

MANCHESTER PORT HEALTH AUTHORITY

Minutes of the Ordinary Meeting of the Manchester Port Health Authority

Held on Monday, 3 July 2017

Reference 2017/02M

17 10 Members Present**Date:** Monday, 3 July 2017**Venue:** Runcorn Town Hall, Council Chambers**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 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

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 11 Apologies**

Cllr R Abbey Wirral BC

The Chairman passed on from the board, wishes for Councillor Abbey's wife who is currently unwell.

17 12 Minutes and matters arising from the Ordinary Board Meeting of 6 March 2017

The committee considered the minutes of the last meeting 6 March 2017 and were asked if there were any questions.

Discussion under 17 07 regarding provision of a list of ships inspected, following a lengthy debate and advice from the Authorities solicitor, it was agreed that upon request members would be provided with a list of ships inspected during the period. This would be in addition to the meeting agenda and would be a separate document. HB requested this be provided to him at every meeting.

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

17 13 Business Planning Sub Group, Minutes of 19 June 2017

The Deputy Chair gave an outline of matters discussed at the BPSG including Statement of Accounts, Internal Audit, Financial Risk Assessment and Service Delivery Plan. Performance of APHA (referred to BPSG to report back at the November meeting)

Members raised the following issues:-

- A question was raised regarding the Authorities membership status with APHA, following on from the decision from the last meeting. A second question was asked relating to the BPSG minutes. Why were APHA refusing our request for PLaN status?
- Following on from the first question and subsequent discussion a further question was asked on how would no longer being members effect the Officers?
- There were concerns raised following on from the presentation last meeting, where it was suggested that APHA would deliver a number of improvements. HM felt that there was no evidence of this currently and that a close eye should be had on the organisation between now and November to see what comes out. This should be taken into account when making a decision on membership.
- KM advised the meeting that PLaN membership was for small ports and APHA did not consider MPHA to be a small port.

BPSG members response:-

- A letter has been received from APHA asking the Authority to reconsider its decision on membership. The BPSG have agreed that this will be discussed at the next meeting in November. During this interim period MPHA are not members of the Association, as no membership has been agreed and as such, can have no representatives on APHA's board. The Solicitor reiterated this and stated that should members wish to attend APHA meetings they can only attend on a personal basis and cannot represent MPHA. It is understood that Officers may still be able to attend PLaN meetings/training events subject to a cost. Projects currently undertaken by MPHA are via joint working with different organisations and not through APHA.

All agreed that the matter of APHA membership would be discussed at the November meeting of MPHA. Until a clear decision is made MPHA are no longer members of APHA.

17 14 Statement of Accounts 2016 – 2017 & Budget Monitoring up to April 2017

The statement of accounts were prepared in accordance with the Accounts and Audit Regulations 2003 as modified by the Accounts and Audit (Amendment) (England) Regulations 2006 and 2011. The Accountant pointed out that the reserves for the year end 2017-2018 will be £186,108 and are very likely to be down this year end 2017-2018. Recommended that a need of an increase in precept for November 2017.

No further questions were raised and members accepted the accounts as a true record.

17 14(02) Budget Monitoring up to the end of April 2017, TT presented the budget monitoring, the balance at the end of April has a balance of £384,191. At 1st April 2017 reserves were £211k if the budget is adhered to then reserves at the year are forecast to be £186k

Members raised the following issues:-

- Can the report show the difference between Officer costs and Relief Officer?
- Can members be provided with information on credit card expenditure?
- Who chases debtors for payment?
- Question raised against the 'Overtime' code, money has been posted against this, however, there is no budget set.
- When was the last Precept increase?

