

ORDINARY MEETING
of
Manchester Port Health Authority
Monday, 28 November 2016
Venue: Runcorn Town Hall
Heath Road, Runcorn, WA7 5TN
Commences:10:30, Committee Room 1

AGENDA

- 16 31** **Members Present**
- 16 32** **Apologies for Absence**
- 16 33** **Presentation by Peel Ports – Warren Marshall**
- 16 34** **Minutes of the Ordinary Board Meeting of 5 September 2016 and matter's arising.**
- 16 35** **Precept Report 2017-2018**
- 16 36** **Budget Monitoring as at 31 October 2016**
- 16 37** **Business Planning Sub Group of 17 November 2016**
1) Members Present
2) Minutes of 1 June 2016
3) Precepts 2017-2018
4) Financial Risk Assessment
5) Service Delivery Plan - amendments
6) APHA update
6) AOB
i) Room hire at Runcorn Town Hall
ii) Building Maintenance – Dutton House
iii) HR - SLA
- 16 38** **Chief Officers Report for August, September & October 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 39** **AOB**
- 16 40** **Date and time of next meeting**

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	16 33
Person Responsible:	Warren Marshall – Group Planning Director
Title:	Planning for Peel Ports
Reference Documents:	16 33 (01)

Summary:

Introduction by Councillor Adrian Brocklehurst, Chairman of MPHA

We are having a presentation by Warren Marshall, Group Planning Director, for Peel Ports Group.

Last month, the Chairman of MPHA, Councillor Adrian Brocklehurst was invited to attend the opening of L2, the new Post Panamax Terminal in the River Mersey at Seaforth.

This terminal will be the catalyst for increased activity along the Manchester Ship Canal and Mr Marshall will outline those potential developments and how they will affect MPHA in responding to the challenges ahead.

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	28.11.16	WM

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	16 34
Person Responsible:	John Robinson
Title:	Minutes Ordinary Board Meeting of 5 September 2016
Reference Documents:	16 34 (01)

Summary:

The minutes of the Ordinary Board Meeting of the Manchester Port Health Authority held on 5 September 2016 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:
	28.11.16	JR

MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Ordinary Meeting of the Manchester Port Health Authority
Held on Monday, 5 September 2016

Reference 2016/03M

16 21				
Members Present				
Date:	Monday, 5 September 2016			
Venue:	Salford Town Hall, Salford			
Present:	Chairman	Cllr A Brocklehurst	Salford CC	AB
		Cllr K Morley	Halton Borough Council	KM
		Cllr D Hammond	Cheshire West & Chester Council	DH
		Cllr P Connor	Salford CC	PC
		Cllr R Wilson	Salford CC	RW
		Cllr C Weir	Salford CC	CW
		Cllr B Sharp	Trafford MBC	BS
		Cllr H Barrett	Manchester CC	HB
		Cllr P Sadler	Manchester CC	PS
		Cllr S Ali	Manchester CC	SA
		Cllr S Lanchbury	Manchester CC	SL
	Officers	John Robinson	Chief Port Health Officer	JR
		Lynnette Crossley	Senior Port Health Officer	LC
		Yvonne Graham	Office Manager	YG
	Accountant	Tony Thompstone	Salford CC	TT
		John Tully	Halton Borough Council Solicitor	JT
Minutes taken by:	YG			
16 22				
Apologies				
	Vice Chairman	Cllr T Sherlock	Cheshire West & Chester Council	TS
		Cllr H Mundry	Warrington BC	HM
		Cllr R Abbey	Wirral BC	RA
		Andrea Smith	DCPHO	AJS
16 23				
Minutes and matters arising from the AGM & Ordinary Board Meeting of June 2016				
<p>AB opened the meeting by welcoming the new elected members to the board of MPHA. An introduction by everyone went around the table.</p> <p>(16 03) KM requested an amendment to the minutes, however after much discussion and a show of hands, it was agreed to let the minutes remain as they are.</p> <p>(16 06) JR pointed out to new members the constitution is re-adopted annually at the AGM and printed copies were available for members to take away. The constitution contains all the rules by which Port Health operates and will recur many times during this meeting.</p> <p>RW asked for copies to be emailed.</p> <p>(16 11) PC wanted to thank LC for the information provided on Vectors and Legionella, he found it very interesting and well done LC.</p> <p>(16 13) KM gave a brief update on the progression and future of APHA. Halton CC would not be taking over the administration. The ship san laptop had been retrieved from Karen White in Cornwall, however there was no helpful information on it. The previous admin for ship san Georgina Cooper could not supply any documents to help with the project, because it never existed. The invoice for £3768 from Liverpool CC had now been removed from the APHA accounts after proof of an email confirmed it had been cancelled.</p> <p>KM informed members he managed to arrange a meeting room for Overview & Scrutiny (O&S) free of</p>				

charge from the Union Jack Club, London over the last 2 years with a saving of £1500. Usual cost of a meeting room is £250. The next meeting in London in September, was to include Lords/MP's, Ports and Airports which have left APHA, on the hope they will be willing to re-join, which was good news. KM also wanted members to confirm his appointment on the APHA, O&S board for the forth coming year.

AB was happy for KM to remain on O&S, to complete his 2 year appointment. However, next year AB suggested it was only fair that the offer goes out to other members of the MPHA board to apply.

PC reaffirmed KM to continue, KM said an email from Gill Morgan requested confirmation of KM's position.

HB asked for this to be confirmed in an email.

AB asked if all agreed, HB, PC, AB all agreed, up to July 2017 when elections will go ahead.

JR nominations normally are by invitation by APHA to seek nomination, when this is received, we will process the nomination.

JR confirmed KM to continue, also pointing out that previously there had been criticism too many Manchester elected members had been involved in APHA.

JR said there may have been confusion with the invoice from Liverpool CC (Mersey PH) this was nothing to do with ship san money and only the APHA conference 2015, evidence was supplied to Liverpool that APHA had already paid for delegates within the hotel invoice.

JR confirmed AJS would be attending the final Ship San Project conference in Rhodes this month.

JR provided the members with printed articles regarding the latest on Port Salford. Attempts had been made to arrange a speaker, however Warren Marshall was unavailable and will be attending to the next meeting in November in Runcorn. He will be giving a presentation on all aspects of operations on the MSC and concentrate on Port Salford.

PC agreed Port Salford was encouraging, with less vehicles being on the roads.

AB agreed.

JR also pointed out the financial benefits, Peel were also introducing a number of new operators, to the MSC. With the increase in the volume of containers arriving at L2, it was recognised the benefit of transshipment to Port Salford will bring to Peel Ports and all the operators now wanting this new feeder service. In the first year it is estimated one million pounds of revenue, will be raised from Port Health charges, companies were already planning for the future border inspection post clearance. Mr Huck of Peel Ports North West, had already confirmed the products will be fish and corned beef and that Manchester Port Health Authority would be handling this trade. This information was given personally to AB and JR.

