

ORDINARY MEETING

of

Manchester Port Health Authority

Monday, 26 January 2015

Venue: Runcorn Town Hall, **Committee Room 1**

Heath Road, Runcorn, WA7 5TN

Commences: 10:30am

AGENDA

- 15 01 Members Present**
- 15 02 Apologies for Absence**
- 15 03 Minutes of the Ordinary Board Meeting of 24 November 2014 and matters arising**
- 15 04 Budget Monitoring Report as at 31 December 2014**
- 15 05 Chief Officers Report for November and December 2014**
- (1) Total Vessels Inspected*
(2) Vessel Inspection Details
(3) Ship Sanitation Certificates Issued
(4) Water Sample Results
(5) Animals on Board Vessels
(6) Meetings attended by officers
- 15 06 Introduction of new Relief Officer – Steve Seddon**
- 15 07 Date and Time of next meeting**

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 03
Person Responsible:	John Robinson
Title:	Minutes for the Ordinary Board Meeting of 24 November 2014
Reference Documents:	15 03 (01)

Summary:

The minutes of the Ordinary Board Meeting of the Manchester Port Health Authority held on 24 November 2014 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:
	26/01/15	JR

15 03 (01) Minutes for the Ordinary Board Meeting of: 24 November 2014

MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Ordinary Meeting of the Manchester Port Health Authority
Held on Monday, 24 November 2014

Reference 2014/06M

14 38	Members Present			
Date:	Monday, 24 November 2014			
Venue:	Runcorn Town Hall, Committee Room 1			
Present:	Chairman	Cllr H Barrett	Manchester CC	HB
	Vice Chairman	Cllr K Morley	Halton Borough Council	KM
		Cllr T Sherlock	Cheshire West and Chester Council	TS
		Cllr A Brocklehurst	Salford CC	AB
		Cllr L Dirir	Warrington BC	LD
		Cllr E Burgoyne	Salford CC	EB
		Cllr P Connor	Salford CC	PC
		Cllr S Lanchbury	Manchester CC	SL
		Cllr R Wilson	Salford CC	R W
	Officers	John Robinson	Chief Port Health Officer	JR
		Yvonne Graham	Office Manager	YG
		Tony Thompstone	Accountant	TT
Minutes taken by:	YG			
14 39	Apologies			
		Cllr B Sharp	Trafford MBC	BS
		Cllr N Ali	Manchester CC	NA
		Cllr J Salter	Wirral MBC	JS
		Cllr D Royle	Manchester CC	DR
		Cllr Lynda Jones	Cheshire West and Chester Council	LJ
14 40	Minutes and matters arising from the Ordinary Board Meeting of 29 September 2014			
<p>The Chairman presented the minutes from the 29 September 2014 meeting of the Authority. There were no matters arising and the minutes were accepted. Proposed Keith Morley, Seconded Tony Sherlock.</p>				
14 41	Budget Monitoring Report as at 31 October 2014			
<p>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 £371k. Reserves at the year-end forecast to be around £263k. HB asked TT to provide him with the figures for the year spent on the casual relief officer. HB asked if there were any further questions. Report accepted.</p>				

KM, Chairman of the BPSG wished to thank John Salter for attending the meeting when he had some personal matters going on. KM informed members that old MPHA computer equipment had now been destroyed by Halton Council.

(BPSG14 13) *Precepts 2015-2016*: KM asked members if they accepted the recommendation of a reduction of 5% on next year's precept.

SL asked why and whom decided on the reduction? KM. The full BPSG committee.

KM reminded members that the role of the BPSG was to provide recommendations for the main board to take decisions. By giving two options it was hoped to reach a decision on the precept for 2015 at this meeting. KM also, explained during the BPSG meeting they were tasked by other authorities to make a reduction. LD said its two fold to show local authority's ways of being more efficient and also showing ways of helping MPHA grow and how this is encouraging.

