

TYNE PORT HEALTH AUTHORITY MEETING OF THE JOINT BOARD

**Tuesday 5 February 2019
AGENDA**

- 1. Apologies for Absence**
To receive apologies for absence from the meeting.

- 2. Declarations of Interest**
You are invited to declare any personal and/or prejudicial interests in matters appearing on the agenda, and the nature of that interest.

You are also requested to complete the Declarations of Interests card available at the meeting and return it to the Clerk to the Authority before leaving the meeting.

- 3. Minutes of the last meeting**
To confirm the minutes of the meeting held on 2 October 2018 and to consider any matters arising.

- 4. Operational Summary 1 September 2018 – 31 December 2018**
To receive the operational activity report for the period.

- 5. Update on Brexit & Civil Contingency Arrangements**
To receive a presentation from the Resilience Team at North Tyneside Council on planning assumptions being made in relation to departure of the UK from the EU.

- 6. Budget for 2019-2020**
To consider the draft budget for 2019-20.

- 7. Schedule of Fees and Charges for 2019-20**
To consider the draft Schedule of Fees and Charges for the forthcoming financial year.

- 8. Service Plan for 2019**
To consider the draft Service Plan for the calendar year.

- 9. Any Other Business**

Tyne Port Health Authority Minutes of the Annual Meeting of the Joint Board

At the annual meeting of the Joint Board of the Tyne Port Health Authority duly convened at 10am on Tuesday 2 October 2018, Quadrant (East), The Silverlink North, Cobalt Business Park, North Tyneside at which a quorum of Members were present, that is to say:-

Present:

North Tyneside Council:	Councillor B Burdis Councillor J Hunter
Newcastle City Council:	Councillor T Gordon
South Tyneside Council:	Councillor K Stephenson Councillor F Cunningham
Gateshead Council:	Councillor T Graham

Officers in Attendance:

Frances McClen, Chief Port Health Officer
Colin MacDonald, Clerk to the Authority
Dr Simon Howard, Public Health England
Alex Wall, Environmental Health, North Tyneside Council
Samantha Jobson, South Tyneside Council

JB01/10/2018 Apologies For Absence

Apologies were received from Councillor A Walsh, Councillor K Dodds, Councillor Nick Kemp and Councillor W Dick.

JB02/10/2018 Declarations Of Interest

No declarations of interest were received.

JB03/10/2018 Minutes of Last Meeting

The minutes of the last meeting on the 5 June 2018 had been circulated.

RESOLVED that the minutes of 5 June 2018 be taken as read and confirmed.

JB04/10/2018 Annual Return for the year ended 31 March 2018

The Annual Return for the year ended 31 March 2018 containing the external auditor's certificate and opinion following conclusion of audit was presented by the Clerk to the Joint Board.

The external auditor has advised that:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

RESOLVED that the Joint Board accept and approve the external auditors' certificate and opinion following submission of the Annual Governance and Accountability Return for the year ended 31 March 2018 relating to the Authority as attached in **Appendix 1** to the report.

JB05/10/2018 Operational Summary 01/05/2018 -31/08/2018

The Chief Port Health Officer presented the report to the Joint Board. It was highlighted that there were 592 arrivals over the period of May to August inclusive. All major and minor defects were remedied in port and no matters required referral to the Maritime & Coastguard Agency or the next port of call for follow up action.

87 Samples of drinking water were taken from 27 vessels for bacteriological analysis. Samples are taken routinely as part of some ship sanitation and other ship inspection, and also on request or in response to concerns. There were 13 unsatisfactory samples taken during the period but all follow up samples were found to be satisfactory and no remedial actions were necessary.

There were 12 consignments of tea during the period and document checks were undertaken on each. Five physical samples were undertaken and the results were satisfactory.

The port are taking part in discussions with the Food Standards Agency on the replacement of the imported food software utilised to process common entry documents and certificate of inspection to ensure clear and efficient communication between importers, agents, HMRC and Border Force.

There have been webinar discussions on resources and time. There is obviously concern to ensure no delay in the movement of food by ensuring there is a software package to allow the processing of documentation. There is expected to be an increase in the potential checks that may be required. The port however is only able to handle ambient food not of animal origin. Any additional checks that may be generated due to Brexit of food of animal origin will need to be processed at other ports with

appropriate status.

There were no reported gastro intestinal outbreaks. There was one fatality reported during this period of individual who died of natural causes during a cruise and whose body was brought back to England.

