committee 29 April 2015
<p>KM offered to answer any questions regarding the minutes.</p> <p>None were asked.</p>	
15 25	Chief Port Health Officers Report from March & April
<p>JR introduced the CPHO's report for the months from March and April, 85 vessels were inspected, a number of vessels were found to be of an unsatisfactory standard or requiring advice, 9 ships requested ship sanitation exemption certificates, they were certified within the two month period and the income generated by the Officers was £1122. Officers also undertook 19 fresh water samples and of those, 10 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate. No animals were found on board.</p> <p>RW asked if legislation had changed over the years and were ships allowed now to just sail away even if issues had been raised on board.</p> <p>JR said this was no longer the case, Officers could raise a Control Certificate which meant ships could be detained until issues had been rectified.</p>	

JS suggested to the new member Councillor Mundry how beneficial it was to attend a ship visit with the Officers.

HM agreed & will make contact with the office to arrange.

HB asked if members accepted report as true record.

All agreed.

15 28

AOB

Report produced following request by KM at last meeting. Meeting costs at Manchester v Runcorn along with reduction in how many meetings per year.

PC showed concern at CPHO suggestion of 3 meetings per year. SL suggested 4 a year & all members agreed. Arrangements to be finalised for two meetings a year to be held in Runcorn. Two meetings to be held in Salford. RW and AB to arrange accommodation in Salford, once dates known. Further up date at next meeting.

RW to look into & come back to MPHA. The BPSG would hold 3 meetings a year which will include the new Vice Chairman Councillor Adrian Brocklehurst and will be arranged between the full board meeting dates.

It was agreed this would change from 2016.

Meeting closed at 12:40

Date and Time of Next Meeting

Ordinary Meeting

Monday, 27 July 2015, Venue: Runcorn Town Hall, Committee Room One

Commences at: 10:30 am

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 32 (01)
Person Responsible:	Tony Thompstone
Title:	Budget Monitoring as at: 30 June 2015
Reference Documents:	15 32(01)

Summary:

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 June would be £444k. Reserves at the year-end forecast to be around £260k.

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	27.07.15	TT

15 32 (01) Budget Monitoring as at 30-06-2015

GL code/ Expenditure	Budget	Spend and income			Total
	for year 2015/16	April	May	June	
4200 MPHA Basic Pay	144,000	12,861	13,298	12,967	39,126
4201 MPHA Allowances	14,000	749	1,539	1,140	3,429
4203 MPHA Overtime	0	0	0	0	0
4204 MPHA National Ins	15,000	1,296	1,491	1,378	4,164
4205 MPHA Employer Pension	21,000	1,959	2,123	2,042	6,125
4936 Other Employee Exps	1,200	0	32	0	32
5000 Retired Officer Pens	8,100	0	0	0	0
5010 Accounts Finance SLA	12,000	0	0	0	0
5011 Human Resources SLA	3,500	0	0	0	0
5012 Internal Audit SLA	1,050	0	0	0	0
5013 Legal SLA	2,500	0	0	0	0
5014 External Audit Fees	600	0	0	0	0
5015 IT SLA	4,000	210	218	218	645
5020 APHA Meetings	1,600	49	448	41	537
5021 APHA Conference	6,000	0	-404	-43	-447
5023 AGM & Business Meet	600	96	18	13	127
5030 Member Training	2,000	0	0	0	0
5031 Officer Training	1,000	0	0	22	22
5040 Energy	0	0	0	0	0
5041 Energy	3,200	189	426	259	874
5042 Waste	800	0	68	68	136
5044 Grounds Maintenance	0	0	0	0	0
5045 Water	640	151	60	0	210
5050 Insurance	3,300	3,304	0	0	3,304
5060 Office Stationery	1,000	210	0	49	260
5070 Mobile Phones	900	72	71	73	215
5072 Postage	100	12	9	18	39
5073 Phone lines and internet	2,500	67	328	72	466
5080 Safety Equipment	600	314	0	204	518
5100 Office Equipment	6,500	288	25	0	313
5110 Sampling	1,000	242	0	0	242
5120 Building Maintenance	600	3	142	6	151
5130 Public Works Loan	0	0	0	0	0
5140 Transfer to/(from) Reserves	-3,569	0	0	0	0
5150 Advertising	500	0	0	0	0
5160 Petty Cash Sundries	500	232	-70	-38	125
5170 Legislation literature	1,500	1,200	-200	0	1,000
5572 Car User - Mileage	6,200	405	689	398	1,491
5574 Car User - Essential	3,200	170	352	261	783
5795 Subsistence	0	0	0	0	0
Total Expenditure	267,621	24,079	20,663	19,146	63,888