TS said at the last meeting he had explained that Cheshire West and Chester were tasked with making savings and are being pressured to ensure they are receiving value for money on outside bodies they are serving on. TS said they had scrutinized the budgets, the precept was not yet public knowledge but showed how Port Health gave a good job at delivering Public Health on vessels. TS also pointed out that at the last meeting Salford did not want an increase. PC agreed.

RW confirmed that Salford had restrictions on their expenses and like other authorities were making cuts.

JR pointed out that during the BPSG meeting they were very mindful of other authority's needs and PC would like to see the reserves reinstated at some point in the future and asked if this reduction in precept was agreed. Members accepted. Proposed Keith Morley. Seconded Tony Sherlock.

(BPSG14 14) *External Audit*: No questions were raised. Members accepted the External Audit report.

(BPSG14 15) *Financial Risk Assessment*: JR explained the MPHA financial risk assessment requires assessing twice in the year, evidence was returned twice to the external auditor for their acceptance. No other issues were raised therefore members accepted.

(BPSG14 16) *SLA Agreements*: JR, discussions were made during the BPSG meeting regarding the charges by Salford Council for certain aspects of the SLA, YG had suggested due to less than 100 per annum raised, the raising of invoices, debt collection, and payment of purchase invoices could be brought back in house at MPHA, to save costs. RW asked if this would require extra hours. JR explained YG already mirrors Salford's accounts. YG explained duplication would be reduced therefore no extra hours should be necessary, payments and invoicing would be sent direct from MPHA. JR said costs are currently expensive.

TS expressed we have a responsibility to challenge, 'the double the charges' raised by Salford in 2013-2014 and how important it is to be showing the public we receive value for money and have examined every option. HB felt the costs and accounting by Salford was good value and why change. TS said he didn't understand the Chairman's view and was he suggesting 'we shouldn't examine'. HB was not saying this and said options into the tax allowance on cars/rental cars would also be looked into.

SL asked how much would 'in-house' book keeping save. TT to look at the figures. JR agreed figures are to be split when the next review of SLA agreements are tendered.

- i) including raising of invoices/payments/payroll/pensions, as now and
- ii) Without the raising of invoices and payments.

SL asked if changes had already taken place as the minutes were slightly misleading. JR apologised and said this was not the intention.

KM/HB said they were unaware mileage allowance had increased and should have been informed. (Therefore minutes from 25 July 2011 were issued on 25 November 2014 to Members showing the Officers allowance mileage increase was raised from 40p per mile to 45p per mile).

PC asked all SLA agreements are reviewed, giving all authorities chance to tender by July 2015. This was agreed and all Riparian's would be offered the opportunity to tender for the SLA's.

(BPSG14 17) *Bank Accounts*: SL asked if there was any progress at looking for a new bank, JR

replied that due to workloads at MPHA this was still work in progress. Currently trying to find a bank that has a Business Manager in branch and local to Runcorn. HB said he thinks it is now standard that no banks have in-house business managers. Agreed JR report findings to Chairman for decision on banking for the future.

(BPSG14 18) *Work load at MPHA*: JR explained MPHA have taken on the role of APHA administration, this was agreed on a temporary 6 monthly basis. JR said the Chairman of APHA had agreed to a mature student taking on a one day a week role to help with the work load. HB asked who this person was and would MPHA be charging for using the desk and equipment. JR said there were no plans to charge.

AOB: PC spoke of the Atlantic Gateway, impact of Port Salford, closer working links with Mersey Port Health and the new proposed devolved administration for the North West, announced by the government. Port Health must be ready for the challenges ahead and called for a report on this by the Chief Officer.

HB Asked JR to write a report on the subjects raised by Councillor Connor for January meeting. HB announced he, KM and JR had been invited to visit Mersey Port Health to discuss closer working arrangements for the future. The outcome will be conveyed to the elected members.

HB asked if the minutes of the BPSG were accepted, all members agreed.

14 44	Ebola Preparedness and MPHA
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KM mentioned at the last meeting of the APHA Overview and Scrutiny Committee that the question of the Press Release about Port Health and readiness for Ebola was raised.

