

**ORDINARY MEETING**  
of  
**Manchester Port Health Authority**  
**Monday, 27 November 2017**  
**Runcorn Town Hall, Heath Road**  
**Runcorn, WA7 5TD**  
**Committee Room 1**  
*Commences:10:30*

**AGENDA**

- 17 29      Members Present**
- 17 30      Apologies for Absence**
- 17 31      Minutes of the Ordinary Board Meeting of 4 September 2017  
and matter's arising.**
- 17 32      Minutes of the Business Planning Sub Group of 7 November 2017**  
1) Members present  
2) Minutes of 19 June17  
3) Precept setting 2018-2019  
4) Financial Risk Assessment  
5) External Audit Report  
6) APHA performance and review  
7) Developments along the Manchester Ship Canal  
8) AOB
- 17 33      Precept Setting 2018-2019**
- 17 34      Budget Monitoring up to 31 October 2017**
- 17 35      Chief Officers Report for Aug 17, Sept 17, Oct 17**  
• Ship inspection figures  
• Meetings attended
- 17 36      Port Health 'Pictorial Activities' & Articles**  
• Seccardi update
- 17 37      Date and time of next meeting**

## 17 31 Minutes of the Ordinary Board Meeting of 4 September 2017

| <b>MANCHESTER PORT HEALTH AUTHORITY</b>  |   |                     |                                  |
|--|---|---------------------|----------------------------------|
| Minutes of the Ordinary Meeting of the Manchester Port Health Authority<br>Held on Monday, 4 September 2017  |   |                     |                                  |
| Reference 2017/03M   |   |                     |                                  |
| <b>17 21</b>   | <b>Members Present</b>  |                     |                                  |
| <b>Date:</b>   | Monday, 4 September 2017  |                     |                                  |
| <b>Venue:</b>  | Salford Town Hall, Committee room 4   |                     |                                  |
| <b>Present:</b>  | <b>Chairman</b>   | Cllr A Brocklehurst | Salford CC                       |
|  | <b>Vice Chairman</b>  | Cllr T Sherlock     | Cheshire West & Chester Council  |
|  |   | Cllr H Mundry       | Warrington BC                    |
|  |   | Cllr K Morley       | Halton Borough Council           |
|  |   | Cllr S Bellamy      | Salford CC                       |
|  |   | Cllr R Wilson       | Salford CC                       |
|  |   | Cllr B Ryan         | Salford CC                       |
|  |   | Cllr H Barrett      | Manchester CC                    |
|  |   | Cllr S Ali          | Manchester CC                    |
|  |   | Cllr P Sadler       | Manchester CC                    |
|  |   | Cllr S Lanchbury    | Manchester CC                    |
|  |   | Cllr B Sharp        | Trafford MBC                     |
|  | <b>Officers</b>   | John Robinson       | Chief Port Health Officer        |
|  |   | Andrea Smith        | Deputy Chief Port Health Officer |
|  |   | Steve Seddon        | Port Health Officer              |
|  |   | Yvonne Graham       | Office Manager                   |
|  | <b>Accountant</b>   | Tony Thompstone     | Salford CC                       |
|  |   | John Tully          | Halton Borough Council Solicitor |
| <b>Minutes taken by:</b>   |   | Yvonne Graham       |                                  |
| <b>17 22</b>   | <b>Apologies</b>  |                     |                                  |
|  |   | Cllr R Abbey        | Wirral BC                        |
|  |   | Cllr D Hammond      | Cheshire West & Chester Council  |
| <b>17 23</b>   | <b>Minutes and matters arising from the Ordinary Board Meeting of 3 July 2017</b> |                     |                                  |
| <p>The committee considered the minutes of the last meeting 3 July 2017 and were asked if there were any questions.</p> <p>PS was omitted from list of attendees at the AGM, this has now been amended.</p> <p>No further matters were raised.</p> <p>It was agreed the minutes be approved as a correct record and signed by the Chair.</p>   |   |                     |                                  |
| <b>17 24</b>   | <b>Budget Monitoring up to 31 July 2017</b>                                       |                     |                                  |
| <p>The Budget Monitoring report as at 31 July 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 July would be £356,181. Reserves at the year-end forecast to be around £186k. The Budget Monitoring Report now report includes the balances from the credit card (as requested at the last meeting).</p> |   |                     |                                  |

Members raised the following questions:

How many people are currently paid pensions by the Authority?

- The Accountant explained that pensions are paid by the Authority to previous employees who have retired. This is paid until they are deceased.
- 

Why has the Authority budgeted £8000 for pensions and only spent £4000?

- The Accountant advised that the Authority are invoiced six monthly for pensions. The first instalment has been paid and the Authority is awaiting an invoice for the second instalment.
- 

Have all precepts now been paid?

- The Accountant confirmed that all precepts had now been paid.