GL code/ Income						
7501 Ship sanitation	10,000	792	1,084	974	2,850	
7502 Interest received	8,000	-15	13	41	39	
7503 LAPPC Permit Charges	5,000	0	3,879	0	3,879	
7504 Rent	6,500	1,625	0	1,625	3,250	
7505 Services	2,000	602	0	528	1,129	
7506 Sampling	2,500	90	40	10	140	
7507 Precept	233,621	166,872	50,062	0	216,934	
Total Income	267,621	169,966	55,078	3,177	228,221	

Balance sheet

Cash in Bank 30/06/2015 440,209

in the following accounts:

Business direct reserve account 413,620

Business reserve account 16,589

Current account 10,000

Fixed rate deposit monthly -

Outstanding Debtors at the end of June

Sampling 5,319

APHA recharge

Ship sanitation 576

LAPCC 4,097

Services

Other 287

Current Debtors 10,280

Outstanding Creditors at the end of June

January invoices 751

April invoices 5,558

May invoices 255

June invoices 304

Current Creditors 6,868

Commentary

After settling outstanding invoices the bank account at the end of June would have a balance of £443,621.

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

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

15 33 (01)

Person Responsible: John Robinson

Title: Chief Port Health Officers report for Months: May & June

Reference Documents: 15/33(01), 15/33(02), 15/33(03), 15/33(04), 15/33(05), 15/33(06)

Summary:

In the months of May and June 85 vessels were inspected, they can be seen in 15/33 (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 15/33(02).

We inspected 13 ships that requested ship sanitation exemption certificates, these were certified within the two month period, see 15/33(03). Revenue raised of £2,048.

We also undertook 26 fresh water samples and of those, 14 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate, see 15/33(04).

No animals were found on board, see 15/33(05)

See item 15/33(06)– Report for meetings attended by officers in May & June.

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 £396.52.

Recommendations:

Comments:

Actions:

Date:

Person Responsible:

