

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

AGENDA

- 15 47** **Members Present**
- 15 48** **Apologies for Absence**
- 15 49** **Minutes of the Ordinary Board Meeting of 28 September 2015 and matter's arising.**
- 15 50** **Budget Monitoring as at 31 October 2015**
- 15 51** **Business Planning Sub Group of 2 November 2015**
1) Members Present
2) Minutes of 2 June 2015
3) Precepts 2016-2017
4) Financial Risk Assessment
5) SLA Agreements
6) AOB
- 15 52** **Chief Officers Report for September & October 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 53** **AOB**
- 15 54** **Date and time of next meeting**

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 49
Person Responsible:	John Robinson
Title:	Minutes Ordinary Board Meeting of 28 September 2015
Reference Documents:	15 49 (01)

Summary:

The minutes of the Ordinary Board Meeting of the Manchester Port Health Authority held on 28 September 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:
	30.11.15	JR

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
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Date:	Monday, 28 September 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 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
	Officers	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
	Accountant	Tony Thompstone	Salford CC	TT
Minutes taken by:	YG			

15 38	Apologies
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		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
	HBC Solicitor	John Tully	Halton Borough Council	JT

15 39	Minutes and matters arising from the Ordinary Board Meeting of 27 July 2015
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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
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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
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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
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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
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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
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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
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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
<u>Ordinary Meetings for 2016</u>
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

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 50 (01)
Person Responsible:	Tony Thompstone
Title:	Budget Monitoring as at: 31 October 2015
Reference Documents:	15 50(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 October would be £390k. Reserves at the year-end forecast to be around £262k.

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	30.11.15	TT

15 50 (01) Budget Monitoring as at 31 October 2015

GL code/ Expenditure	Budget for				Total
	year 2015/16	Spend and income			
		Apr- Aug	September	October	
4200 MPHA Basic Pay	144,000	66,445	12,512	13,248	92,205
4201 MPHA Allowances	14,000	5,713	1,153	1,153	8,020
4203 MPHA Overtime	0	119	0	0	119
4204 MPHA National Ins	15,000	6,988	1,280	1,418	9,686
4205 MPHA Employer Pension	21,000	10,234	2,041	2,041	14,316
4936 Other Employee Exps	1,200	32	8	0	41
5000 Retired Officer Pens	8,100	4,168	0	0	4,168
5010 Accounts Finance SLA	12,000	0	0	0	0
5011 Human Resources SLA	3,500	0	0	1,750	1,750
5012 Internal Audit SLA	1,050	1,050	0	0	1,050
5013 Legal SLA	2,500	0	0	0	0
5014 External Audit Fees	600	0	0	0	0
5015 IT SLA	4,000	1,116	0	238	1,354
5020 APHA Meetings	1,600	901	167	-167	901
5021 APHA Conference	6,000	-439	-167	2,980	2,375
5023 AGM & Business Meet	600	342	18	9	369
5030 Member Training	2,000	0	0	0	0
5031 Officer Training	1,000	203	22	148	373
5041 Energy	3,200	1,551	70	240	1,861
5042 Waste	800	273	68	68	409
5045 Water	640	281	0	151	432
5050 Insurance	3,300	3,304	0	0	3,304
5060 Office Stationery	1,000	270	0	89	359
5070 Mobile Phones	900	356	73	69	499
5072 Postage	100	39	29	0	67
5073 Phone lines and internet	2,500	885	0	69	954
5080 Safety Equipment	600	518	49	80	648
5100 Office Equipment	6,500	937	6	392	1,335
5110 Sampling	1,000	188	0	362	550
5120 Building Maintenance	600	188	627	17	832
5140 Transfer to/(from) Reserves	-3,569	0	0	0	0
5150 Advertising	500	0	0	0	0
5160 Petty Cash Sundries	500	86	-37	123	172
5170 Legislation literature	1,500	1,000	0	0	1,000
5572 Car User - Mileage	6,200	2,630	477	394	3,501
5574 Car User - Essential	3,200	1,305	264	264	1,833
5795 Subsistence	0	0	0	0	0
Total Expenditure	267,621	110,685	18,660	25,138	154,482
GL code/ Income					
7501 Ship sanitation	10,000	4,278	284	1,028	5,590
7502 Interest received	8,000	167	39	31	237
7503 LAPPC Permit Charges	5,000	3,879	0	0	3,879
7504 Rent	6,500	3,250	1,625	0	4,875
7505 Services	2,000	1,129	508	0	1,637
7506 Sampling	2,500	734	117	50	901
7507 Precept	233,621	233,621	0	0	233,621
Total Income	267,621	247,059	2,573	1,109	250,740
Balance sheet					
Cash in Bank 31/10/2015	389,019				

in the following accounts:

Business direct reserve account	363,562
Business reserve account	15,456
Current account	10,000

Outstanding Debtors at the end of
October

Sampling	553
APHA recharge	183
Ship sanitation	4,417
LAPCC	2,201
Services	244
Other	7
Current Debtors	7,605

Outstanding Creditors at the end of
October

July invoices	5,423
August invoices	178
September invoices	801
Current Creditors	6,402

Commentary

After settling outstanding invoices the bank account at the end of October would have a balance of £390,221

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

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 51
Person Responsible:	John Robinson
Title:	Minutes for the Business Planning Sub Group, of 2 November 2015
Reference Documents:	15 51 (01)(02)(03)(04)

Summary:

The minutes of the Business Planning Sub Group of the Manchester Port Health Authority held on 2 November 2015 are enclosed for member's consideration.

- 15 17 (01) Minutes from 2 November 2015
- 15 18 (02) Precept 2016-2017
- 15 19 (03) Financial Risk Assessment 2016-2017
- 15 20 (04) SLA Agreements

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	30/11/15	JR

15 51 (01) Minutes from BPSG meeting 2 November 2015

MANCHESTER PORT HEALTH AUTHORITY Minutes of the Business Planning Sub Group Of the Manchester Port Health Authority Held on Monday, 2 November 2015 Reference 2015/02M				
15 15	Members Present			
Date:	2 November 2015			
Venue:	Dutton House, Runcorn			
Present:	Chairman:	Cllr Adrian Brocklehurst	Salford City Council	AB
		Cllr Tony Sherlock	Cheshire West & Chester Council	TS
	Officers:	John Robinson	Chief Port Health Officer	JR
		Andrea Smith	Deputy Chief Port Health Officer	AJS
	Minutes Taken By:	JR		
15 16	Apologies for Absence			
		Cllr John Salter	Wirral Metropolitan Council	JS
		Cllr H Mundry	Warrington Borough Council	HM
15 17	Minutes of MPHA Business Planning Subgroup Meeting from 2 June 2015 Matters arising			
<p>JR outline usually the BPSG meet twice a year to approve the internal audit and on this occasion to consider and give recommendations for the forthcoming precept for 2016-2017.</p> <p>15 05 Financial Risk Assessment 2025-2016, Budget Reserve Assessment. On agenda for further consideration.</p> <p>15 06 Internal Audit Report - As already received and reported at Sept 2015 meeting under 15 41. Meeting approved and appreciated report.</p> <p>15 07 APHA Conference 2015, A number of members declined to attend due to cost and lack of information. Therefore spend reduced for MPHA.</p> <p>15 12 Notice of need to produce a business case to make provision for staffing and training to facilitate the new Border Inspection Post (BIP) at Port Salford. Work ongoing. Information network developing. Peel going to hold meeting very soon. MPHA to be invited. CPHO to keep elected member informed of progress.</p> <p>15 14 meeting for 2016. Already agreed two meetings to be held in Runcorn and two in Salford during 2016. First meeting Salford 7 March 2016.</p>				
15 18	Precept setting 2016-2017			
<p>A general discussion took place over budgets produced by Tony Thompstone. These showed a 0% increase and a 5% increase. An increase in the precept would increase the cost per share by £835. Making the annual precept £17,522 per share.</p> <p>AB requested clarification of various categories in the budget proposals and TT was to be asked to provide clarity for member's consideration.</p> <p>JR advised the precept proposals had to take into account the maternity cover for AJS and there was no figures included for the proposed pest control service.</p> <p>The revised figures were to be forwarded around all members of the BPSG before a recommendation was to be presented to the bi-monthly meeting on the 30 November 2015. Both AB and TS recommended that every opportunity should be offered to Steve Seddon to develop and create a revenue stream for the proposed pest control service in 2016.</p>				
15 19	Financial Risk Assessment 2016-2017, Budget Reserve Risk Assessment			
<p>JR reminded the meeting that twice a year, MPHA considers the Financial Risk Assessment. At the June meeting, particular emphasis was placed on employment contingency and unforeseen expenditure, with a recommendation to raise the minimum level by £40,000 to £206,000 and the desirable level by £50,000 to £350,000. This was subsequently undertaken by the AGM and members revised the entire Financial Risk Assessment again. The view from the meeting was that the amendments were prudent and we were still</p>				