What did the Authorities 'Insurance' include?

- Officers explained this was building, public liability & officers travel.

**17 25**

**Port Health 'Pictorial Activities' & Articles**

CPHO had been approached regarding the return of the 'Annual Inspection' in previous years had proved successful and informative to elected members. It is possible that a trip could be arranged on board the Daniel Adamson for next year if members thought this would be beneficial.

Members raised the following questions:

Who is Daniel Adamson?

- Daniel Adamson (30 April 1820 – 13 January 1890) was an English engineer who became a successful manufacturer of boilers and was the driving force behind the inception of the Manchester Ship Canal project during the 1880s.

Could this trip be put to the BPSG to provide dates, times, then decide if this was of value to elected members?

- It was agreed that the BPSG would consider this and report back to the board.

SS provided a presentation to the board on two recent pest control cases involving cockroach treatments undertaken by the Authority (reports circulated prior to the meeting).

Members raised the following questions:

Are the cockroaches found on board 'German cockroaches'?

- It was confirmed that the ships were infested with German Cockroaches.

How is information passed onto the next port?

- Information is passed onto the next port via a number of different methods. Ship Sanitation Control Certificates and Evidence Report Forms are used to record control measures which are required on board vessels. These remain on the ship and are visible to the next port health officer inspecting the ship. The ShipSan Act information system is also used to share information electronically – this is used where possible to contact the next port. Where the next port of call is within the UK a telephone call will be made to the next Authority. This will be followed up by an email.

The CPHO thanked the two Officers for their work, some of which was completed out of hours. Further information will be given on the ship 'Secaddi' at the next meeting, the vessel is currently detained at Manisty with no crew on board.

The committee considered a report advising the work and activities undertaken by Manchester Port Health Authority during the period.

Key issues:-

- 284 preliminary inspections were undertaken during a 3 month period. Of this number 131 were visited and an inspection undertaken. 82 ships were assessed as having satisfactory standards 47 ships were issued with an evidence report form (ERF) requiring action to be taken, and 2 ships were identified as being poor and required significant remedial action. 19 Ship Sanitation Certificates were also issued.  
165 individual legionella samples were taken from 57 ships, 77% of ships sampled were unsatisfactory according to guidelines and required remedial action.  
58 microbiological samples were taken. 45% had unsatisfactory results and required remedial action.  
191 swab samples were taken from 38 ships, 74% of ships swabbed were deemed as unsatisfactory and therefore did not have satisfactory cleaning standards. A report on the results of this project will be delivered to the board when it becomes available.

The DCHPO explained all the results provided in the charts. There has been an increase in evidence report forms (ERF's) being issued on board ships this year. This can be seen across the board. ERF forms may be likened to a legal notice and require control measures to be completed. These forms are attached to the Ship Sanitation Certificate and so are available for port health officers to view upon inspection. This allows PHOs to identify previous outstanding controls and notify the next port of controls to be undertaken.

A discussion was had on the proposed removal of Aerobic Colony Count from ships water analysis. An increased Aerobic Colony count indicates that there is a failure in water treatment and can provide an overview of the water system over time. However, as a one off test the aerobic colony count is not reliable and provides insufficient information. As such Public Health England are considering the removal of this parameter. This has no impact upon the safety of the ships water for either drinking or other domestic purposes.

Members were concerned that the removal of this parameter would 'water down' the requirements for ships water and place seafarers at risk. Members were of a view that the Authority should be seeking the highest possible standards for water quality and as such the Authority should write to PHE and advise them of their feelings on this matter. It was agreed that the Authorities PHE representative Professor Andrew Fox be contacted to discuss this matter further.

Members raised the following questions:

The swab samples have indicated that ships cooks do not fully understand how to clean effectively. How are the officers addressing this?

- More time is being spent talking to ships cooks and the Captain regarding cleaning. This can involve a demonstration where the cook is showing a lack of understanding. New guidance notes are being used. These are simple and have been translated into a number of different languages to aid understanding.

Is it due to cost that the correct products are not being used?

- Effective cleaning need not be expensive. To clean effectively, ships need only to have clean cloths/paper towels, detergent and an antibacterial surface cleaner/sanitiser (which can be purchased for as little as 99p).

17 26(02) DCPHO gave a briefing on meetings attended

Members were given the final copy of the updated Service Delivery Plan and an overview of the changes that had been made. Thanks was given to Councillor Lanchbury for taking the time to proof read the document.

Members raised the following questions:

Could the photo on page 14 (Manchester and Pomona Docks) be updated as there has been a number of changes since this photo was taken.

- It was agreed that this change would be made.