KM, asked LD if the press release had been submitted that she had kindly offered to write. LD explained some figures were still in red and waiting for the experts to complete. Val Cameron was happy to be the main contact. LD said once changes had been completed the press release would be issued by the end of the week.

(01)JR gave a briefing on MPHA's heavy involvement on Ebola and how they are trying to stop sensationalism, procedures have been in place since 2005. JR explained how the Maritime Declaration of Health worked. Officers always look at composition of crew, where vessel travelled from and where crew arrived from and travelled through prior to boarding.

In the service delivery plan given out at the AGM in June, this had a detailed risk assessment. JR mentioned all Officers had been involved in desk top exercises and took part in all the North West Resilience Forums. JR explained it was highly unlikely Ebola would arrive in our ports. AB said it was a good report that gave reassurance. AB also mentioned an Ebola taster session in Manchester and asked if MPHA officers had been involved. JR said they had not been invited. HB said the airports were more important, and JR said Manchester airport was involved not MPHA. LD said this was the issue brought up at the APHA conference, the government concentrate on the airports rather than ports.

(02)*Port Medical Officer Authorisation*, JR Head of Mersey and Cheshire Public Health England have asked for the appointment of the Port Medical Officers for the Manchester Ship Canal, all of which require authorisation. There is no cost for this service. Members agreed to the authorisation.

Dr Sam Ghebrehewet, Deputy Director for Health Protection
Dr Alex Stewart, CCDC/Consultant in Health Protection
Dr Joanna Cartwright, CCDC/Consultant in Health Protection
Dr Richard Jarvis, CCDC/Consultant in Health Protection
Dr Evdokia Dardamissis, CCDC/Consultant in Health Protection
Dr Anjila Shah, CCDC/Consultant in Health Protection

(03) *APHA guidance for sea ports*, guidance notes were included for member's interest.

14 45	Chief Officers Report for September and October 2014
	<p>JR introduced the CPHO's report for the months from September and October, 76 vessels were inspected, a number of vessels were found to be of an unsatisfactory standard or requiring advice, 9 ships requested ship sanitation exemption certificates, they were certified within the two month period and the income generated by the Officers was £1,350. Officers also undertook 30 fresh water samples and of those, 16 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate. No animals were found on board.</p> <p>The report for meetings attended by Officers for this period was presented.</p> <p>HB asked if members accepted report as true record.</p> <p>All agreed.</p>
14 46	AOB
	<p>HB asked if there were any questions or comments from the members.</p> <p>None were received.</p> <p>HB Pointed out the date for the next meeting and wished everyone a merry Christmas and Happy New Year. Meeting ended 11:35</p>
	Date and Time of Next Meeting
	<p>Monday, 26 January 2015, Venue: Runcorn Town Hall, Committee Room 1</p> <p>Commences at: 10:30 am</p>

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 04 (01)
Person Responsible:	Tony Thompstone
Title:	Budget Monitoring Report as at: 31 December 2014
Reference Documents:	15 04 (01)

Summary:

The Budget Monitoring report as at 31 December 2014 is enclosed for members consideration:

If any elected member has any questions, the accountant Mr Tony Thompstone will provide clarity.

