

**ORDINARY MEETING**  
of  
**Manchester Port Health Authority**  
**Monday, 5 September 2016**  
**Venue: Salford Council Offices**  
**Swinton Town Hall, Civic Centre**  
**Chorley Road, Swinton, Salford, M27 5DA**  
*Commences:10:30*

**AGENDA**

- 16 21**            **Members Present**
- 16 22**            **Apologies for Absence**
- 16 23**            **Minutes of the AGM & Ordinary Board Meeting of 6 June 2016  
and matter's arising.**
- 16 24**            **Budget Monitoring as at 31 July 2016**
- 16 25**            **External Audit Report – 31 March 2016**
- 16 26**            **Lynnette Crossley – Vector Control & Legionella Update**
- 16 27**            **John Robinson, Service Delivery Plan 2016**
- 16 28**            **Chief Officers Report for May, June, & July 2016**  
*(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*
- 16 29**            **AOB**
- 16 30**            **Date and time of next meeting**

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>16 23</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Minutes of the AGM &amp; Ordinary Board Meeting of 6 June 2016</b>
<b>Reference Documents:</b>	<b>16 23 (01)</b>

### Summary:

The minutes of the AGM & Ordinary Board Meeting of the Manchester Port Health Authority held on 6 June 2016 are enclosed for member's consideration.

These have already been signed by the Chairman for the requirements of the external audit that were submitted on 4 July 2016.

### 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>
	05.09.16	JR

## 16 23 (01) Minutes of the AGM, 6 June 2016

<b>MANCHESTER PORT HEALTH AUTHORITY</b>				
Minutes of the Annual General Meeting of the Manchester Port Health Authority Held on Monday 6 June 2016				
<b>16 01</b>	<b>Members Present</b>			
<b>Date:</b>	Monday, 6 June 2016			
<b>Venue:</b>	Runcorn Town Hall, Civic Suite			
<b>Present:</b>	<b>Chairman</b>	Cllr A Brocklehurst	Salford CC	AB
	<b>Vice Chairman</b>	Cllr T Sherlock	Cheshire West & Chester Council	TS
		Cllr D Hammond	Cheshire West & Chester Council	DH
		Cllr P Connor	Salford CC	PC
		Cllr C Weir	Salford CC	CW
		Cllr R Wilson	Salford CC	RW
		Cllr K Morley	Halton BC	KM
		Cllr H Mundry	Warrington Borough Council	HM
	<b>Officers:</b>	John Robinson	Chief Port Health Officer	JR
		Lynnette Crossley	Senior Port Health Officer	LC
		Yvonne Graham	Office Manager	
		Tony Thompstone	Accountant	TT
		John Tully	Halton Borough Council Solicitor	JT
<b>Minutes taken by:</b>		YG		
<b>16 02</b>	<b>Apologies</b>			
		Cllr H Barrett	Manchester CC	HB
		Cllr S Lanchbury	Manchester CC	SL
		Cllr R Abbey	Wirral BC	RA
		Cllr B Sharp	Trafford MBC	BS
<b>16 03</b>	<b>Election of Chair</b>			
<p>John Robinson the Clerk to the Authority opened the meeting by asking the solicitor Mr John Tully to ask for nominations for Chairman of Manchester Port Health Authority.</p> <p>PC asked if current Chairman was willing to carry on the position.</p> <p>KM said no.</p> <p>Cllr Tony Sherlock proposed Cllr Adrian Brocklehurst</p> <p>Cllr Keith Morley Seconded</p> <p>On receiving only one proposal for Chairman JT announced Cllr Adrian Brocklehurst was duly elected as Chairman to the Authority for the year 2016-2017.</p>				

<b>16 04</b>	<b>Election of Deputy Chair</b>	
<p>AB asked for nominees for position of Vice Chairman.</p> <p>Cllr Keith Morley proposed Cllr Tony Sherlock Cllr Peter Connor Seconded</p>		
<b>16 05</b>	<b>Minutes of the Annual General Meeting held on 8 June 2015</b>	
<p>AB asked members if the minutes were a true record of the meeting. All members agreed.</p>		
<b>16 06</b>	<b>Any Other Business and Adoption of the Constitution</b>	
<p>16 06 Re-adoption of the Constitution is put forward annually.</p> <p>JT confirmed that there were no substantive changes proposed to the Constitution. However, it had been noted that Standing Order 3 in Appendix 12 had not been updated to reflect the current version of Appendix 4 (Members' Code of Conduct).</p> <p>Consequently it was proposed that the existing Standing Order 3 in Appendix 12 (other than the heading) be deleted and the following words substituted.</p> <p>'If any member of the Joint Board has a Disclosable Pecuniary Interest or a Disclosable Other Interest they shall comply with the Members' Code of Conduct set out in Appendix 4 of the Joint Board's Constitution.'</p> <p>The proposal was agreed and the Constitution was adopted as so amended.</p> <p>All agreed, members accepted <b>Chairman closed meeting at 10:45</b></p>		

## 16 23 (02) Minutes of the Ordinary Meeting 6 June 2016

<b>MANCHESTER PORT HEALTH AUTHORITY</b>				
Minutes of the Ordinary Meeting of the Manchester Port Health Authority Held on Monday, 6 June 2016				
				Reference 2016/02M
<b>16 09</b>	<b>Members Present</b>			
<b>Date:</b>	Monday, 6 June 2016			
<b>Venue:</b>	Runcorn Town Hall, WA7 5TN			
<b>Present:</b>	<b>Chairman</b>	Cllr A Brocklehurst	Salford CC	AB
	<b>Vice Chairman</b>	Cllr T Sherlock	Cheshire West & Chester Council	TS
		Cllr K Morley	Halton Borough Council	KM
		Cllr D Hammond	Cheshire West & Chester Council	DH
		Cllr H Mundry	Warrington BC	HM
		Cllr P Connor	Salford CC	PC
		Cllr R Wilson	Salford CC	RW
		Cllr C Weir	Salford CC	
	<b>Officers</b>	John Robinson	Chief Port Health Officer	JR
		Lynnette Crossley	Senior Port Health Officer	LC
		Yvonne Graham	Office Manager	YG
	<b>Accountant</b>	Tony Thompstone	Salford CC	TT
		John Tully	Halton Borough Council Solicitor	JT
<b>Minutes taken by:</b>	YG			
<b>16 10</b>	<b>Apologies</b>			
		Cllr S Lanchbury	Manchester CC	SL
		Cllr H Barrett	Manchester CC	HB
		Cllr B Sharp	Trafford MBC	BS
		Cllr R Abbey	Wirral BC	RA
		Andrea Smith	DCPHO Maternity Leave	AJS
<b>16 11</b>	<b>Lynnette Crossley – Manchester Port Health Authority – Vector Control Presentation</b>			
<p>Vector Control in Ports.</p> <p>Lynnette gave a talk entitled 'Vector Monitoring and Control in UK Ports &amp; Ports Invasive Mosquito Surveillance ('PIMS')'. The first section covered the myriad of disease vectors likely to occur in and around ports – with graphic illustrations. This was followed by followed by a description of the diseases vectors carry, and statistics relating to infections from vector borne diseases in humans and animals worldwide, and the legislation in place governing surveillance and control.</p> <p>The second section of the talk introduced 'PIMS' – a collaboration between PHE, Edge Hill University and Manchester Port Health Authority – set up to co-ordinate and encourage surveillance for invasive mosquitos in ports and airports throughout the UK.</p> <p>The Presentation is available by clicking here: <a href="#">Vector Surveillance\Vector Surveillance and Control In Ports.pptx</a></p>				
<b>16 12</b>	<b>Minutes and matters arising from the Ordinary Board Meeting of 7 March 2016</b>			
<p>AB asked the elected members if they would accept the minutes of the meeting in March page by page. TS Proposed. PC Seconded. There were no matters arising from the previous meeting. Minutes accepted.</p>				