**17 20**

**Date and Time of Next Meeting**

**Monday 27 November 2017** – Ordinary meeting, Runcorn Town Hall – 10:30am

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

## 17 32 Minutes from the Business Planning Sub Group of 7 November 2017

### MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Business Planning Sub Group  
Of the Manchester Port Health Authority  
Held on Tuesday, 7 November 2017

Reference 2017/02M

|   |                          |                 |                                  |     |
|---|--------------------------|-----------------|----------------------------------|-----|
| <b>BPSG17 09      Members Present</b>   |                          |                 |                                  |     |
| <b>Date:</b>  | 7 November 2017          |                 |                                  |     |
| <b>Venue:</b>   | Dutton House, Runcorn    |                 |                                  |     |
| <b>Present:</b>   | <b>Chairman:</b>         | Cllr T Sherlock | Cheshire West & Chester Council  | TS  |
|   |                          | Cllr H Mundry   | Warrington Borough Council       | HM  |
|   |                          | Cllr B Sharp    | Trafford MBC                     | BS  |
|   |                          | Cllr R Wilson   | Salford City Council             | RW  |
|   | <b>Officers:</b>         | John Robinson   | Chief Port Health Officer        | JR  |
|   |                          | Andrea Smith    | Deputy Chief Port Health Officer | AJS |
|   |                          | Yvonne Graham   | Office Manager                   | YG  |
|   | <b>Minutes Taken By:</b> | AJS/YG          |                                  |     |
| <b>BPSG17 10      Apologies for Absence</b>   |                          |                 |                                  |     |
|   |                          | All attended    |                                  |     |
| <b>BPSG17 11      Minutes of MPHA Business Planning Subgroup Meeting from 19 June 2017 &amp; any matters arising</b>  |                          |                 |                                  |     |
| No matters were raised from the minutes from the 19 June 2017 meeting.<br><u>Therefore minutes were agreed and accepted.</u>  |                          |                 |                                  |     |
| <b>BPSG17 12      Financial Risk Assessment (FRA)</b>   |                          |                 |                                  |     |
| <p>The financial risk assessment was presented to the meeting. Reserves for 2017/2018 are predicted to be less than the minimum required by the financial risk assessment. This need to be carefully considered when setting the precept.</p> <p>Whilst considering the risk assessment, members' attention was brought to photos of the office roof. The roof has again suffered damage as a result of high winds and requires attention (to the ridges in particular). Quotes for repair will be obtained but it is possible that the whole roof may require replacement in the next few years. This needs to be taken account.</p> <p>The tenants rent has not been increased since they moved in almost 10 years ago. A possible increase in rent to be considered before a new term is agreed (when the tenancy agreement is due for renewal).</p> <p>The subject of overtime payments was discussed. Currently there is no budget for overtime or agreement on terms if overtime were to be paid. The workload of the Authority is likely to increase and only the same level of staff are available to undertake the work. It was noted that there are only limited circumstances currently where this would be required. It was agreed that this should be considered in the financial risk assessment and when setting the precept for the year.</p> |                          |                 |                                  |     |
| <b>BPSG17 13      External Audit Report - 31 March 2017</b>   |                          |                 |                                  |     |
| <p>The external audit report was presented to the board. One recommendation was made in relation to the failure to approve Section 2 by 30 June. BDRO were advised of the late submission prior to the deadline and the reasons outlined for this. Due to extenuating circumstances (general election being called), a corporate decision was made to delay the AGM. This has been noted by the BPSG and it was agreed that consideration would be had when arranging the AGM in future however, it is not possible to hold the AGM prior to the Riparian Authorities holding theirs. The meeting noted this and agreed that this will be considered further at a future BPSG meeting.</p>  |                          |                 |                                  |     |
| <b>BPSG17 14      APHA performance and Review</b>   |                          |                 |                                  |     |

As agreed at the board meeting held on 6 March 2017, the BPSG considered the work of the Association of Port Health Authorities over the last 6 months. This was by way of reading the Associations meeting minutes. Views were sought from the members present regarding the performance of APHA and the value for money it would present to the Authority. Members agreed unanimously that membership of APHA did not currently present value for money. The Authority applied for PLaN status in March 2017, this was refused by the Association and the Authority was asked to reconsider their position. The Authority are now 6 months in arrears of any subscription and therefore have forfeited any membership of the Association. The Members of the BPSG wish this to remain the case. The members of the BPSG recommend to the MPHA Board meeting that the Authority do not pursue involvement with APHA in the future.

**BPSG17 15      Developments along the Manchester Ship Canal**

Developments along the Manchester Ship Canal were presented to the meeting. Communication was received from the Senior Manager for Marine Operations in relation to the building of a border inspection post at Port Salford. It is unlikely that any development at Port Salford will be operational for at least two years as it currently stands however, the project is still ongoing. At this time, it is expected that the majority of containers will arrive at the port via rail however, the inspection of any foodstuffs requiring clearance will still be the responsibility of MPHA.

