

ORDINARY MEETING
of
Manchester Port Health Authority
Monday, 4 September 2017
Salford Council Offices
Swinton Town Hall, Civic Centre
Chorley Road, Swinton, Salford, M27 5DA
Committee Room 4
Commences: 10:30

AGENDA

- 17 21** **Members Present**
- 17 22** **Apologies for Absence**
- 17 23** **Minutes of the AGM & Ordinary Board Meeting of 3 July 2017
and matter's arising.**
- 17 24** **Budget Monitoring up to 31 July 2017**
- 17 25** **Port Health 'Pictorial Activities' & Articles**
- Daniel Adamson
 - Pest Control activities additional reports
- 17 26** **Chief Officers Report for May 17, Jun 17, Jul 17**
(01) Galley Hygiene Project
(02) Ship inspection figures
(03) Meetings attended
- 17 27** **Service Delivery Plan 2017**
- 17 28** **Date and time of next meeting**

17 23 (01)(02) Minutes of the AGM & Ordinary Meeting 3 July 2017

MANCHESTER PORT HEALTH AUTHORITY Minutes of the Annual General Meeting of the Manchester Port Health Authority Held on Monday 3 July 2017				
17 01		Members Present		
Date:	Monday, 3 July 2017			
Venue:	Runcorn Town Hall, Council Chambers			
Present:	Chairman	Cllr A Brocklehurst	Salford CC	AB
	Vice Chairman	Cllr T Sherlock	Cheshire West & Chester Council	TS
		Cllr D Hammond	Cheshire West & Chester Council	DH
		Cllr B Ryan	Salford CC	BR
		Cllr S Bellamy	Salford CC	SB
		Cllr R Wilson	Salford CC	RW
		Cllr K Morley	Halton BC	KM
		Cllr H Barrett	Manchester CC	HB
		Cllr S Lanchbury	Manchester CC	SL
		Cllr S Ali	Manchester CC	SA
		Cllr B Sharp	Trafford MBC	BS
		Cllr H Mundry	Warrington Borough Council	HM
	Officers:	John Robinson	Chief Port Health Officer	JR
		Andrea Smith	Deputy Chief Port Health Officer	AJS
		Yvonne Graham	Office Manager	
		Tony Thompstone	Accountant	TT
		John Tully	Halton Borough Council Solicitor	JT
Minutes taken by:	YG			
17 02		Apologies		
		Cllr R Abbey	Wirral BC	RA
17 03		Election of Chair		
<p>John Robinson the Clerk to the Authority opened the meeting by asking for nominations for Chairman of Manchester Port Health Authority.</p> <p>Cllr Tony Sherlock proposed Cllr Adrian Brocklehurst Cllr Ronnie Wilson Seconded</p> <p>On receiving only one proposal for Chairman JR announced Cllr Adrian Brocklehurst was duly re-elected as Chairman to the Authority for the year 2017-2018.</p>				

17 04	Election of Deputy Chair	
	<p>AB asked for nominees for position of Vice Chairman.</p> <p>Cllr Paula Sadler proposed Cllr Shelley Lanchbury Cllr Hugh Barrett Seconded</p> <p>Cllr Adrian Brocklehurst proposed Cllr Tony Sherlock Cllr Sammie Bellamy Seconded</p> <p>A vote went out to members, AJS/YG counted. Following a count of the votes AB declared Cllr Tony Sherlock as Vice Chairman.</p>	
17 05	Minutes of the Annual General Meeting held on 6 June 2016	
	<p>AB asked members if the minutes were a true record of the meeting. All members agreed.</p>	
17 06	Any Other Business and Adoption of the Constitution	
	<p>17 06 Re-adoption of the Constitution is put forward annually.</p> <p>JT confirmed that there were no substantive changes proposed to the Constitution</p> <p>The proposal was agreed and the Constitution was adopted.</p> <p>All agreed, members accepted</p>	

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
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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
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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
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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
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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

Executive Summary

Agenda Item	17 24
Presented by	Tony Thompstone
Title	Budget Monitoring as at 31 July 2017
Document Reference	17 24(01)

Summary:- Please find the accounts for the months of May to July 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 July would be £356,181