HB asked what the implications to MPHA would be.

JR said definitely an increase of staff. A gradual increase, to match the growth in trade. It is the intention to introduce a second 'golden triangle' around Port Salford. So that the hub at Salford can forward goods Northwards towards the Scottish border, as well as towards the Midlands, to relieve the road network in those areas by using rail to move the containers onwards.

AB agreed it would be very lucrative for MPHA.

AB mentioned Mr Huck had attended the last APHA conference, who insisted their clients of South America/Mozambique eta would be beneficial to the carbon footprint/economy?

Roads have weight restrictions and therefore often the containers were not full, bringing containers up the canal and on to rail would avoid this problem. Port Salford will be the central hub for the UK. Containers brought into Southampton would continue their journey by rail to Manchester and Salford. The MPHA BIP into Salford would be an income stream, which strengthens the position of the authority.

SA asked if there was a document of Peel Ports plan's?

JR said he would try and provide something. JR also referred SA to the L2 project, known as the 'Green Highway'. Again in November it is hoped Mr Marshall will make reference to all ports.

PC referred back to BS comments regarding transport issues. These have to be dealt with properly. Great Manchester has 2000 people die each year due to pollution. NW have the worst pollution in the Country.

Pest Control – JR gave a brief update. Quotes had been supplied to Ellesmere Port, Officer had been on a shooting training course. Enquiries had been made to the office regarding pigeons being a pest at the docks.

PS, although agreed was no fan of pigeons, was concerned there may be uproar, regarding the shooting of them.
 CW/SA agreed, they didn't agree with shooting them.
 HB suggested feeding them a meal of poison. When they take off, they then explode.
 JR said he would discuss with the Officer, Steve Seddon.
 RW was concerned about the safety aspect, may hit a person or another animal.
 AB/JR said the matter would be brought back to the November meeting.
 AB confirmed Manchester CC do shoot, pigeons and rats and would speak to JR regarding risk control methods.
 (16 14,15,16,17,19,20) AB asked if there were any questions. None were brought forward.

AB asked the elected members if they would accept the minutes of the meeting in June page by page.
 Minutes accepted.

16 24	Budget Monitoring as at 31 July 2016
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The Budget Monitoring report as at 31 July 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 July would be £370k. Reserves at the year-end forecast to be around £210k.
 DH asked how much the reserves were at the end of last year.
 TT said approx. £230k, down by £30k.

16 25	External Audit Report for Year Ending March 2016
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Completion of the external audit report was presented to the board for acceptance.
 JR pointed out one item had been highlighted by the external audit. Minutes for the approval of Annual Return. This has since been supplied and MPHA are awaiting confirmation of acceptance.
 HB asked for clarification of the statement 'matters listed'.
 TT explained this is a standard term and only the one issue was raised.
 AB asked if there were any further questions. None received
 Therefore to correct for the forthcoming year, the minutes supplied specifically for the smaller authority's approval of section 1 – Annual Governance Statement, 'Minutes approval of the annual return acceptance 2015-2016. JR/YG has answered the question listed and provided supporting evidence to the external auditor.
 JR said this demonstrates we are running the Authority well.
 AB asked if the members accepted the report as a true record. All agreed. Therefore the BDO report was accepted, minuted and approved.

16 26	Vector Control & Legionella Update – Lynnette Crossley
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Lynnette gave an update on her continual involvement in Vector Control and Legionella.
 BS asked if MPHA insurance covered the Officers sufficiently, LC said samples were taken correctly and there was small chances of any issues. MPHA do more sampling than most other ports in the UK.
 JT pointed out there had been no outbreaks or case where a Port Authority had been sued, issues with legionella fall to the agent/owner of the vessel.
 AB agreed it's the Enforcement agency.
 SA said she found it concerning looking at the numbers, who is responsible for the treatment on-board vessels and the care of the crew?
 LC said it was the ship agent along with the Maritime Labour Convention that flag states signed up to become flag state regulations. If seafarers were taken ill they should be given immediate treatment and repatriation where necessary.
 RW thanks LC for her report and talk. Wishing LC well with continued involvement, where previously legionella had been an impossible task.
 LC agreed no longer alone, Public Health England (PHE) and Professor at Manchester University are all now in touch.
 PC asked what is done to protect the officers.
 LC said everything is in the Safety Management procedures.

16 27	Service Delivery Plan 2016
<p>SDP up to date copies were available for elected members.</p> <p>JR gave an overview on changes along the MSC. Reduction of 750,000.00 tonnes from Manisty, due to no longer bringing coal, this allows Peel Ports to redevelop ready for Port Cheshire.</p> <p>The biggest mover is Runcorn docks.</p> <p>JR has been working with Peel Ports over the last number of months, proving the requirement of a new permit for LAPPC controls. The product is cement bases and will require a permit. Great deal of negotiation involving DEFRA to provide the evidence, now Peel Ports are going to apply for a permit.</p> <p>AB also pointed out that Salford Local Authority have been asked to supply a report on MPHA, to go to the council.</p> <p>HB believed this was unfair and any reports should be agreed to go through the board of MPHA before supplying to Salford CC.</p> <p>AB explained all members on outside bodies have the requirement to supply to Salford, in the past MPHA had been missed off but was now up for discussion.</p> <p>RW agreed, the reports were not required to go through the MPHA board.</p> <p>HB said there used to be annual/general reports. JR indicated the Service Delivery Plan fulfils this requirement. Whilst it is a part of the Food Standards Agency framework, the title can be amended to become the Annual Report.</p> <p>AB reaffirmed the new Mayor of Salford, wanted regular reports in future on Port Health to be tabled at full council meetings. The first report is a general introduction, which can concentrate on other elements, leading up to the commissioning of Port Salford. Which he is totally committed too.</p>	
16 28	Chief Port Health Officers Report from May - July
<p>JR introduced the CPHO's report for the months from May, June and July, 100 vessels were inspected, a number of vessels were found to be of an unsatisfactory standard or requiring advice, 11 ships requested ship sanitation exemption certificates, they were certified within the three month period and the income generated by the Officers was £1798. Officers also undertook 87 fresh water samples and of those, 63 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate. No animals were found on board.</p> <p>16 28 (6) Meetings attended- LC gave an update on the whereabouts of the 'Doris T', now waiting to go into dry dock in Rotterdam. Thanks to the seafarers mission and agency.</p> <p>HB pointed out LC had attended all the external meetings and ship inspections.</p> <p>JR pointed out he continues to share all 'on call' with other officers and his main duties are not ship inspections. JR works alongside blue chip companies, JR complimented LC in stepping up her duties in the absence of the DCPHO. Also, APHA had taken up a lot of time, which now had come to an end.</p> <p>JR said the field officer attends meeting relevant to their duties/projects.</p> <p>HB said the CPHO contract states ship inspections, JR disagreed that was only part of the role.</p> <p>BS said he was disappointed that this kind of dialogue was taking place and that the CPHO would delegate to the other staff members and was not happy with the content being suggested.</p> <p>HB said he had a right to know.</p> <p>JR said he did assist staff on inspections and therefore SL suggested both sets of initials were entered in future.</p> <p>CW apologies 12:45 had to leave the meeting.</p> <p>JR pointed out he attended the docks on regular basis and would have meetings with the dock managers where possible.</p> <p>AB called an end to the matter and now was not the appropriate time.</p> <p>AB asked if members accepted report as true record. All agreed.</p>	
16 29	AOB
<p>HB requested a full members list of email address and telephone number. YG to supply.</p> <p>YG to check distribution list.</p> <p>AB closed the meeting at 12:50</p>	

