

MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Ordinary Meeting of the Manchester Port Health Authority

Held on Monday, 28 November 2016

Reference 2016/04M

16 31 Members Present**Date:** Monday, 28 November 2016**Venue:** Runcorn Town Hall, Runcorn

Present:	Vice Chairman	Cllr T Sherlock	Cheshire West & Chester Council	TS
		Cllr D Hammond	Cheshire West & Chester Council	DH
		Cllr P Connor	Salford CC	PC
		Cllr R Wilson	Salford CC	RW
		Cllr H Mundry	Warrington BC	HM
		Cllr B Sharp	Trafford MBC	BS
	Officers	John Robinson	Chief Port Health Officer	JR
		Andrea Smith	DCPHO	AJS
		Yvonne Graham	Office Manager	YG
	Accountant	Tony Thompstone	Salford CC	TT
		John Tully	Halton Borough Council Solicitor	JT
Minutes taken by:		YG		

16 32 Apologies

	Chairman	Cllr A Brocklehurst	Salford CC	AB
		Cllr K Morley	Halton Borough Council	KM
		Cllr C Weir	Salford CC	CW
		Cllr H Barrett	Manchester CC	HB
		Cllr P Sadler	Manchester CC	PS
		Cllr S Ali	Manchester CC	SA
		Cllr S Lanchbury	Manchester CC	SL
		Cllr R Abbey	Wirral BC	RA

16 33 Presentation by Warren Marshall – Peel Ports

TS gave the Chairman's apologies for his absence and invited the table to introduce themselves to both Warren Marshall and Kate Kingston of Peel Ports. Mr Marshall gave a presentation on the 'Port of Liverpool and Manchester Ship Canal Update'. This was very well received and has been distributed to all members by email.

All thanked Mr Marshall for a very informative presentation, Mr Marshall invited all along to L2 in the future.

16 34 Minutes and matters arising from the Ordinary Board Meeting of 5 September 2016

TS asked if there were any questions from the minutes of the last meeting 5 September 2016, no matters were raised and all agreed they were a correct record.

Minutes accepted.

16 35	Precept Report 2017-2018
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Following the BPSG meeting of the 17 November 2016, the elected members taking part asked for a 'Precept Setting Report' with a number of considerations to assist elected members decide on level of precept. This was presented at (16 35)(01).

The BPSG had deliberated for a considerable time over the level of precept. Therefore they recommended a modest 0.5% increase in precept for the coming financial year, 2017-2018.

(BPSG16 13)TS explained how he chose his Business Planning Sub Group members without prejudice. Open to all members from either large or small authorities, no matter which party they represent.

HM agreed the report plans out the need to future proof MPHA for the up and coming years ahead. It is important for the roles and responsibilities of the officers.

TS agreed with HM's opening remarks, the reserves and planning of the BIP and the ability of local authorities to pay, this was all taken into account, along with all the training that will be required. Members agreed to the proposal of Steve Seddon to continue with MPHA on a 3 day basis.

TS discussed the impact on a 0.5% increase on the reserves, the precept had been at a standstill for a few years. The need for more modern training to be ready for the BIP.

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.

JR explained MPHA had looked at strategy and training and must be ready to operate.

AJS pointed out it is a legal requirement by the FSA (Food Standards Agency) for Officers to be covered by their 'Authorisation Policy'. Officers must train in 10 hours of CPD on food a year, there is some free training available and this will be taken up where possible, however, it is difficult to estimate total costs of training. Information is gathered daily from stowage reports on vessels and the numbers of containers, imported food will be a self-funded service set out by law.

TS referred to the precept report and thought this was a way forward in the future. All 'the information' needed to look at a financial strategy for MPHA was contained in the report and thanked the officers for the depth of information supplied.

HM showed concerns of the extra work load, must look after the officers, offer overtime if required and offer of extra staff in the future. Must get into the mind-set now ready for the future. Agreed with Steve Seddon proposal, of full time employment for an initial three days a week, with the possibility will require him for 5 days in the future.

BS agreed he would like to second this proposal and that next year the precept may require a further increase. Prices are increasing across the board and a lot of thought went into this proposal. The public is now conditioned to expect a modest increase and support the provision for trained staff.

RW also supports the decision, must remember that there are mandatory functions that must be carried out. Unanimous show of hands in agreement to rise the precept.