There have been no reports of Norovirus incidents on the cruise liners during this period.

Members asked questions of the officer during the presentation. Councillor Cunningham highlighted the relationship between the port and The Mission to Seafarers. Councillor Graham raised the issue of having adequate staffing levels in place to deal with Brexit.

RESOLVED that the Joint Board note the report.

JB06/10/2018 Annual Review of the Corporate Risk Register

The report was presented by the Clerk and set out the Authority's obligations to have the necessary arrangements in place for the management of risk, and members were reminded that this is a statutory requirement under The Accounts and Audit Regulations 2015.

The Authority must not only make an assessment of the risks facing the body and take appropriate steps to manage those risks, but in addition, it must seek regular assurance regarding internal controls.

The Joint Board last reviewed and approved the corporate risk register at its meeting in October 2017. The Clerk presented the updated and revised draft risk register attached to the report.

Each risk has been reviewed and there were no proposals to change any of the risk scores. The changes were outlined.

Risk TPHA2 – Strategically discharging statutory functions: Competency training of officers is reviewed annually and is on-going.

Risk TPHA3 – Compliance with the Audit and Accounts requirements: The External Audit opinion for 2017/18 highlighted there were no issues to respond to.

Risk TPHA6 – Emergency Preparedness: A Rabies Plan exercise was completed during the year and action points highlighted are being addressed. A mass evacuation exercise involving a large passenger vessel is being planned for 2019 with Northumbria Police and the Port of Tyne being identified as key partners.

Risk TPHA8 – Operational Polices and Procedures: It is noted that the Brexit landscape remains uncertain.

Risk TPHA9 – Discharge of Statutory Functions: An external audit took

place during the year by the Food Standards Agency (FSA). The outcome of the audit was positive.

Risk TPHA10 – Responding to legislative change: Officer training continues to be addressed through regional groups. The impact of Brexit is continuing to be monitored.

RESOLVED that the Joint Board: a). note the requirements of The Accounts and Audit (England) Regulations 2015 and their application to the Authority as a “smaller authority”; and b). approve the updated corporate risk register for the Authority as presented in the report.

JB07/10/2018 Any Other Business

The Chair and the Clerk both thanked Councillor Cunningham for the assistance she provided in making the arrangements for the bi-annual visit to the port on 13 September 2018. Members commented that the visit and presentations provided on the day were valuable and very informative. The Clerk noted the interest from Members relating to Emergency Planning and Civil Contingencies. It was agreed that a presentation would be provided at the February meeting of the Joint Board.

ACTION: The Clerk to arrange.

In the absence of Councillor Walsh, the Clerk raised her query regarding the reason for tea samples being sent to Germany. The Chief Port Health Officer advised that the laboratory which is used is accredited for compositional analysis. The officer will query further if any laboratory has accreditation in the UK.

ACTION: The Chief Port Health Officer to investigate.

The Chief Port Health Officer noted that some allergen kits may be purchased to test foodstuffs on cruise ships for the fourteen allergens recognised by the Food Standards Agency.

**Tyne Port Health Authority
Report to the Joint Board
Date: Tuesday 5 February 2019**

Reporting Officer: Frances McClen
Chief Port Health Officer

Contact Details: Tel: 0191 6436640
Email:- frances.mcclen@northtyneside.gov.uk

Subject: Operational Summary 01/09/18 - 31/12/18

PART 1

1.1 Purpose:

The purpose of this report is to inform the Joint Board of activity during the period 01/09/18 – 31/12/18

1.2 Recommendation

It is recommended that the Joint Board note the report.

2.0 Information

2.1 Operational Summary

Ship Arrivals and Inspections

Ship arrivals and inspections have remained stable with a slight increase in cruise traffic at the port. A breakdown of shipping trends over the last 10 years is set out in **Appendix 1**.

Shipping is inspected either on request (usually due to impending expiry of ship sanitation certification) or in accordance with the Authority's policy of prioritising inspections using a risk based approach as set out in the annual service plan.

Summary of ship sanitation inspections

Inspections	Ship Sanitation Control Exemption Certificates issued	Ship Sanitation Control Certificates issued
9 (12)	9(12)	0(0)

* figures for the same period the previous year shown in brackets.