16 30	Date and Time of Next Meeting
	<p data-bbox="316 152 1428 224">Monday 28 November 2016 – Runcorn Town Hall, Heath Road, Runcorn, WA7 5TD commences: 10:30 am, committee room 1</p> <p data-bbox="316 255 699 288"><u>Ordinary Meetings for 2017</u></p> <p data-bbox="316 291 970 324">Monday, 6 March 2017 – Salford Town Hall (TBC)</p> <p data-bbox="316 327 970 360">Monday, 5 June 2017 – AGM, Runcorn Town Hall</p> <p data-bbox="316 362 1034 396">Monday, 4 September 2017 – Salford Town Hall (TBC)</p> <p data-bbox="316 398 1059 432">Monday, 27 November 2017 – Runcorn Town Hall (TBC)</p> <p data-bbox="316 495 1513 591">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

Agenda Item:	16 35 (01)
Person Responsible:	John Robinson and Andrea Smith
Title:	Precept Setting 2017-2018
Reference Documents:	16 35(01)

Summary:

Every year at the November meeting of the Authority. The precept for the coming year is discussed. As usual the Business Planning Sub Group (BPSG) have already debated the facts.

Indeed this year, they suggested a precept strategy should be produced as a report.

This is produced here in these papers.

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	28.11.16	JR/AJS



Precept Setting 2017-2018

Following the presentation by Mr Warren Marshall, Group Director for Planning for Peel Ports, this proposed precept is presented for elected member's consideration.

A strategy needs to be developed to enable MPHA to be ready for the change in working practices which will be facing the Authority in 2017-2018. There is a real need to plan ahead to facilitate these changes.

The fundamental change will be the commissioning of Port Salford, expected now in 2018. The Authority needs to be in a position to handle the foodstuffs that will be requiring customs and Port Health clearance at Port Salford.

This in essence means introducing new working arrangements and training to satisfy DEFRA (Department for Environment, Food and Rural Affairs), the FSA (Food Standards Agency) and the (APHA) Animal and Plant Agency. It is proposed for 2017 that an increasing and intense training scheme is introduced. The staff need to demonstrate a competency in handling Products of Animal Origin (POAO) to the satisfaction of these agencies.

There are a number of training courses, either managed by the FSA or the European Union, which officers can attend and are already attending. The opportunity was taken during 2016 to facilitate two officers attending dedicated training courses for imported food in Frankfurt and Rotterdam. There are other courses planned during 2017, which officers will be able to attend to provide comprehensive experience on the handling and sampling techniques of the products, that we are liable to encounter at Port Salford.

In addition to these courses, staff have been invited to undertake 'hands on' training with another Port Health Authority, operating a Border Inspection Post (BIP). This opportunity will be fully explored. To facilitate this training regime and still manage the existing work at MPHA. It is proposed to offer part time employment to Steve Seddon, three days per week. Steve can develop the Pest Control Service, as well as undertake ship inspections along the Manchester Ship Canal, this allowing other officers to attend training courses.

The salary generated will be:

Basic Salary of £18,288 plus 1% increase £18,471 on call allowance £1,847. Total cost to the Authority, with insurance and tax = £27,000 per annum.

It is proposed this sum is largely deducted from reserves. Currently it is expected the reserve figure at March 2017, will be £210,000. Members of the Business Planning Sub Group (BPSG) consider this figure to be excessive and far outweighs, the original purpose of creating the reserves for MPHA.

In addition to these figures, the (BPSG) wanted to provide a choice of potential precepts for member's consideration. The choice of precept will impact in varying degrees on the reserve level. This decision on precept level is the fundamental element of the financial arrangements for 2017.

In essence a zero increase in precept will result in £26,069 being used from reserves.

A 0.5% increase in precept will result in £24,901 being used from reserves. In addition the cost incurred per share will be increased by £83.44.

A 1% increase in precept will result in £23,733 being used from reserves. In addition the cost incurred per share will be increased by £166.87.

A 2.5% increase in precept will result in £20,228 being used from reserves. In addition the cost incurred per share will be increased by £417.18.

A 5% increase in precept will result in £14,388 being used from reserves. In addition the cost incurred per share will be increased by £834.36.

What follows is a quick resume of existing functions and statutory requirements by officers of MPHA. The workload varies and staff need to remain flexible to undertake these duties. Some of the functions are income generating. The pollution regime for example will probably generate £3,400 in revenue in the coming year. The pest control service will also generate income and MPHA already has secured one contract with other parties interested in taking advantage of the services we offer.

Finally, out of the work undertaken already with legionella and vector control, there may well be opportunities for revenue in this direction in the future.

Training & Development

Manchester Port Health Authority (MPHA) employs port health officers who are competent in a wide range of different environmental health specialisms (generalists who are competent to deliver the whole service rather than just aspects of it). As such, authorised officers must maintain competency within a wide range of legislative areas. In a number of cases, this is required by legislation. The Food Law Code of Practice and Food Law Practice Guidance provide detailed information upon the competencies required of officers for both domestic (UK) food stuffs and imported food. This must be assessed annually to ensure officers are able to deliver the required service. In addition, it is a legal requirement that food officers undertake CPD

- Food Law Code of Practice - 10 CPD hours on core food matters and 10 CPD hours on other professional matters.
- Chartered Institute of Environmental Health – 20 hours CPD per year

The proposed Border Inspection point at Salford extends the scope of the Port Health Service. As such, it is a requirement that all staff undertake extensive training in order to demonstrate compliance with the competency requirements for imported food.

Environmental Protection

MPHA is responsible for pollution control within the area of the docks and its effect residential dwellings (with some exceptions). Cargoes arriving and departing from the Manchester Ship Canal are dependent upon market forces. As such, cargos change frequently. Each cargo brings with it different challenges and requires a different knowledge base. Some of which require permitting and or/monitoring for compliance with the law. The establishment of new environmental permits/monitoring is time consuming and requires extensive preparation research and ever increasing knowledge base.