TS with reference to this report we must provide labour locally in 2017, not on the national stage.

PC/DH also gave his support.

16 36	Budget Monitoring as at 31 October 2016
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The Budget Monitoring report as at 31 October 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 October would be £329k. Reserves at the year-end forecast to be around £210k.

An email was distributed to members on the morning of the meeting, pointing out the summary had the incorrect figures, this has now been corrected.

TS asked if there were any questions regarding the budget monitoring, no questions were asked.

All agreed.

16 37	Business Planning Sub Group Meeting of 17 November 2016
<p>TS drew member's attention to the minutes of the BPSG meeting of the 17 November 2016, and the recommendations contained within these minutes. Below is a precise of recommendations.</p> <p>(BPSG16 13) Precept setting had already been dealt with agreement on 0.5% increase in precept. Appointment of Steve Seddon, three days per week from January, with potential to increase to five days if work load requires it.</p> <p>(BPSG16 14) Financial risk Assessment (FRA) members noted need to consider FRA every six months and the need to make adjustments in the FRA in 2017.</p> <p>(BPSG16 15) Service Delivery Plan – SDP recommended to and members with precept setting.</p> <p>(BPSG16 16) APHA Update: Noted costs incurred over budget, with four months remaining in financial year. No point in attending meetings if not going to be quorate.</p> <p>TS used to be the Chair of O&S and would cancel meetings if known, meeting not quorate. Recommended that MPHA reintroduce rule of travel to London and return in same day. Recommendation permission needs to be sourced and approved by Chairman/Vice Chairman before agreement to attend these activities. The need for a written external meeting report for anyone attending meetings on behalf of MPHA prior to booking travel for further meetings. This report will also be included in the Agenda for the following meeting.</p> <p>HM, confirmed membership of APHA should be an agenda item for March 2017 meeting. Officers had wanted to be released from obligation to continue to undertake administration/financial functions for APHA. Officers in conjunction with AB as Chairman had written to APHA to confirm support would cease on the 31 December 2016. This included managing accounts by Salford City Council.</p> <p>(BPSG16 17) AOB</p> <p>All items BPSG14-16 were agreed with all recommendations approved.</p> <p>(BPSG16 17)(i) Costs of room hire at £47 per meeting, BPSG recommend looking at alternative rooms. Rec Fire Authority. HM examine other places but may decide to still attend Town Hall. YG pointed out KM had been informed of these charges.</p> <p>TS asked for feedback for next meeting.</p> <p>(ii) Building maintenance, 2 quotes were presented to the members for consideration. Dutton House is in need of some work. Gutter damage, Roofing, Cracks in the outside window sills and evidence of damp in the loft.</p> <p>Members were willing to accept 2 quotes.</p> <p>RW proposed to go with the best quote. HM seconded. Not always best to go with the cheapest. JT said not subject to procurement rules due to low priced quotes.</p> <p>HM suggested use judgement to get best value and get all works done which are required.</p> <p>JR pointed out the budget for buildings maintenance had been increased to £5k, in light of the work required and the perimeter fence and gates requiring painting in the next 12 months.</p> <p>(iii)HR – SLA, JR is currently looking for a new HR provider following Halton no longer representing MPHA. CW&C have suggested coming up with a quote and will be invited to Dutton House to discuss.</p> <p>RW asked if all Authorities were offered to quote. JR agreed it was in 2015 and CW&C were very keen. TS pointed out it was important to have HR aware of Local Authority rules.</p>	
16 38	Chief Port Health Officers Report from August - October
<p>AJS introduced the CPHO's report for the months from August, September and October, 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 £1885. Officers also undertook 104 fresh water samples and of those, 76 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate. No animals were found on board.</p> <p>TS asked if members accepted report as true record. All agreed.</p>	
16 39	AOB
<p>TS thanked everyone for a positive meeting and wished everyone a very Merry Christmas.</p> <p>TS closed the meeting at 12:15</p>	

16 40	Date and Time of Next Meeting
	<p>Monday 6 March 2017 – Salford Town Hall</p> <p><u>Ordinary Meetings for 2017</u> Monday, 5 June 2017 – AGM, Runcorn Town Hall Monday, 4 September 2017 – Salford Town Hall Monday, 27 November 2017 – Runcorn Town Hall (TBC)</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>