Three vessels were issued with an evidence report for the next port to make them aware of minor deficiencies. The evidence reports related to a number of food hygiene issues such

as cross contamination by use of the same chopping board for both uncooked meats and vegetables, evidence of dead cockroaches within a store room and poor stock rotation. The evidence reports are attached to the ship sanitation exemption certificate to allow the port authority to follow up the remedial actions specified.

Evidence reporting is a notification system for non-compliance rather than a serious breach such as rat infestation within the galley area where the port authority would consider contacting the Maritime and Coastguard Agency who may consider detaining a vessel until works or treatment carried out.

Summary of Other Inspections/ Boardings of Ships

Arrivals	Inspections	Major Defects found	Minor Defects found	Revisits/ Referrals
530(393)	58(59)	0(0)	5(6)	5(3)

* figures for the previous year shown in brackets.

No major defects were found and all minor defects were remedied in port. The revisits were generally to carry out water sampling requests. A large number of minor defects reported related to inadequate ship provisions or poor hygiene practices. No matters required referral to the Maritime and Coastguard Agency although a vessel with legionella failure was advised to report to the next port for a follow up test.

Imported Food

Official controls, which can involve documentary checks and sampling, are carried out in accordance with directive on all third country imports of certain specified foods and plastics entering the port. This directive stipulates the percentage checks and types of sampling and concerns to be considered. Tea from China requires 10% of consignments to be checked.

Summary of official controls on imported food and plastics 1 Sept to 31 Dec 2018

	Number of Consignments	Document Checks	ID Checks	Samples Physical Checks	Satisfactory	Unsatisfactory
Tea from China (669)	30(31)	30 (31)	2(2)	2(2)	2(2)	0(0)
Organic Tea	3 (1)	3(1)	0(0)	0(0)	0(0)	0(0)
Other Food	1 (0)	1(0)	0(0)	0(0)	0(0)	0 (0)
Plastics	0(0)	0(0)	0(0)	0(0)	0(0)	0 (0)

* figures for the previous year shown in brackets.

Two physical samples were taken for two separate consignments and analysed for pesticide residues from China (669). The document checks rely on ensuring that the manifest details match with the common entry document. A few minor errors were found on documents with regard to tonnage of product and missing common entry documents. These issues were rectified by the Agent and the consignments released.

No issues were found with the organic tea consignments. No other food or plastics were imported.

Water Supply

71 water samples were taken from 23 vessels for bacteriological analysis. Samples are taken routinely for some ship sanitation, routine ship inspections and on request. The results of water sampling from vessels indicated 65 satisfactory, 1 failure and 5 borderline for high colony count (ACC). The Legionella failure was from the Vessel Pascal’s galley tap. The vessel was given advice to investigate, remedy and contact the next port health authority for a retest.

Public Health England now consider that the Aerobic Colony Count sampling does not give a true representation of poor water quality on a vessel and the Association of Port Health Authorities recognises that water tanks are expected to have fairly high total bacterial counts. This will therefore no longer be routinely sampled in the future.

5 samples of drinking water were taken from hydrants in the port area during this period and no failures reported.

Summary of water sampling activity

Vessels sampled	Total samples from vessels	Hydrants sampled	Satisfactory	Unsatisfactory
23(20)	71(42)	5(6)	75(30)	1(9)

* figures reported the previous year are shown in brackets.

All unsatisfactory results were notified to the vessel or agent and when possible resampled. All follow up samples were found to be satisfactory and no remedial actions were necessary.

Income from official controls and other chargeable activity

The table of charges for 2017/18, approved by the Joint Board is set out in **Appendix 2**.

Ship Sanitation Inspection	Other (Food & Plastics Imports and Water Sampling)	Total
£2110 (£3,415)	£ 3005.50(£1,700.50)	£4887.12 (£5.115.50)

* figures for the same period the previous year are shown in brackets.

Income from water sampling and importation was higher than expected due to receiving a

large number of Common Entry Documents for verification and a number of formal samples of tea falling within the period.

The new charges for 2019/20 are proposed under a separate report to the Joint Board.

Other Activity

BREXIT

In preparation for Brexit, meetings have taken place to discuss how ports will manage risks particularly with regards to importation of transit goods, exports and imports as well as fish catch certificates.

A Steering Group is led by DEFRA, APHA, MMU and Border Control who are consulting with representatives of industry and port health authorities.

The main issue is that there is a worst case presumption that there will be an increase in goods that may require documentary checks and official controls .

DEFRA are developing software package to replace the European system.

