

**ORDINARY MEETING**  
of  
**Manchester Port Health Authority**  
**Monday, 6 March 2017**  
**Salford Council Offices**  
**Swinton Town Hall, Civic Centre**  
**Chorley Road, Swinton, Salford, M27 5DA**  
*Commences:10:30*

**AGENDA**

- 17 01**            **Members Present**
- 17 02**            **Apologies for Absence**
- 17 03**            **Minutes of the Ordinary Board Meeting of 28 November 2016  
and matter's arising.**
- 17 04**            **Budget Monitoring as at 31 January 2017**
- 17 05**            **Appointment for Port Medical Officer**
- 17 06**            **Port Health 'Pictorial Activities' & Articles**
- 17 07**            **Chief Officers Report for Nov 16, Dec 16, Jan 17**  
(01) Galley Hygiene Project  
(02) Ship inspection figures  
(03) Meetings attended
- 17 08**            **Continued Membership of the Association of Port Health Authorities  
(APHA)**
- 17 09**            **Date and time of next meeting**

## 17 03 (01) Minutes of the Ordinary Meeting 28 November 2016

### MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Ordinary Meeting of the Manchester Port Health Authority  
Held on Monday, 28 November 2016

Reference 2016/04M

<b>16 31</b>	<b>Members Present</b>			
<b>Date:</b>	Monday, 28 November 2016			
<b>Venue:</b>	Runcorn Town Hall, Runcorn			
<b>Present:</b>	<b>Vice Chairman</b>	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
	<b>Officers</b>	John Robinson	Chief Port Health Officer	JR
		Andrea Smith	DCPHO	AJS
		Yvonne Graham	Office Manager	YG
	<b>Accountant</b>	Tony Thompstone	Salford CC	TT
		John Tully	Halton Borough Council Solicitor	JT
<b>Minutes taken by:</b>	YG			
<b>16 32</b>	<b>Apologies</b>			
	<b>Chairman</b>	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
<b>16 33</b>	<b>Presentation by Warren Marshall – Peel Ports</b>			
<p>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.</p> <p>All thanked Mr Marshall for a very informative presentation, Mr Marshall invited all along to L2 in the future.</p>				
<b>16 34</b>	<b>Minutes and matters arising from the Ordinary Board Meeting of 5 September 2016</b>			
<p>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.</p> <p>Minutes accepted.</p>				
<b>16 35</b>	<b>Precept Report 2017-2018</b>			
<p>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).</p> <p>The BPSG had deliberated for a considerable time over the level of precept. Therefore they</p>				

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.

<b>16 36</b>	<b>Budget Monitoring as at 31 October 2016</b>
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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.

<b>16 37</b>	<b>Business Planning Sub Group Meeting of 17 November 2016</b>
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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.

(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.

(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.

(BPSG16 15) Service Delivery Plan – SDP recommended to and members with precept setting.

(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.

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.

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.

(BPSG16 17) AOB

All items BPSG14-16 were agreed with all recommendations approved.

(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.

TS asked for feedback for next meeting.

(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.

Members were willing to accept 2 quotes.

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.

HM suggested use judgement to get best value and get all works done which are required.

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.

(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.

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.

<b>16 38</b>	<b>Chief Port Health Officers Report from August - October</b>
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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.

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

<b>16 39</b>	<b>AOB</b>
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TS thanked everyone for a positive meeting and wished everyone a very Merry Christmas.

TS closed the meeting at 12:15

<b>16 40</b>	<b>Date and Time of Next Meeting</b>
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**Monday 6 March 2017** – Salford Town Hall

**Ordinary Meetings for 2017**

Monday, 5 June 2017 – AGM, Runcorn Town Hall

Monday, 4 September 2017 – Salford Town Hall

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

## Executive Summary

<b>Agenda Item</b>	17 04
<b>Presented by</b>	Tony Thompstone
<b>Title</b>	Budget Monitoring Report dated 31 January 2017
<b>Document Reference</b>	17 04(01)

**Summary:-** Please find the accounts for the months of November to January 2017.  
Tony Thompstone, the accountant will deliver this item and answer any questions that may arise.