27.07.15

JR

15 33 (01) TOTAL VESSELS INSPECTED May and June 2015

DATE	IMO	SHIP NAME	PHO	RESULT	PORT INSPECTED	REVISIT	ERF ISSUED?
05/05/15	9011519	HAVSTRAUM	SS	V GOOD	RLB	N	N
05/05/15	9190353	BOUGA	SS	OK	RUN	N	N
06/05/15	9414711	MATSUSAKA	SS	OK	EPT	N	N
06/05/15	9318565	STEN AURORA	SS	GOOD	SLB	N	N
06/05/15	9295426	ANNELIESE ESSBERGER	SS	GOOD	RLB	N	N
07/05/15	9178458	WILSON CLYDE	SS	GOOD	RUN	N	N
07/05/15	9518804	STOLT SANDERLING	SS	GOOD	QEII	N	N
07/05/15	9261114	STENHEIM	SS	OK	SLB	N	N
08/05/15	9361768	ARKLOW FUTURE	SS	GOOD	RSB	N	N
08/05/15	9421623	FRISIAN RIVER	SS	GOOD	RUN	N	N
11/05/15	9173214	KATI	AJS	GOOD	RUN	N	N
11/05/15	9172131	LADY MARTINE	SS	GOOD	IOB	N	N
11/05/15	9369526	RICHELIEU	SS	OK	EPT	N	N
11/05/15	9400356	ALSIA SWAN	SS	GOOD	ICB	N	N
11/05/15	9582867	HELEN ANNA	SS	GOOD	EPT	N	N
11/05/15	9523964	KATE C	SS	GOOD	EPT	N	N
12/05/15	8902292	ATLANTIC NAVIGATOR	SS	OK	QEII	N	Y
13/05/15	8215728	BALTICA HAV	SS	OK	EPT	N	N
14/05/15	9148960	STOLT CORMORANT	SS	GOOD	QEII	N	N
15/05/15	9172715	NARIVA	SS	OK	QEII	N	N
15.05/15	9322152	TRIPLE A	SS	OK	SLB	N	N
18.05.15	9518799	STOLT GREENSHANK	SW	GOOD	RLB	N	N
19/05/15	9261102	STEN IDUN	LC	EXCELLENT	QEII	N	N
20/05/15	9038397	JOMI	SW	GOOD	RUN	N	N
20/05/15	9536521	HEINZ G	LC	GOOD	EPT	N	N
20/05/15	9397638	MEDAL	SW	GOOD	RUN	N	N
21/05/15	9341184`	STEN MONSTER	SW	GOOD	SOD	N	N
21/05/15	9186728	HORNISSE	SW	GOOD	SOD	N	N
22/05/15	9537094	ORALUNA	SW	V GOOD	RLB	N	N
22/05/15	9108843	MAINGAS	SW	GOOD	IOB	N	N
22/05/15	9009530	STOLT PUFFIN	SW	GOOD	SCB	N	N
22/05/15	9613630	ABIS DOVER	SW	GOOD	RUN	N	N
24/05/15	9347748	ERRIA SWAN	LC	V GOOD	INN	N	N
26/05/15	9435313	MASALLI	SW	GOOD	SLB	N	N
26/05/15	9507740	GAS CERBERUS	SW	GOOD	IOB	N	N
26/05/15	9297204	THUN GOLIATH	LC	V GOOD	QEII	N	N
27/05/15	9009528	STOLT KESTREL	SW	GOOD	QEII	N	N
27/05/15	9371787	SELANDIA SWAN	SW	GOOD	QEII	N	N
28/05/15	9165451	BITTEN THERESA	SW	OK	RLB	N	N
28/05/15	9045807	TEMSE	SW	GOOD	KEMIRA	N	N
28/05/15	9322164	SARNIA CHERIE	SW	GOOD	SOD	N	N
29/05/15	9488322	PECHORA STAR	SW	GOOD	SOD	N	N
01/06/15	9156187	BERIT	SW	GOOD	EPT	N	N
01/06/15	9007063	CEMLUNA	SW	GOOD	RUN	N	N