AB covered all items of the minutes with the elected members.

(BPSG16 04) AB gave a brief update on SS attempts at getting contracts, JR said SS working hard, most operators already have long term contracts, quotes had been given out to Stanlow and Cargills, leaflets and site visits had been made.

AB proposed to continue support of MPHA trying to create the new pest control service.

(BPSG16 05) Progress with Port Salford, road connections were in place and project was expected to complete in Oct16-Dec17.

Culina were already operational since April 2016. Port Salford would be handled by MPHA.

AB suggested the September meeting hopefully could incorporate a site visit to Port Salford.

HM asked if the movement of ships through Warrington could be an agenda item in September.

JR mentioned the vessel 'Thea' did wait until after peak times to come through the swing bridges at Walton.

RW raised the issue of the new bridge collapse. Obviously road could not be used. Must be behind schedule. JR offered to provide clarity for September. Port Salford was originally scheduled for second quarter of 2017, now update from Mr Huck for buildings to be available in fourth quarter for 2017. JR will work closer with Peel Ports to give definitive update at every meeting.

(BPSG16 06) was brought to the elected member's attention, MPHA had agreed to provide the Administrative support for the Association of Port Health Authorities (APHA) until September 2016, however, there have been issues between MPHA staff and APHA board members, with regards to receipts and payments to other parties, therefore MPHA staff no longer wish to continue with that service. Payments for APHA have been made up to date, except recent expense claims not yet dealt with.

At the request of AB that MPHA should be mindful of not putting peoples businesses and lively hoods in jeopardy by withholding any payments.

AB had asked JR to reconsider his resignation from APHA and to carry on until the AGM in September. This offer was made to APHA with a request to confirm in writing, if APHA agreed to the terms requested by the Manchester administration team. No reply was forthcoming. Therefore JR resigned on the 26 May 2016.

AB and JR drew attention to the suggestions made by the BPSG regarding the Internal Audit, Financial Risk Assessment and Statement of Accounts. They would be considered next. Members agreed.

At the BPSG this was discussed at length and AB is convinced MPHA staff cannot make any further progress and recommended ceasing with the Administrative support as from the meeting held today 6 June 2016.

KM, mentioned he is currently waiting a member of Halton Council and APHA are currently trying to employ a Business Improvement Officer, who hopefully will take on Admin.

JR explained he has ceased to sign off any payments for APHA following his resignation in May, however he also explained to the MPHA board that it was YG's name on the APHA bank account as the only signatory to make payments. JR said this puts an onus on YG which JR was not happy with. JR said APHA must find a solution before the next board meeting in Manchester on 20 July, AB agreed. JR explained he was uncomfortable being asked to sign off expenses which were not part of the rules adopted at the meeting in September 2015.

RW asked if APHA board had been informed of MPHA's decision to withdrawn, JR said he had emailed the Chairman of APHA and the remaining executive members.

RW asked if APHA had had the time to sort out a solution, JR said new bank signatory forms had been with the Chairman since the 20 April APHA Exec meeting but no one had completed them.

RW asked if any other parties had come forward to take over the administration, JR said no one.

AB suggested another Authority should take it over, KM said he was hoping Halton would.

AB asked for handover and all information would be given, JR said systems had been designed to do that.

AB requested a show of hands whether MPHA cease the Administrative support as of today's meeting Monday, 6 June 2016.

AB said Officers supplying the service, feel they are put under personal strain and due to the number of staff at MPHA and the future of Port Salford it was not practical to continue. The MPHA board members must protect its own Officers.  
 To cease support: TS, PC, DH, CW, RW, HM  
 To continue support: KM  
 Agreed MPHA cease support.

AB asked the elected members if they would accept the minutes of the BPSG in June.  
 TS Proposed. PC Seconded.  
 Minutes accepted.

<b>16 14</b>	<b>Statement of Accounts as at 31 March 2016 &amp; Budget Monitoring April 2016</b>
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JR indicated out of the discussions with the Internal auditor and TT, it was proposed every eight weeks, that a cheque for services would be delivered to TT at Salford by hand. Decided a four month period of invoices too long. Figure nearly £90k since March.

TT presented the accounts:-  
 16 14(01) Statement of Accounts had been prepared in accordance with the Accounts and Audit Regulations 2003. Reserves at the end of the year are £245k. If the budget 2016/17 budget is adhered to then reserves at the end of 2016/17 should be £219k.  
 16 14(02)The Budget Monitoring report as at 30 April 2016 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 April would be £408k. Reserves at the year-end forecast to be around £220k.  
 JR thanked Salford accounts TT for handling the accounts for the last 10 years & would like MPHA gratitude recording.  
 AB agreed, over the years innovative systems had been put into place, and now there were excellent reserves.  
 TS agrees and accounts reflect the prudent spending of MPHA.  
 AB asked if there were any questions and did the board agree to accept the Statement of Accounts March 2016, no questions.  
 All agree & report accepted.

<b>16 15</b>	<b>Financial Risk Assessment, Budget Reserve</b>
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JR explained the Financial Risk Assessment was adopted from Salford and both the Internal and External auditors like the system. JR also explained there may be changes made in the Autumn, we are getting close to our lower desirable limit of reserves. This may be reflected in the precept recommendations in November for the forthcoming year.