DEFRA will be providing communication to importers and exporters on the new requirements and creating the software package. They hope to have made this communication to businesses by end of February.

DEFRA has drafted new controls that would require to be passed by Parliament to give ports powers for official controls as this is currently incorporated in European law.

The Port of Tyne may in future have to consider acting as an official control point for food of animal origin. Currently all such food travels through a European port where the necessary checks are undertaken..

There is concern about delay due to additional checks on transit which may lead to the rerouting of goods to other ports.

DFDS

Passenger and cruise ships are currently being encouraged to meet higher hygiene and communicable diseases standards as set out by The EU SHIPSAN ACT, a European Joint Action funded Health Programme.

DFDS wishes to continue to achieve the higher cruise ship standards. This has led to the DFDS increasing the frequency of water sampling from monthly microbiological sampling and 6 monthly legionella sampling in accordance to the EU manual for Hygiene Standards and Communicable Disease Surveillance on Passenger Ships.

3.0 Decision Options

This is an information only report.

4.0 Appendices:

Appendix 1 – Shipping trends at the Port of Tyne
Appendix 2 – Fees and Charges

5.0 Contact Officers:

Frances McClen, Chief Port Health Officer – Tel: 0191 643 6640

6.0 Background Information:

There are no background papers to this report.

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

1.0 Finance and Other Resources:

There are no direct financial implications arising from this report.

2.0 Legal:

There are no direct legal implications arising from this report.

SHIPPING TRENDS SINCE YEAR 2007

YEAR	ARRIVALS	INSPECTIONS	DEFECTS
2007	1940	303	30
2008	1772	310	52
2009	1479	195	24
2010	1669	269	13
2011	1928	284	17
2012	1850	357	22
2013	1548	234	2
2014	1466	233	10
2015	1381	203	97
2016	1621	210	56
2017	1312	195	20
2018	1629	206	32

CRUISE SHIP ARRIVALS

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
23	29	23	20	38	33	31	31	36	48	51	50

Tyne Port Health Authority

Schedule of Fees and Charges for 2018/19

The Tyne Port Health Authority has set the following charging scheme with effect from the 1 April 2018.

Fees are calculated on a cost recovery basis and also take account of national guidance. Where the cost of sampling and analysis is known this has been shown below, however, for many products the cost of the sample varies depending on size and the nature of the analysis.

Ship Inspection Charges – for Ship Sanitation Control Certificates

The Tyne Port Health Authority has adopted the table of charges set by the Association of Port Health Authorities for Ship Sanitation Control Certificates and Ship Sanitation Control Exemption Certificates and the APHA at meeting on the 4 January 2018 set charges below effective from the 1st April 2018.

SHIP INSPECTION CHARGES – 2018/19

Gross Tonnage	Charge
Up to 1,000	£90
1,0001 to 3,000	£125
3,001 – 10,000	£190
10,001 – 20,000	£245
20,001 – 30,000	£320
Over 30,000	£375
Vessels with the capacity to carry between 50 and 1,000 persons	£375
Vessels with the capacity to carry more than 1,000 persons	£640
Extensions	£60

The table of charges does not include extra charges which may be applied for additional costs incurred by the Authority such as launch hire or sampling and analytical fees.

Water Sampling

There is no charge for water samples taken as part of official controls including ship sanitation inspection or as part of routine water quality monitoring.

Water sampling carried out on request will be subject to the following charges

Water Sample	Pro rata £30 per hour* plus analysts fees where applicable**
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*includes travel time to and from courier dispatch point.

**analyst fees are not always incurred and will vary depending on type of analysis requested.

Plastic Kitchenware

The following charges will apply to consignments subject to official controls, that is, imports of polyamide and melamine kitchenware falling within CN code 3924 10 00 originating or consigned from China or Hong Kong.

Check, Countersign and Issue of Common Entry Document (CED)	£50.00*
Formal Sample (10%)	Pro rata £30 per hour** plus analysts fees***

*discount will be applied to multiple CEDs in a single consignment.

**excludes any port handling fees charged direct by Port of Tyne.

***analysts fees currently approx £420.

Organic Certificates

Charges for certification of organic food imports under the provisions of Council Regulation (EC) No 834/2007 are set by DEFRA and are currently set at a flat rate of £45 per certificate.

Catch Certificates

Catch certificates are provided for by legislation controlling Illegal, Unregulated and Unreported Fishing, Council Regulation (EC) No 1005/2008.