The meetings attention was brought to the possible impact of BREXIT. It is not yet understood what effect BREXIT will have upon the importation of food in the UK however, it is likely that at least some high risk foodstuffs arriving from inside Europe will require inspection by Port Health. This may effect cargoes at Ellesmere Port, Port Salford and Cargill's in Manchester, where foodstuffs currently arrive from within Europe. This likely to occur prior to the opening of Port Salford. More clarification will be had as the process develops. BPSG members were asked to take this into consideration when setting the precept.

In addition to these developments, the meetings attention was brought to guidance provided by HR on the age profile of the Authority. It is recognised that the age profile of the Authority is disproportionate to the workload expected in the next few years. Members noted the report.

**BPSG17 16      Precepts setting 2018-2019**

The BPSG were asked to consider the precept for 2018/2019. In the light of evidence provided in previous items, members considered what would be an appropriate precept recommendation for the forthcoming year. It was noted that in previous years the authority had not raised the precept in line with inflation. Although this allowed the Authority to present a zero increase to Riparian Authorities, the Authority is now in a position where reserves are not sufficient to meet the minimum required by the financial risk assessment. Therefore the BPSG recommended a 5% increase in precept for the coming year. This is an increase of £839.00 per share. This increase would still require an additional £10,417 to be taken from Authorities reserves.

**BPSG17 17      AOB**

A discussion took place regarding Service Level agreements for the Authority. It was agreed that quotes should be obtained for the forthcoming year for IT provision, HR and internal audit. Concern was raised regarding the performance of these service providers and it was agreed that alternative tenders should be sought from suitably qualified departments. Due to the time urgency of the IT decision required (security) it was agreed that the Chairman could make this decision prior to the next meeting.

**Chairman:**.....**Date:**.....

**Vice Chairman:**..... **...Date:**.....

## 17 33 Precept Setting 2018 – 2019

| GL                                     | 2017/18<br>budget | 1% increase in<br>precept | 2.5% increase in<br>precept | 5% increase in<br>precept |
|--|-------------------|---------------------------|-----------------------------|---------------------------|
|  |                   | 2018/19 budget            | 2018/19 budget              | 2018/19 budget            |
| 4200 MPHA Basic Pay                    | 158,000           | 163,192                   | 163,192                     | 163,192                   |
| 4201 MPHA Allowances                   | 16,600            | 16,873                    | 16,873                      | 16,873                    |
| 4203 MPHA Overtime                     |                   | 0                         | 0                           | 0                         |
| 4204 MPHA National<br>Insurance        | 16,000            | 19,086                    | 19,086                      | 19,086                    |
| 4205 MPHA Employer<br>Pension          | 25,000            | 29,352                    | 29,352                      | 29,352                    |
| 4936 Other Employee<br>Expenses        | 0                 | 0                         | 0                           | 0                         |
| 5000 Retired Officer Pension<br>Fund   | 8,300             | 8,400                     | 8,400                       | 8,400                     |
| 5010 Accounts Finance SLA              | 12,000            | 12,000                    | 12,000                      | 12,000                    |
| 5011 Human Resources SLA               | 3,500             | 3,500                     | 3,500                       | 3,500                     |
| 5012 Internal Audit SLA                | 1,050             | 1,050                     | 1,050                       | 1,050                     |
| 5013 Legal SLA                         | 2,500             | 2,500                     | 2,500                       | 2,500                     |
| 5014 External Audit Fees               | 600               | 800                       | 800                         | 800                       |
| 5015 IT SLA                            | 4,000             | 4,000                     | 4,000                       | 4,000                     |
| 5020 APHA Meetings                     | 0                 | 0                         | 0                           | 0                         |
| 5021 APHA Conference                   | 0                 | 0                         | 0                           | 0                         |
| 5023 AGM & Business<br>Meetings        | 300               | 300                       | 300                         | 300                       |
| 5030 Member Training                   | 0                 | 0                         | 0                           | 0                         |
| 5031 Officer Training                  | 2,000             | 2,000                     | 2,000                       | 2,000                     |
| 5041 Electricity/gas                   | 3,200             | 3,200                     | 3,200                       | 3,200                     |
| 5042 Waste                             | 700               | 780                       | 780                         | 780                       |
| 5044 Grounds Maintenance               |                   | 500                       | 500                         | 500                       |
| 5045 Water                             | 640               | 640                       | 640                         | 640                       |
| 5050 Insurance                         | 3,700             | 4,000                     | 4,000                       | 4,000                     |
| 5060 Office Stationery                 | 700               | 350                       | 350                         | 350                       |
| 5070 Mobile Phones                     | 2,000             | 1,000                     | 1,000                       | 1,000                     |
| 5072 Postage                           | 100               | 100                       | 100                         | 100                       |
| 5073 Phone Lines                       | 2,500             | 1,800                     | 1,800                       | 1,800                     |
| 5080 Safety Equipment                  | 600               | 400                       | 400                         | 400                       |
| 5100 Office Equipment                  | 3,000             | 3,000                     | 3,000                       | 3,000                     |
| 5110 Sampling                          | 1,800             | 3,000                     | 3,000                       | 3,000                     |
| 5120 Building Maintenance              | 5,000             | 4,000                     | 4,000                       | 4,000                     |
| 5131 Pest control                      | 0                 | 400                       | 400                         | 400                       |
| 5140 Transfer to(from -ve)<br>Reserves | <b>-24,901</b>    | <b>-19,808</b>            | <b>-16,286</b>              | <b>-10,417</b>            |
| 5150 Advertising                       | 1,000             | 1,000                     | 1,000                       | 1,000                     |
| 5160 Petty Cash and Sundries           | 500               | 300                       | 300                         | 300                       |
| 5170 Legislation Literature            | 1,500             | 500                       | 500                         | 500                       |
| 5572 Car User - Mileage                | 5,500             | 5,500                     | 5,500                       | 5,500                     |
| 5574 Car User - Essential              | 3,300             | 3,300                     | 3,300                       | 3,300                     |
| 7501 Ship sanitation                   | -10,000           | -20,000                   | -20,000                     | -20,000                   |
| 7502 Interest Recieved                 | -400              | -200                      | -200                        | -200                      |