After outstanding invoices are collected and outstanding invoices are paid the cash left in the bank at the end of January would be £267,738

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

# 17 04 (01) Budget Monitoring as at 31 January 2017

GL	Budget for year 2016/17	Spend & income April to Sept	Spend & income October	Spend & income November	Spend & income December	Spend & income January	Total		
<b>GL code/ Expenditure</b>									
4200	MPHA Basic Pay	4200	156,000	80,814	14,752	14,606	14,643	13,356	<b>138,170</b>
4201	MPHA Allowances	4201	16,000	7,055	1,440	1,470	1,449	1,356	<b>12,770</b>
4203	MPHA Overtime	4203	0	90					<b>90</b>
4204	MPHA National Ins	4204	15,000	9,885	1,787	1,787	1,808	1,599	<b>16,865</b>
4205	MPHA Employer Pension	4205	23,000	14,714	2,942	2,939	4,227	2,630	<b>27,453</b>
4936	Other Employee Exps	4936	1,200	0	6			72	<b>77</b>
5000	Retired Officer Pens	5000	8,100	4,171					<b>4,171</b>
5010	Accounts Finance SLA	5010	12,000	0					<b>0</b>
5011	Human Resources SLA	5011	3,500	0					<b>0</b>
5012	Internal Audit SLA	5012	1,050	1,050					<b>1,050</b>
5013	Legal SLA	5013	2,500	0		2,500			<b>2,500</b>
5014	External Audit Fees	5014	600	0					<b>0</b>
5015	IT SLA	5015	4,000	1,425	238	598	238	238	<b>2,735</b>
5020	APHA Meetings	5020	1,600	1,700	205	194		761	<b>2,860</b>
5021	APHA Conference	5021	4,000	0					<b>0</b>
5023	AGM & Business Meet	5023	600	0					<b>0</b>
5030	Member Training	5030	1,000	0					<b>0</b>
5031	Officer Training	5031	2,000	0	86	99			<b>185</b>
5041	Energy	5041	3,200	1,555	226	226	313	226	<b>2,546</b>
5042	Waste	5042	800	348	70	70	70	70	<b>626</b>
5044	Grounds Maintenance	5044	0	0					<b>0</b>
5045	Water	5045	640	286	158	67			<b>511</b>
5050	Insurance	5050	3,300	3,677					<b>3,677</b>
5060	Office Stationery	5060	1,000	325	7	35	35	6	<b>408</b>
5070	Mobile Phones	5070	900	606	117	86	88	93	<b>991</b>
5072	Postage	5072	100	0	1	9			<b>10</b>
5073	Phone lines and internet	5073	2,500	1,067	74	411	80	74	<b>1,707</b>
5080	Safety Equipment	5080	600	201	102	570	-8		<b>864</b>
5100	Office Equipment	5100	6,500	865	594	402		419	<b>2,280</b>
5110	Sampling	5110	1,000	860		409			<b>1,269</b>
5120	Building Maintenance	5120	600	694	26	5	239	21	<b>984</b>
5140	Transfer to/(from) Reserves	5140	-25,669	0					<b>0</b>
5150	Advertising	5150	500	1,095					<b>1,095</b>
5160	Petty Cash Sundries	5160	500	149	-777	726	103	-789	<b>-588</b>
5170	Legislation literature	5170	1,500	0		35			<b>35</b>
5572	Car User - Mileage	5572	6,200	2,670	708	721	379	751	<b>5,230</b>
5574	Car User - Essential	5574	3,200	1,635	338	341	337	346	<b>2,997</b>
5795	Subsistence	5795	0	13					<b>13</b>
<b>Total Expenditure</b>			<b>259,521</b>	<b>136,949</b>	<b>23,099</b>	<b>28,302</b>	<b>24,001</b>	<b>21,229</b>	<b>233,579</b>

**GL code/ Income**

7501 Ship sanitation	7501	10,000	4,920	905	1,420	887	1,007	<b>9,138</b>
7502 Interest received	7502	400	198	29	-3	-13	-12	<b>200</b>
7503 LAPPC Permit Charges	7503	5,000	0			6,394		<b>6,394</b>
7504 Rent	7504	6,500	3,250				1,625	<b>4,875</b>
7505 Services	7505	2,000	4,123			1,250	543	<b>5,916</b>
7506 Sampling	7506	2,000	1,037	3	220	140	170	<b>1,570</b>
7507 Precept	7507	233,621	233,621					<b>233,621</b>
<b>Total Income</b>		<b>259,521</b>	<b>247,149</b>	<b>937</b>	<b>1,638</b>	<b>8,658</b>	<b>3,333</b>	<b>261,714</b>