Catch certificates are subject to a charge of £22.50 each.

A discount will be applied to multiple catch certificates in a single consignment

Imported Food Sampling

The following charges will apply to consignments of imported food subject to an enhanced level of official controls (under Commission Regulation 669/2009)

Check, Countersign and Issue of CED	£46.00*
Formal Sample (10%)	Pro rata £26.50 per hour** plus analysts fees***

*discount will be applied to multiple CEDs in a single consignment

**excludes any port handling fees charged direct by Port of Tyne

***analysts fees will vary depending on type of analysis

**Tyne Port Health Authority
Report to the Joint Board
Date: Tuesday 5 February 2019**

Subject: Draft Budget for 2019/20

Reporting Officer: Janice Gillespie,
Responsible Financial Officer to the Authority

Officer Contact Details:
Tel: 0191 643 5701
Email: janice.gillespie@northtyneside.gov.uk

PART 1

1.1 Purpose:

The purpose of this report is to present the draft budget for the forthcoming financial year 2019/20 to the Joint Board for consideration and seek approval of it.

1.2 Recommendation

It is recommended that the Joint Board:

- a) Consider the draft budget for the financial year 2019/20 for the Authority as attached to this report;
- b) Approve the contributions for the financial year 2019/20 from the four riparian authorities as attached to this report and that the Responsible Financial Officer be authorised to call for payment; and
- c) Approve the draft budget for the financial year 2019/20 for the Authority as attached to this report.

2.0 Information

2.1 Background

The Tyne Port Health Authority is constituted in accordance with the Tyne Port Health Authority Order 2010. Article 9 of that Order provides that the Authority be funded by contributions for the specified riparian authorities in the following proportions-

North Tyneside Council	33%
South Tyneside Council	33%
Gateshead Council	13%
Newcastle-upon-Tyne City Council	21%

The Tyne Port Health Authority is a “smaller relevant body” under the Accounts and Audit Regulations 2015 by virtue of the Local Audit and Accountability Act 2014 for the purposes of auditing of accounts. As such the Authority has a responsibility for ensuring that its financial management is adequate and effective.

Formulation of a draft budget for the forthcoming financial year and due consideration of it by the Joint Board is a key aspect of the financial controls in place.

The proposed budget for 2019/20 is attached in Appendix 1. The key movements to note are:

- The port & river inspection budget has been removed for 2019/20 as it is a bi-annual constitutional commitment.
- The support services budget is included as an estimated allocation. Support service allocations have not been completed by the host Authority however these will either remain unchanged or will reduce.
- The analysts fees budget has been increased to reflect actual activity at the port.
- Since the strategic partnering arrangements with Capita commenced on 1 November 2012 salary budgets and car mileage are included within the Tyne Port Health Authority budget as a third party payment.

Reserve Position

The balances of the Tyne Port Health Authority budget are held in reserve.

The forecast balance held in reserve as at 31 March 2019 is £113,920. The draft budget for 2019/20 is financed using a contribution from reserve of £13,290 in line with the 3 year plan to reduce the reserve to £100,000 by the end of financial year 2019/20 which is considered to be a reasonable level given the profile of the budget. Due to increased income generated by the Tyne Port Health Authority the precepts paid by riparian authorities can be reduced in 2019/20.

The draft budget for 2019/20 would result in a reduction of 6.44% in the precepts paid by the riparian authorities. Please see table below which illustrates the reduction.

Riparian Authority	Precept 2018/19	Precept 2019/20	Reduction
	£	£	£
<i>Gateshead MBC Precept</i>	21,025	19,670	-1,355
<i>South Tyneside MBC Precept</i>	53,369	49,932	-3,437
<i>North Tyneside MBC Precept</i>	53,369	49,932	-3,437
<i>Newcastle City Council Precept</i>	33,962	31,774	-2,188

3.0 Decision Options

The options available to the Joint Board are:

Option 1

To agree with the recommendations set out in Section 1.2 of the report.

Option 2

To agree with the recommendations set out in Section 1.2 of the report with amendment.

Option 3

To instruct the Responsible Financial Officer to undertake further work to be reconsidered by the Joint Board.

Option 1 is the recommended option.

4.0 Appendices:

Appendix 1 – Draft budget for the forthcoming financial year 2019/20 including proposed funding contributions from the four riparian authorities.