Reserves at the end of the year are forecast to be £186,000

17 24 Budget Monitoring as at 31 July 2017

GL code/ Expenditure	GL	Budget for 17/18	Spend & income April	Spend & income May	Spend & income June	Spend & income July	Total spend Apr to Jul
4200 MPHA Basic Pay	4200	158,000	13,918	13,977	13,620	13,698	55,214
4201 MPHA Allowances	4201	16,600	1,394	1,355	1,358	1,381	5,487
4203 MPHA Overtime	4203	0					0
4204 MPHA National Insurance	4204	16,000	1,681	1,681	1,633	1,649	6,644
4205 MPHA Employer Pension	4205	25,000	2,653	2,655	2,577	2,603	10,488
4936 Other Employee Expenses	4936	0	0	0	0	4	4
5000 Retired Officer Pension Fund	5000	8,300	0	0	0	4,212	4,212
5010 Accounts Finance SLA	5010	12,000	-12,000	0	12,000	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
5013 Legal SLA	5013	2,500	0	2,500	0	0	2,500
5014 External Audit Fees	5014	600	-600	0	0	0	-600
5015 IT SLA	5015	4,000	838	238	838	238	2,150
5020 APHA Meetings	5020	0	18	0	0	0	18
5021 APHA Conference	5021	0	0	0	0		0
5023 AGM & Business Meetings	5023	300	0	0	0		0
5030 Member Training	5030	0	0	0	0		0
5031 Officer Training	5031	2,000	0	170	0	0	170
5041 Electricity/gas	5041	3,200	226	226	269	217	938
5042 Waste	5042	700	65	65	65	65	260
5044 Grounds Maintenance	5044	0	0	0	0		0
5045 Water	5045	640	166	79	0	57	302
5050 Insurance	5050	3,700	3,932	0	0	0	3,932
5060 Office Stationery	5060	700	0	0	0	75	75
5070 Mobile Phones	5070	2,000	89	88	87	88	352
5072 Postage	5072	100	0	7	16	7	30
5073 Phone Lines	5073	2,500	262	110	119	114	605
5080 Safety Equipment	5080	600	0	0	0		0
5100 Office Equipment	5100	3,000	346	198	0	394	938
5110 Sampling	5110	1,800	216	0	0	1581	1797
5120 Building Maintenance	5120	5,000	1,497	186	26	5	1,715
5131 Pest control	5131	0	306	440	69	0	815
5140 Transfer to(from -ve) Reserves	5140	-24,901	0	0	0		0
5150 Advertising	5150	1,000	0	0	0		0
5160 Petty Cash and Sundries	5160	500	88	-485	465	71	139
5170 Legislation Literature	5170	1,500	0	0	0		0
5572 Car User - Mileage	5572	5,500	496	473	534	574	2,077
5574 Car User - Essential	5574	3,300	352	343	343	349	1,388
5795 Subsistence	5795	0	0	0	0		0
Total Expenditure		260,689	12,443	24,308	34,019	27,380	98,151

GL code/ Income

7501 Ship Sanitation	7501	10,000	660	1,625	1,364	1,114	4,763
7502 Interest Received	7502	400	-13	-11	-11	-52	-87
7503 LAPPC Permit Charges	7503	5,000	0	0	0	0	0
7504 Rent	7504	6,500	0	0	1,625	0	1,625
7505 Services	7505	2,000	0	3,334	523	260	4,117
7506 Sampling	7506	2,000	180	270	220		670
7507 Precept	7507	234,789	184,477	16,771	0	33,541	234,789
7508 Pest services	7508	0	2,880	0	0	0	2,880
Total Income		260,689	188,184	21,988	3,721	34,864	248,757

No Credit Card Expenditure for April	0
Credit Card Expenditure for May	439.85
Credit Card Expenditure for June	83.30
No Credit Card Expenditure for July	0

Balance sheet

Cash in Bank 31/07/2017 **394,751**

In the following accounts:

Business direct reserve account	373,768
Business reserve account	10,982
Current account	10,000

Outstanding Debtors at the end of July

Sampling	647
Ship sanitation	2,403
Pest services	3,334
Current Debtors	6,384

Outstanding Creditors at the end of June

February Invoices	2,592
March Invoices	11,282
April Invoices	3,037
May Invoices	2,883
June Invoices	600
July invoices	4,302
July payroll	20,257
Current Creditors	44,953

Commentary

After settling outstanding invoices the bank account at the end of June would have a balance of £356,181
Reserves at the end of the year are forecast to be £186,000

Executive Summary

Agenda Item	17 25
Presented by	John Robinson & Andrea Smith
Title	Port Health 'Pictorial Activities' & Articles
Document Reference	17 25

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

- Daniel Adamson
- Pest Control activities, separate report by Steve Seddon

This year MPHA has been more proactive in developing a Pest Control Service. We have established contracts with two major operators on the ship canal, namely Aggregate Industries and Quality Freight.

In addition to this, we have been offering a treatment service to vessels with cockroaches.

Two reports are offered as attachments to the main papers and the ships involved are the Luke and the Seccadi.

Port Health Officer, Steve Seddon will outline the activity to the treatment of these vessels.