<b>16 16</b>	<b>Internal Audit Report for Year Ending March 2016</b>
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JR went through the Internal Audit report in detail, pointing out the few comments made by the auditor. New requirements are: set up of encrypted emails to send sensitive documents between MPHA and SCC. More details on Salford CC's invoices. Members expense allowance. JR spoke to the Chief Auditor at Halton Borough Council to clarify member's allowances for food and drinks. The Auditor explained this is an allowance to assist in paying for food and drink, not to suggest paying for the whole meal.  
 AB also agreed with the encrypted email system as this is now a government initiative to protect emails against fraud.  
 AB asked the members if they had any questions. None were asked.  
 AB asked if the members agreed to accept the Internal Audit Report for the Year March 2016.  
 TS proposed  
 PC seconded.  
 All agreed.

<b>16 17</b>	<b>Chief Port Health Officers Report from March &amp; April</b>
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JR introduced the CPHO's report for the months from March and April, 78 vessels were inspected, a number of vessels were found to be of an unsatisfactory standard or requiring advice, 4 ships requested ship sanitation exemption certificates, they were certified within the two month period and the income generated by the Officers was £753. Officers also undertook 35 fresh water samples and of those, 24

were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate. No animals were found on board.

16 17(04) JR asked LC to explain water sampling for Legionella.

LC reported that recently MPHA had developed a risk assessment to determine the need for visiting ships to be sampled for 'legionella' as required under the International Health Regulations. Regular sampling under this regime began in January 2016 (previously samples were taken by request or where a specific need was identified).

The sample analysis is funded by PHE under the LA sampling free allocation allowance.

To date over 78% of the 92 samples taken have been positive with 54% of these showing *Legionella* Pneumophila serogroups 1 and 2 – 14. (See table below and information shown in blue for interpretation).

MPHA and PHE are currently investigating ways to expand this sampling regime and involve other ports to collect data for a research project to ascertain: the full extent of the presence of Legionella on ships; the effects on crew health, and the possibility of Legionella being spread around the world by merchant shipping.

<b>Legionella Bacteria (cfu/litre)</b>	<b>Action required</b>
<100	No action required
100-1000	1-2 positives. Review risk assessment and controls. Super-chlorinate/disinfect the water system. Re-sample.
1000-10,000	Majority positives. Review risk assessment and controls. Super-chlorinate/disinfect the water system. Re-sample
More than 10,000	The system should be re-sampled and an immediate review of control measures and risk assessment carried out to identify any remedial actions including possible disinfection of the system.

**What is Legionnaires' disease?** Legionnaires' disease is a potentially fatal pneumonia caused by Legionella bacteria (*Legionella* Pneumophila or other *Legionella* species).

There are approximately 200-250 cases of legionella infection annually in the UK with around 12% of these cases being fatal. Half of these cases are associated with foreign travel, the other half relate to cooling towers and hot & cold water systems in hotels, hospitals, factories, residential homes, ships, spa baths etc.

It is therefore essential that the risk of legionnaires' is controlled on board vessels.

**What are the symptoms of Legionnaires' disease?** The symptoms include flu like illness, followed by a dry cough which frequently progresses to pneumonia. Approximately 30% of people infected have diarrhoea and vomiting and 50% may show signs of mental confusion. The incubation period is between 2 and 10 days.

**Who is at risk?** Anyone can become infected with Legionnaires' disease. Some people however, are more likely to become infected than others. These include:

- People over 45 years of age
- Smokers and heavy drinkers
- People with weakened immune systems
- People with a chronic disease

Men are also more likely to become infected than women.

**Where is legionella found?** Legionella bacteria can be found commonly in natural water sources including rivers and ponds. As they are widespread in the environment, they may contaminate and grow in other systems such as cooling towers, hot and cold water systems and spa pools.

**How do you get legionnaires disease?** Infection is caused by breathing in small droplets of water contaminated by the bacteria. Small droplets of bacteria may be formed and inhaled as a result of the following activities:

- Having a shower
- Running sink taps
- Circulation of moist air by air conditioning, heating units or humidifiers
- When using fire hoses
- Washing down the hold

Legionnaires' disease **cannot** be contracted by drinking contaminated water. The disease **cannot** be passed from one person to another.

**What are the risk factors?** The risk of a person being infected with Legionella depends upon a number of factors. These include:

Presence of legionella bacteria and the strain,

Suitable conditions for the multiplication of the bacteria such as: Suitable temperature of between 20°C and 50°C; poor flow, backflow and a source of nutrients such as sludge, scale, rust, algae and other organic matter,



A means of creating and spreading inhalable droplets (e.g. aerosol generated by using a tap or a shower),

The presence of people who may be infected,

The presence of people more likely to develop the illness (see 'Who is at risk' above).

**Controlling the Risk** - A risk assessment should be done to assess the risk of exposure to Legionella from water systems on board the vessel. This should include an up-to-date drawing showing the layout of the system; a description of the correct and safe operation of the system, the precautions to be taken and the checks to be completed to ensure the controls are working.

The main objective should be to avoid conditions which allow legionella to increase and to avoid creating droplets (aerosol). If it is practicable to prevent the risk by replacing a piece of equipment that presents a risk to one that does not, this should be done.

**Practical Measures** - In general it is possible to avoid the growth of legionella by:

Avoiding water temperatures throughout the system of between 20°C and 50°C. Hot water should be produced or stored at 60°C and distributed so that a temperature of 50°C is achieved at all outlets within 1 minute. Cold water should be below 25°C at all outlets.

Removing dead ends or pieces of equipment which are no longer used.

Avoiding water stagnation and low flow. Stagnation may encourage the growth of biofilm (slimes that form on surfaces in contact with water) which can harbour legionella and provide conditions which encourage its growth.

Avoid using materials in the system which can harbour or provide nutrients for bacteria e.g. rubber.

Keeping the system clean to avoid accumulation of sediments which can harbour bacteria

The use of a suitable water treatment system

Ensuring that the system operates safely and is well maintained.

**Cleaning and Maintenance** - The minimum recommended requirements are as follows:

The hot water boiler outlet temperature must be warmer than 60°C.

Dismantle, inspect, clean and soak shower heads at least once every three months in a disinfectant/chlorine solution. Remove any sediment, algae or calcified deposits found.

Locate and eliminate all dead ends which may hold stagnant water.

Super chlorinate the fresh water tanks twice per year and flush the water through all outlet points.

Flush any water outlet that is not frequently used on a weekly basis.

Have the water bacteriologically tested for legionella if you find hot and cold water temperatures outside of those recommended.

JR thanked Lynnette for her presentation and coordinating of results.

RW asked if research shows it's increasing because of lack of money to treat water systems.

LC said there are several reasons why Legionella control measures are not in place on some vessels: two of the most common ones are - Crew/company lack of knowledge and understanding of the risks involved and shipping companies financial constraints;

TS said he was very interested on this topic and would like more details. AB and PC agreed would like more information, trends etc, information on ships owners to be targeted in particular. Report to be produced and update provided by September meeting.