5.0 Contact Officers:

Janice Gillespie, Responsible Financial Officer to the Authority – Tel: 0191 643 5701
Richard Gray, Senior Accountant, North Tyneside Council – Tel 0191 643 7033
Colin MacDonald, Clerk to the Authority – Tel 0191 643 6620
Stephen Ballantyne, Legal Manager: Monitoring Officer Support and Employment –
North Tyneside Council – Tel 0191 643 5329

6.0 Background Information:

The following background papers have been used in the compilation of this report and are available for inspection at the offices of the author of the report:

Tyne Port Health Authority Order 2010.
Local Audit and Accountability Act 2014.
The Accounts and Audit Regulations 2015.
Code of Audit Practice, National Audit Office April 2015
Governance and Accountability for Smaller Authorities in England, A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, Joint Panel on Accountability & Governance March 2018

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

1.0 Finance and Other Resources:

The overall impact of the budget changes highlighted in the report is that the precepts payable by each authority are reduced by 6.44% from the previous year. This is due to the budgeted contribution from reserve in 2019/20.

2.0 Legal

There are no direct legal implications arising from this report. The report outlines the legal responsibilities the Authority has as a smaller relevant body under the Accounts and Audit Regulations 2015 and the need for adequate financial controls and the manner in which financial contributions are provided for under the Tyne Port Health Authority Order 2010.

TYNE PORT HEALTH AUTHORITY

2019/20 REVENUE ACCOUNT

	(For Information) <u>2018/19</u> <u>Budget</u>	(For Approval) <u>2019/20</u> <u>Draft Budget</u>
Pensions out of Revenue	7,026	7,026
Travel and Subsistence	1,210	900
Employers Liability Insurance	620	620
Total Employee Expenses	8,856	8,546
Transport	1,005	0
<i>Joint Board port & river inspection costs</i>	1,005	0
Supplies and Services	9,450	8,930
<i>Equipment</i>	610	310
<i>Catering</i>	130	60
<i>Uniforms</i>	500	120
<i>Printing and Stationery</i>	510	770
<i>IT licences and support</i>	4,500	4,500
<i>Postages</i>	50	50
<i>Mobile Phone Calls</i>	170	140
<i>Training Expenses</i>	1,400	1,400
<i>Subscriptions</i>	1,580	1,580
Analysts Fees	2,900	5,020
<i>Analysts Fees</i>	2,900	5,020
Administration	25,846	25,527
<i>Directorate Management and Support Services</i>	25,846	25,527
Third Party Payments	134,704	136,946
Audit Fees	400	400
Vet Fees	112	112
Total Other Expenses	174,417	176,935
TOTAL EXPENDITURE	183,273	185,481
Exemption Certificates and General Charges	-13,600	-20,600
<i>Port Health Fees & Charges(formerly exemption certificates)</i>	-13,600	-20,600
Precepts	-161,725	-151,308
<i>Gateshead MBC Precept (13%)</i>	-21,025	-19,670
<i>South Tyneside MBC Precept (33%)</i>	-53,369	-49,932
<i>North Tyneside MBC Precept (33%)</i>	-53,369	-49,932
<i>Newcastle City Council Precept (21%)</i>	-33,962	-31,774
Interest	-283	-283
TOTAL INCOME	-175,608	-172,191
NET TYNE PORT HEALTH AUTHORITY	7,665	13,290
Contribution from (-)/ to(+) Reserve	-7,665	-13,290

Richard Gray:
This is an estimate as actual will not be known until March/April 2019

rgra1912:
This is a bi annual cost and has been removed from the budget for 2019/20

Richard Gray:
The analysts fees budget has been increased to reflect actual activity at the port.

rgra1912:
This figure is an estimate as support services are not finalised yet. These will either remain the same or reduce.

rgra1912:
This is the salary/standby costs and car mileage costs paid by Capita out of the contract payment.

**TYNE PORT HEALTH AUTHORITY
BALANCE SHEET FORECAST AS AT 31 MARCH 2020**

	2019/20
	£
<u>Current Assets</u>	
Investments	113,290
Cash and cash equivalents	-13,290
	<u>100,000</u>
<u>Current Liabilities</u>	
Trade Payables	0
Riparian Authorities	<u>100,000</u>
	<u>100,000</u>

**Tyne Port Health Authority
Report to the Joint Board
Date: Tuesday 5 February 2019**

Subject: Schedule of Fees and Charges for 2019/20

Reporting Officer: Frances McClen
Chief Port Health Officer

Officer Contact Details: Tel: 0191 643 6640
Email: frances.mcclen@northtyneside.gov.uk

PART 1

1.1 Purpose:

The purpose of this report is to inform the Joint Board of the current schedule of fees and charges set by the Authority for chargeable activities and to set the schedule of fees and charges for 2019/20.