within our minimum reserves by these changes. Members to consider again the FRA at next meeting.

15 20 SLA Agreements

MPHA has five district SLA areas, which are held by Halton Borough Council for legal, HR and internal audit.
The City of Salford has responsibility for finance and accounts.
Information Technology is maintained by a local firm, CE Services of Warrington.
There was a slight increase in HR costs, but this is still a third less than previous provider.

15 21 AOB

Recommendation to Full Board to accept proposals for 2016

Meeting opened at 10:30, finished at 13:30

Chairman:.....Date:.....

Vice Chairman:.....Date:.....

15 51 (03) Precept 2016-2017

		maintain current precept	5% increase in precept
GL	2015/16 budget	2016/17 forecast	2016/17 forecast
4200 MPHA Basic Pay	144,000	158,000	158,000
recovery of maternity pay		-2,000	-2,000
4201 MPHA Allowances	14,000	16,000	16,000
4203 MPHA Overtime	0	0	0
4204 MPHA National Insurance	15,000	15,000	15,000
4205 MPHA Employer Pension	21,000	23,000	23,000
4936 Other Employee Expenses	1,200	1,200	1,200
5000 Retired Officer Pension Fund	8,100	8,100	8,100
5010 Accounts Finance SLA	12,000	12,000	12,000
5011 Human Resources SLA	3,500	3,500	3,500
5012 Internal Audit SLA	1,050	1,050	1,050
5013 Legal SLA	2,500	2,500	2,500
5014 External Audit Fees	600	600	600
5015 IT SLA	4,000	4,000	4,000
5020 APHA Meetings	1,600	1,600	1,600
5021 APHA Conference	6,000	4,000	4,000
5023 AGM & Business Meetings	600	600	600
5030 Member Training	2,000	1,000	1,000
5031 Officer Training	1,000	2,000	2,000
5041 Electricity/gas	3,200	3,200	3,200
5042 Waste	800	800	800
5044 Grounds Maintenance	0	0	0
5045 Water	640	640	640
5050 Insurance	3,300	3,300	3,300
5060 Office Stationery	1,000	1,000	1,000
5070 Mobile Phones	900	900	900
5072 Postage	100	100	100
5073 Phone Lines	2,500	2,500	2,500
5080 Safety Equipment	600	600	600
5100 Office Equipment	6,500	6,500	6,500
5110 Sampling	1,000	1,000	1,000
5120 Building Maintenance	600	600	600
5130 Public Works Loan Board	0	0	0
5140 Transfer to(from -ve) Reserves	-3,569	-25,669	-13,982
5150 Advertising	500	500	500
5160 Petty Cash and Sundries	500	500	500
5170 Legislation Literature	1,500	1,500	1,500
5572 Car User - Mileage	6,200	6,200	6,200
5574 Car User - Essential	3,200	3,200	3,200
5795 Subsistence	0	0	0
7501 Deratting Certificates	-10,000	-10,000	-10,000
7502 Interest Recieved	-8,000	-400	-400
7503 LAPPC Permit Charges	-5,000	-5,000	-5,000
7504 Rent	-6,500	-6,500	-6,500

7505 Services	-2,000	-2,000	-2,000
7506 Sampling	-2,500	-2,000	-2,000
	-		
7507 Precept	233,621	-233,621	-245,308
Total	-0	0	0

4201 Out of Hours & uniform allowance

5100 photocopier hire, computer /equipment purchases during the year

5140 need to take money from reserves to balance the budget, expenditure is more than income