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

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	26/01/15	TT

15 04 (01) Budget Monitoring Report as at 31 December 2014

GL code/ Expenditure	Budget	Spend & income				Total
	for Year 14/15	Oct	Apr to Oct	Nov	Dec	
4200 MPHA Basic Pay	139,000	11,556	85,670	13,557	11,833	111,060
4201 MPHA Allowances	14,000	1,034	7,206	1,101	1,126	9,433
4203 MPHA Overtime	0	0	-95	0	0	-95
4204 MPHA National Ins	14,000	1,132	8,623	1,363	1,219	11,205
4205 MPHA Employer						
Pension	20,000	1,824	13,523	1,825	1,925	17,273
4936 Other Employee Exps	1,000	218	667	214	39	921
5000 Retired Officer Pens	8,000	0	0	0	8,249	8,249
5010 Accounts Finance SLA	12,000	0	0	0	0	0
5011 Human Resources						
SLA	3,500	0	3,188	0	0	3,188
5012 Internal Audit SLA	1,000	0	1,050	0	0	1,050
5013 Legal SLA	3,000	0	0	0	0	0
5014 External Audit Fees	1,300	0	0	600	0	600
5015 IT SLA	3,500	210	2,109	968	296	3,373
5020 APHA Meetings	1,000	0	712	0	0	712
5021 APHA Conference	9,000	2,374	6,456	3,188	-53	9,592
5023 AGM & Business Meet	600	0	300	22	0	321
5030 Member Training	1,000	0	849	0	0	849
5031 Officer Training	2,000	0	354	0	610	964
5040 Energy	0	0	0	0	0	0
5041 Energy	3,000	202	1,777	439	272	2,488
5042 Waste	800	0	735	0	0	735
5044 Grounds Maintenance	100	0	0	682	2,000	2,682
5045 Water	600	60	327	0	146	473
5050 Insurance	3,300	0	2,994	0	0	2,994
5060 Office Stationery	1,000	0	63	31	0	94
5070 Mobile Phones	1,400	71	505	70	69	644
5072 Postage	100	22	57	0	0	57
5073 Phone lines and						
internet	3,000	69	944	318	69	1,331
5080 Safety Equipment	600	0	249	0	22	271
5100 Office Equipment	8,000	369	1,559	0	0	1,559
5110 Sampling	0	0	131	0	0	131
5120 Building Maintenance	500	62	285	6	37	328
5130 Public Works Loan	3,630	0	24	0	0	24
5140 Transfer to/(from)						
Reserves	5,067	0	0	0	0	0
5150 Advertising	500	0	500	0	0	500
5160 Petty Cash Sundries	320	-137	86	215	-8	292
5170 Legislation literature	1,500	0	1,000	0	0	1,000
5572 Car User - Mileage	8,200	531	3,590	498	434	4,522
5574 Car User - Essential	3,200	264	1,839	258	264	2,362
5795 Subsistence		0	0	0	0	0
Total Expenditure	278,717	19,862	147,277	25,355	28,550	201,182
GL code/ Income						
7501 Ship sanitation	10,500	170	4,790	960	395	6,145
7502 Interest received	5,000	733	3,615	1,172	661	5,448

7503 LAPPC Permit						
Charges	5,000	0	3,879	0	0	3,879
7504 Rent	6,500	0	4,875	0	1,625	6,500
7505 Services	1,800	0	1,494	0	502	1,996
7506 Sampling	4,000	271	1,599	50	20	1,669
7507 Precept	245,917	0	245,917	0	0	245,917
Total Income	278,717	1,174	266,169	2,182	3,203	271,555

Balance sheet

Cash in Bank 31/12/2014 356,272

in the following accounts:

Business direct reserve
account 218,273
Business reserve account 8,000
Current account 10,000
Fixed rate deposit monthly 120,000

Outstanding Debtors at the end of December

Sampling 734
APHA recharge 372
Ship sanitation 3,158
Rent 1,843
Services 502
Current Debtors 6,609

Outstanding Creditors at the end of December

June invoices 1,746
August invoices 3,554
September invoices 1,667
October invoices 1,925
November invoices 4,701
December payroll 16,841
December invoices 10,364
Current Creditors 40,799

Commentary

After settling outstanding invoices the bank account at the end of December would have a balance of £322,082

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

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 05
Person Responsible:	John Robinson
Title:	Chief Port Health Officers Report for Months: November & December 2014
Reference Documents:	15/05(01), 15/05(02), 15/05(03), 15/05(04), 15/05(05), 15/05(06)

Summary:

In the months of November & December, 53 vessels were inspected, they can be seen in 15/05(01).