Pest control

A number of different legislative requirements are placed upon Port Health Authorities in relation to pest control. The most notable of these being the Prevention of Damage by Pests Act 1949, The International Health Regulations 2005 and the Public Health (Ships) Regulations (As amended) 1979. These regulations place a duty on Port Health Authorities to take steps;

- to secure so far as practicable that the district is kept free of rats and mice and that;
- recommended measures to disinsect, derat, disinfect, decontaminate or otherwise treat baggage, cargo, containers, conveyances, goods or postal parcels including, when appropriate at locations specifically designated and equipped for this purpose; are completed.

In light of new and emerging vector borne risks in ports and port areas, it is prudent that port health authorities work with state parties to establish 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 facilities that are used for operations involving travellers, conveyances, containers, cargo and postal parcels, with extension of the minimum distance if vectors with a greater range are present. As required by the International Health Regulations 2005.

Emergency Planning

MPHA are Category One responders under the Civil Contingencies Act 2004. The Act requires Category 1 responders to maintain plans for preventing emergencies; reducing, controlling or mitigating the effects of emergencies; and taking other action in the event of emergencies. These should draw on risk assessments and should have regard for the arrangements to warn, inform and advise the public at the time of an emergency. To fulfil this requirement, MPHA must attend Civil Contingency Meetings and exercise with partners. Due to the geographical spread of the Authority, this involves liaising with three Local Resilience Forums.

Legionella

Legionella is a growing area of concern on non-passenger ships. Much is known about the presence of legionella on passenger ships however, only recently has legionella on cargo vessels emerged as an area of concern. The true extent of this is currently unknown however, as a public health issue, port health authorities have a responsibility to ensure that control measures are in place to prevent the spread of disease. As a result of recent research, a sampling regime has been established to gather data and educate responsible parties.

Further details on the Authorities areas of responsibility can be found within the Service Delivery Plan. (SDP) This document can assist elected members to fully understand the complexity and variety of the roles that officers undertake for Manchester Port Health Authority.

The Business Planning Sup Group are mindful to recommend to the General Meeting of Manchester Port Health Authority, a 0.5% increase in precept. This will be the first increase in precept in a number of years.

John Robinson, Chief Port Health Officer
Andrea Smith, Deputy Chief Port Health Officer

November 2016

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	16 36 (01)
Person Responsible:	Tony Thompstone
Title:	Budget Monitoring as at: 31 October 2016
Reference Documents:	16 36(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 £329k. Reserves at the year-end forecast to be around £210k.

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	28.11.16	TT

16 36 (01) Budget Monitoring as at 31 October 2016

GL code/ Expenditure	GL	Budget for year 2016/17	Spend & income April to July	Spend & income August	Spend & income September	Spend & income October	Total
4200 MPHA Basic Pay	4200	156,000	54,550	11,237	15,027	14,752	95,566
4201 MPHA Allowances	4201	16,000	4,331	1,072	1,652	1,440	8,495
4203 MPHA Overtime	4203	0	90				90
4204 MPHA National Ins	4204	15,000	6,660	1,339	1,886	1,787	11,672
4205 MPHA Employer Pension	4205	23,000	8,826	2,937	2,952	2,942	17,656
4936 Other Employee Exps	4936	1,200	0			6	6
5000 Retired Officer Pens	5000	8,100	4,171				4,171
5010 Accounts Finance SLA	5010	12,000	0				0
5011 Human Resources SLA	5011	3,500	0				0
5012 Internal Audit SLA	5012	1,050	1,050				1,050
5013 Legal SLA	5013	2,500	0				0
5014 External Audit Fees	5014	600	-600		600		0
5015 IT SLA	5015	4,000	950	238	238	238	1,663
5020 APHA Meetings	5020	1,600	1,085	228	387	205	1,904
5021 APHA Conference	5021	4,000	0				0
5023 AGM & Business Meet	5023	600	0				0
5030 Member Training	5030	1,000	0				0
5031 Officer Training	5031	2,000	0			86	86
5041 Energy	5041	3200	1,024	226	304	226	1,781
5042 Waste	5042	800	209	70	70	70	417
5044 Grounds Maintenance	5044	0	0				0
5045 Water	5045	640	224	62		158	444
5050 Insurance	5050	3,300	3,677				3,677
5060 Office Stationery	5060	1,000	102	170	52	7	332
5070 Mobile Phones	5070	900	388	118	100	117	723
5072 Postage	5072	100	0			1	1
5073 Phone lines and internet	5073	2,500	601	467		74	1,142
5080 Safety Equipment	5080	600	201			102	303
5100 Office Equipment	5100	6,500	628	238		594	1,459
5110 Sampling	5110	1,000	672		188		860
5120 Building Maintenance	5120	600	630	42	22	26	720
5140 Transfer to/(from)							
Reserves	5140	-25,669	0				0
5150 Advertising	5150	500	1,095				1,095
5160 Petty Cash Sundries	5160	500	253	-338	234	-777	-629
5170 Legislation literature	5170	1,500	0				0
5572 Car User - Mileage	5572	6,200	2,244	427		708	3,379
5574 Car User - Essential	5574	3,200	1,010	258	366	338	1,973
5795 Subsistence	5795	0	0	13			13
Total Expenditure		259,521	94,071	18,802	24,076	23,099	160,048
GL code/ Income							
7501 Ship sanitation	7501	10,000	2,765	1,495	659	838	4,920
7502 Interest received	7502	400	128	41	30	29	198
7503 LAPPC Permit Charges	7503	5,000	0				0
7504 Rent	7504	6,500	1,625		1,625		3,250
7505 Services	7505	2,000	967		3,156		4,123
7506 Sampling	7506	2,000	610	290	137	70	1,037
7507 Precept	7507	233,621	216,934	16,687			233,621
Total Income		259,521	223,029	18,513	5,607	937	248,086

Balance sheet

Cash in Bank 31/10/2016 369,086

in the following accounts:

Business direct reserve account 343,946

Business reserve account 15,140

Current account 10,000

Outstanding Debtors at the end of October

Sampling 500

APHA recharge

Ship sanitation 3,972

LAPCC 1,765

Other 244

Current Debtors 6,481

Outstanding Creditors at the end of October

July invoice 1,741

September payroll 21,882

September invoice 1,395

August invoice 204

October payroll 21,972

Current Creditors 47,194

Commentary

After settling outstanding invoices the bank account at the end of October would have a balance of £328,373

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

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	16 37
Person Responsible:	John Robinson
Title:	Minutes for the Business Planning Sub Group, of 17 November 2016
Reference Documents:	16 37 (01)

Summary:

The minutes of the Business Planning Sub Group of the Manchester Port Health Authority held on 17 November 2016 are enclosed for member’s consideration.