All thanked LC for an interesting presentation and information.

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

**16 18**

### **Service Delivery Plan 2016**

JR handed out the latest version of the SDP 2016; this will help new members get an understanding of the work done by MPHA. Not the intention to discuss today, but provide an overview.

JR said in the last year there had been a loss of approx. 500k tonnes of coal from MSC, this was to do with the government phasing out fossil fuel from Manisty.

TS said there had been many complaints from local residents. TS said being replaced by cleaner cargoes was a win win. JR thought loss of cargo allowed site to be cleared for L2 starting at end of year. Development to known as Port Cheshire.

ESSAR and QEII had little movement. Runcorn docks had a new cement project, JR asked if any members would like a site visit after the meeting or in the future to get in touch. 3 silos have been erected for the 'blast furnace slag' which is a good additive to cement. New cargo this time next year Runcorn will have doubled. Also an extra terminal at Ellesmere Port will encourage more business.

Port Salford phase one scheduled fourth quarter 2017. Phase two information supplied.

JR invited any questions to be brought to the next meeting in September at SCC.

<b>16 19</b>	<b>AOB</b>
<p>Amendment to the Constitution</p> <p>Meeting ended at 12:20 Apologies given for next meeting from: TS, HM</p>	
<b>16 20</b>	<b>Date and Time of Next Meeting</b>
<p><b>10:30 at Salford</b></p> <p><b><u>Ordinary Meetings for 2016</u></b>  <b>Monday 5 September 2016</b> – Salford City Council Offices, Swinton Town Hall, Civic Centre, Chorley Road, Swinton, Salford M27 5DA</p> <p><b>Monday 28 November 2016</b> – Runcorn Town Hall, Runcorn Town Hall, Heath Road, Runcorn, WA7 5TD</p> <p>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</p>	

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>16 24 (01</b>
<b>Person Responsible:</b>	<b>Tony Thompstone</b>
<b>Title:</b>	<b>Budget Monitoring: 31 July 2016</b>
<b>Reference Documents:</b>	<b>16 24(01)</b>

### **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 July would be £370k.

Reserves at the end of the year are forecast to be £210k.

### **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>
	06.09.16	TT

## 16 24 (01) Budget Monitoring as at 31 July 16

GL code/ Expenditure	GL	Budget for year 2016/17	Spend & income April	Spend & income May	Spend & income June	Spend & income July	Total
4200 MPHA Basic Pay	4200	156,000	13,731	13,659	14,369	12,792	41,758
4201 MPHA Allowances	4201	16,000	1,096	1,091	1,039	1,105	3,226
4203 MPHA Overtime	4203	0	36	0	54	1	90
4204 MPHA National Ins	4204	15,000	1,675	1,667	1,778	1,540	5,121
4205 MPHA Employer Pension	4205	23,000	2,794	2,816	976	2,239	6,587
4936 Other Employee Exps	4936	1,200					0
5000 Retired Officer Pens	5000	8,100	0	4,171			4,171
5010 Accounts Finance SLA	5010	12,000	-6,000	0	6,000		0
5011 Human Resources SLA	5011	3,500					0
5012 Internal Audit SLA	5012	1,050				1,050	0
5013 Legal SLA	5013	2,500					0
5014 External Audit Fees	5014	600	-600	0			-600
5015 IT SLA	5015	4,000	238	238	238	238	713
5020 APHA Meetings	5020	1,600	223	176	686		1,085
5021 APHA Conference	5021	4,000					0
5023 AGM & Business Meet	5023	600					0
5030 Member Training	5030	1,000					0
5031 Officer Training	5031	2,000					0
5041 Energy	5041	3200	240	240	318	226	798
5042 Waste	5042	800		70	70	70	139
5044 Grounds Maintenance	5044	0					0
5045 Water	5045	640	158	66			224
5050 Insurance	5050	3,300	3,677				3,677
5060 Office Stationery	5060	1,000		24		79	24
5070 Mobile Phones	5070	900	89	97	101	100	287
5072 Postage	5072	100					0
5073 Phone lines and internet	5073	2,500	71	374	80	77	524
5080 Safety Equipment	5080	600	201				201
5100 Office Equipment	5100	6,500	117	198		313	315
5110 Sampling	5110	1,000	-188		363	497	175
5120 Building Maintenance	5120	600	165	456		9	621
5140 Transfer to/(from) Reserves	5140	-25,669					0
5150 Advertising	5150	500	1,000	95			1,095
5160 Petty Cash Sundries	5160	500	276	-127	-407	512	-259
5170 Legislation literature	5170	1,500					0
5572 Car User - Mileage	5572	6,200	785	492	428	539	1,705
5574 Car User - Essential	5574	3,200	233	264	253	261	749
5795 Subsistence	5795	0					0
<b>Total Expenditure</b>		<b>259,521</b>	<b>20,017</b>	<b>26,065</b>	<b>26,345</b>	<b>21,644</b>	<b>94,071</b>

**GL code/ Income**

7501 Ship sanitation	7501	10,000	911	424	850	580	2,185
7502 Interest received	7502	400	23	39	32	33	95
7503 LAPPC Permit Charges	7503	5,000					0
7504 Rent	7504	6,500			1,625		1,625
7505 Services	7505	2,000			586	380	586
7506 Sampling	7506	2,000	220	170	130	90	520
7507 Precept	7507	233,621	183,559		33,374		216,934
<b>Total Income</b>		<b>259,521</b>	<b>184,714</b>	<b>633</b>	<b>36,598</b>	<b>1,084</b>	<b>223,029</b>

**Balance sheet**

Cash in Bank 31/07/2016 423,276

in the following accounts:

Business direct reserve account 400,116

Business reserve account 13,161

Current account 10,000

Outstanding Debtors at the end of July

Sampling 480

APHA recharge

Ship sanitation 4,138

LAPCC 1,765

Other

**Current Debtors 6,383**

Outstanding Creditors at the end of July

Jun payroll 18,897

Jul payroll 18,475

Dec invoices 4,364

Jan invoices 4,564

Feb invoices 251

Mar invoices 380

Apr invoice 5,440

May invoice 4,915

Jun invoice 611

Jul invoice 1,741

**Current Creditors 59,638**

**Commentary**

After settling outstanding invoices the bank account at the end of July would have a balance of £370,021

Reserves at the end of the year are forecast to be £210,000.

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>16 25 (01)</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>External Audit Report</b>
<b>Reference Documents:</b>	<b>16 25 (01)</b>

### Summary:

The annual external audit has been successfully concluded for the financial year 2015-2016.

Members will realise MPHA undergo an internal audit in May/June each year in accordance with the Local Audit and Accountability Act 2014, Accounts and Audit Regulations 2015.

Once successfully completed, the documentation is then forwarded to the External Auditor for their consideration.