**Balance sheet**

Cash in Bank 31/01/2017 **311,642**

in the following accounts:

Business direct reserve account	283,963
Business reserve account	17,679
Current account	10,000

Outstanding Debtors at the end of January

Sampling	690
Ship sanitation	4,110
LAPPC	2,114
Other	244
<b>Current Debtors</b>	<b>7,158</b>

Outstanding Creditors at the end of January

July invoice	1,741
August invoice	204
September invoice	1,395
November invoice	4,487
December payroll	22,843
December invoice	282
January Payroll	20,110
<b>Current Creditors</b>	<b>51,062</b>

**Commentary**

After settling outstanding invoices the bank account at the end of January would have a balance of £267,738

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

## **Executive Summary**

<b>Agenda Item</b>	17 05
<b>Presented by</b>	John Robinson
<b>Title</b>	Port Medical Officer – Appointment of Port Medical Officer
<b>Document Reference</b>	17 05 (01)

**Public Health (Control of Disease) Act 1984**  
**Public Health (ships) Regulations 1979**  
**Public Health (Ships) (Amendments)(England) Regulations 2007**

*Port Health Officers work alongside these Port Medical Officers to undertake our respective duties. Therefore would the elected members please appoint the named doctors listed in the letter below to assist MPHA in our duties.*

Public Health England are responsible for providing suitably qualified medical practitioners to facilitate health control on ships in England.

Periodically, there will be a need to appoint or re-appoint these medical practitioners. The letter below outlines the medical consultant to be appointed by Manchester Port Health Authority.

Port Medical Officers are required to detain for examination and arrange examination for any person onboard.

Prohibit any person examined from leaving, or to leave with reasonable and necessary conditions. Require the master to assist in taking necessary steps onboard the vessel to prevent spread of infection, eg disinfection or destruction of vermin.

Arrange for medical investigation and assessment of a person at hospital or other suitable place. Place passengers/crew under surveillance for certain diseases. Remove infected passengers/crew for the vessel.

Inspect a vessel at the request of a Port Health Officer and examine passengers/crew at the request of the master if there are reasonable grounds to suspect an infectious public health hazard. Inspect and examine vessels as soon as possible (within 12 hours if a vessel has been detained by Border Force). Free the vessel from control as quickly as possible.



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To: local authority chief executives and chief port health officers

7 October 2016

Dear Chief Executive / Chief Port Health Officer,

### Appointment of Port Medical Officers

Following the creation of Public Health England North West and recent changes in Health Protection team staff, I would be grateful if your authority would appoint the following PHE medical consultants as Port Medical Officers under the Public Health (Ships) Regulations 1979 and/or the Public Health (Aircraft) Regulations 1979 as amended.

Dr Anjila Shah

Dr Caroline Rumble

Dr Evdokia Dardamissis

Dr Joanna Cartwright

Dr John Astbury

Dr Kristina Poole

Dr Matthieu Pegorie

Dr Merav Kliner

Dr Nicola Schinaia

Dr Richard Jarvis

Dr Rosemary McCann

Dr Samuel Ghebrehewet

Dr William Welfare

This does not alter the standard health protection response arrangements but will ensure that there is always a Port Medical Officer available within the North West.

To confirm the appointments, please send a copy of the relevant delegated report or committee minute to [susanna.sewell@phe.gov.uk](mailto:susanna.sewell@phe.gov.uk) by 1 December 2016. If a committee cycle falls outside this date, do please let us know.

Please contact me if you would like any additional information in relation to this matter.

Yours faithfully

Dr Rosemary McCann

Deputy Director Health Protection

## Executive Summary

<b>Agenda Item</b>	17 06
<b>Presented by</b>	John Robinson & Andrea Smith
<b>Title</b>	Port Health 'Pictorial Activities' & Articles
<b>Document Reference</b>	17 06 (01)(02)(03)

A new agenda item introduced for this meeting is a 'Pictorial Review' of activities along the Manchester Ship Canal and areas of interest to Port Health in general.

17 06(01)

**RMS Duisburg, Manchester Dry Docks, 30 January 2017** – The first item shows the first heavy lift ship being discharged at Manchester Dry Docks. This is the first instances of this type of work for more than 20 years.