|                                  |          |          |          |          |
|----------------------------------|----------|----------|----------|----------|
| <b>7503 LAPPC Permit Charges</b> | -5,000   | -4,000   | -4,000   | -4,000   |
| <b>7504 Rent</b>                 | -6,500   | -6,500   | -6,500   | -6,500   |
| <b>7505 Services</b>             | -2,000   | -2,000   | -2,000   | -2,000   |
| <b>7506 Sampling</b>             | -2,000   | -2,000   | -2,000   | -2,000   |
| <b>7507 Precept</b>              | -234,789 | -237,137 | -240,659 | -246,529 |
| <b>7508 Pest income</b>          |          | -5,178   | -5,178   | -5,178   |
| <b>Total</b>                     | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| <b>increase per 1/14th share</b> |          | 168      | 419      | 839      |

|                          |                |
|--------------------------|----------------|
| reserves 31/03/17        | 211,009        |
| <b>forecast reserves</b> |                |
| <b>31/03/18</b>          | <b>186,108</b> |

## Executive Summary

|                           |   |
|---------------------------|---|
| <b>Agenda Item</b>        | 17 34                                   |
| <b>Presented by</b>       | Tony Thompstone                         |
| <b>Title</b>              | Budget Monitoring as at 31 October 2017 |
| <b>Document Reference</b> | 17 24(01)                               |

**Summary:-** Please find the accounts for the months of August to October 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 October would be £300,951.

Reserves at the end of the year are forecast to be £180k.