The report and comments are enclosed for members information.

### 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>
	05/09/16	JR

ISSUES ARISING REPORT FOR  
Manchester Port Health Authority  
Audit for the year ended 31 March 2016



## Introduction

The following matters have been raised to draw items to the attention of Manchester Port Health Authority. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minuting approval of the Annual Return



The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

**Minuting approval of the Annual Return**

*What is the issue?*

The minutes supplied did not specifically minute the smaller authority's approval of Section 1 - Annual Governance Statement and the yes/no answers to Section 1.

*Why has this issue been raised?*

Failure to minute the approval of the Annual Governance Statement has exposed the smaller authority to undue risk of non adoption of the Annual Return.

*What do we recommend you do?*

The smaller authority must ensure in future years that the minutes clearly state their acceptance of Section 1 - Annual Governance Statement and the minutes record the specific answers to Section 1. The accounts and Audit Regulation 2015 specify that the smaller authority must approve the annual governance statement and then approve the accounting statements.

It is essential that minutes clearly record the decisions of the smaller authority as they are the lawful record of the events of the its meetings.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 8th Edition, Charles Arnold-Baker; Chapter 7

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 22 August 2016

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	16 26 (01)
<b>Person Responsible:</b>	Lynnette Crossley
<b>Title:</b>	Vector Control & Legionella Update
<b>Reference Documents:</b>	16 26 (01)

### Summary:

Update from the since the last meeting on Vector Control and legionella.

### 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>
	05/09/16	LC

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>16 27 (01)</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Service Delivery Plan 2016</b>
<b>Reference Documents:</b>	<b>16 27 (01)</b>

### Summary:

Produced annually, the document outlines the activities that Port Health undertakes on the Manchester Ship Canal.

It is packed with facts and figures together with the explanations of the functions of Port Health.

It is a very good tool for new members to appreciate the range of services that Port Health provides to the community along the Manchester Ship Canal.

A brief resume of this document will take place by the Chief Port Health Officer.

### 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>
	05/09/16	JR

## MANCHESTER PORT HEALTH AUTHORITY

### Executive Summary

<b>Agenda Item:</b>	<b>16 28</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Chief Port Health Officers Report for Months: May-July</b>
<b>Reference Documents:</b>	<b>16/28(01), 16/28(02), 16/28(03), 16/28(04), 16/28(05), 16/28(06)</b>

#### Summary:

In the months of May, June and July 100 vessels were inspected, they can be seen in 16/28 (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 16/28(02).

We inspected 11 ships that requested ship sanitation exemption certificates, these were certified within the three month period, see 16/28(03). Revenue raised of £1795

We also undertook 87 fresh water samples and of those, 63 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate, see 16/28(04).

No animals were found on board, see 16/28(05)

See item 16/28(06)– Report for meetings attended by officers in May, June & July.

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 £1550.40

#### **Dock Abbreviations**

QEII – Queen Elizabeth 2nd Dock Eastham  
 SLG – Sheerlegs  
 Crane Berth (used as a layby 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

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	06.06.16	JR

# 16 28 (01) TOTAL VESSELS INSPECTED May - July 2016

DATE	IMO	SHIP NAME	PHO	RESULT	PORT	REVISIT	ERF ISSUED
03/05/2016	9081344	ARKONIA	SS	GOOD	WEA	N	N
03/05/2016	9313644	LEINE	SS	GOOD	RUN	N	N
03/05/2016	9361768	ARKLOW FUTURE	SS	GOOD	EPT	N	N
04/05/2016	9342138	KERSTI	SS	GOOD	EPT	N	N
04/05/2016	8511940	RAN	LC	POOR	EPT	Y	Y
04/05/2016	9297204	THUN GOLIATH	LC	V GOOD		N	N
05/05/2016	9698290	EPIC CALEDONIA	SS	OKAY	IOB	N	Y
05/05/2016	8511940	RAN	LC	OKAY	EPT	Y	N
05/05/2016	9443841	TIGRIS	LC	OKAY	QEII	Y	N
09/05/2016	9108829	CAP FORMENTOR	SS	GOOD	RUN	N	Y
09/05/2016	9525584	TANA	SS	GOOD	SSB	N	N
09/05/2016	9277319	TIP HELSINKI	LC	GOOD	EPT	N	N
09/05/2016	9005338	THEODORA	LC	V GOOD	QEII	N	N
09/05/2016	9344526	ARKLOW ROGUE	LC	V GOOD	EPT	N	N
11/05/2016	9416795	AUTUMN	SS	GOOD	SOD1	N	N
12/05/2016	9263382	FURE FLADEN	LC	V GOOD	SOD3	N	N
13/05/2016	9312080	PATAGONIA	LC	V GOOD	QEII	N	N
13/05/2016	9081344	ARKONIA	LC	V GOOD	WEA	N	N
16/05/2016	9380145	DUZGIT INTEGRITY	SS	OKAY	EPT	N	Y
16/05/2016	9472000	ALSTERDIEP	SS	GOOD	SOD1	N	N
16/05/2016	9015436	EILSUM	LC	V GOOD	RSW	N	N
16/05/2016	9772527	ARKLOW VALE	LC	V GOOD	IPW	N	N
16/05/2016	9186728	HORNISSE	SS	V GOOD	SLB	N	N
17/05/2016	9433365	DAMINA	SS	V GOOD	RUN	N	N
18/05/2016	9197454	BEKAU	SS	GOOD	EPT	N	N
18/05/2016	9195652	CROWNBREEZE	SS	GOOD	EPT	N	N
18/05/2016	9772527	ARKLOW VALE	LC	V GOOD	IPW	N	N
19/05/2016	9014873	ALATEPE	LC	POOR	QEII	Y	Y
19/05/2016	9384318	BBC ALABAMA	LC	POOR	EPT	Y	Y
19/05/2016	9160487	TESSA KOSAN	LC	GOOD	INN	N	N
20/05/2016	9507374	WILSON ALICANTE	LC	V GOOD	RUN	N	N
23/05/2016	9250438	ARKLOW RANGER	LC	GOOD	RUN	N	N
23/05/2016	9266308	BBC EUROPE	SS	OKAY	EPT	N	N
23/05/2016	9507582	TYPHOON	SS	V GOOD	ICB	N	N
23/05/2016	9464106	YM NEPTUNE	SS	GOOD	IOB	N	N
25/05/2016	9395367	BESIKTAS ICELAND	SS	OKAY	SOD1	N	N
26/05/2016	9424053	LEVANA	SS	GOOD	SLB	N	N
26/05/2016	8908507	CELTIC CHALLENGER	SS	OKAY	EPT	N	N
27/05/2016	8914154	SEA HUNTER	SS	GOOD	RUN	N	N
27/05/2016	9195834	MARIO	SS	V GOOD	RUN	N	N
31/05/2016	9112155	B GAS COMMANDER	SS	GOOD	PSS	N	N
31/05/2016	9520414	ARKLOW RALLY	SS	GOOD	RUN	N	N
01/06/2016	8920581	STOLT GUILLEMOT	SS	GOOD	SSB	N	N
02/06/2016	9527609	COLORADO STAR	LC	V GOOD	SLB	N	N
06/06/2016	9313773	FOREST	SS	V GOOD	RUN	N	N
07/06/2016	9114775	STOLT JAEGER	SS	GOOD	QEII	Y	N
07/06/2016	9016870	STOLT RAZORBILL	SS	GOOD	SOD3	Y	N
07/06/2016	9527623	MISSISSIPPI STAR	SS	GOOD	ICB	N	N
08/06/2016	9056040	WILSON GRIMSBY	SS	GOOD	RUN	N	N
09/06/2016	9529190	MOANA	LC	EXCELLENT	RUN	N	N
09/06/2016	8704559	SORMOVSKIY-3067	SS	OKAY	EPT	N	N

