

**MANCHESTER PORT HEALTH AUTHORITY**

Minutes of the Ordinary Meeting of the Manchester Port Health Authority

Held on Monday, 28 September 2015

Reference 2015/05M

**15 37 Members Present****Date:** Monday, 28 September 2015**Venue:** Runcorn Town Hall, Committee Room 1

<b>Present:</b>	<b>Chairman</b>	Cllr K Morley	Halton Borough Council	KM
	<b>Vice Chairman</b>	Cllr A Brocklehurst	Salford CC	AB
		Cllr T Sherlock	Cheshire West & Chester Council	TS
		Cllr H Barrett	Manchester CC	HB
		Cllr J Salter	Wirral MBC	JS
		Cllr R Wilson	Salford CC	RW
		Cllr E Burgoyne	Salford CC	EB
		Cllr D Hammond	Cheshire West & Chester Council	DH
	<b>Officers</b>	John Robinson	Chief Port Health Officer	JR
		Andrea Smith	Deputy Chief Port Health Officer	AJS
		Steve Seddon	Relief Port Health Officer	SS
		Yvonne Graham	Office Manager	YG
	<b>Accountant</b>	Tony Thompstone	Salford CC	TT
<b>Minutes taken by:</b>		YG		

**15 38 Apologies**

		Cllr H Mundry	Warrington BC	HM
		Cllr S Lanchbury	Manchester CC	DR
		Cllr B Sharp	Trafford MBC	BS
		Cllr N Ali	Manchester CC	NA
		Cllr P Connor	Salford CC	PC
		Cllr D Royle	Manchester CC	DR
	<b>HBC Solicitor</b>	John Tully	Halton Borough Council	JT

**15 39 Minutes and matters arising from the Ordinary Board Meeting of 27 July 2015**

KM asked the elected members if there were any other matters arising from the previous meeting. YG apologised for missing Cllr Hammonds name off the previous minutes, paperwork is now amended.

AJS gave a verbal update on the detained ship 'Doris T'. Following further legionella sample failures, MPHA, Public Health England and the Maritime and Coastguard Agency had an on board meeting, agent ordered and agreed to pay for the chlorine to flush out the systems. AJS took further samples that are now satisfactory.

HB asked if the ship was still detained. AJS said it was, crew have not been paid for several months. Money was now owed to Peel. The ship had declined an offer of £160k to sell.

JS asked AJS to explain the safety levels of legionella. AJS obliged and agreed to produce a written report.

TS asked for a report to be emailed before the next meeting in November.

JR explained that it was hoped the Merchant Navy Welfare board, would produce a protocol to help vessels and ship's crew when vessels are obtained or arrested. Members were reminded that less than two years ago, another vessel called the Most Sky was detained in Liverpool. JR invited JS to enlighten

the members on this vessel.  
 JS gave an update on the ship 'Most Sky', now sailed away with a full crew. JS had spoken to the crew prior to departure and all were happy with the ship, it had had some paint work completed and engines were running well. No complaints were brought to JS attention.  
 KM asked DH about his visit out with Lynnette Crossley (LC) SPHO, DH said the day had been fascinating, LC was very helpful and the day was an eye-opener and valuable.  
 JR thanked DH for taking the time to visit Cheshire West & Chester area with LC.  
 JR met with Mr Huck of Peel Ports at the APHA conference, a meeting in the future regarding Port Salford to include MPHA and an update will be brought to the next meeting. It is expected if Culina request a BIP it will go ahead.  
 The progress with Port Salford is important for future developments at MPHA. Officers will gather as much information and inform all elected members of progress at this port and other proposals along the ship canal.

**15 40 Budget Monitoring as at 31 August 2015**

The Budget Monitoring report as at 31 August 2015 was enclosed for members consideration:  
 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 August would be £423k. Reserves at the year-end forecast to be around £260k.  
 KM asked if there were any questions.  
 RW asked, how long would the reserves last if there was no income?  
 TT, one year. Designed to provide cover for all expenses for 12 months  
 JR explained this had been the long term strategy by the previous Chairman (HB)  
 JS, said Mersey Port Health work on the same strategy.