The operator at the Dry Dock is hopeful of introducing an aggregate materials service to bring this product to the centre of Manchester.

The episode was filmed for Granada TV and BBC Radio Manchester on the 30 January 2017.

### RMS DUISBURG



17 06 (02)

**Collapse of Runcorn Docks on 15 & 16 January 2017** – It is very sad to report of the partial collapse of part of Runcorn docks.

Peel Ports have moved quickly to make the area secure and stable. Alternative arrangements have been made to facilitate handling the cargoes normally using Runcorn Docks.

Principal amongst the innovations has seen extensions of pipework to facilitate continued supply of cement for the two operators using the sites at Runcorn Docks. Shipping has been using berths previously out of use as well as diverting certain cargoes to Ellesmere Port. Further information may be available by the time of the meeting. Port Health is assisting wherever possible to facilitate the continuation of cargoes at Runcorn Docks.



17 06(03)

**Dutton House Building Repairs 06-02-17** – For the first time in 30 years, repair have been necessary at Dutton House in Runcorn. The minimum of disruption has been undertaken with new guttering and downpipes. The roof is still needing attention and the window sill's will be changed in the near future.



## Executive Summary

<b>Agenda Item</b>	17 07
<b>Presented by</b>	John Robinson
<b>Title</b>	Chief Officers Report November 2016 - January 2017 Overview
<b>Document Reference</b>	17 07 (01)(02)(03)

The Chief Officers report has been re-modelled for 2017. It is the intention to be more informative and present material for elected members to share within their own authorities.

There are a number of initiatives that MPHA are involved with. Principal amongst these is the Galley Hygiene Project and the Legionella sampling regime which may show a correlation with the increase in Legionella cases.

Once summer starts, once again we will be involved in the Mosquito surveillance programme.

- Galley Hygiene Project 17 07(01)
- 230 Preliminary Inspections leading to 113 Vessels requiring inspection 17 07(02)
- Legionella sample results
- Potable Water sample results
- Galley Hygiene Swabs
- 16 vessels ship sanitation exemption certificates, Revenue raised £2,665
- 123 water samples taken, Revenue raised £1,350.40
- 26 failed Legionella water samples
- 7 failed Potable water samples
- Meetings attended 17 07(03)

## **17 07 (01) GALLEY HYGIENE PROJECT**

### **Hygiene in Ships Galleys – A Public Health England/ Port Health Authorities Co-ordinated Study**

MPHA are participating in a joint study with Public Health England in order to assess hygienic practices on non-passenger carrying ships. Although there has been research conducted on board cruise ships and ferries, there is no data available on the microbiological status of non-passenger ships.

The study is being conducted through the use of swab samples (SpongeSicle swabs). These samples can be taken from a range of surfaces including:

- Food preparation surfaces
- Chopping boards
- Hand wash sink taps
- Knife blades
- Tin opener blades
- Food storage containers

Cloths used to clean the galley can also be submitted for analysis.

#### **Why?**

Environmental sampling has been shown to be a valuable tool to verify that hygienic practices are being used during food preparation. The sampling will also provide a better understanding of the risks from poor hygienic practices and will enable Port Health Officers to develop better guidance to assist ships crews.

#### **What bacteria will the swabs be tested for?**

The swabs are analysed to identify common indicator organisms. Indicator organisms are organisms that are usually present in very large numbers in environments inhabited by pathogens. These include the Enterobacteriaceae family, many of which live in the intestines of humans and animals and incorporate coliform organisms and Escherichia coli (E.coli). Evidence of E.coli in samples indicates recent faecal contamination.