A number of vessels were found to be of an unsatisfactory standard or requiring advice, appropriate information and guidance was given, inspection details can be found in 15/05(02).

We inspected 7 ships that requested ship sanitation exemption certificates, these were certified within the two month period, see 15/05(03). This created revenue of £1,185.00

We also undertook 18 fresh water samples and of those, 8 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate, see 15/05(04).

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

See item 15/05(06) – Report for meetings attended by officers in November & December 2014

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 £1506.06

Recommendations:

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

Comments:

Actions:	Date:	Person Responsible:
	26.01.15	JR

15/05(01) TOTAL VESSEL INSPECTED November & December 2014

DATE	IMO	SHIP NAME	PHO	RESULT	PORT INSPECTED	REVISIT
04/11/14	9115937	UPHULSEN	AJS	OK	RUN	
05/11/14	9699256	GREMIO	LC	V GOOD	IOB	
05/11/14	8920531	STOLT DIPPER	LC	V GOOD	ICB	
10/11/14	9213595	LUNHAU	AJS	GOOD	IPW	
12/11/14	9638795	ARKLOW BEACON	AJS	EXCELLENT	EPT	
12/11/14	8920543	STOLT PETREL	AJS	GOOD	ICB	
13/11/14	9256420	PANDION	AJS	EXCELLENT	QEII	
13/11/14	9009530	STOLT PUFFIN	AJS	GOOD	IOB	
18/11/14	9228588	DAGMAR THERESA	LC	IMPROVED	ICB	Y
19/11/14	9311634	GLEN	LC	V GOOD	SOD 3	
19/11/14	8505915	SCANLARK	LC	GOOD	EPT	
20/11/14	9195692	CROWNBREEZE	JR	OK	RUN	Y
24/11/14	9416795	AUTUMN	SW	GOOD	SOD 3	
24/11/14	9136113	STELLA WEGA	SW	GOOD	QE2	
25/11/14	9195652	CROWN BREEZE	SW	GOOD	RUN	
25/11/14	9514937	WAALDIJK	SW	GOOD	RUN	
26/11/14	8500898	AASVIK	SW	GOOD	MAN	
26/11/14	9365269	WAPPEN VON FLENSBURG	SW	V GOOD	QE2	
27/11/14	9350939	ANDREA	SW	V GOOD	RUN	
28/11/14	9261102	STEN IDUN	LC	V GOOD	QEII	
28/11/14	9425356	TERNVIND	SW	GOOD	QE2	
01/12/14	9126273	PRINCESS NAOMI	SW	EXCELLENT	QE2	
01/12/14	9229063	THUN GALAXY	SW	GOOD	SOD1	
02/12/14	9016882	STOLT PELICAN	SW	V GOOD	ICB	
03/12/14	9198604	JOCHING	SW	EXCELLENT	RUN	
04/12/14	9261566	CESKA	LC	V GOOD	IOB	
04/12/14	9523548	HARBOUR MURAN	LC	V GOOD	QEII	
04/12/14	9503926	SHANNON STAR	LC	V GOOD	SLB	
04/12/14	9361471	SICHEM ONOMICHI	LC	V GOOD	SOD 1	
08/12/14	7726861	BEN MAYE	LC	V GOOD	RSW	
08/12/14	8008163	GREEN CHIEF	LC	GOOD	EPT	
08/12/14	9566758	STOLT SANDPIPER	LC	V GOOD	RLB	
09/12/14	9106924	WILSON BORG	LC	V GOOD	RUN	
10/12/14	9480368	AMUR STAR	AJS	GOOD	QEII	
10/12/14	9014676	WITTENBERGEN	AJS	GOOD	EPT	
15/12/14	9322138	MOJITO	AJS	GOOD	SOD	Y
16/12/14	9594286	VECTIS EAGLE	LC	V GOOD	EPT	
16/12/14	9229178	VERITY	LC	V GOOD	RUN	
17/12/14	9268186	ATLANTIC	LC	V GOOD	SLB	
19/12/14	9204049	FRANK	LC	GOOD	SOD	
19/12/14	9073892	HAV MARLIN	LC	GOOD	RUN	
19/12/14	9195834	MARIO	AJS	GOOD	RSW	
22/12/14	9527673	ARKLOW FIELD	LC	V GOOD	EPT	
22/12/14	9008471	DELTAGAS	AJS	GOOD	PSS	
22/12/14	9523930	KRISTIN C	AJS	GOOD	RUN	

