

MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Ordinary Meeting of the Manchester Port Health Authority

Held on Monday, 26 January 2015

Reference 2015/01M

15 01 Members Present

Date: Monday, 26 January 2015

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 E Burgoyne	Salford CC	EB
		Cllr S Lanchbury	Manchester CC	SL
		Cllr J Salter	Wirral MBC	JS
		Cllr N Ali	Manchester CC	NA
		Cllr R Wilson	Salford CC	RW
	Officers	John Robinson	Chief Port Health Officer	JR
		Andrea Smith	Deputy Chief Port Health Officer	AJS
		Yvonne Graham	Office Manager	YG
		Tony Thompstone	Accountant	TT

Minutes taken by: YG

15 02 Apologies

		Cllr L Dirir	Warrington BC	LD
		Cllr P Connor	Salford CC	PC
		Cllr B Sharp	Trafford MBC	BS
		Cllr D Royle	Manchester CC	DR
		Cllr Lynda Jones	Cheshire West and Chester Council	LJ

15 03 Minutes and matters arising from the Ordinary Board Meeting of 24 November 2014

The Chairman presented the minutes from the 24 November 2014 meeting of the Authority.
 (14 43) 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. Completed, JR handed out a letter in response to the previous request from Cllr Connor. AJS gave an overview of how MPHA & Mersey PHA could work smarter to reduce duplication and streamline activities working relationship, currently working together Port Health Plan (Emergency plan for Medical Emergencies). Possible future of sharing representatives going to meetings then issuing report to both Authorities. Saving on mileage costs and resources. Sharing information on inspecting ships, water samples etc.
 JS: has already spoken to Mersey PHA about working closer and requested we inform Mersey of any ships that we see with issues.
 JR: the 'business plan 2010-2014', already points out provisions and continuity for a closer working relationship with Mersey. JR has spoken to Mercola Douglas CPHO at Mersey in the event of any accidents or pandemics. Resources would be shared, ie staff.
 HB: accepted.
 HB: asked for a minutes silence during the meeting, in memory of the 'Cemjford' cargo ship, that was

Approved Signature..... **Date**.....

recently lost at sea along with all its crew off the coast of Scotland. JR said a few words, pointing out the loss of 2 ships in 2 years and it was such a tragedy.
HB asked if there were any further matters.
None reported, minutes accepted.

15 04 Budget Monitoring Report as at 31 December 2014

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 December would be £322k. Reserves at the year-end forecast to be around £262k.

SL: asked about the 'Grounds Maintenance' overspend, this was due to unforeseen circumstances at Dutton House, perimeter gates required urgent attention. TT: pointed out there was plenty of funds in the reserves to cover these costs. JR said he will analyse budgets again later this year.

TS: pointed out budgets are set at the BPSG and unfortunately no one can predict future repairs or costs. However, group always make sure there is a minimized spend where possible.

AJS suggested a maintenance programme to be developed to try predict any works required over the financial period, this will help when setting the next budget.

HB asked if there were any further questions.
Report accepted.

15 05 Chief Officers Report for November and December 2014

JR introduced the CPHO's report for the months from November and December, 53 vessels were inspected, a number of vessels were found to be of an unsatisfactory standard or requiring advice, 7 ships requested ship sanitation exemption certificates, they were certified within the two month period and the income generated by the Officers was £1,185. Officers also undertook 18 fresh water samples and of those, 8 were unsatisfactory and advice was given on treatment, re-sampling was undertaken as appropriate. No animals were found on board.

JR pointed out that due to adverse weather conditions there had been less traffic on the canal, however, the team had been extremely busy with other administration.

The report for meetings attended by Officers for this period was presented by AJS. KM pointed out that LC has attended most meetings and was working hard. AJS said LC had represented the Authority because AJS had deadlines to keep for the launch of the new APHA website.

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

15 06 Introduction of Steve Seddon as Relief Officer

JR explained Steve Seddon had been released through redundancy by Mersey PHA back in November 2014 and believed he would be a great addition to MPHA. Steve brings many years of experience and is available to cover holidays and sickness when necessary and at short notice.

JR pointed out MPHA cannot work safely and effectively with only one field officer.

SL: asked how much does a relief officer cost?

HB: asked how much is the basic relief officers pay. TT: said approximately £140 per day including tax plus 0.65p per mile. TT said tax is deducted by Salford payroll department.

HB: asked if he was on a contract and who pays the NI? Again NI is deducted by Salford payroll, Steve is part of the staff.

RW: asked if he was on a 'zero hour's contract'.

JR: said the relief officers are only paid for the hours worked.

TS: pointed out that as it is current Labour party campaign to eliminate zero hours contracts, this could be seen as being hypocritical for members of the board not to take this on.

Therefore could MPHA guarantee a certain amount of hours per year for the relief officers? MPHA to look into this as this may then qualify the relief officers for both holiday and sick pay.

JR/AJS: said Steve had already worked a full week within MPHA recently and both had been very impressed with his enthusiasm and knowledge of the role. AJS: said he had been a pleasure to work with and was experienced and able to do the job.

15 07	AOB
<p>JS: With regret had a criticism of HB approaching Mersey PHA for a meeting to arrange staffing at MPHA without informing JR. JS pointed out he had asked on another occasion that HB did not micro-manage the staff and was over stepping his role. JS said appointment of staff is JR's responsibility.</p> <p>HB: Apologised JS felt this way and suggested he had spoken to JR some time ago and he agreed he would look into smarter working in more detail. HB: said his intentions had been discussed with JR and if MPHA had any problems, to see what Mersey PHA could offer.</p> <p>JS: pointed out Mersey PHA had their own staffing issues and there was no way they could help MPHA at this time or in the near future.</p> <p>KM: said he knew about the proposed meeting in Liverpool but would have advised HB that this is an operational matter for JR having now read the "role of elected members" as handed out by JR. KM agreed HB was only trying to protect the Authority.</p> <p>JR: pointed out he had not spoken to HB since 11 December 2014 because he did not like the manner that which he was addressed by the Chairman or what he had suggested.</p> <p>JR: found out by telephone from Mersey PHA, CPHO the meeting had been arranged. JR was already aware Mersey PHA could not offer any help in the next 6 months and had already advised the Chairman of this. JR suggested it may be Mersey PHA that may require MPHA staff. JR: pointed out that the Halton Council solicitor confirmed JR is responsible for employing staff for MPHA. JR went ahead and appointed the relief officer because he was already aware the other relief officer was going away for 3 months from January.</p> <p>JS: said he sits on both panels and had never know the Chairman to get involved in operational decisions including recruitment and did not like the fact he had contact from both Authorities regarding this as it was outside a Councillors role. This was his own personal opinion.</p> <p>HB: said he was approached by the Mersey Chairman Ron Abbey back in July and was concerned this was a takeover bid for MPHA. JS: said neither, Ron Abbey or Mersey PHA had any intention to take over, only joint working, saving money and knowledge sharing.</p> <p>HB: agreed to cancel the meeting as he had arranged it. Was this acceptable to everyone? All agreed it was.</p> <p>Congratulations were given to KM on his up and coming wedding on 14 February 2015. All were welcome to attend. Meeting ended 11:30.</p>	
Date and Time of Next Meeting	
<p style="color: red;">Monday, 30 March 2015, Venue: Runcorn Town Hall, Committee Room 1</p> <p style="color: red;">Commences at: 10:30 am</p>	