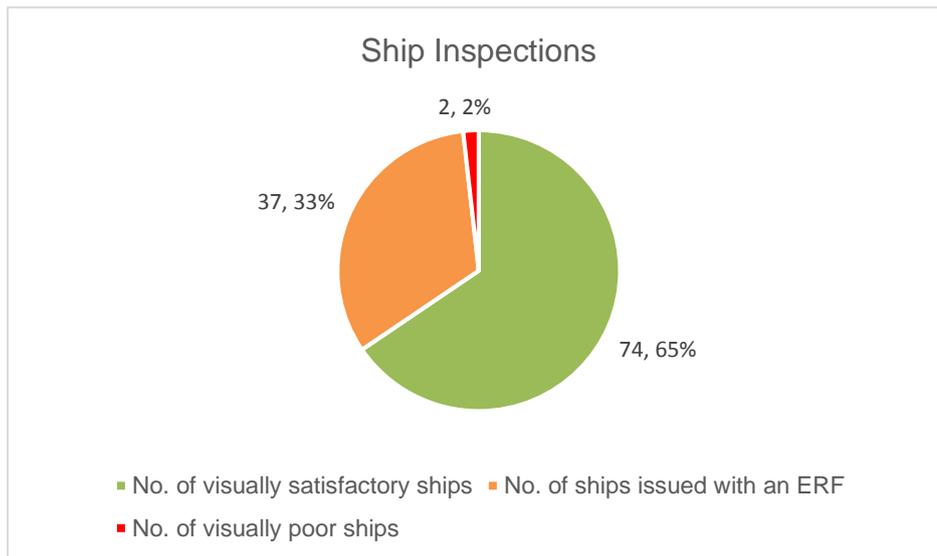
#### **Results so far**

At the time of writing 92% of ships sampled were unsatisfactory for one or more parameter.

## 17 07 (02)

**Ship Inspections** - 230 preliminary inspections were undertaken in the three month period. This involves a review of the submitted paperwork, previous inspection reports and sample history. Of this number it was deemed necessary to inspect a total of 113 ships. These ships are inspected according to the WHO Handbook for Inspection of Ships and Issuance of Ship Sanitation Certificates. According to a visual inspection 2 ships were deemed unsatisfactory. A number of other ships warranted further action by way of an Evidence Report Form (ERF).

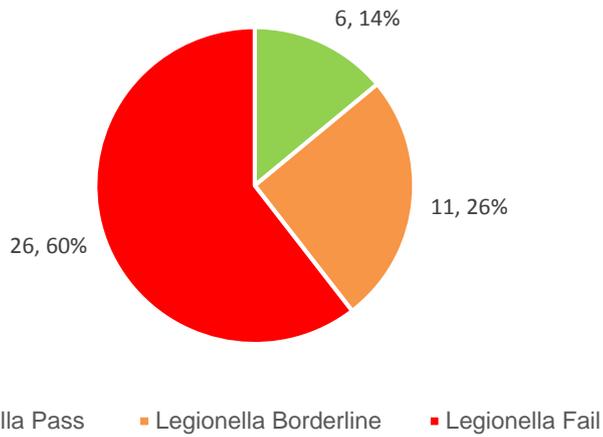
Total Ships visited in period Nov - Jan	113
No. of visually satisfactory ships	74
No. of ships issued with an ERF	37
No. of visually poor ships	2
No. of Ship Sans issued	17



**Legionella Samples** - A total of 97 individual legionella samples were taken from 43 ships. An average of 3 samples is taken from each ship in order to identify if the ship has legionella on board and if so, whether the ship is colonised with the bacteria (there is legionella throughout the system). 60% of the ships sampled for legionella were unsatisfactory according to Approved Code of Practice L8 (4th Edition) HSE Books 2013 and the associated Legionnaires' disease: Technical Guidance HSG274.

Total samples Taken	97
Total Samples Taken (Sample Set)	43
Legionella Pass	6
Legionella Borderline	11
Legionella Fail	26

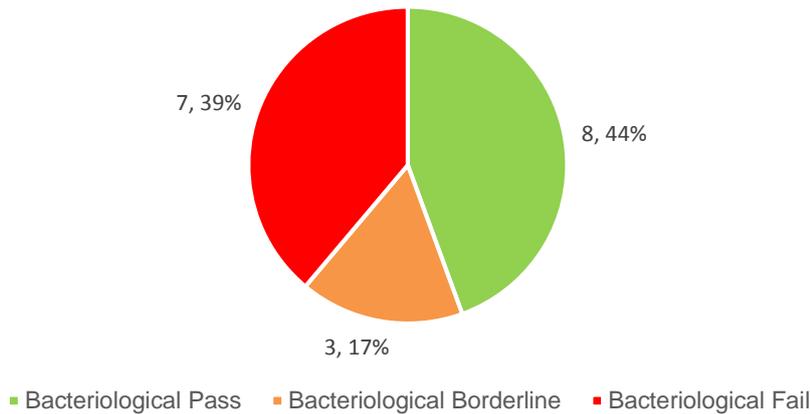
Legionella Samples Nov - Jan 2017



**Potable Samples** - A total of 36 micro biological water samples were taken from 18 ships during the period November 2016 to January 2017. Typically 2 samples are taken from each ship in order to identify if the drinking water is of a satisfactory standard throughout the distribution system. 39% of the ships sampled had unsatisfactory results and required remedial action.