10/06/2016	9304291	CHEMICAL MARKETER	SS	OKAY	INN	N	N
11/06/2016	8920531	STOLT DIPPER	SS	GOOD	ICB	N	N
13/06/2016	9180401	CEMSOL	SS	GOOD	RUN	N	N
13/06/2016	9520388	GUNDEM MAKBULE	SS	OKAY	RUN	N	N
15/06/2016	9136113	STELLA WEGA	SS	GOOD	QEII	N	N
16/06/2016	9255490	SEARAY	SS	V GOOD	QEII	N	N
16/06/2016	9380726	MARAS	SS	GOOD	EPT	N	N
17/06/2016	9458119	T. NEVBAHAR	SS	GOOD	SOD3	N	N
20/06/2016	9119579	PERLE	SS	GOOD	RUN	N	N
20/06/2016	9287883	ACACIA NOIR	LC	POOR	QEII	Y	Y
21/06/2016	9373632	PATEA	LC	EXCELLENT	SLB	N	N
22/06/2016	9279056	MEREL V	LC	EXCELLENT	EPT	N	N
22/06/2016	9346677	DINTELDIJK	LC	GOOD	RUN	N	N
23/06/2016	9373539	VICTORIA C	LC	GOOD	RUN	N	N
24/06/2016	9624895	LADY ADELE	LC	EXCELLENT	EPT	N	N
27/06/2016	9155913	NAMAI	SS	GOOD	RUN	N	N
27/06/2016	9508421	BBC KIBO	LC	V GOOD	EPT	N	N
27/06/2016	9271884	FURE NORD	LC	EXCELLENT	SOD	N	N
28/06/2016	9466738	SLOMAN HERMES	SS	V GOOD	SOD1	N	N
28/06/2016	9148958	STOLT SHEARWATER	SS	GOOD	RLB	N	N
28/06/2016	9195872	VALENTINA	SS	GOOD	RUN	N	N
29/06/2016	9684110	OTHELLO	SS	V GOOD	SLB	N	Y
30/06/2016	9503902	ARDEA	SS	GOOD	QEII	N	N
21/06/2016	93477913	MOSELDIJK	JR	V GOOD	RUN	N	N
01/07/2016	9344502	ARKLOW RULER	SS	GOOD	EPT	N	N
01/07/2016	9508823	KONGO STAR	SS	GOOD	SOD1	N	N
04/07/2016	9341419	SCANDINAVIA	LC	V GOOD	IOB	N	N
06/07/2016	9327504	IVER ABILITY	SS	GOOD	RLB	N	N
07/07/2016	7400443	CEMENTOS CANTABRICO	SS	GOOD	RUN	N	N
08/07/2016	9433561	EMEK S	SS	OKAY	QEII	N	N
08/07/2016	9378022	RHL AUGSBURG	SS	OKAY	SOD3	N	N
11/07/2016	9442914	BESIKTAS HALLAND	SS	OKAY	QEII	N	N
11/07/2016	9313797	BELTERWIEDE	SS	V GOOD	RUN	N	N
13/07/2016	9435313	MASALLI	SS	GOOD	SLB	N	N
15/07/2016	9112870	DUTCH SPIRIT	SS	GOOD	QEII	N	N
15/07/2016	8920543	STOLT PETREL	SS	GOOD	RLB	N	N
18/07/2016	9772527	ARKLOW VALE	SS	V GOOD	IPW	N	N
19/07/2016	9340398	LADY DAHLIA	SS	OKAY	SOD1	N	N
19/07/2016	9294680	NORDIC MARIANNE	SS	V GOOD		N	N
20/07/2016	7391783	ISLAS DOS	LC	GOOD	RUN	Y	Y
21/07/2016	9376921	SICHEM MELBOURNE	SS	V GOOD	RUN	N	N
25/07/2016	9344423	PATARA	SS	V GOOD	SOD1	N	N
25/07/2016	9322164	SARNIA CHERIE	SS	GOOD	SOD3	N	N
26/07/2016	9413341	WES FINJA	SS	GOOD	EPT	N	N
26/07/2016	9496692	GANGES STAR	SS	GOOD	SOD3	N	N
27/07/2016	9373735	CORAL MONACTIS	SS	GOOD	IOB	N	N
28/07/2016	9397640	MUROS	SS	OKAY	RUN	N	N
29/07/2016	9169782	TERRY	SS	V GOOD	SOD3	N	N
29/07/2016	9435313	MASALLI	SS	GOOD	IOB	N	N