## 17 34 Budget Monitoring as at 31 October 2017

| GL                                     | Budget<br>for year | Spend &<br>income<br>Apr to<br>July | Spend &<br>income<br>Aug | Spend &<br>income<br>Sep | Spend &<br>income<br>Oct | Total         |                |
|--|--------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|---------------|----------------|
|  | 2017/18            |                                     |                          |                          |                          |               |                |
|  | £                  | £                                   | £                        | £                        | £                        | £             |                |
| <b>GL code/ Expenditure</b>            |                    |                                     |                          |                          |                          |               |                |
| 4200 MPHA Basic Pay                    | 4200               | 158,000                             | 55,214                   | 13,834                   | 13,958                   | 13,855        | 96,861         |
| 4201 MPHA Allowances                   | 4201               | 16,600                              | 5,487                    | 1,394                    | 1,350                    | 1,285         | 9,516          |
| 4204 MPHA National Insurance           | 4204               | 16,000                              | 6,644                    | 1,665                    | 1,674                    | 1,649         | 11,632         |
| 4205 MPHA Employer Pension             | 4205               | 25,000                              | 10,488                   | 2,628                    | 2,644                    | 2,606         | 18,365         |
| 4936 Other Employee Expenses           | 4936               | 0                                   | 4                        | 405                      | 0                        | 18            | 426            |
| 5000 Retired Officer Pension Fund      | 5000               | 8,300                               | 4,212                    | 0                        | 0                        | 0             | 4,212          |
| 5010 Accounts Finance SLA              | 5010               | 12,000                              | 0                        | 0                        | 0                        | 0             | 0              |
| 5011 Human Resources SLA               | 5011               | 3,500                               | -3,500                   | 0                        | 0                        | 0             | -3,500         |
| 5012 Internal Audit SLA                | 5012               | 1,050                               | 0                        | 0                        | 0                        | 0             | 0              |
| 5013 Legal SLA                         | 5013               | 2,500                               | 2,500                    | 0                        | 0                        | 0             | 2,500          |
| 5014 External Audit Fees               | 5014               | 600                                 | -600                     | 0                        | 0                        | 800           | 200            |
| 5015 IT SLA                            | 5015               | 4,000                               | 2,150                    | 238                      | 268                      | 268           | 2,923          |
| 5020 APHA Meetings                     | 5020               | 0                                   | 18                       | 9                        | 1                        | 0             | 28             |
| 5021 APHA Conference                   | 5021               | 0                                   | 0                        | 0                        | 0                        | 0             | 0              |
| 5023 AGM & Business Meetings           | 5023               | 300                                 | 0                        | 0                        | 0                        | 0             | 0              |
| 5030 Member Training                   | 5030               | 0                                   | 0                        | 0                        | 0                        | 0             | 0              |
| 5031 Officer Training                  | 5031               | 2,000                               | 170                      | 0                        | 163                      | 428           | 761            |
| 5041 Electricity/gas                   | 5041               | 3,200                               | 938                      | 217                      | 304                      | 217           | 1,676          |
| 5042 Waste                             | 5042               | 700                                 | 260                      | 65                       | 65                       | 65            | 455            |
| 5044 Grounds Maintenance               | 5044               | 0                                   | 0                        | 0                        | 121                      | 0             | 121            |
| 5045 Water                             | 5045               | 640                                 | 302                      | 0                        | 0                        | 241           | 544            |
| 5050 Insurance                         | 5050               | 3,700                               | 3,932                    | 0                        | 0                        | 0             | 3,932          |
| 5060 Office Stationery                 | 5060               | 700                                 | 75                       | 41                       | 0                        | 0             | 116            |
| 5070 Mobile Phones                     | 5070               | 2,000                               | 352                      | 87                       | 0                        | 87            | 525            |
| 5072 Postage                           | 5072               | 100                                 | 30                       | 0                        | 5                        | 7             | 42             |
| 5073 Phone Lines                       | 5073               | 2,500                               | 605                      | 111                      | 110                      | 110           | 936            |
| 5080 Safety Equipment                  | 5080               | 600                                 | 0                        | 52                       | 0                        | 0             | 52             |
| 5100 Office Equipment                  | 5100               | 3,000                               | 938                      | 198                      | 0                        | 435           | 1,571          |
| 5110 Sampling                          | 5110               | 1,800                               | 1,797                    | 166                      | 0                        | 0             | 1,963          |
| 5120 Building Maintenance              | 5120               | 5,000                               | 1,715                    | 37                       | 8                        | -315          | 1,445          |
| 5131 Pest control                      | 5131               | 0                                   | 815                      | 149                      | -69                      | 0             | 895            |
| 5140 Transfer to(from -ve)<br>Reserves | 5140               | -24,901                             | 0                        | 0                        | 0                        | 0             | 0              |
| 5150 Advertising                       | 5150               | 1,000                               | 0                        | 0                        | 0                        | 0             | 0              |
| 5160 Petty Cash and Sundries           | 5160               | 500                                 | 139                      | -191                     | -76                      | -296          | -424           |
| 5170 Legislation Literature            | 5170               | 1,500                               | 0                        | 0                        | 92                       | 0             | 92             |
| 5572 Car User - Mileage                | 5572               | 5,500                               | 2,077                    | 523                      | 1,081                    | 464           | 4,145          |
| 5574 Car User - Essential              | 5574               | 3,300                               | 1,388                    | 352                      | 341                      | 326           | 2,406          |
| 5795 Subsistence                       | 5795               | 0                                   | 0                        | 0                        | 15                       | 0             | 15             |
| <b>Total Expenditure</b>               |                    | <b>260,689</b>                      | <b>98,151</b>            | <b>21,978</b>            | <b>22,053</b>            | <b>22,248</b> | <b>164,430</b> |

**GL code/ Income**

|                           |      |                |                |              |              |              |                |
|---------------------------|------|----------------|----------------|--------------|--------------|--------------|----------------|
| 7501 Ship Sanitation      | 7501 | 10,000         | 4,763          | 3,624        | 2,863        | 3,717        | 14,968         |
| 7502 Interest Received    | 7502 | 400            | -87            | -12          | -12          | -12          | -123           |
| 7503 LAPPC Permit Charges | 7503 | 5,000          | 0              | 2,821        | 0            | 0            | 2,821          |
| 7504 Rent                 | 7504 | 6,500          | 1,625          | 0            | 0            | 1,625        | 3,250          |
| 7505 Services             | 7505 | 2,000          | 4,117          | 0            | 0            | -2,859       | 1,258          |
| 7506 Sampling             | 7506 | 2,000          | 670            | 60           | 0            | 10           | 740            |
| 7507 Precept              | 7507 | 234,789        | 234,789        | 0            | 0            | 0            | 234,789        |
| 7508 Pest services        | 7508 | 0              | 2,880          | -1,245       | -77          | 1,250        | 2,808          |
| <b>Total Income</b>       |      | <b>260,689</b> | <b>248,757</b> | <b>5,249</b> | <b>2,774</b> | <b>3,731</b> | <b>260,511</b> |