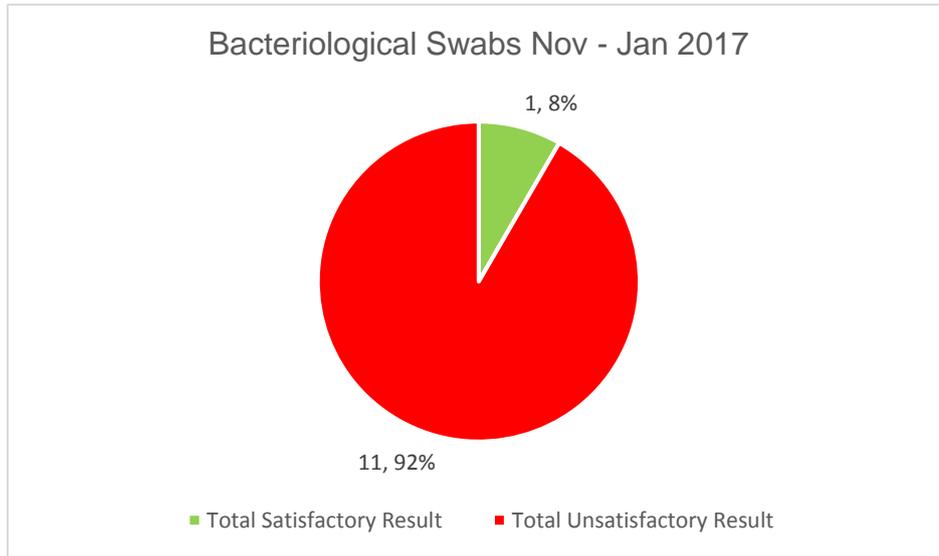
Total Samples	36
Total sample sets	18
Bacteriological Pass	8
Bacteriological Borderline	3
Bacteriological Fail	7

Potable Samples Nov - Jan 2017



**Bacteriological Swabs** - Since January 2017, MPHA has been contributing samples to the PHE Galley Hygiene Project. A total of 51 samples from 12 ships were taken up to the end of January 2017. Of the ships sampled, only 1 ship received a satisfactory result for all bacteriological swabs. 11 of the 12 ships surveyed had unsatisfactory levels of bacteria and therefore do not have satisfactory cleaning standards.

Total Swabs taken	51
Total Sample Sets	12
Total Satisfactory Result	1
Total Unsatisfactory Result	11



## 17 03 (03) MEETINGS ATTENDED BY OFFICERS

DATE	MEETING	PHO	LOCATION
16/11/16	PH SIG - The port health SIG meeting is a liaison group attended by officers from port health authorities across the UK. Various speakers attended the meeting to provide an update to officers. This included a presentation from Alex Vaux from Public Health England on the mosquito project.	AJS	Derbyshire
07/12/16	Northwest Zoonosis Group - LC attended the meeting held at the University of Liverpool. Issues discussed included:- The future organisation of NWZG, feedback from the 2016 Conference and updates from partner organisations. LC updated the group on the success of the 'Vectors in ports' initiative and the progress of the 'Ports Invasive Mosquito Surveillance' in 2016. LC was invited to apply for funding from PHE to continue work initiated by Manchester PHA in relation to the monitoring and control of disease vectors in ports.	LC	Liverpool
08/12/16	Organic Food Training - This course was delivered by DEFRA and covered the importation requirements of foods declared as Organic. This course was beneficial in outlining some of the important things to be aware of when dealing with organics imported from third countries.	AJS/ LC	St Helens
13/12/16 – 14/12/16	National Institute for Health Research, Health Protection Research Unit into Emerging and Zoonotic Infections' Conference and Scientific Advisory Board Annual Meeting (NIHR, HPRU, EZI, SAB) LC attended the Conference as a member of the research unit's Scientific Advisory Board. The conference provides a platform from which the PhD and Post-Doctoral Research Fellows in the EZI group can present their work. The research covers such infections as Zika and Ebola as well as the vectors such as mosquitos, ticks, midges, rats, bats etc. that spread many of the current emerging infections. LC was invited to join the SAB to connect the work of PHAs surveillance and control of vectors in ports and border crossings with academic research.	LC	Liverpool
10/01/17	Small Ports Course - This course provides an outline of the processes to be followed when receiving and clearing imported food from third countries. This is an extremely beneficial course and provided a really good overview of the imported food process. As this course is aimed at smaller ports, it is pitched at the right level for a port which is preparing to accept imported food.	AJS	London
23/1/17	Air Quality Meeting – The Third Halton Forum (AQF), took place at the Halton Stadium. There were representatives from Industry, local commerce, local authorities, Public Health England and the general public. The agenda was wide ranging and varied, with the terms of reference and Action Plan 2017 under discussion. Presentations took place from Mersey Travel on Air Quality across the Liverpool region and there was an update on odour complaints in the Halton area. Port Health was thanked for attending the meeting and areas specific to Port Health may well occur at the next meeting.	JR	Widnes