- 16 36 (01) Members Present
- 16 36 (02) Minutes from 17 November 2016
- 16 36 (03) Precept 2017-2018
- 16 36 (04) Financial Risk Assessment 2016-2017
- 16 36 (05) SLA Agreements
- 16 36 (06) APHA update
 - (i) Room hire at Runcorn Town Hall
 - (ii) Building Maintenance – Dutton House
 - (iii) HR – SLA

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	28/11/16	JR

16 37 (01) Minutes from BPSG meeting 17 November 2016

MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Business Planning Sub Group
Of the Manchester Port Health Authority
Held on Thursday, 17 November 2016

Reference 2016/03M

BPSG16 10	Members Present			
Date:	17 November 2016			
Venue:	Dutton House, Runcorn			
Present:	Chairman:	Cllr T Sherlock	Cheshire West & Chester Council	TS
		Cllr H Mundry	Warrington Borough Council	HM
		Cllr R Wilson	Salford City Council	RW
		Cllr B Sharp	Trafford MBC	BS
	Officers:	John Robinson	Chief Port Health Officer	JR
		Yvonne Graham	Office Manager	YG
	Minutes Taken By:	JR/YG		
BPSG16 11	Apologies for Absence			
<p>There were no apologies and a full quota of members present. TS explained in accordance with the constitution, he personally had chosen every member of the BPSG to give a balance of representation. He thanked every members for coming along and commented that we had an important role to fulfil for MPHA.</p>				
BPSG16 12	Minutes of MPHA Business Planning Subgroup Meeting from 1 June 2016			
<p>TS outline what was in the minutes, identified certain themes on sustainability. Appointment of Pest Control Officer, renewable energy, pressures from elsewhere. Wanted to embrace sustainability, income generation and capital outlay.</p> <p>JR commented that some of the issues appear further in the agenda but stressed developments along the Manchester Ship Canal. The Authority (MPHA) would be having a presentation at the next meeting on the 28 November 2016 by Mr Warren Marshall, Director of Planning for Peel Ports. After this presentation, the overall precept strategy should become more apparent. Members agreed with this background. To accept the minutes and move on. Proposed TS, Seconded RW</p>				
BPSG16 13	Precept setting 2017-2018			
<p>TS, in line with opening remarks, wanted a sustainable budget. To include Plans for Port Salford and other developments along the Manchester Ship Canal. ie Port Cheshire, Port Ince, Port Runcorn, Port Warrington. Would like to see no increase in precept as in previous years.</p> <p>BS: Agreed with TS with general observations. Trafford maintained and frozen budgets for four/five years. If we are to change precept, need to justify actions.</p> <p>RW: Port Salford warehouses up and running, two occupied; third underway. This is happening. Must make provisions for this.</p> <p>HM: Disagreed with stance for status quo. Change underway. Need to demonstrate improvements in service to manage changes. How can Port Health improve to meet challenges? Need to have choices before us. Revision needed, alternative figures with moderate increase in precept. Would like to see 1% increase to combat inflation, false economy to stand still. Called for more information. JR spoke with the accountant, figures to be prepared showing 0%, 1% increase, 2.5% increase and 5% increase. Accountant offered 1% increase would save £2,336 from reserves. Cost per share would increase by £166.00</p> <p>TS: History in recent years has seen a constant increase in reserves. Original idea was to provide working capital for six months, raised to 12 months. Risen to £250,000 in recent years. Far too high.</p> <p>JR: Looking to future, we need to prepare and train for Port Salford and other developments along the Manchester Ship Canal. The precept strategy took into account these proposals.</p>				
Reference 2016/04P				Page 17 of 30

The opening of L2 will be the catalyst for these changes. By employing Steve Seddon for three days per week, it will enable the development of Pest Control Service, which MPHA has not had since leaving Manchester Docks in 1988. It will allow other officers to train for Port Salford and expenditure now, will benefit MPHA in 18 months/2 years' time when the revenue for Port Salford starts coming through.#

HM: Need for full report to full committee on training needs, pest control service, benefits/costs. Develop business case for next meeting.

TS: Taking into account consensus. Willing to use further reserves in the short term, if there are going to be long term gains for MPHA. Agreed with HM, officers to produce comprehensive report justifying actions in the precept strategy and present to November meeting.

All agreed this.

BPSG16 14 Financial Risk Assessment (FRA)

JR explained the six monthly requirement to consider the Financial Risk Assessment model that MPHA should consider. We are currently within the accepted parameters but a reduction in reserves would require an adjustment in the FRA in 2017.

Members understood and agreed the significance of the model.

BPSG16 15 Service Delivery Plan (SDP) – amendments made

Since the SDP was launched at the AGM, it has become noticeable that certain literals and dates need amending. The SDP is recommended to all elected members to aid precept setting.

BPSG16 16 APHA Update

Draft minutes from APHA Overview and Scrutiny meeting 19 October 2016. JR explained MPHA should carry the minutes of APHA meetings in the papers. This practice not always possible due to minutes not being available. The minutes enclosed are very revealing in that meetings are being attended that are not quorate, overnight accommodation is being taken and expenditure is already over budget for 2016/2017 with four months until the end of the financial year.

TS: used to be Chairman of this committee, would cancel meetings if not quorate. Travel to London and return same day. This was the rule of MPHA and needs reinforcing for the future. No point in holding meetings, travelling, accommodation, subsistence if decisions to benefit the organisation cannot take place.

HM: What is the benefit of membership of APHA? What benefit does MPHA get from membership of this committee? Recommend permission, should be sort from Chairman/Vice Chairman to take part in these activities.

TS: To continue, MPHA need written reports from person attending, presented to committee. Situation over membership should be discussed at March meeting before renewing subscription. Question of misuse of public money. Wrong to expect officers just to sanction expenditure in the circumstances explained.

BPSG16 16 APHA Administration

YG and JR outlined that MPHA had supported officers who wished to cease providing administration and financial support to APHA. Notice was given following the MPHA meeting on the 7 March 2016 that support would cease on the 3 October 2016. Despite various reminders to APHA, YG is still expected to undertake the day to day finances of APHA. YG & AJS as signatories are personally accountable for this expenditure and no longer wish to be. Officers in consultation with the Chairman have written to APHA indicating that this practice will cease on the 31 December 2016.

Agreement is sought from the MPHA elected members to facilitate this situation to take place. In essence MPHA officers do not wish to be involved in any capacity with APHA.

BPSG16 17 AOB

i) *Costs to have room in Runcorn Town Hall - £47 per meeting:-* YG announced from November 2016, MPHA will be charged half day rate for hiring rooms at Runcorn Town Hall.

HM: Consider another venue.

RW: No charge in Salford.

ii) *Building maintenance for Dutton House:-* JR said that Dutton House had received very little maintenance since its construction in 1988, Officers had seen water damage to ceilings, gutters, sills.