01/06/15		W D MICHEL	LC	GOOD	ECB	N	N
02/06/15	9344423	PATARA	SW	GOOD	SOD	N	N
03/06/15	9180841	KAROLI	LC	V GOOD	EPT	N	N
03/06/15	9105140	ISARSTERN	LC	EXCELLENT	SOD	N	N
03/06/15	9268253	CLAUS	LC	V GOOD	QEII	N	N
03/06/15	7726861	BEN MAYE	LC	GOOD	EPT	N	N
03/06/15	7626748	DORIS T	LC	OK	EPT	N	N
05/06/15	9393345	THUN GARLAND	LC	V GOOD	SOD	N	N
05/06/15	9340398	DALE	LC	GOOD	SOD	N	N
06/06/15	9617296	RMS ROTTERDAM	AJS	GOOD	EPT	N	N
06/06/15	9195690	FRI OCEAN	AJS	GOOD	EPT	N	N
08/06/15	9617325	WILSON LIVORNO	LC	V GOOD	EPT	N	N
08/06/15	9503926	SHANNON STAR	LC	V GOOD	SLB	N	N
11/06/15	8915756	NOVATRANS	SS	GOOD	RUN	N	Y
12/06/15	9164512	EK SKY	SS	GOOD	SLB	N	N
12/06/15	9334296	NORTHSEA RATIONAL	LC	GOOD	RLB	N	N
12/06/15	9373553	PAULA C	LC	V GOOD	IPW	N	N
12/06/15	9443841	TIGRIS	SS	OK	QEII	N	N
12/06/15	9345219	TEQUILA	SS	GOOD	SLB	N	N
15/06/15	8914166	SEA HARMONY	SS	OK	RUN	N	N
15/06/15	9361110	BEAUMERIT	SS	GOOD	RUN	N	N
15/06/15	9254422	BRO SINCERO	SS	GOOD	QEII	N	N
16/06.15	9436381	ASKHOLMEN	SS	GOOD	SLB	N	N
16/06/15	9014664	RHEINFELS	SS	GOOD	EPT	N	N
17/06/15	9374741	FLUVIUS TAMAR	SS	GOOD	RUN	N	N
18/06/15	9374741	FLUVIUS TAMAR – water sample	SS	GOOD	RUN	N	N
18/06/15	7626748	DORIS T	SS	OK	EPT	N	N
19/06/15	9030498	VICTRESS	SS	GOOD	EPT	N	N
19/06/15	9538907	EIT PALOMA	SS	GOOD	EPT	N	N
22/06/15	9125700	OSLO	SS	GOOD	RUN	N	N
23/06/15	9200158	VINGA SAFIR	SS	GOOD	QEII	N	N
23/06/15	9015841	SHUYA	LC	V GOOD	IPW	N	N
23/06/15	9480368	AMUR STAR	SS	V GOOD	SLB	N	N
24/06/15	9558763	AZIZ TORLAK	SS	OK	RLB	N	Y
25/06/15	9558763	AZIZ TORLAK	SS	OK	RLB	Y	N
26/06/15	9111125	COUNTESS ANNA	SS	OK	RUN	N	N
26/06/15	9413585	BOMAR PLUTO	SS	GOOD	IOB	N	N
24/06/15		WD MICHEL – water sample	SS	GOOD	ECB	Y	N
29/06/15	9376921	SICHEM MELBOURNE	SS	GOOD	SLB	N	N
29/06/15	9261102	STEN IDUN	SS	GOOD	QEII	N	N
29/06/15	9419670	GSW FIGHTER	SS	OK	SLB	N	N

15 33(02) VESSEL INSPECTION – UNSATISFACTORY STANDARDS May and June

DATE	SHIP NAME	PHO	RESULT	REVISIT	DETAILS
03/06/15	DORIS T	LC	OK	N	FAILED LEGIONELLA RESULTS
18/06/15	DORIS T	SS	OK	N	FAILED LEGIONELLA RESULTS
24/06/15	AZIZ TORLAK	SS	OK	N	LAUNDRY NEEDED CLEANING

15 33 (03) SHIP SANITATION CERTIFICATES ISSUED May and June

DATE	SHIP NAME	PHO	SHIP SAN	CHARGED
05/05/2015	Havstrum	SS	SS15-013	172.00
12/05/2015	Atlantic Navigator	SS	SS15-014	228.00
19/05/2015	Sten Idun	LC	LC15-069	228.00
20/05/2015	Jomi	SW	SW15-034	112.00
24/05/2015	Erria Swan	LC	LC15-070	172.00
22/05/2015	Oraluna	SW	SW15-035	172.00
28/05/2015	Bitten Theresa	SW	SW15-036	172.00
11/06/2015	Novatrans	SS	SS15-015	112.00
12/06/2015	EK Sky	SS	SS15-016	172.00
12/06/2015	Tigris	SS	SS15-017	172.00
17/06/2015	Fluvius Tamar	SS	SS15-018	112.00
19/06/2015	Victress	SS	SS15-018A	112.00
22/06/2015	Oslo	SS	SS15-019	112.00
				2,048.00