## Executive Summary

<b>Agenda Item</b>	17 08
<b>Presented by</b>	Adrian Brocklehurst
<b>Title</b>	Membership of Association of Port Health Authorities (APHA)
<b>Document Reference</b>	17 08 (01)

17 08(01)

### Membership of the Association of Port Health Authorities

This report was requested by the business planning sub group (BPSG), following their last meeting on the 17 November 2016. This was re-affirmed at the last meeting of the MPHA board on 28 November 2016 when a request was made for a report to be presented on the viability of continued membership of the Association of Port health Authorities (APHA)

Membership renewal for the Association of Port Health Authorities is due on 1 April 2017. Cost of membership to the association is £1200.00 per annum. In addition, MPHA would be required to cover the travel expenses of any representatives appointed to the APHA board. Currently MPHA have two representatives on the APHA Management Board (one member of the Executive Board and one member of the Overview and Scrutiny Committee). MPHA is responsible for the travel expenses of these members (with the exception of meetings attended on behalf of APHA). The expenses of any officers attending meetings and committees on behalf of APHA would also be funded by MPHA. Expenses incurred as a result of this amount to £2490.98 in a two year period, making a total of £4,890.98, including 2 years subscription.

APHA is the only UK wide organisation representing the interests of Local Authorities and Port Health Authorities with responsibilities for health controls at sea and airports. There are currently 20 corporate members of the Association (Port Health Authorities), 2 Port Liaison Network (PLaN) Members and 2 Associate Members. There are approximately 117 Port Health Authorities in the UK (based on data taken from the APHA Handbook 2014/2015). Membership therefore represents approximately 17% of Port Health Authorities in the UK and no longer includes the five largest ports (Heathrow, London, Felixstowe, Southampton and Liverpool). The absence of these ports has a significant impact upon the knowledge available within the Association for both its members and people wishing to consult the port health community.

The aims and objectives of the Association are as follows:

- Promote consistency amongst member authorities by developing policy, enforcement guidance and identifying and disseminating good practice.
- Influencing Central Government departments agencies and the European Commission regarding policy, legislation and enforcement
- Supporting and promoting effective co-ordination, cooperation and collaborative arrangements between Local Authorities and Port Health Authorities.
- Developing effective partnership and collaborative working arrangements with key stakeholder organisations and relevant European and international agencies.
- Increasing capability of member authorities through the provision of training and information.
- Continuing to raise the profile of port health services with key stakeholders including local authorities, Government Departments and Agencies, European Commission, industry bodies and consumer organisations.
- Identifying and developing strategy and policy to tackle any emerging issues of port health significance.

APHA has been unable to continue with its programme of committees aimed at sharing knowledge between PHAs (Environmental Health and Hygiene, Airports, Imported Food and Feed and Border Inspection Post meetings) due to poor attendance. In 2015 a decision was taken to merge the committees subsequently however, the decision was taken to cease holding the committee meetings altogether.

The UK Major Ports Imported Food/Feed/POAO Forum was established in 2013, as the membership of this group is made up of the major ports within the UK, governmental bodies are in a number of cases consulting port health authorities via this method as opposed to solely through APHA. The Food Standards Agency has developed its own list of experts who are consulted directly on issues within their specialism.