Thought it prudent to obtain quotes for roof maintenance. Three quotes being sought. £5,000 allocated in 2017 precept for essential repairs. Full quotes to be placed before next full meeting of MPHA.

iii) *HR support for MPHA Staff*:- HR support for MPHA until August 2016, provided by officers from Halton Borough Council. Quite apparent that service cannot continue. JR instructed to obtain quotes from Riparian Authorities who had shown interest in providing SLA in 2015.

Full report for November meeting.

Meeting started at 10:30 and concluded at 13:30

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

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

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

16 38

Person Responsible: John Robinson

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

Reference Documents: 16/38(01), 16/38(02), 16/38(03), 16/38(04), 16/38(05), 16/38(06)

Summary:

In the months of August, September and October 100 vessels were inspected, they can be seen in 16/38 (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 16/38(02).

We inspected 11 ships that requested ship sanitation exemption certificates, these were certified within the three month period, see 16/38(03). Revenue raised of £1,885

We also undertook 104 fresh water samples and of those, 76 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate, see 16/38(04).

No animals were found on board, see 16/38(05)

See item 16/38(06)– Report for meetings attended by officers in August, 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 £2,864.28

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 – Irlwell 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:
	28.11.16	JR

16 38 (01) TOTAL VESSELS INSPECTED

DATE	IMO	SHIP NAME	PHO	RESULT	PORT	REVISIT	ERF ISSUED
01/08/2016	9287883	ACACIA NOIR	LC	IMPROVED	QEII	Y	N
01/08/2016	9413585	BOMAR PLUTO	LC	V GOOD	QEII	N	N
01/08/2016	9331347	SCOT PIONEER	SS	GOOD	EPT	N	N
01/08/2016	8719085	HAUKER	SS	GOOD	EPT	N	N
03/08/2016	9073892	HAV MARLIN	SS	GOOD	RUN	N	N
04/08/2016	9390094	KASTOR	SS	GOOD	RUN	N	Y
04/08/2016	9443841	TIGRIS	LC	GOOD	QEII	Y	N
04/08/2016	9122112	NORDIC NADJA	LC	V GOOD	QEII	N	N
05/08/2016	9148960	STOLT CORMORANT	SS	GOOD	QEII	N	N
05/08/2016	9255878	EKFORS	SS	V GOOD	QEII	N	N
08/08/2016	9003548	CELTIC NAVIGATOR	LC	GOOD	RUN	N	N
08/08/2016	9000211	CEMSKY	SS	GOOD	EPT	N	N
09/08/2016	7391783	ISLAS DOS	LC	V GOOD		N	N
09/08/2016	9081344	ARKONIA	LC	V GOOD	WEA	N	N
09/08/2016	906882	STOLT PELICAN	SS	GOOD	QEII	N	N
10/08/2016	9517238	JOHANNA DESIREE	SS	V GOOD	RUN	N	N
11/08/2016	9265249	STELLA VIRGO	SS	GOOD	QEII	N	N
12/08/2016	9536052	GEERVLIT	LC	EXCELLENT	EPT	N	N
12/08/2016	9164093	AMONITH	LC	V GOOD	SLG	Y	N
12/08/2016	9190353	BOUGA	SS	OKAY	RUN	N	Y
15/08/2016	9380726	MARAS	SS	GOOD	EPT	N	N
15/08/2016	9191747	NEW CONSTELLATION	LC	POOR	RUN	Y	Y
17/08/2016	9255878	EKFORS	LC	EXCELLENT	SLB	N	N
17/08/2016	9183465	CEMBAY	LC	V GOOD	RUN	N	N
17/08/2016	9226762	CEMGULF	SS	GOOD	EPT	N	N
17/08/2016	9164093	AMONITH	SS	V GOOD	QEII	N	N
17/08/2016	9617301	RMS BREMEN	SS	OKAY	EPT	N	N
18/08/2016	9403243	MURORAN	LC	V GOOD	EPT	Y	N
18/08/2016	9164524	EK STAR	LC	V GOOD	QEII	Y	N
18/08/2016	9108843	MAINGAS	LC	V GOOD	IOB	Y	N
22/08/2016	9390159	WILSON DUNDEE	SS	GOOD	RUN	N	N
22/08/2016	9435325	AGDASH	LC	V GOOD	SLB	Y	N
23/08/2016	9164108	STOLT AUK	LC	V GOOD	QEII	N	N
23/08/2016	9508433	BBC MONT BLANC	LC	V GOOD	EPT	Y	N
23/08/2016	9122112	NORDIC NADJA	LC	V GOOD	SLG	N	N
24/08/2016	9439876	ELISALEX SCHULTE	LC	GOOD	QEII	Y	N
25/08/2016	9439876	ELISALEX SCHULTE	LC	GOOD	QEII	Y	Y
26/08/2016	9443841	TIGRIS	LC	IMPROVED	QEII	Y	N
30/08/2016	9148972	STOLT FULMAR	SS	GOOD	SOD3	N	N
30/08/2016	9518799	STOLT GREENSHANK	SS	V GOOD	RUN	N	N
31/08/2016	9397652	ALBIZ	LC	V GOOD	RUN	Y	N
31/08/2016	9499541	NORTHSEA PIONEER	SS	OKAY	QEII	N	Y
01/09/2016	9006447	SEA RUBY	SS	GOOD	RUN	N	N
02/09/2016	9153654	JUMBO FAIRLANE	LC	GOOD	EPT	N	N
02/09/2016	9148972	STOLT FULMAR	SS	GOOD	SSB	Y	N
07/09/2016	9136204	CELTIC SPIRIT	SS	OKAY	RUN	N	N
07/09/2016	9305180	PATALYA	SS	GOOD	SOD	N	N