**15 41 External Audit Report – 31 March 2015**

Completion of the external audit report was presented to the board for acceptance.  
 JR thanked the efficiency of the staff, TT, YG, AJS, Adele Mottershead (Halton Council) for another successful audit with no issues.  
 JR said this demonstrates we are running the Authority well.  
 KM asked if the members accepted the report as a true record. All agreed.

**15 42 Chief Port Health Officers Report from July & August**

BS requested a key for all the docks to be available, this is now included in the CPHO report.  
 JR introduced the CPHO's report for the months from July and August, 79 vessels were inspected, a number of vessels were found to be of an unsatisfactory standard or requiring advice, 8 ships requested ship sanitation exemption certificates, they were certified within the two month period and the income generated by the Officers was £1428. Officers also undertook 38 fresh water samples and of those, 14 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate. No animals were found on board.  
 JS asked about the categories and how do Officers define an 'excellent' ship?  
 AJS explained this is only used if all paperwork and conditions are correct. Generally any ships which are marked ok or poor on our database are targeted more often.  
 KM asked if members accepted report as true record. All agreed.

**15 43 Maternity Cover for Andrea Smith - DCPHO**

KM made a visit to the office and CPHO happily announced Andrea and husband, Ken Smith were expecting a baby in January 2016.  
 KM passed on congratulations from the board and wished Andrea well.  
 JR explained that the plan to cover maternity for Andrea would be taken on a temporary six month contract by the Relief officer, Steve Seddon, covering certain aspects of Andrea's duties.  
 TT said the approximate costs to cover Andrea's maternity leave would be £12k.  
 HB asked if AJS would be off for longer.  
 AJS said initially her plan was to take 6 months with annual leave after the 6 months.  
 KM added that plans may change once the baby was born. Members agreed to offer six month contract

to Steve Seddon.

**15 44      Pest Control Report – Steve Seddon**

JR introduced Steve Seddon our Relief Officer to the members. A full pest control survey/report was given to the board along with the agenda and papers. This was done with current dock operators, finding out which pest control companies were used and when their contracts ran out.

SS explained that MPHA has a duty bound to monitor and control the presence of rodents and other such vectors of disease on vessels arriving in port and the Manchester Ship Canal (MSC) dock estate. SS said since Peel Ports took over, more residential housing has been built along the MSC and therefore more complaints are being made.

Estimated costs are included in the survey of £1000 to purchase and set up a basic service.

HB questioned these costs, believing it would be significantly more than that.

TS wanted to point out that this suggestion to create more income had previously been accepted by the board. TS suggested more investigation to take place and be brought before the Business Planning Sub Group (BPSG), his general indication is to agree the trial especially in his own area of Cheshire West and Chester.

JS also agreed this had been previously discussed in BPSG and also thinks with Port Salford it was a good way forward. Better to develop an in house service.

RW when you sub contract you lose control. Agreed with the proposal for a trial period.

AJS pointed out that the current pest control company had put bait boxes down but had not returned to them in a satisfactory period of time and infestation had become worse. AJS also explained that when there are cock roaches on ships which may only be approximately 3 times a year, the current cost to call out the company is £7000 for a basic treatment. This is a skill that MPHA could provide in house with SS skills and expertise.

SS gave an example that one company placed 2 trays of poison on the quay side and charged £400 for a 10 minutes work.

JR brought back the attention he was currently asking the board to agree a trial period, while SS was covering maternity leave.

HB asked about the health and safety issues of carrying poisons.

SS said it was safe to carry them in a car.

DH said he thought it was a great opportunity for trivial amount of expenditure and proposed the trial goes ahead straight away.

RW seconded.

KM asked for a vote from all members. JS, AB, RW, EB also agreed. No one objected.

Motion passed: A trial period of six months to begin January 2016.

**15 45      AOB**

RW confirmed meeting rooms had been booked for 2016.

All members to supply RW with car registration numbers for the car park entry at Salford.

KM asked if there were any further questions and thanked everyone for attending.

**Date and Time of Next Meeting**

**Ordinary Meeting**

**Monday, 30 November 2015, Venue: Runcorn Town Hall, Committee Room One**

**Commences at: 10:30 am**

**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