MPHA is contacted directly by government bodies on matters that affect the authority. MPHA also participates in local liaison meetings between port health authorities and the Maritime Coastguard Agency in the North West.

APHA are collaborative partners within the Shipsan Act Joint Action partnership. The SHIPSAN ACT is a European Joint Action funded by the European Commission under the Health Programme (2008-2013) where **33 partners** from **24 European countries** participate. Whilst not a collaborative partner, one individual from a UK non-member port health authority is also directly involved within the Action. Training provided by the Joint Action is available to all port health authorities in the UK and in the main is funded by the Action.

The Association has an interactive website with forums and a members area, enabling key documents to be shared with member authorities. Meeting agendas and minutes are available within this area although there is sometimes a delay in these being added. The website is updated regularly and contains all recent news (membership fees, job adverts, ship sanitation prices etc). Unfortunately the members' area is under utilised and with the exception of minutes and articles, there is a limited amount of recent resource of a technical nature. The membership do not make use of the available forums.

The Association provides funding for the organisation of Port Liaison Network (PLaN) meetings within 4 geographical areas within the UK. MPHA falls within the Northern Port Liaison Network (NPLaN). Both the Chair and Secretary of NPLaN are from MPHA and are responsible for organising these meetings (held in Leeds). The majority of representatives attending these meetings are from ports which are not members of APHA.

The Association issues a monthly newsletter to all ports. This provides an update on Porthealth related work. This is not always produced, due to a lack of volunteers writing the newsletter.

Historically, the Association hosted a three day annual conference (at additional charge to members) however, due to the current economic climate this is no longer the case. In 2016 a one day seminar replaced the annual conference. This was free to members. It is understood that this training day will be replicated in 2017. The Association is also hosting a number of training days for the \*Port Health Special Interest Group as part of its Port Liaison Network group meetings. These are open to both members and non-members. It is understood that a fee will be payable by non-members. This course was originally run by the Port Health SIG in 2016 and was open to all Port Health Authorities.

\*The Port Health Special interest (Port Health SIG) group is funded by the Chartered Institute of Environmental Health and is available to all members with an interest in Port Health. The SIG provides specialist information, opportunities and events to those who choose to join.

By October 2016, according to the minutes of the APHA Overview and Scrutiny Committee, membership of APHA had fallen to 20 Corporate members and 4 PlaN members, bringing in £24,000 in revenue per annum. At the end of the financial year the same minutes predict £8,000 remaining in the bank. APHA employs two contractors. A webmaster employed for eight hours at £12,450 per annum and a newly appointed Business Improvement Officer, employed two days per week at £15,000 per annum plus an option of £5,000 performance related pay. This figure amounts to £32,500 per annum.

## Options for consideration by the board:

- 1. Continue as full members (Corporate Membership) at a cost of £1200 plus expenses –**  
Corporate status allows member authorities to nominate elected members and officers to apply for places on either the APHA Executive Board or the APHA Overview and Scrutiny Committee. Corporate membership would also provide access to PLaN meetings and training courses hosted by the association.
- 2. Continue as PLaN members only at a cost of £410.40 plus expenses -** PLaN membership allows member Authorities to participate in Port Liaison Network Meetings and training courses hosted by the association but will not enable representatives to be nominated to the Executive Board or Overview and Scrutiny Committee.
- 3. Resign as members –** MPHA would continue to liaise with Port Health Authorities as part of its everyday operation. Any training hosted by the Association would be chargeable to the Authority. MPHA would still be able to access meetings and training (chargeable) hosted by the Port Health SIG on behalf of the Chartered Institute of Environmental Health. Enquiries could be made with the UK Major Ports Imported Food/Feed/POAO Forum (no membership fee) re becoming part of this network.

## Executive Summary

<b>Agenda Item</b>	17 09
<b>Presented by</b>	John Robinson
<b>Title</b>	Date & Time of Next Meeting
<b>Document Reference</b>	17 09

### **Monday 5 June 2017**

**Runcorn Town Hall**, Heath Road, Runcorn, WA7 5TD

Commences: 10:30 am, Civic Suite

### **Ordinary Meetings for 2017**

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

<b>Monday, 5 June 2017</b>	AGM, Runcorn Town Hall
<b>Monday, 4 September 2017</b>	Salford Town Hall
<b>Monday, 27 November 2017</b>	Runcorn Town Hall

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