22/12/14	9424053	LEVANA	AJS	GOOD	SOD	
22/12/14	9443841	TIGRIS	LC	POOR	QEII	Y
23/12/14	9480368	AMUR STAR	LC	GOOD	SOD	
23/12/14	8008450	CSL RHINE	LC	GOOD	MAN	Y
23/12/14	9443841	TIGRIS	LC	IMPROVED	QEII	Y
23/12/14	9158109	WILSON CORINTH	LC	POOR	RUN	Y
29/12/14	8822612	CEMI	LC	GOOD	RUN	
29/12/14	9514913	IJSSELDIJK	AJS	GOOD	RUN	

15/05(02) VESSEL INSPECTION – UNSATISFACTORY STANDARDS November & December

DATE	SHIP NAME	PHO	RESULT	REVISIT	DETAILS
23/12/14	TIGRIS	LC	IMPROVED	Y	CROSS CONTAMINATION ISSUES ADDRESSED/INFORMATION & TRAINING MATERIALS GIVEN/ DISINFECTANT & FOOD SAFE SANITIZER SUPPLIED WHILST ON BOARD
23/12/14	WILSON CORINTH	LC	POOR	Y	EVIDENCE OF INADEQUATE CLEANING & SANITIZING OF UTENSILS/FOOD PREPARATION SURFACES & CHOPPING BOARDS & GALLEY SINK WERE DIRTY

15/05(03) SHIP SANITATION CERTIFICATES ISSUED November & December

DATE	SHIP NAME	PHO	CHARGED
19/11/2014	GLEN	LC	170.00
13/11/2014	STOLT PUFFIN	AJS	170.00
28/11/2014	STEN IDUN	LC	225.00
02/12/2014	STOLT PELICAN	SW	170.00
17/12/2014	ATLANTIC	LC	170.00
23/12/2014	TIGRIS	LC	170.00
29/12/2014	CEMI	LC	110.00
			1,185.00

7 Ship Sanitation Certificates issued

Total Value £1,185.00

15/05(04) WATER SAMPLE RESULTS November & December

DATE	NO of SAMPLES	SHIP NAME	PHO	CHARGED	SAT	UNSAT
05/11/2014	2	Gremio	LC	10.00		N
05/11/2014	2	Stolt Dipper	LC	10.00	Y	
19/11/2014	2	Glen	LC	10.00	Y	
04/12/2014	2	Ceska	LC	10.00		N
10/12/2014	2	Amur Star	AJS	10.00		N
17/12/2014	2	Atlantic	LC	10.00	Y	
19/12/2014	2	Frank	LC	76.96	Y	
22/12/2014	2	Tigris	LC	10.00		N
23/12/2014	2	Amur Star	LC	76.96	Y	
	18			223.92		