|  |        |
|--|--------|
| <b>No Credit Card Expenditure for April</b>  | 0      |
| <b>Credit Card Expenditure for May</b>       | 439.85 |
| <b>Credit Card Expenditure for June</b>      | 83.30  |
| <b>No Credit Card Expenditure for July</b>   | 0.00   |
| <b>Credit Card Expenditure for August</b>    | 144.93 |
| <b>Credit Card Expenditure for September</b> | 206.84 |
| <b>Credit Card Expenditure for October</b>   | 513.60 |

**Balance sheet**

Cash in Bank 31/10/2017 **336,350**

In the following accounts:

|                                 |         |
|---------------------------------|---------|
| Business direct reserve account | 270,777 |
| Business reserve account        | 55,566  |
| Current account                 | 10,008  |

Outstanding Debtors at the end of October

|                        |              |
|------------------------|--------------|
| Sampling               | 200          |
| Ship sanitation        | 6,004        |
| Pest services          | 0            |
| LAPPC                  | 1,049        |
| <b>Current Debtors</b> | <b>7,253</b> |

Outstanding Creditors at the end of October

|                          |               |
|--------------------------|---------------|
| Aug Invoices             | 344           |
| Sep Invoices             | 30            |
| Sep Payroll              | 21,062        |
| Oct Invoices             | 1,014         |
| Oct Payroll              | 20,202        |
| <b>Current Creditors</b> | <b>42,652</b> |

**Commentary**

After settling outstanding invoices the bank account at the end of October would have a balance of £300,951  
At year end reserves are forecast to be £180k at year end

## Executive Summary

|                           |  |
|---------------------------|--|
| <b>Agenda Item</b>        | 17 35  |
| <b>Presented by</b>       | Andrea Smith   |
| <b>Title</b>              | Deputy Chief Officers Report<br>Aug 2017, Sept 2017 & Oct 2017 |
| <b>Document Reference</b> | 17 35 (01)(02)   |

It is the intention to be more informative and present material for elected members to share within their own authorities.

- 237 Preliminary Inspections leading to 121 Vessels requiring inspection 17 35(01)
- Legionella sample results
- Potable Water sample results
- 20 vessels ship sanitation exemption certificates, Revenue raised £3,320.00
- 39 water samples taken , Revenue raised £1,438.76
- 26 of 40 ships sampled failed Legionella analysis
- 6 of 20 ships sampled failed Potable water analysis
- Meetings attended 17 35(02)

## 17 35 (01)

**Ship Inspections – 237** 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 237 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).

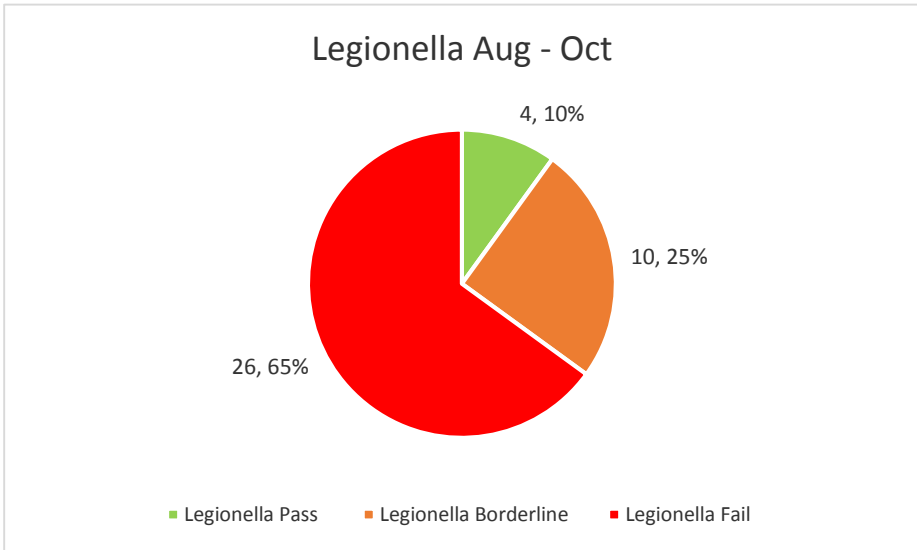
|                                       |     |
|---------------------------------------|-----|
| Total Ships visited in period Aug-Oct | 121 |
| No. of visually satisfactory ships    | 58  |
| No. of ships issued with an ERF       | 55  |
| No. of visually poor ships            | 8   |
| No. of Ship Sans issued               | 18  |



**Legionella Samples** - A total of 81 individual legionella samples were taken from 40 ships. An average of 2 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). 65% 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.