1.2 Recommendation:

It is recommended that the Joint Board:

- a) Approve the Schedule of Fees and Charges as set out in Appendix 1 to the report to take effect from 1 April 2019; and
- b) Delegate authority to the Chief Port Health Officer to vary any of the fees and charges to enable recovery of cost and in line with any changes to DEFRA harmonised charges.

2.0 Information:

2.1 Background

The Tyne Port Health Authority charges for some of the services it provides. The charging scheme is reviewed annually.

Appendix 1 to this report details the Schedule of Fees and Charges which would take effect from 1 April 2019.

All fees and charges have been calculated on a cost recovery only basis with the exception of ship sanitation certification. The ship sanitation inspection fees follow the Association of Port Health Authorities national guidelines.

2.11 Ship Sanitation Certificates

Ocean going merchant vessels are required under the International Health Regulations 2005 to be inspected at six monthly intervals and issued with either a Ship Sanitation Control Exemption Certificate or a Ship Sanitation Control Certificate which records the inspection of the vessel and either the exemption from controls or control measures applied.

Ports around the world have been authorised by the World Health Organisation to issue the new certificates. The Tyne Port Health Authority is designated for the issue of both certificates within its district.

The Association of Port Health Authorities (APHA) sets a scale of fees that it recommends to its members to be effective from the 1st April 2019. It is requested that members agree the APHA fees and agree to the Chief Port Health Officer be given delegated authority to vary the fees in line with any subsequent direction made by Defra with regard to organic certificates and fish catch certificates

2.12 Imported Food and Plastic Kitchenware subject to Enhanced Level of Official Controls

There is no proposed increase in the existing fees charged for countersigning of Common Entry Documents (CEDs). The hourly rate for officer time is set in line with water sampling to £30 per hour or part thereof.

2.13 Non-Statutory Water Samples

The Authority receives periodic requests from the owners or masters of vessels, including some pleasurecraft, to undertake the sampling of water quality on board these vessels.

This activity is discretionary and fees were introduced in 2012 to recover the costs of officer time and analytical costs

3.0 Decision Options:

The options available to the Joint Board are:

Option 1

To agree with the recommendations set out in Section 1.2 of the report.

Option 2

To agree with the recommendations set out in Section 1.2 of the report with amendment.

Option 3

To instruct officers to undertake further work to be reconsidered by the Joint Board.

Option 1 is the recommended option.

4.0 Appendices:

Appendix 1 – Draft Schedule of Fees and Charges for 2019/20.

5.0 Contact Officers:

Frances McClen, Chief Port Health Officer – Tel: 0191 643 6640
Colin MacDonald, Clerk to the Authority – Tel 0191 643 6620

6.0 Background Information:

The following background papers have been used in the compilation of this report and are available for inspection at the offices of the author of the report:

APHA scale of ship sanitation fees 2019/20
DEFRA harmonised scale of fees (current)

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

1.0 Finance and Other Resources:

The proposed fees and charges and the projected level of income have been factored in to the draft budget for 2019/20 which members are asked to consider under a different agenda item to the February 2018 meeting of the Joint Board.

2.0 Legal:

There are no legal implications arising directly from this report.

Tyne Port Health Authority

Schedule of Fees and Charges for 2019/2020

The Tyne Port Health Authority has set the following charging scheme with effect from the 1 April 2019.

Fees are calculated on a cost recovery basis and also take account of national guidance. Where the cost of sampling and analysis is known this has been shown below, however, for many products the cost of the sample varies depending on size and the nature of the analysis.

Ship Inspection Charges – for Ship Sanitation Control Certificates

The Tyne Port Health Authority has adopted the table of charges set by the Association of Port Health Authorities for Ship Sanitation Control Certificates and Ship Sanitation Control Exemption Certificate and to be effective from the 1st April 2019.