Daniel Adamson



Restoration of tug/tender SS Daniel Adamson

The vessel has been completely restored after being saved from scrap in 2004. A team of volunteers started to work and in 2015, the Heritage Lottery fund awarded £3.8 million to restore the Danial Adamson to full working order.

Recommissioned in June 2016, this year has seen the vessel being deployed back into the Manchester Ship Canal, with trips for passengers from Ellesmere Port to Salford and the River Weaver.

It was suggested at the last meeting that an opportunity might be taken to have a Port Health Inspection during 2018 and this introduction is to raise awareness to members to this possibility.

Executive Summary

Agenda Item	17 26
Presented by	Andrea Smith
Title	Deputy Chief Officers Report May 2017, June 2017 & July 2017
Document Reference	17 26 (01)(02)

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

- 284 Preliminary Inspections leading to 131 Vessels requiring inspection 17 26(01)
- Legionella sample results
- Potable Water sample results
- Galley Hygiene Swabs
- 19 vessels ship sanitation exemption certificates, Revenue raised £2,995
- 224 water samples taken, Revenue raised £2,185.56
- 44 of 57 ships sampled failed Legionella analysis
- 13 of 29 ships sampled failed Potable water analysis
- Meetings attended 17 26(02)

17 26 (01)

Ship Inspections – 284 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 131 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).

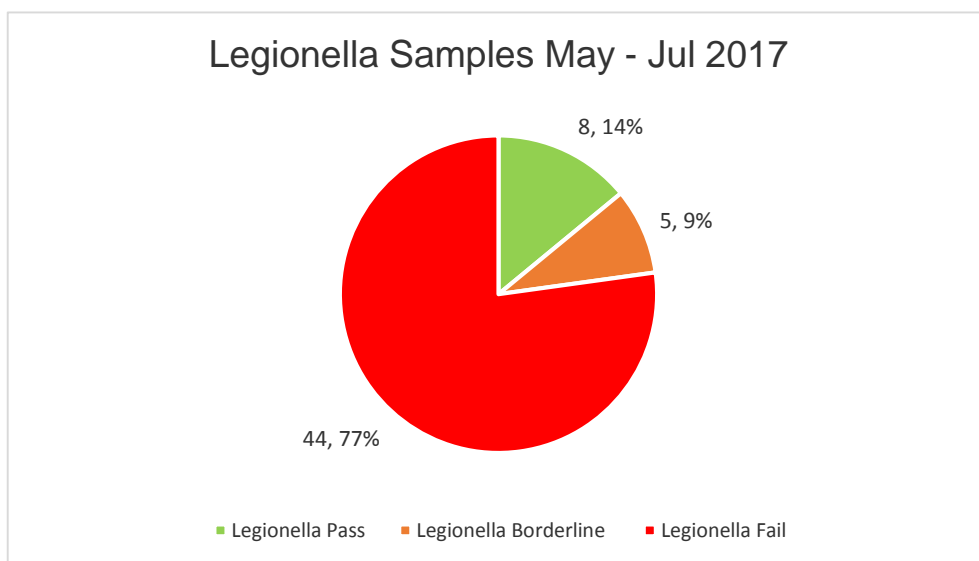
Total Ships visited in period May-Jul	131
No. of visually satisfactory ships	82
No. of ships issued with an ERF	47
No. of visually poor ships	2
No. of Ship Sans issued	19



Legionella Samples - A total of 165 individual legionella samples were taken from 57 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). 77% 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.

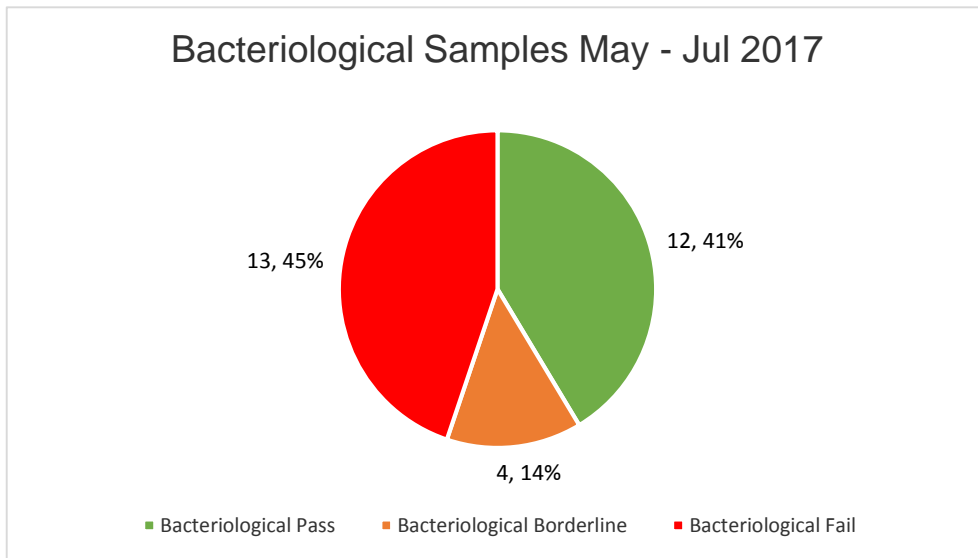
The results of Legionella samples taken by MPHA are currently being fed into a national survey of Legionella on ships. This survey is being used to investigate the extent of legionella colonisation in water on board non passenger ships and to shape the development of guidance for Shipping companies (issued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