Officers provided the following response:-

- The accountant pointed out the costs are separated between Officers and Relief Officers in the budget monitoring report.
- It was agreed that a credit card balance and breakdown would be provided.
- Both MPHA Office Manager and Salford CC Senior Finance Support Officer chase outstanding monies. The majority of invoices are paid within 60 days.
- The accountant said he would look into the matter of overtime with Salford payroll department.
- The Precept was raised at last year's November meeting by 0.5%. The BPSG would need to look at horizon planning which could see a change in the precept. It was also noted that with more work

coming MPHA's way in the future and training required for this new workload, a decision needed to be taken whether more staff are required to do the work or the same staff are required to do more work. Either way this will have budget implications (new employees versus overtime). As pointed out in the BPSG meeting, extra training costs will raise and this must be kept in the forefront of people's minds.

No further questions were asked and members accepted.

17 15 Financial Risk Assessment

CPHO provided an overview of the updated FRA, the reasons for the changes and looking to the future of Port Salford. An increase in revenue from the Pest Control service was also highlighted. The FRA will be reconsidered in November's budget.

No further questions were asked and members accepted the Financial Risk Assessment.

17 16 Internal Audit Report – 31 March 2017

CPHO highlighted the internal audit report and noted that the only comment raised by the Auditor was in relation to 'Members Expenses'. As a result additional guidance was provided in the "Financial Guidance for Employees and Elected Members". A copy of this guidance was circulated to members.

Members raised the following issues:-

- The question was raised that the guidance does not say 'what expenses can be claimed'?
- A comment was raised regarding subsistence for food being insufficient (these figures are broadly in line with Officers allowances).

Officers provided the following response:-

- The document states that 'Travel and Other Expenses may be claimed'. Other expenses effectively means 'Subsistence'.
- The Solicitor advised the meeting that the legislation has not changed since the document was last issued. This is a re-imburement scheme which is not the same as an 'allowance'. Members must demonstrate the 'cheapest means' of travel, unless the Authority agrees a 'cap' there is not one currently. However, expenses must be agreed by the Authority. There is nothing wrong with the way the system is set out, so long as members can demonstrate this is the cheapest way of travel. The Joint board can agree to stop an action if it gets too expensive. KM stated he did not agree to this and intends not to abide by it.

17 17 Port Health 'Pictorial Activities' & Articles

The CPHO provided an update on events along the MSC, these included ongoing repair works to Runcorn docks, the clean-up operation at Warrington and increase in trade at Salford.

17 18 Chief Port Health Officers Quarterly Report February 2017 – April 2017

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

Key issues:-

- 199 preliminary inspections during a 3 month period of this number 121 were inspected. 117 ships were assessed as satisfactory 39 ships were issued with an evidence report form requiring action to be taken, and 4 ships were identified as being poor and required remedial action. 18 Ship Sanitation Certificates were also issued.
141 individual legionella samples were taken from 48 ships, 59% of ships sampled were unsatisfactory according to guidelines and required remedial action.
38 microbiological samples were taken. 33% had unsatisfactory results and required remedial action.
236 swab samples were taken from 48 ships, 94% of ships swabbed were deemed as unsatisfactory and therefore did not have satisfactory cleaning standards.

Members raised the following questions:-

- Are there any trends between swab sample failures and country of origin?
- Question was asked regarding whether Port Health Officers looked for 'magic pipes', whilst conducting a ship inspection. [A magic pipe is a surreptitious change to a ships oily water separator, or other waste handling equipment, which allows waste liquids to be discharged in contravention of maritime pollution regulations].

Officers responded to issues raised:-

- A ship may be registered in one particular country, have a Captain/crew from all over the world, so this is difficult to assess. However, correlations will be made for each of these elements where possible but this could take time due to the complexities.
- This is part of the role of the Maritime Coast Guard Agency. Port Health Officers do not have the powers to deal with such contraventions nor the knowledge of ships engineering to be able to do this.

17 19	Service Delivery Plan 2017
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Members were given the draft copy of the updated Service Delivery Plan and summary document for their perusal. A short introduction to the changes were provided, a more detailed discussion will be held at the September meeting after members have had the time to digest the document.

17 20	Date and Time of Next Meeting
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Monday 4 September 2017 – Ordinary meeting, Salford Town Hall

Ordinary Meetings for 2017

Monday, 27 November 2017 – 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