07/09/2016	9582867	HELEN ANNA	SS	GOOD	RUN	N	N
07/09/2016	9187928	KRISTELLA	LC/JR	POOR	EPT	Y	Y
07/09/2016	9443841	TIGRIS	LC/JR	IMPROVED	QEII	Y	N
08/09/2016	9534298	JOHANN	LC	GOOD	EPT	N	N
08/09/2016	9341316	ATLANTIC WIND	SS	GOOD	SOD1	N	N
09/09/2016	9424053	LEVANA	SS	GOOD	SOD3	N	N
09/09/2016	9517446	BESIKTAS ORIENT	SS	GOOD	QEII	N	N
12/09/2016	9264116	SAN BERNARDINO	SS	OKAY	QEII	N	N
12/09/2016	9361732	ARKLOW FLAIR	SS	GOOD	EPT	N	N
13/09/2016	9109081	KHOLMOGORY	SS	GOOD	EPT	N	N
13/09/2016	9362152	RAMIRA	SS	GOOD	SOD3	N	N
15/09/2016	9114775	STOLT JAEGER	SS	GOOD	SSB	N	N
16/09/2016	9733686	GRANDE RIVIERE	SS	V GOOD	QEII	N	N
16/09/2016	9169768	ICE HAWK	SS	GOOD	SOD1	N	N
19/09/2016	9394519	EMMY SCHULTE	SS	GOOD	QEII	N	N
20/09/2016	9223435	AMADEUS AMETHIST	SS	GOOD	EPT	N	N
20/09/2016	9525128	MONICA KOSAN	SS	GOOD	IOB	N	N
22/09/2016	9147734	CRYSTAL SKYE	SS	GOOD	RLB	N	N
22/09/2016	9356610	BRO ALMA	SS	V GOOD	QEII	N	N
23/09/2016	9494216	LEMONIA	SS	GOOD	SOD3	N	N
23/09/2016	9142497	JUTLAND	JR	V GOOD	RUN	N	N
26/09/2016	9148570	SMERALDO	SS	GOOD	QEII	N	N
26/09/2016	9556040	KESTREL FISHER	SS	GOOD	QEII	N	N
27/09/2016	9340350	LADY VIOLET	SS	GOOD	SOD3	N	N
27/09/2016	9507740	GAS CERBERUS	SS	GOOD	IOB	N	N
29/09/2016	9401544	STAVFJORD	LC	V GOOD	QEII	N	N
29/09/2016	9443841	TIGRIS	LC	OKAY	QEII	Y	N
29/09/2016	9313632	ALLER	JR	V GOOD	RUN	N	N
30/09/2016	9431020	AZURYTH	LC	GOOD	QEII	N	N
03/10/2016	9517240	TJONGER	LC	V GOOD	EPT	Y	N
03/10/2016	7726861	BEN MAYE	SS	OKAY	RSW	N	N
03/10/2016	9352157	MEHMET DADAYLI 1	SS	OKAY	RUN	N	N
04/10/2016	9147461	STOLT OSPREY	SS	GOOD	IOB	N	N
04/10/2016	9508469	BBC RUSHMORE	SS	GOOD	EPT	N	N
04/10/2016	9124419	WILSON BLYTH	JR	OKAY	RUN	N	N
07/10/2016	9505326	ROCHEFORT	SS	OKAY	CER	N	N
07/10/2016	9478303	ALICE THERESA	SS	GOOD	SOD3	N	N
10/10/2016	9246267	FEHN CASTLE	LC	GOOD	EPT	Y	Y
10/10/2016	9390329	LILLO SWAN	LC	GOOD	SCB	Y	Y
12/10/2016	9431599	SCHOKLAND	LC	EXCELLENT	EPT	N	N
13/10/2016	9582855	NIKLAS	SS	GOOD	EPT	N	Y
13/10/2016	9174359	TILDA KOSAN	SS	GOOD	IOB	N	N
14/10/2016	9376452	PERFORMER	LC	GOOD	EPT	N	Y
14/10/2016	9733674	BUCCOO REEF	LC	GOOD	QEII	N	Y
17/10/2016	9194854	MALTE B	LC	OKAY	EPT	Y	Y
18/10/2016	9142576	FEHN CAPELLA	SS	GOOD	RUN	N	Y
20/10/2016	9143269	JOHANNE	SS	GOOD	RUN	N	N
20/10/2016	9514913	IJSSELDIJK	LC	V GOOD	IPW	N	N
21/10/2016	9016870	STOLT RAZORBILL	LC	GOOD	SCB	N	N
21/10/2016	9435325	AGDASH	LC	GOOD	SLB	Y	N
24/10/2016	9255517	SEYCHELLES PIONEER	LC	V GOOD	QEII	N	N
24/10/2016	9356919	LUKE	LC	GOOD	IOB	N	Y

24/10/2016	9407988	STEN BERGEN	SS	GOOD	SOD3	N	N
24/10/2016	9125645	STOLT SEAGULL	SS	GOOD	SSB	N	N
26/10/2016	9268241	WILLY	SS	GOOD	SOD	N	N
26/10/2016	8128884	ICELANDICA HAV	SS	OKAY	RUN	N	N
27/10/2016	9316012	ATLANTIS ALDABRA	SS	GOOD	SLB	N	Y
27/10/2016	9365489	PATNOS	SS	V GOOD	QEII	N	Y
27/10/2016	9122112	NORDIC NADJA	SS	GOOD	QEII	N	N
28/10/2016	9119579	PERLE	SS	GOOD	EPT	N	N
28/10/2016	9148958	STOLT SHEARWATER	SS	GOOD	QEII	N	N
31/10/2016	9291573	NORTHSEA SENSE	LC	POOR	QEII	Y	Y
31/10/2016	9131096	HAPPY BEAR	LC	GOOD	IOB	N	N

Total 100

16 38(02) VESSEL INSPECTION – UNSATISFACTORY STANDARDS

DATE	IMO	SHIP NAME	PHO	RESULT	REVISIT
15/08/2016	9191747	NEW CONSTELLATION	LC	POOR	Y
Evidence of cross contamination between cooked and raw food. Only one chopping board in use for preparing both raw/cooked /ready to eat food. Inadequate cleaning and sanitising of utensils and areas before using. Fixtures and fittings, bulkheads and decks in the galley mess room and provision store found to be dirty and in need of thorough cleaning and disinfection.					
07/09/16	9187928	KRISTELLA	LC/JR	POOR	Y
Evidence of inadequate cleaning and sanitising of utensils and areas before using. The galley and provision stores were observed to be in need of thorough cleaning.					
31/10/2016	9291573	NORTHSEA SENSE	LC	POOR	Y
Hand wash station in galley is inadequately equipped. No paper towels or method of drying hands and soap was filthy. Evidence of accumulated soil and grease on previously cleaned food contact surfaces. All surfaces, walls, cupboards, floors and equipment to be thoroughly cleaned. Chipping boards are worn and can no longer be cleaned. No water quality analysis report available for bacteriological analysis or legionella. No water safety plan available to ensure potable water on board for legionella.					

16 38 (03) SHIP SANITATION CERTIFICATES ISSUED

DATE	SHIP NAME	PHO	COST
01/08/2016	BOMAR PLUTO	LC	175.00
05/08/2016	STOLT CORMORANT	SS	175.00
09/08/2016	STOLT PELICAN	SS	175.00
17/08/2016	EKFORS	LC	175.00
18/08/2016	EK STAR	LC	175.00
22/08/2016	AGDASH	LC	175.00
30/08/2016	STOLT GREENSHANK	SS	175.00
02/09/2016	STOLT FULMAR	SS	175.00
27/09/2016	GAS CERBERUS	SS	175.00
29/09/2016	STAVFJORD	LC	230.00
03/10/2016	BEN MAYE	SS	80.00
	11		1,885.00