15 51 (04) Financial Risk Assessment

<u>2016/2017 Budget Reserve – Risk Assessment</u>		Minimum	Desirable
Inflation	<p>The forecast for general inflation ahead is for it to rise above the norm. Equally, the bank rates are not attracting a reasonable return on investment. Therefore essential to be mindful of the impact of inflation on budgets.</p> <p>Degree of risk/reserve needed: Low £9k Medium £14.5k High £22k</p>	£9,000	£22,000
<u>Port Health Activities</u> Ship Inspections IPPC Permits	<p>The recession had had a significant effect on trade, with a substantial reduction for issuing ship san certs traffic. This has seen the revenue drop from £16k in 2008, to £9k last year.</p> <p>Equally, DEFRA have modified the inspection regime for the IPPC permits we are responsible for. Revenue will be down by £3k this year.</p> <p>However, there are signs of potential growth with new ports expected at Bridgewater and Port Salford. This might see increases in traffic and revenue opportunities.</p> <p>Degree of risk/reserve needed: Low £12k Medium £15k High £18k</p>	£12,000	£18,000
Tenants	<p>Whilst MPHA have just signed the third three year agreement with our current tenants. Our solicitors advise we need to be mindful of changes in business, though tenancy failing/or defaulting. Costs incurred would be loss of revenue, potential legal costs, advertising and managing arrangements for new tenant.</p> <p>Degree of risk/reserve needed: Low £15k Medium £22.5k High £30k</p>	£15,000	£30,000
Relocation	<p>Due to our Business Contingency arrangements, there is a requirement to make provision to create a satellite office to cover a number of scenarios.</p> <p>Degree of risk/reserve needed: Low £30k Medium £33k High £45k</p>	£30,000	£45,000
Employment Contingency	<p>Last year MPHA tried to manage with two full time PHO's. Proved unsatisfactory for service delivery. Now back to full complement of 3 full time PHO's and two relief officers. With projected increase in workload due to Atlantic Gateway project, provision needed for further potential recruitment of staff in the future.</p> <p>Degree of risk/reserve needed to increase staff Low £100k Medium £120k High £150k</p>	£100,000	£150,000
Unforeseen Expenditure	<p>There is a risk that unexpected events may occur which require expenditure to be incurred, which has not been budgeted for. In this regard, it is recommended that sufficient contingency is kept to meet emergencies that are not covered by other means.</p> <p>Degree of risk/reserve needed: Low £40k Medium £50k High £70k</p>	£40,000	£70,000
		£206,000	£335,000

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

15 52 (01)

Person Responsible: John Robinson

Title: Chief Port Health Officers report for Months: Sept/Oct

Reference Documents: 15/52(01), 15/52(02), 15/52(03), 15/52(04), 15/52(05), 15/52(06)

Summary:

In the months of September and October 69 vessels were inspected, they can be seen in 15/52 (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 15/52(02).

We inspected 9 ships that requested ship sanitation exemption certificates, these were certified within the two month period, see 15/52(03). Revenue raised of £1544.00

We also undertook 20 fresh water samples and of those, 8 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate, see 15/52(04).

No animals were found on board, see 15/52(05)

See item 15/52(06)– Report for meetings attended by officers in September & October.

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 £890.12

Dock Abbreviations

- QEII – Queen Elizabeth 2nd Dock Eastham
- SLG – Sheerlegs
- Crane Berth (used as a laybye berth)
- MAN – Manisty former coal berth, no longer in use
- EPT – Ellesmere Port
- INN – Innospec, Ellesmere Port
- SLB – Stanlow Laybye, Essar site
- SCB – Stanlow Chemical Berth, AKA Shop berth
- SOD – Stanlow Oil Dock, berth 1 & 3, No 4 Quarrantine Dock
- ICB – Ince Coaster Berth, Stanlow Site
- IOB – Ince Oil Berth, Stanlow Site
- INB - Ince New Berth, Kemira – rarely used
- RSW – Runcorn Saltworks
- RLB – Runcorn Laybye
- RUN – Runcorn Docks
- PSS – Partington South Side
- PNS – Partington North Side
- ICT – Irlwell Container Terminal
- IPW – Irwell Park Wharf, scrap berth
- CER – Cerestar now owned by Cargills
- WEA – Weast, Lafarge Tarmac Cement & Lime Ltd
- MDD – Manchester Dry Docks
- Mode Wheel Locks