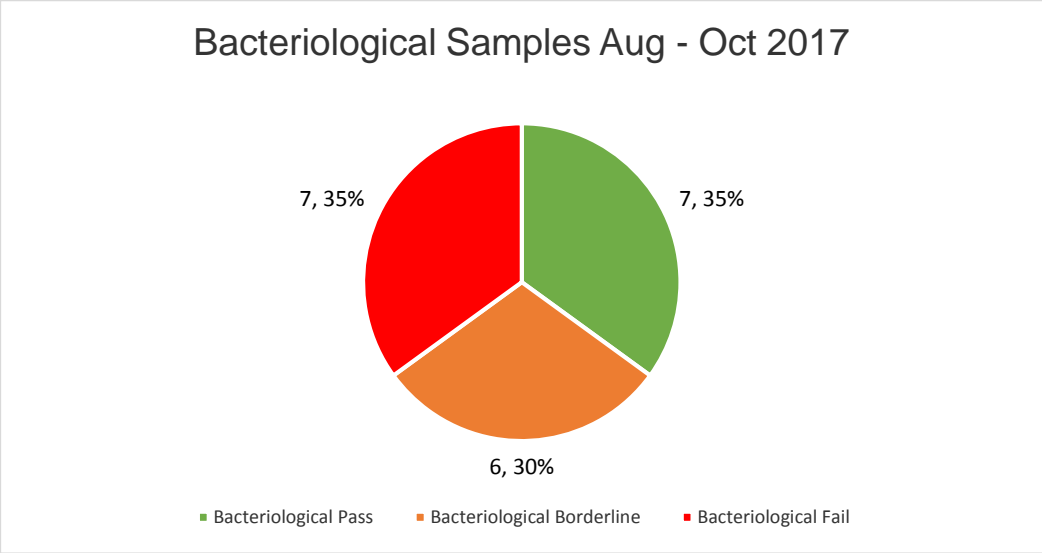
The results of Legionella samples taken by MPHA are currently being fed into a national survey of Legionella on ships. This survey is being used to investigate the extent of legionella colonisation in water on board non passenger ships and to shape the development of guidance for Shipping companies (issued by the MCA) and for port health officers (to be issued by PHE).

|                                  |    |
|----------------------------------|----|
| Total samples Taken              | 81 |
| Total Samples Taken (Sample Set) | 40 |
| Legionella Pass                  | 4  |
| Legionella Borderline            | 10 |
| Legionella Fail                  | 26 |



**Potable Samples** - A total of 39 micro biological water samples were taken from 20 ships during the period Aug 2017 to Oct 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. 35% of the ships sampled had unsatisfactory results and required remedial action.

|                            |    |
|----------------------------|----|
| Total Samples              | 39 |
| Total sample sets          | 20 |
| Bacteriological Pass       | 7  |
| Bacteriological Borderline | 6  |
| Bacteriological Fail       | 7  |





**17 35 (02) MEETINGS ATTENDED BY OFFICERS**

| <b>Date</b> | <b>Meeting</b>                    | <b>Location</b> | <b>PHO</b> |
|-------------|-----------------------------------|-----------------|------------|
| 30/08/17    | Public Health England             | Dutton House    | JR/AJS     |
| 06/09/17    | HPRU EZI Public Involvement Panel | Leahurst        | LC         |
| 26/09/17    | World Environmental Health Day    | Cheshire        | LC         |
| 13/10/17    | Port Medical Officers             | Dutton House    | AJS        |

## Executive Summary

|                           |   |
|---------------------------|---|
| <b>Agenda Item</b>        | 17 36   |
| <b>Presented by</b>       | John Robinson & Andrea Smith                  |
| <b>Title</b>              | Port Health 'Pictorial Activities' & Articles |
| <b>Document Reference</b> | 17 36   |

The 'Pictorial Review' of activities along the Manchester Ship Canal and areas of interest to Port Health in general.

- Update on the Seccardi which is now known as Denizhan Trio

## Executive Summary

|                           |                             |
|---------------------------|-----------------------------|
| <b>Agenda Item</b>        | 17 37                       |
| <b>Presented by</b>       | John Robinson               |
| <b>Title</b>              | Date & Time of Next Meeting |
| <b>Document Reference</b> | 17 37                       |

**Monday, 5 March 2018**

Salford Town Hall

### **Ordinary Meetings for 2018**

The meeting schedule should be as follows:-

**All dates to be confirmed**

Monday, 21 May 2018 Runcorn

Monday, 3 September 2018 Salford

Monday, 26 November 2018 Runcorn

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