**Total 100**

## 16 28(02) VESSEL INSPECTION – UNSATISFACTORY STANDARDS May-July

DATE	IMO	SHIP NAME	PHO	RESULT	REVISIT
<b>04/05/2016</b>	<b>8511940</b>	<b>RAN</b>	<b>LC</b>	<b>POOR</b>	<b>Y</b>
No water analysis reports available. Hand basin hanging off the wall. Chopping boards old, worn, scored. Evidence of cross contamination between raw & cooked food. Inadequate cleaning, sanitizing of utensils & work area. Perishable food found inadequate temperature control for type of food.					
<b>05/05/2016</b>	<b>8511940</b>	<b>RAN</b>	<b>LC</b>	<b>BORDERLINE</b>	<b>Y</b>
Revisit: All works completed galley clean & tidy. Fridge & freezer temperature controlled. Hand wash basin repaired & supplied with soap & towels.					
<b>19/05/2016</b>	<b>9014873</b>	<b>ALATEPE</b>	<b>LC</b>	<b>POOR</b>	<b>Y</b>
No water quality analysis report available. Evidence of inadequate cleaning & sanitizing in galley & stores. Food found spoiled in veg store, various veg were rotting & mouldy. Disordered stores & storage in galley. Hand washing station in galley inadequately equipped. Evidence of cross contamination between raw & cooked/ready to eat foods. Only one chopping board for preparing food in galley.					
<b>19/05/2016</b>	<b>9384318</b>	<b>BBC ALABAMA</b>	<b>LC</b>	<b>POOR</b>	<b>Y</b>
No water quality analysis report available. Perishable goods found stored at incorrect temperatures.					
<b>20/06/2016</b>	<b>9287883</b>	<b>ACACIA NOIR</b>	<b>LC</b>	<b>POOR</b>	<b>Y</b>
Multi use sink, used for food preparation & hand washing. No cleaning materials or disinfectant. Perishable foods stored at incorrect temperatures. Inadequate cleaning of utensils & areas. Galley, stores & refrigeration areas greasy & covered in dirt. Cross contamination between raw & cooked food. Food found spoiled, rotting & mouldy.					
<b>20/07/2016</b>	<b>7391783</b>	<b>ISLAS DOS</b>	<b>LC</b>	<b>FEW ISSUES</b>	<b>Y</b>
Galley fridge & pantry, old rusty & broken shelves, poorly fitted door seals, this can cause vectors to harbour & food residues to build up.					

## 16 28 (03) SHIP SANITATION CERTIFICATES ISSUED May-July

DATE	SHIP NAME	PHO	SHIP SAN	COST
13/05/2016	ARKONIA	LC	LC16-085	115.00
26/05/2016	LEVANA	SS	SS16-036	175.00
27/05/2016	SEA HUNTER	SS	SS16-037	115.00
11/06/2016	STOLT DIPPER	SS	SS16-038	175.00
27/06/2016	FURE NORD	LC	LC16-086	230.00
04/07/2016	SCANDINAVIA CEMENTOS	LC	LC16-087	115.00
07/07/2016	CANTABRICO	SS	SS16-039	175.00
20/07/2016	ISLAS DOS	LC	LC16-088	175.00
25/07/2016	PATARA	SS	SS16-040	230.00
26/07/2016	WES FINJA	SS	SS16-041	115.00
29/07/2016	MASALLI	SS	SS16-042	175.00
	<b>11</b>			<b>1,795.00</b>



## 16 28 (04) WATER SAMPLE RESULTS May-July

DATE		SHIP NAME	PHO	CHARGED
03/05/2016	2	Arkonia	SS	10.00
03/05/2016	2	Arkonia - Legionella	SS	10.00
04/05/2016	2	Ran	LC	10.00
04/05/2016	2	Ran - Legionella	LC	10.00
05/05/2016	2	Tigris - Legionella	LC	10.00
09/05/2016	2	Tip Helsinki	LC	10.00
09/05/2016	2	Tip Helsinki - legionella	LC	10.00
09/05/2016	2	Arklow Rogue	LC	10.00
09/05/2016	2	Arklow Rogue - Legionella	LC	10.00
12/05/2016	2	Fure fladen	LC	10.00
12/05/2016	2	Fure Fladen - Legionella	LC	10.00
13/05/2016	2	Patagonia	LC	76.96
13/05/2016	2	Patagonia - Legionella	LC	155.20
16/05/2016	2	Duzgit Integrity	SS	10.00
16/05/2016	2	Duzgit Integrity - Legionella	SS	10.00
18/05/2016	2	Arklow Vale	LC	10.00
18/05/2016	2	Arklow Vale - Legionella	LC	10.00
19/05/2016	2	Alatepe -Legionella	LC	10.00
19/05/2016	2	BBC Alabama - Legionella	LC	10.00
23/05/2016	2	Arklow Ranger - Legionella	LC	10.00
26/05/2016	2	Levana - Legionella	SS	155.20
02/06/2016	2	Colorado Star - Legionella	LC	10.00
07/06/2016	2	Mississippi Star - Legionella	SS	10.00
08/06/2016	2	Wilson Grimsby - Legionella	SS	10.00
09/06/2016	2	Sormovskiy 3067 - Legionella	SS	10.00
20/06/2016	2	Perle	SS	10.00
20/06/2016	2	Perle - Legionella	SS	10.00
22/06/2016	2	Merel V	LC	10.00
22/06/2016	2	Merel V - Legionella	LC	10.00
23/06/2016	2	Victoria C - Legionella	LC	10.00
27/06/2016	1	BBC Kibo - Legionella	LC	10.00
27/06/2016	2	Fure Nord	LC	10.00
27/06/2016	2	Fure Nord - Legionella	LC	10.00
28/06/2016	2	Valentina - Legionella	SS	10.00
30/06/2016	2	Ardea - Legionella	SS	10.00
04/07/2016	2	Scandinavia	LC	10.00
04/07/2016	2	Scandinavia - Legionella	LC	10.00
19/07/2016	2	Lady Dahlia - Legionella	SS	10.00
20/07/2016	2	Islas Dos	LC	10.00
20/07/2016	2	Islas Dos - Legionella	LC	10.00
21/07/2016	2	Sichem Melbourne - Legionella	SS	10.00
25/07/2016	2	Patara	SS	10.00
25/07/2016	2	Patara - Legionella	SS	10.00
26/07/2016	2	Wes Finja - Legionella	SS	10.00