15 33 (04) WATER SAMPLE RESULTS May and June

DATE	No of Samples	SHIP NAME	PHO	CHARGED
12/05/2015	2	Atlantic Navigator	SS	10.00
19/05/2015	2	Sten Idun	LC	10.00
20/05/2015	2	Jomi	SW	10.00
20/05/2015	3	Doris T - Legionella - FOC	LC	0.00
20/05/2015	2	Doris T - Bacteriological FOC	LC	0.00
22/05/2015	2	Oraluna	SW	10.00
03/06/2015	1	WD Michel	LC	43.48
16/06/2015	2	Askholmen	SS	76.96
18/06/2015	6	Doris T - Legionella - FOC	SS	0.00
22/06/2015	2	Oslo	SS	10.00
24/06/2015	1	W D Michel	SS	43.48
18/06/2015	1	Fluvius Tamar - Legionella	SS	82.60
	26			296.52

26 Water Samples taken

12 Passed

14 Failed – 9 Legionella from the Doris T

Total Water Samples invoiced in May 2015 to June 2015 = £296.52

15 33 (05) ANIMALS ON BOARD VESSELS May and June

None found on board

15 33 (06) MEETINGS ATTENDED BY OFFICERS May and June

DATE	MEETING	LOCATION	PHO
05/05/15	North West Zoonosis Group -	Liverpool	LC
12/05/15	NPLaN	Leeds	LC/AS
21/05/15	UK FSS Course	Wolverhampton	LC
10/06/15	North West Port Welfare Committee	Wallasey	LC
11/06/15	APHA Technical committee	London	LC
23/06/15	APHA Operational board - Teleconference	Office	LC
26/06/15	PHE Food & Environmental Sampling Workshop	Farrington Waste Recovery Park	LC
30/06/15	Mosquito Surveillance	Leahurst	LC

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 34 (01)
Person Responsible:	John Robinson
Title:	Discussion and Amendments to the Policy Documents
Reference Documents:	15 34(01)

Amendments: Councillor Lanchbury kindly agreed to proof read the documents presented at the AGM. The intention is to briefly outline each document for members consideration.

Business Plan

The table on page 5 should I think be the same as the table on page 19 of service plan either alphabetical or in order of numbers of members.
 Page 10 should legionella have a capital L
 Page 21 last pointand in the under Does not make sense

Service Plan

Page 19 - table as above
 Page 24 third para down "core capacity" last bit what is the National States Party? Or I have missed something
 Page 25 spell out bip (Border Inspection Post)
 Page 27 in list alpha should they all have capital letters, also you have mentioned the fire brigade in other place should they be on the list both Greater Manchester and Merseyside, also should police read Great Manchester and Merseyside
 Page 29 4th para should corrects read connects, 6th para first sentence a comma after new berth or a full stop, last para replace as with has and an with and
 Page 32 last para should there be a comma after procedures

Enforcement Policy

Page 5 point d do we have to use garbage can we use rubbish, point g is not a sentence or statement
 Page 24 point 2 what is LAPPC, point 4 don't understand ..none as at May 2005

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	27.07.15	JR

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 35
Person Responsible:	John Robinson
Title:	Date, time and venue for next meeting
Reference Documents:	15 35

Day/ Date: Board Meeting. Monday, 28 September 2015, committee room 1
Venue: Runcorn Town Hall, Heath Road, Runcorn, WA7 5TD
Commences: 10:30 am

The last meeting of the year will be held on Monday, 30 November 2015, in Committee Room 1.

Ordinary Meetings for 2016

For 2016, the meeting schedule should be as follows:-

Monday 7 March 2016 - Salford City Council Offices, Swinton Town Hall,
Town Hall, Chorley Rd, Swinton, Salford M27 5DA

Monday 6 June 2016 - AGM, Runcorn Town Hall
Runcorn Town Hall, Health Road, Runcorn, WA7 5TD

Monday 5 September 2016 – Salford City Council Offices, Swinton Town Hall

Monday 28 November 2016 – Runcorn Town Hall

The details of meetings of the Business Planning Support Group (BPSG) will be considered to suit the situation. All meetings to be held in Dutton House, 46 Church Street, Runcorn, WA7 1LL