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	30.11.15	JR

15 52 (01) TOTAL VESSELS INSPECTED September & October 2015

DATE	IMO	SHIP NAME	PHO	RESULT	PORT INSPECTED	REVISIT	ERF ISSUED?
02/09/15	9108427	POMMERN	LC	V GOOD	EPT	N	N
08/09/15	9390393	BOMAR MOON	SS	GOOD	EPT	N	N
09/09/15	9184550	HAN HUI	SS	GOOD	EPT	N	N
09/09/15	9204049	FRANK	SS	V GOOD	SLB	N	N
10/09/15	9199141	KRUCKAU	SS	V GOOD	WWH	N	N
10/09/15		LADY SANDALS	SS	V GOOD	SAL	N	N
14/09/15	9277278	MONTE	LC	POOR	RSW	Y	Y
15/09/15	9277278	MONTE	LC	GOOD	RSW	N	N
15/09/15	9254422	BRO SINCERO	LC	EXCELLENT	QEII	N	N
15/09/15	9288399	ARKLOW ROSE	LC	V GOOD	EPT	N	N
15/09/15	9518804	STOLT SANDERLING	LC	V GOOD	RLB	N	N
16/09/15	7626748	DORIS T	LC/AJS	IMPROVED	EPT	N	N
17/09/15	9460239	STEN SKAGEN	LC	EXCELLENT	QEII	N	N
18/09/15	9187136	SHARON	LC	EXCELLENT	RUN	N	N
18/09/15	9305180	PATALYA	AJS/SS	OK	SLB	N	Y
21/09/15	9050620	ARSLAN I	SS	POOR	ICB	N	Y
22/09/15	9255828	WAPPEN VON BAYERN	SS	GOOD	SLB	N	N
23/09/15	9006447	SEA RUBY	SS	GOOD	RUN	N	N
23/09/15	9373503	SPANACO LOYALTY	SS	OKAY	RUN	N	N
23/09/15	9403906	NORDIC HENRIETTE	SS	V GOOD	RLB	N	N
23/09/15	9148958	STOLT SHEARWATER	LC	GOOD	QEII	N	N
24/09/15	9136204	CELTIC SPIRIT	LC	GOOD	EPT	N	N
25/09/15	9198458	WILSON LAHN	LC	GOOD	EPT	N	N
28/09/15	9515022	HUNZEDIJK	SS	GOOD	RUN	N	N
28/09/15	9298404	CUMBRIAN FISHER	LC	GOOD	QEII	N	N
28/09/15	9394519	EMMY SCHULTE	LC	V GOOD	QEII	N	N
30/09/15	9733698	STORE BAY	SS	GOOD	QEII	N	N
30/09/15	9428451	KARINA THERESA	SS	GOOD	RLB	N	N
30/09/15	9655016	BRISOTE	LC	EXCELLENT	PSS	N	N
01/10/15	9480368	AMUR STAR	LC	EXCELLENT	SOD1	N	N
02/10/15	9030498	VICTRESS	LC	GOOD	WEA	N	N
02/10/15	9043457	B GAS LYDIA	LC	GOOD	PSS	N	N
05/10/15	9279422	FLINTERBRIGHT	LC	EXCELLENT	EPT	N	N
06/10/15	9319428	AMMON	SS	OKAY	RUN	N	N
06/10/15	9195690	FRI OCEAN	LC	V GOOD	RUN	N	N
08/10/15	9313759	WILSON ASTAKOS	LC	V GOOD	EPT	N	N
08/10/15	9428451	KARINA THERESA	LC	V GOOD	SOD3	N	N
12/10/15	9393266	DELFBORG	SS	OKAY	EPT	N	N
12/10/15	9234305	NESTOR	SS	OKAY	EPT	N	N
12/10/15	9463554	NOMADIC MILDE	SS	GOOD	EPT	N	N
13/10/15	9390159	WILSON DUNDEE	SS	OKAY	RUN	N	N
13/10/15	9229128	HANSEATIC TRADER	SS	GOOD	EPT	N	N
14/10/15	9050620	ARSLAN 1	SS	POOR	ICB	Y	Y
15/10/15	9322152	TRIPLE A	SS	GOOD	SLB	N	N
15/10/15	9346718	VEENDIJK	SS	OKAY	RUN	N	N