Total samples Taken	165
Total Samples Taken (Sample Set)	57
Legionella Pass	8
Legionella Borderline	5
Legionella Fail	44



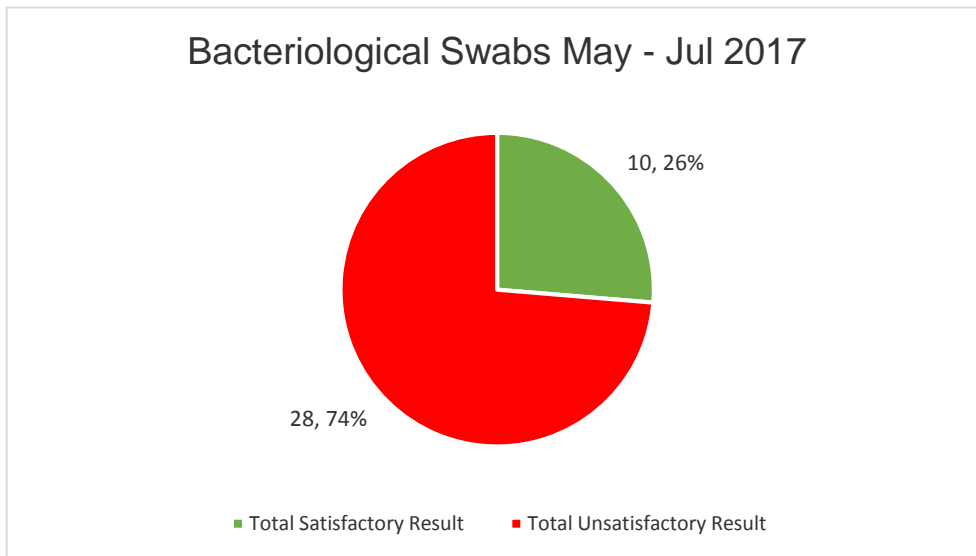
Potable Samples - A total of 58 micro biological water samples were taken from 29 ships during the period May 2017 to Jul 2017. Typically 2 samples are taken from each ship in order to identify if the drinking water is of a satisfactory standard throughout the distribution system. 45% of the ships sampled had unsatisfactory results and required remedial action.

Total Samples	58
Total sample sets	29
Bacteriological Pass	12
Bacteriological Borderline	4
Bacteriological Fail	13



Bacteriological Swabs - Since January 2017, MPHA has been contributing samples to the PHE Galley Hygiene Project. A total of 191 samples from 38 ships were taken up to the end of June 2017. Of the ships sampled, only 10 ships received a satisfactory result for all bacteriological swabs. 28 of the 38 ships surveyed had unsatisfactory levels of bacteria and therefore do not have satisfactory cleaning standards. This project ended on 30 June 2017.

Total Swabs taken	191
Total Sample Sets	38
Total Satisfactory Result	10
Total Unsatisfactory Result	28



17 26 (02) MEETINGS ATTENDED BY OFFICERS

Date	Meeting	Location	PHO
24/05/17	Porthealth Sig	Wirral	AJS
25/05/17	PLaN	Wirral	AJS
22/06/17	Food Standards Agency, Regional Event 2017 - Regulating Our Future	Preston	AJS

Executive Summary

Agenda Item	17 27
Presented by	John Robinson/Andrea Smith
Title	Service Delivery Plan 2017
Document Reference	17 27 (01)(02)

The Service Delivery Plan was distributed at the Annual General Meeting. It was decided to debate the plan at this meeting.

Deputy Chief Port Health Officer, Andrea Smith will address the report and answer any questions that might arise.

MPHA is grateful once again to Councillor Lanchbury who has proof read the document, resulting in some amendments being made.

Executive Summary

Agenda Item	17 28
Presented by	John Robinson
Title	Date & Time of Next Meeting
Document Reference	17 28

Monday 27 November 2017 Runcorn Town Hall

Ordinary Meetings for 2018

The meeting schedule should be as follows:-

Monday, 5 March 2018 Salford 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