

MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Ordinary Meeting of the Manchester Port Health Authority

Held on Monday, 6 March 2017

Reference 2017/01M

17 01 Members Present

Date:	Monday, 6 March 2017		
Venue:	Salford Council Offices, Swinton Town Hall		
Present:	Chairman	Cllr A Brocklehurst	Salford CC
	Vice Chairman	Cllr T Sherlock	Cheshire West & Chester Council
		Cllr D Hammond	Cheshire West & Chester Council
		Cllr H Mundry	Warrington BC
		Cllr K Morley	Halton Borough Council
		Cllr C Weir	Salford CC
		Cllr H Barrett	Manchester CC
		Cllr P Sadler	Manchester CC
		Cllr S Lanchbury	Manchester CC
		Cllr B Sharp	Trafford MBC
	Officers	John Robinson	Chief Port Health Officer
		Andrea Smith	DCPHO
		Yvonne Graham	Office Manager
	Accountant	Tony Thompstone	Salford CC
		John Tully	Halton Borough Council Solicitor
Minutes taken by:		Yvonne Graham	

17 02 Apologies

		Cllr P Connor	Salford CC
		Cllr R Wilson	Salford CC
		Cllr S Ali	Manchester CC
		Cllr R Abbey	Wirral BC

Before the meeting began AB asked for a minutes silence in respect for Bill Foster who had sadly passed away, Bill used to be the Chief Port Health Officer for MPHA between 1991-1996.

3 Councillors are currently unwell, HB requested cards of well wishes are sent – YG to organise

17 03 Minutes and matters arising from the Ordinary Board Meeting of 28 November 2016

The committee considered the minutes of the last meeting 28 November 2016 and were asked if there were any questions.

Reference was made to the presentation by Warren Marshall of Peel Ports at the last meeting. This has been raised by a number of members at meetings of their own council and political party.

AB informed members that a special meeting had taken place at Salford, about Port Manchester. A report was presented to full Council and accepted. AB further added he represented the Mayor of Salford at the opening ceremony of L2 and was able to speak with Mr Whittaker and other directors.

HB raised the issue of the acronym of L2, the Chairman explained it was the new, berth in the River

Mersey for unloading containers.
An invite has been received to visit L2 in the summer.

It was agreed the minutes be approved as a correct record and signed by the Chair.

17 04 Budget Monitoring as at 31 January 2017

The Budget Monitoring report as at 31 January 2017 was presented for members consideration: Elected members were informed that after outstanding invoices are collected and outstanding invoices are paid the cash left in the bank at the end of January would be £268k. Reserves at the year-end forecast to be around £210k.

Members raised the following issues:-

- Would the reserves at the end of the year be regarded as healthy?
- Clarification was sort on the petty cash differential from the agreed budget?
- Clarification was requested on how the money received in lieu of works undertaken on behalf of the Association of Port Health Authorities?

Officers responded to the issues raise as follows:-

The reserves equate to approximately one year's precept and therefore this is considered healthy. The differential relates to a timing issue and will resolve by the next report. Petty cash budget is not expected to exceed the estimate for the year.

Budget codes are set at the beginning of the year and no codes were available for the APHA income and therefore was coded to sampling. The finance officer has been given leeway to add additional codes to the budget, where this situation occurs in future.

Agreed that the budget monitoring report be approved as a correct record.
All agreed.

17 05 Appointment of Port Medical Officer

The members were presented with the names of the Port Medical Officers for approval. In approving this these officers are duly authorised to undertake the functions of Port Medical Officer to the Authority. This was approved by all members.

17 06 Port Health 'Pictorial Activities' & Articles

The members were introduced to a new section in the minutes, providing pictorial updates on the work of the Authority during the period of November 2016 and January 2017.

Key issues:-

- The roof at Dutton House requires additional work following storm Doris. This will take the total spend to £5000, which is in line with the estimated budget. It is with regret that this additional work is required however this could not have been predicted. All agreed to the additional costs.
- Discussion was had regarding the recent collapse of the dock wall at Runcorn. The swift response to repair by Peel Ports and the innovative manner by which the port is now ensuring delivery of cargo the port.