16/10/15	9566746	STOLT REDSHANK	SS	GOOD	SLB	N	N
16/10/15	9148178	MARRY S	SS	GOOD	EPT	N	N
16/10/15	9435325	AGDASH	SS	V GOOD	QEII	N	N
19/10/15	9150509	WILSON LEITH	SS	GOOD	RUN	N	N
19/10/15	9195949	KAIRIT	SS	GOOD	RUN	N	N
19/10/15	8920555	STOLT KITE	SS	V GOOD	RLB	N	N
20/10/15	9394519	EMMY SCHULTE	SS	V GOOD	SLB	N	N
20/10/15	9164732	KILSTRAUM	SS	GOOD	RLB	N	N
21/10/15	9393345	THUN GARLAND	SS	V GOOD	QEII	N	N
21/10/15	9064891	WILSON HARRIER	SS	GOOD	RUN	N	N
22/10/15	9147461	STOLT OSPREY	SS	GOOD	SLB	N	N
22/10/15	8920579	STOLT KITTIWAKE	SS	GOOD	ICB	N	N
22/10/15	9111125	COUNTESS ANNA	SS	OKAY	RUN	N	N
26/10/15	9377925	MEERDIJK	SS	V GOOD	RUN	N	N
26/10/15	9009528	STOLT KESTREL	SS	GOOD	SLB	N	N
26/10/15	9199139	PINNAU	LC	V GOOD	WEA	N	N
27/10/15	9405368	BENTE	SS	GOOD	EPT	N	N
27/10/15	9527623	MISSISSIPPI STAR	SS	GOOD	SLB	N	N
28/10/15	9428451	KARINA THERESA	SS	V GOOD	RLB	N	N
28/10/15	9108427	POMMERN	SS	GOOD	EPT	N	N
28/10/15	9283459	WISBY VERITY	SS	GOOD	QEII	N	N
29/10/15	9416795	AUTUMN	SS	GOOD	SLB	N	N
29/10/15	9009530	STOLT PUFFIN	SS	GOOD	QEII	N	N
30/10/15	9479711	LIKYA C	SS	GOOD	RLB	N	N

15 52(02) VESSEL INSPECTION – UNSATISFACTORY STANDARDS Sept & Oct

DATE	SHIP NAME	PHO	RESULT	REVISIT	DETAILS
14/09/15	MONTE	LC	POOR	Y	HAND WASHING STATION IN GALLEY INADEQUATELY EQUIPPED. NO HAND SOAP. CHOPPING BOARDS NEED REPLACING. INADEQUATE EVIDENCE OF CLEANING OF GALLEY, STORES & MESS ROOM. EVIDENCE OF CROSS CONTAMINATION. RAW MEAT IN FREEZERS NOT COVERED. BLOOD & FOOD DEBRIS IN FREEZERS ON SHELVES & INTERIOR. FOOD CONTACT SURFACES HAVE OPEN SEAMS, FOOD HAS DROPPED INTO THE VOID BELOW THE STAINLESS STEEL WORKTOP NEAR THE GALLEY SINK. VECTORS (FLIES) FOUND IN GALLEY & STORES.
21/09/15	ARSLAN I	SS	POOR	N	GALLEY,MESS ROOM & PROVISION STORES REQUIRE A THOROUGH CLEANING. RAW FOOD & PRE-COOKED PRODUCTS TO BE STORED SEPARATELY. MISSING HANDLES ON FREEZERS TO BE REPLACED
14/10/15	ARSLAN I	SS	POOR	Y	SOME IMPROVEMENTS, BUT STILL NEEDS A THOROUGH CLEANING.