16 38 (04) WATER SAMPLE RESULTS

DATE	No of Samples	SHIP NAME	PHO	CHARGED
01/08/2016	2	Bomar Pluto	LC	10.00
03/08/2016	2	Hav Marlin	SS	10.00
04/08/2016	2	Kastor	SS	10.00
04/08/2016	2	Tigris	LC	10.00
04/08/2016	2	Tigris - Legionella	LC	10.00
04/08/2016	2	Nordic Nadja	LC	10.00
04/08/2016	2	Nordic Nadja - Legionella	LC	10.00
08/08/2016	2	Cemsky - Legionella	SS	10.00
09/08/2016	2	Isla Dos - Legionella	LC	10.00
10/08/2016	2	Johanna Desiree	SS	10.00
15/08/2016	2	Maras	SS	10.00
15/08/2016	2	New Constellation	LC	10.00
17/08/2016	2	Ekfors	LC	10.00
17/08/2016	2	Ekfors - Legionella	LC	10.00
17/08/2016	2	Cembay	LC	10.00
18/08/2016	2	EK-Star - legionella	LC	10.00
18/08/2016	2	Maingas - Legionella	LC	10.00
18/08/2016	2	Muroran - Legionella	LC	10.00
17/08/2016	2	Amonith - Legionella	SS	155.20
17/08/2016	2	Amonith	SS	76.96
17/08/2016	2	Cemgulf - Legionella	SS	10.00
22/08/2016	2	Wilson Dundee - Legionella	SS	10.00
22/08/2016	2	Agdash	LC	10.00
22/08/2016	2	Agdash - Legionella	LC	10.00
23/08/2016	2	Stolt Auk - Legionella	LC	10.00
23/08/2016	2	BBC Mont Blanc - Legionella	LC	10.00
23/08/2016	2	Nordic Nadja - Legionella	LC	10.00
25/08/2016	2	Elisalex Schulte	LC	10.00
25/08/2016	2	Elisalex Schulte - Legionella	LC	10.00
31/08/2016	2	Northsea Pioneer - Legionella	SS	10.00
02/09/2016	2	Stolt Fulmar - legionella	SS	10.00
02/09/2016	2	Stolt fulmar	SS	76.96
31/08/2016	2	Albiz - Legionella	LC	10.00
07/09/2016	2	Tigris - Legionella	LC	10.00

15/09/2016	2	Stolt Jaeger	SS	76.96
20/09/2016	2	Amadeus Amethyst - Legionella	SS	155.20
20/09/2016	2	Monica Kosan	SS	10.00
27/09/2016	2	Lafarge Tarmac	SS	0.00
29/09/2016	2	Stavfjord	LC	10.00
29/09/2016	2	Stavfjord - Legionella	LC	10.00
29/09/2016	3	Tigris - Legionella	LC	10.00
03/10/2016	2	Tjonger - Legionella	LC	10.00
03/10/2016	1	Ben Maye	SS	43.48
12/10/2016	2	Schokland	LC	76.96
12/10/2016	2	Schokland - Legionella	LC	155.20
17/10/2016	2	Malte B	LC	10.00
17/10/2016	2	Malte B - Legionella	LC	10.00
20/10/2016	2	Ijsseldijk	LC	76.96
20/10/2016	2	Ijsseldijk - Legionella	LC	10.00
31/10/2016	2	Northsea Sense - Legionella	LC	10.00
31/10/2016	2	Northsea Sense	LC	10.00
31/10/2016	2	Happy Bear	LC	10.00
	104			1,313.88

104 Water Samples taken

28 Passed (8 legionella, 20 bacteriological)

76 Failed (66 legionella, 10 bacteriological)

Total Water Samples invoiced in Aug, Sept & Oct 2016 = £1,313.88

16 38 (05) ANIMALS ON BOARD VESSELS

None found on board

16 38 (06) MEETINGS ATTENDED BY OFFICERS

Date	Meeting	Location	PHO
01/09/16	<p>1, Visit to the former canteen at QEII Eastham where work is due to start shortly on the new Seafarers Welfare Satellite Centre. The refurbishment of the building is due to be completed by the end of October</p> <p>2, meeting to discuss the formation of a specialist working group to examine the best way to expedite positive action re abandoned ships. A list of potential members was drawn up. The first meeting is planned to coincide with the opening of the satellite centre at QEII</p>	QEII Eastham	LC
13/09/16	EU Food Non Animal Origin:- The course provided comprehensive information and practical experience of sampling of Foods of Non Animal Origin (FNOA)	Delft	LC
26/09/16	<p>PHE North West Seaport Health Plan</p> <p>Set up by Public Health England (PHE) to test the North West Ports Health Plan. The meeting was attended by representatives from all the authorities/organisations which would be involved in dealing with an infectious disease outbreak. It offered to opportunity to test the plan and discuss any potential pinch points or weak areas. The North West Ports Plan will provide a template for the Manchester Port Medical Plan and ensure a consistent approach from all involved authorities/services.</p>	Lancaster	LC
27/09/16	Ship San Project, Andrea attended the final conference.	Rhodes	AJS
18/10/16	<p>NIHR HPRU EZI Steering Committee Meeting</p> <p>The meeting provided updates on the progress of the PhD projects directly related to Vector Control in Ports</p>	Office (teleconference)	LC
19/10/16	<p>North West Welfare Committee:- The quarterly meeting of the MNWB took place at the offices of the Maritime and Coastguard Agency, in Crosby. MPHA does regularly take part in these meetings and it is a good opportunity for network working with other agencies that can assist Port Health and likewise how we can help others. The agenda is quite formal, but opportunities are given to all agencies for updates on work taking place in their own environment. The CPHO outlined developments with Runcorn, Ellesmere Port and Weaste with the Ecochem product now arriving in ever increasing tonnages. An update was provided on the opening of L2, with the implications for activity along the Manchester Ship Canal. The CPHO also suggested the working party on providing a protocol for abandoned vessels and crews should be reviewed. This will take place at the new Seamens Centre at Eastham in January 2017. Finally, a request was made for an elected member to replace Councillor John Salter to represent Port Health on the Merchant Navy Welfare Board.</p>	Liverpool	JR
20/10/16	<p>Teleconference PHE/Legionella</p> <p>PHE Scientist Sam Collins updated the group on the progress re publication by Cambridge University Press of the paper in 'Epidemiology and Infection' – 'Entitled High prevalence of <i>Legionella</i> in non-passenger merchant vessels' which is in the 'peer review' process.</p> <p>An agreement was reached to continue working with PHE, MCA and the Food, Water and Environment Laboratory at York to further the research with the aim of providing evidence to review the UK Legionella Guidance for Shipping.</p>	Runcorn	LC

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	16 39
Person Responsible:	John Robinson
Title:	AOB
Reference Documents:	16 39

Building Maintenance quotes available.

Runcorn Town Hall – room charge

HR SLA – verbal update

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	16 40
Person Responsible:	John Robinson
Title:	Date, time and venue for next meeting
Reference Documents:	16 40

Monday 6 March 2017 – Swinton Town Hall, Civic Centre, Chorley Road, Swinton, Salford, M27 5DA

Ordinary Meetings for 2017

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

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