Members raised the following issues:-

- Suggestion was made it would be beneficial to meet with Peel Ports in the near future to discuss maintenance and upkeep of the Manchester Ship Canal.
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17 07	Chief Port Health Officers Quarterly Report November 2016 – January 2017
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The committee considered a report advising the work and activities undertaken by Manchester Port Health Authority during the quarter November 2016 – January 2017.

Key issues:-

- MPHA are participating in the Galley Hygiene Project alongside Public Health England. The sampling will enable Officers to verify that hygienic practices are being used during food preparation and will assist Officers to develop better guidance. 92% of ships sampled during this period were unsatisfactory.
- 230 preliminary inspections during a 3 month period of this number 113 were inspected. 74 ships were assessed as satisfactory 37 ships were issued with an evidence report form, and 2 ships were identified as being poor.
97 individual legionella samples were taken from 43 ships, 60% of ships sampled were unsatisfactory according to guidelines. A copy of the published legionella report was circulated. 36 microbiological samples were taken had unsatisfactory results and required remedial action. 51 swab samples were taken from 12 ships, 92% of ships swabbed were deemed as unsatisfactory and therefore did not have satisfactory cleaning standards. Guidance documents were circulated to members on the subjects discussed.
- Freedom of Information Act request had been received by the Authority requesting copies of board meeting minutes. MPHA meeting minutes and agendas are obligated to be made available to the public.

Members raised the following questions:-

- The new style of papers no longer contain a list detailing the names of ships and the officers who conducted the inspection. It was felt that this information would assist in managing workloads.
- The officers were asked if they shared information regarding ship inspection outcomes with other Port Health Authorities.

Officers responded to issues raised:-

- In order to protect officers from potential victimisation, the legal advisor strongly advised against naming individuals, it was suggested that if this information is required a code could be provided.
- This list does not provide an accurate reflection of the work undertaken by individual officers because it only relates to the inspection of ships. MPHA are responsible for a wide range of different work streams in addition to ship inspection.
- The new figures provide the number of preliminary inspections that are undertaken. A preliminary inspection is undertaken for every arrival on the canal in order to ascertain if the ship requires intervention. The total number of ships inspected during the period is also outlined.
- Officers of the Authority use the 'Ship San Act' ship inspection system to record all ship sanitation certificates issued. They also use this system to contact other port health authorities where further action is required on a vessel. Not all port health authorities use this system however, this is the best tool available.

17 08	Continued Membership of Association of Port Health Authorities
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A report was provided to members on the Association of Port Health Authorities (APHA) and options of future membership. Before this item was discussed the meeting were advised that a 'guest' had turned up to the meeting against the advice of the Chairman, in order to present information on benefits on remaining Corporate members of the association.

Elected members held a discussion along with the legal advisor in order to determine if the guest should be allowed to speak at a closed meeting.

As there is currently no guidance on this in the constitution it was decided that a vote be held on this occasion, however for future reference an amendment will be made to the constitution, giving the Chairman the power to make a decision on such matters without seeking an opinion from the board. A five minute presentation ensued.

Members raised the following issues:

- Does the Association believe that Brexit will affect Port Health and is the Association involved in talks on this matter?

The guest responded to the issues raised:-

- The Association is involved with discussions regarding Brexit with relevant bodies and is working to achieve positive outcome.

There were two resolutions received; one to retain full membership of APHA. The second resolution tabled by SL, seconded by HB, proposed reducing membership to PLaN status.

On the first resolution, four members voted to remain as full members of APHA, with three members voting to leave APHA.

The second motion was tabled, with four members voting to remain as full APHA members with six members voting to reduce membership to PLaN status.

Thus; the second resolution was accepted by the membership, with the proviso that the performance of APHA should be monitored by the BPSG and reported at the full meetings of MPHA. The report shall consider the effectiveness and usefulness of APHA with regard to MPHA and Port Health in general with regard to value of money and officer resource time.

A motion was therefore carried to amend membership level to PLaN status.

Meeting ended at 13:05

Date and Time of Next Meeting	
	<p>Monday 3 July 2017 – AGM & Ordinary meeting, Runcorn Town Hall</p> <p><u>Ordinary Meetings for 2017</u> Monday, 4 September 2017 – Salford Town Hall Monday, 27 November 2017 – Runcorn Town Hall</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>