15 52 (03) SHIP SANITATION CERTIFICATES ISSUED September & October

DATE	SHIP NAME	PHO	CHARGED
15/09/2015	Stolt Sanderling	LC	172.00
28/09/2015	Emmy Schulte	LC	228.00
28/09/2015	Hunzedijk	SS	112.00
01/10/2015	Amur Star	LC	172.00
08/10/2015	Karina Theresa	LC	172.00
12/10/2015	Nomadic Milde	SS	172.00
20/10/2015	Kilstraum	SS	172.00
29/10/2015	Autumn	SS	172.00
29/10/2015	Stolt Puffin	SS	172.00
		9	1,544.00

15 52 (04) WATER SAMPLE RESULTS September & October

DATE	No of Samples	SHIP NAME	PHO	CHARGED
03/09/2015	2	Hertfordshire	LC	76.96
15/09/2015	2	Stolt Sanderling	LC	10.00
24/09/2015	2	Celtic Spirit	LC	10.00
28/09/2015	2	Hunzedijk	SS	10.00
28/09/2015	2	Emmy Schulte	LC	10.00
30/09/2015	2	Store Bay	SS	10.00
01/10/2015	2	Amur Star	LC	10.00
20/10/2015	2	Kilstraum	SS	10.00
26/10/2015	2	Meerdijk	SS	76.96
26/10/2015	2	Stolt Kestrel	SS	10.00
	20			233.92

20 Water Samples taken

12 Passed

8 Failed

Total Water Samples invoiced in September 2015 to October 2015 = £233.92

15 52 (05) ANIMALS ON BOARD VESSELS September & October

None found on board

15 52 (06) MEETINGS ATTENDED BY OFFICERS September & October

DATE	MEETING	LOCATION	PHO
29/09/15	Practical Sampling Day: This course was attended in order to provide refresher training. The course was hands-on and there was plenty of opportunity to practice sampling techniques.	Preston	AJS
09/10/15	Port Health Special Interest Group (SIG) Meeting: Presentations were provided by Water for Kids on their current projects, and the Services on dealing with the EVD outbreak and rescuing migrants at sea.	Sheffield	AJS
13/10/15	National Pest Advisory Panel (NPAP):- LC attended the NPAP meeting at the invitation of Dave Oldbury and Graham Jukes to speak about the UK's non-compliance with Annex 5 of the International Health Regulations - Vector Surveillance and Control; (<i>"disinsecting, deratting and other control measures for conveyances' and 'programmes to control vectors that may transport an infectious agent that constitutes a public health risk to a minimum distance of 400 metres from those areas of point of entry"</i>) and the potential for exotic infections via ports in relation to increased travel and climate change. As a result of this presentation and the ensuing discussion, arrangements were agreed to invite APHA to have a permanent position at NPAP	Killgerm Head Office, Ossett	LC
14/10/15	North West Ports Welfare Committee:- LC attended the meeting with Captain Alexandr Ilyin, Captain of the abandoned vessel Doris T, currently berthed at Ellesmere Port Docks. The Captain was made very welcome and his presence precipitated a lively discussion, covering what the committee could do to: 1, help the crew of the Doris T to recover unpaid wages and return home, and; 2, Put provisions in place to help avoid such problems in the future. A decision was taken to form a sub-committee at the earliest opportunity to look further into this problem, and to put in place procedures/joint working arrangements to deal with any future abandonment. LC agreed to make arrangements to carry this forward. (<i>Since this meeting Mr Bruce Hailey of 'Salvus Law' a specialist Maritime Law firm has made arrangements on behalf of the ship's crew to have the vessel arrested by the Admiralty Marshall; the ensuing court judgement has enabled the vessel to be placed on the open market with the hope of a sale in the near future</i>)	Liverpool Pilotage Services Ltd, Birkenhead	LC
14/10/15 & 15/10/15	Hygiene Enforcement Sanctions 2 Day Course:- This was a refresher training course on the use of Food Enforcement Sanctions and enabled officers to refresh their knowledge of different aspects of enforcement as well as practice drafting notices and providing evidence in court.	Leeds	JR/ AJS
21/10/15	Norovirus Training:- This course was aimed at Port Health Officers gaining a better understanding of Noro-virus, the current methods of cleaning during an outbreak and control techniques used. The course was attended by both port health officers and public health officers from the cruise industry and allowed the sharing of ideas. The aim of this course is to prepare for a review of the APHA/PHE guidance on the control of Noro-virus.	Southampton	AJS

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 54
Person Responsible:	John Robinson
Title:	Date, time and venue for next meeting
Reference Documents:	15 54

Board Meeting. **Monday 7 March 2016**

Venue: Salford City Council Offices, Swinton Town Hall, Town Hall, Chorley Rd,
Swinton, Salford M27 5DA

Commences: 10:30 am

Ordinary Meetings for 2016

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

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