18 Water Samples Taken

10 Passed

8 Failed

Total Water Samples invoiced in November & December= £223.92

15/05(05) ANIMALS ON BOARD VESSELS November & December

No animals were found on board

15/05(06) MEETINGS ATTENDED BY OFFICERS November & December

DATE	MEETING	LOCATION	PHO
03/11/14	Cheshire Resilience Forum – Table Top Exercise. AJS, JR and LC attended. Several scenarios relating to cases or suspected cases of EVD in Cheshire area. Main messages were: to impress how difficult the virus is to spread; the importance of controlling public perception and allaying panic, and; ensuring all services react as per their specific brief, in their usual manner. MPHA answered questions re a ship from an affected country docking in Runcorn and crew leaving the vessel and mixing with the local community. All concerns were diminished by our involvement.	Daresbury	JR/AJS /LC
04/11/14 10/12/14	HL8 Transport (Water) planning group meeting. Assisted in the planning of two table top exercises – incidents on passenger vessels on the Manchester Ship Canal (Fire on board the Mersey Ferry bound for Eastham near Chester Road swing bridge) and engine failure aboard one of the passenger boats on the River Dee. Next planning meeting early December and Exercise planned for 14/01/2015	Chester	LC
12/11/14	Biennial Vector Borne Diseases Conference at the Foresight Centre, University of Liverpool. Invited via the NWZG. Over 40 presentations, given by leading UK and international researchers covered a wide range of indigenous and exotic vectors with the capability of carrying and passing on both human and zoonotic diseases. For further details please see the attached programme and abstracts.	Liverpool	LC
25/11/14	NWZG at Liverpool University <ul style="list-style-type: none"> • Discussion re future of group- allayed fears of possible collapse due to Caroline Harcourt's redundancy. Admin for group will be split and shared. • PHE – Structure of Lab services in NW to be restructured and downsized yet again – expect changes to service. • LAs - Rabies Exercise – Jeanette (Halton) and Diane Foreman (St Helens) to take this forward. Identified a need for front-line services training – imported dogs/puppies (legal and illegal) • MPHA – 1, Arrangements between DEFRA and MPHA re International Catering Waste. 2, Ebola – feedback re activities re. Ports. 3, RDF, Port Warrington – update re EA/Peelports • FSA – Avian Influenza update, Campylobacter/chicken (farm to fork initiative), Food Crime Unit - Multiagency approach. • National Zoonosis Research Centre at Leahurst now defunct – PHRU to continue research work. Necessary for NWZG to continue as best in UK! • Conference 2015 – 09/07/15, Shevington Lecture Theatre, University of Liverpool, Topic: World Food Supply, antimicrobial resistance, Hepatitis E, imported food and 	Liverpool	LC

	food animals, animal health. MPHA to raise at APHA Tech Committee meeting 11/12/14 re speaker from Port Health Authority		
27/11/14	<p>Working Effectively with Elected members-</p> <p>The objectives of the course were to: appreciate the local politics of the Council; understand the political process and the context in which this places my job; interpret the political perspectives into everyday work activities; recognise the necessity of appropriate responses to politically sensitive decisions; work sensitively with colleagues and elected members and adapt style and content of communications appropriately and to approach scrutiny with political sensitivity.</p> <p>The course introduced the topics covered in such a way as to describe the political process and illustrate, through a number of different scenarios, how to deal effectively and appropriately with potentially difficult situations. The course attendees then had the opportunity to interview the Council Leader and pose a number of questions relating role from both personal and political perspectives.</p>	Widnes	LC
11/12/14	<p>APHA EH&H meeting - A total of 14 people attended. The agenda covered a number of different items including a presentation by Tim Ridley-Thompson, Dave Scott and Neil Hembury of Arrow Solutions on the Biocides Products Regulations, Ebola – update of guidance to Port Health, Review of Food Law CoP – the next stage, Update of DSHAR, The Food Information Regulations 2013, Feedback from the Liverpool ‘Vector Borne Diseases in the UK’ Biennial Conference and in AOB discussed a question regarding the minimum requirements/qualifications for PHOs to carry out SSC inspections and issue Certificates</p>	CIEH	LC
18/12/14	<p>Infectious Disease Emergency Plan Teleconference with Greater Manchester Public Health England Centre and Manchester Port Health Authority to discuss Public Health/Port Medical Officer issues for the Greater Manchester stretch of the Manchester Ship Canal. The discussion included:</p> <p>Background: GMPHEC perspective (including PMO provision at Manchester Airport);</p> <ul style="list-style-type: none"> • Role of PMO for waterway, in particular, what is it that that only the PMO can do? • What are the ports on the GM stretch of the MSC and what sort of shipping traffic do they serve? • Historical patterns of MPHA input into GM stretch of MSC and future projected need (including projected trends for future shipping traffic) including for PMO issues • Gaps in GM regarding public health/PMO provision for the GM stretch of the MSC and the next steps to be taken. 	MPHA Tele-Conference	JR/AJS /LC

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 06
Person Responsible:	John Robinson
Title:	Introduction of Steve Seddon as Relief Officer
Reference Documents:	15 06(01)

The need to employ and engage with relief officers for MPHA is very crucial to the planning and operation of the activities associated with Port Health.