87

797.36

**87 Water Samples taken**

24 Passed (8 legionella, 16 bacteriological)

63 Failed (51 legionella, 12 bacteriological)

**Total Water Samples invoiced in May-July 2016 = £797.36**

**16 28 (05) ANIMALS ON BOARD VESSELS May-July**

None found on board

## 16 28 (06) MEETINGS ATTENDED BY OFFICERS May - July

DATE	MEETING	LOCATION	PHO
17/05/16	LC Chaired the NPLaN meeting at Travelodge, Leeds. Introductions and a general catch-up re APHA /Technical Committees etc. were followed by two comprehensive and interesting presentations; Vectors in Ports (Professor Moray Anderson) and The Management of Ship's Water Systems (Ken Ross). Both speakers were very well received. The meeting finished at 15:30.	Leeds, Travelodge	LC
26/05/16	<b>National Pest Advisory Panel (NPAP)</b> LC attended the NPAP meeting held at the Killgerm Headquarters, Osset. After a discussion regarding the progress of the quest for national vector surveillance (mosquitos in particular due to the newsworthiness of Zika at the Olympics), It was decided to put together a small working group to further promote research and bring attention to the anomalies between the requirements of the WHO's 'International Health Regulations' Annex 5, Para 4. (Vector surveillance in Ports and Airports)	Osset, Killgerm Head Office	LC
01/06/16	<b>National Food Crime Unit</b> LC was invited to meet the members of the National Food Crime Unit on behalf of Manchester Port Health Authority and APHA. The NFCU spent two days in the North West, looking at a number of issues including imported food and illegal slaughter / fraudulent labelling of meats for sale in the North West of England. The team are all from 'non-food' backgrounds (Police, Border Agency and Customs and Excise) and expressed thanks to everyone for a comprehensive introduction to food crime in the region.	Lancaster City Council, Morecambe Town Hall	LC
08/06/16	<b>North West Ports Welfare Committee AGM</b> LC attended the AGM/GM to represent Manchester PHA. Points of particular interest included <ul style="list-style-type: none"> <li>• A progress report on the seafarers Eastham drop-in facility and the he proposed Manchester Ship Canal leaflet. Members agreed this should be deferred until arrangements for the Centre have been finalised. Consequently, it was agreed to form a working group to coordinate the revision and reprint of Port Information Leaflets, including the Chairman, Mrs Crossley, Mr Flower and Mr Thompson with a view to bringing revised, draft leaflets to the next meeting.</li> <li>• <b>Doris T</b> The Chairman updated members on Doris T developments. Doris T was now under American ownership, and would remain under detention in Ellesmere Port until MCA had received confirmation from the Dutch authorities that they were prepared to accept the vessel. Once confirmed, Doris T will be put under dead or manned tow to do a single voyage to Dutch repair yard in Rotterdam. He reiterated that MCA would not release the vessel until the crew had been paid. Mr Wilson said that the crew, who were currently being supported by the Seafarers' Centre and were aware that their situation would be discussed at the</li> </ul>	Wallasey Golf Club	LC

PWC meeting, were suffering from low morale. The Chairman confirmed that transfer arrangements for the vessel and the crew, both EU and non-EU seafarers, with all flights and transfers being paid by the owners, had been welcome and positive news, bringing to an end 14 months of uncertainty. Members commended UK Border Force, MCA, ITF and Port Health colleagues for their joint efforts in tackling this sensitive and challenging situation. Particular mention and thanks were made to the maritime charities, including Mr Wilson and his team at Liverpool Seafarers Centre, for their ongoing commitment to providing welfare services and support to the original and replacement crews during the last 14 months.

Members observed that cases such as Doris T served as an example of agencies adopting a “joined up” approach to ensure effective interagency networking by those involved in seafarers’ welfare, including vessel tracking to make sure information is forwarded from port to port.

Update – subsequent to this meeting, the crew were paid off and repatriated and the vessel was taken under a dead tow to Rotterdam (AIS 30/08/2016)



16/06/16	<p><b>Public Health England (PHE) /Food Water and Environment Laboratory (FW&amp;E) Reconfiguration</b></p> <p>The reconfiguration of the PHE laboratory service is to go ahead in the North, with the loss of the Preston Lab. We were given the opportunity to meet the team from the York Lab, and enjoyed a comprehensive presentation regarding the future of logistics of sample collections in the coming months.</p>	Preston	LC
23/06/16	<p><b>Hugh Baird Maritime Academy</b></p> <p>LC represented Manchester PHA at the opening ceremony of the new Maritime Academy in Bootle</p>	Bootle	LC
28/06/16	<p><b>PHE FW&amp;E / PHA Liaison</b></p> <p>LC attended on behalf of Manchester Port Health Authority and the Association of Port Health Authorities. The meeting was well attended with a full and varied agenda. Subjects covered included:</p> <ul style="list-style-type: none"> <li>• PHE Update including Laboratory Reconfiguration – Jim McLauchlin</li> </ul>	London	LC

	<ul style="list-style-type: none"> <li>Results of a study of Legionella on ships (using a rapid PCR assay) – Sam Collins</li> </ul> <p>Sam Collins was very interested to hear of the results of the legionella study at Manchester and arrangements were made to forward all results/data to be amalgamated into his research paper. In addition, it was decided that a small working group would be formed to concentrate on progressing the research; Allan Johnson and Lynnette Crossley were asked to participate.</p> <ul style="list-style-type: none"> <li>Update to ships water guidelines and surveillance – Allan Johnson</li> <li>Port Health/PHE workload data / coordinated studies – Caroline Willis/ Nicola Elviss</li> </ul>		
29/06/16	<p><b>Port Security Authority Desktop Exercise</b></p> <p>The exercise was attended by various services and control authorities involved in day to day port activities. This provided an important networking opportunity to all attendees, and assisted with the understanding of roles and responsibilities relating to port security incidents.</p>	Innospec	LC
01/07/16	<p><b>National Pest Advisory Panel, Mosquito Surveillance Working Group</b></p> <p>LC attended the first meeting of the Working Group which was constituted to conduct an analysis of the activities of the authorities/organisations involved in mosquito research/surveillance, and the need to meet the various related responsibilities under the International Health Regulations (IHR). The meeting was attended by two representatives of the Cabinet Office, who were rather perturbed to find that the requirements of the IHRs regarding Vector Control in Ports have not been adopted in the UK.</p>	CIEH, London	LC
06/07/16	<p><b>North West Zoonoses Group Conference</b></p> <p>LC worked with Dr Clare Strode (Edge Hill University and member of the Ports Invasive Mosquito Surveillance) group to produce a 'desktop exercise' scenario focusing on Invasive Mosquito Surveillance. This was very well received by the delegates, the majority of whom were unaware of the lack of a coordinated response/central government leadership relating to Vector Control in Ports.</p>	University of Liverpool	LC
27/07/16	<p><b>Halton Air Quality Forum</b></p> <p>LC attended the inaugural meeting of the Halton Air Quality Forum to represent MPHA. The meeting was well attended, with representatives from Halton BC Elected Members and EH Service, local businesses, Public Health England and members of the public. The group has been formed to promote the continued improvement of air quality across the borough. Matters discussed included: Constitution and Terms of Reference; Air Quality – historical and present day; Public Health Update and; Air Quality for the future. The next meeting will be held on 27 October 2016.</p>	Widnes	LC

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>16 29</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>AOB</b>
<b>Reference Documents:</b>	<b>16 29</b>

# MANCHESTER PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>16 30</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Date, time and venue for next meeting</b>
<b>Reference Documents:</b>	<b>16 30</b>

**Monday 28 November 2016** – Runcorn Town Hall  
Venue: Runcorn Town Hall, Heath Road, Runcorn, WA7 5TD  
Commences: 10:30 am, Committee Room 1

### Ordinary Meetings for 2017

For 2017, the meeting schedule should be as follows:-

- Monday 6 March 2017** – Salford Town Hall (TBC)
- Monday 5 June 2017** – AGM, Runcorn Town Hall
- Monday 4 September 2017**– Salford Town Hall (TBC)
- Monday 27 November 2017** – Runcorn Town Hall (TBC)

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