We normally try to have two relief officers available to the Authority to allow the ultimate flexibility in working. Officers employed, only receive re-numeration when called upon to work. For Health and Safety reasons, it is not advisable for the Port Health Authority to operate without two field officers working and one person manning the office.

In the autumn of 2014, we received notification that Mr Ken Smith our second relief officer was unable to fulfil his duties and the necessity to recruit a second relief officer was necessary.

To find someone qualified, with experience, who knows the geography of the Manchester Ship Canal is often difficult to achieve. Fortunately for MPHA, Mr Steve Seddon, who lives in Widnes (details attached), was available from December 2014. After a suitable interview, I am pleased to announce Mr Seddon join the establishment of MPHA from 1 January 2015. He has worked a week for the Authority already, week commencing the 12 January 2015. During this induction week, he demonstrated his knowledge by detecting a bogus ship sanitation certificate and issued three certificates in one week.

The appointment was conducted in accordance with the powers contained in Appendix 11, under the scheme of delegation, whereby the Chief Port Health Officer, or the Deputy Port Health Officer, of the joint board shall be authorised to take all and any actions in relation to any of the functions, rights and liabilities assigned to the Joint Board under or in relation to any enactment.

Out of courtesy to the membership of MPHA, I am informing the elected members of this appointment.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	26/01/15	JR

15 06 (01) Introduction of Steve Seddon as Relief Officer

New relief officer - Steve Seddons experience is below:-

Mersey Port Health Authority October 1996 – November 2014

Port Health Technical Officer

DOB: 08/02/1957 – 58 next month.

Undertaking ship sanitation inspections.

Awareness and working knowledge of International Health Regulations.

Pest control on ships and in quayside premises.

The collection of potable water samples from ships and quayside standpipes for microbiological testing.

The collection of water samples from ships for legionella testing.

I have produced procedures and guidance for MPHA staff in relation to water sampling.

Updating the ships arrivals database in relation to documents provided by ships agents, these include crew lists, maritime declarations of health, ports of call lists and waste declarations.

Liaising with Peel Ports and ships agents in relation to international catering waste.

Awareness of Port Health computer systems including Destin8 and Phyllis.

Assisting at the Border Inspection Post (BIP) checking container seals and conducting physical inspections of imported food.

Collecting cockle samples for microbiological testing from shellfish beds.

Patrol/ Monitoring with NW-IFCA Officers of shellfish beds.

Lead officer for pest control survey, quayside standpipe survey and mosquito survey.

Worked on own initiative, as part of a team and with partners.

Training and Education

University Diploma in Food Safety and Food Legislation – University of Birmingham (2011)

The Royal Society of Health Certificate in Pest Control – Salford University (1997)

British Pest Control Diploma Part 1 - Salford University (1997)

HNC in Public Administration – Liverpool Polytechnic (1988)

Driving Licence

Full Clean UK

A variety of positions prior to progressing to Port Health Technical Officer include;

Business Support Officer: Mersey Port Health Authority 1987 – 1996.

Clerical Officer: Liverpool City Council 1983 – 1987.

MANCHESTER PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 07
Person Responsible:	John Robinson
Title:	Date, Time and Venue for next meeting
Reference Documents:	

Day/Date: Monday, 30 March 2015

Venue: Committee Room 1, Runcorn Town Hall, Heath Road, Runcorn, WA7 5TD

Commences: 10:30 am

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	26/01/15	JR