SHIP INSPECTION CHARGES – 2019/20

Gross Tonnage	Charge
Up to 1,000	£95
1,0001 to 3,000	£130
3,001 – 10,000	£200
10,001 – 20,000	£255
20,001 – 30,000	£330
Over 30,000	£390
Vessels with the capacity to carry between 50 and 1,000 persons	£390
Vessels with the capacity to carry more than 1,000 persons	£665
Extensions	£65

The table of charges does not include extra charges which may be applied for additional costs incurred by the Authority such as launch hire or sampling and analytical fees.

Water Sampling

There is no charge for water samples taken as part of official controls including ship sanitation inspection or as part of routine water quality monitoring.

Water sampling carried out on request will be subject to the following charges

Water Sample	Pro rata £30 per hour* plus analysts fees where applicable**
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*includes travel time to and from courier dispatch point.

**analyst fees are not always incurred and will vary depending on type of analysis requested.

Plastic Kitchenware

The following charges will apply to consignments subject to official controls, that is, imports of polyamide and melamine kitchenware falling within CN code 3924 10 00 originating or consigned from China or Hong Kong.

Check, Countersign and Issue of Common Entry Document (CED)	£50.00*
Formal Sample (10%)	Pro rata £30 per hour** plus analysts fees***

*discount will be applied to multiple CEDs in a single consignment.

**excludes any port handling fees charged direct by Port of Tyne.

***analysts fees currently approx £420.

Organic Certificates

Charges for certification of organic food imports under the provisions of Council Regulation (EC) No 834/2007 are set by DEFRA and are currently set at a flat rate of £45 per certificate.

Catch Certificates

Catch certificates are provided for by legislation controlling Illegal, Unregulated and Unreported Fishing, Council Regulation (EC) No 1005/2008.

Catch certificates are subject to a charge of £22.50 each.

A discount will be applied to multiple catch certificates in a single consignment

Imported Food Sampling

The following charges will apply to consignments of imported food subject to an enhanced level of official controls (under Commission Regulation 669/2009)

Check, Countersign and Issue of CED	£46.00*
Formal Sample (10%)	Pro rata £30 per hour** plus analysts fees***

*discount will be applied to multiple CEDs in a single consignment

**excludes any port handling fees charged direct by Port of Tyne

***analysts fees will vary depending on type of analysis

**Tyne Port Health Authority
Report to the Joint Board
Date: Tuesday 5 February 2019**

Subject: Draft Service Plan 2019

Reporting Officer: Frances McClen,
Chief Port Health Officer

Officer Contact Details: Tel: 0191 643 6640
Email: frances.mcclen@northtyneside.gov.uk

PART 1

1.1 Purpose:

The purpose of this report is to present the draft Service Plan for 2019 to the Joint Board for approval.

1.2 Recommendation:

It is recommended that the Joint Board approve the draft Service Plan for 2019 as set out in Appendix 1.

2.0 Information:

The Tyne Port Health Authority is responsible for enforcing legislation contained within the Schedule to the Tyne Port Health Authority Order 2010 and all other legislation that assigns statutory duties and powers to a port health authority. The Authority recognises its role and produces an annual service plan that outlines its priorities. Approval is sought for it from the Joint Board at the February meeting each year.

At a previous meeting of the Joint Board it was decided that service plans would cover the calendar year for consistency with annual reports and annual data provided by Port of Tyne in compiling the plan.

The draft service plan for 2019 is presented in **Appendix 1**. The plan addresses the requirements of the Food Standards Agency for food authorities to produce an annual food law enforcement plan and for it to be approved by an appropriate member forum.

3.0 Decision Options:

The options available to the Joint Board are:

Option 1

To agree with the recommendations set out in Section 1.2 of the report.

Option 2

To agree with the recommendations set out in Section 1.2 of the report with amendment.

Option 3

To instruct officers to undertake further work to be reconsidered by the Joint Board.

Option 1 is the recommended option.

4.0 Appendices:

Appendix 1 – Draft Service Plan for 2019

5.0 Contact Officers:

Frances McClen, Chief Port Health Officer – Tel: 0191 643 6640
Martin MacGowan, Deputy Chief Port Health Officer – Tel: 0191 643 6512
Colin MacDonald, Clerk to the Authority – Tel 0191 643 6620

6.0 Background Information:

The following background papers have been used in the compilation of this report and are available for inspection at the offices of the author of the report:

Tyne Port Health Authority Corporate Risk Register
The Food Standards Agency Strategy for 2015-2020
Framework Agreement on Local Authority Food Law Enforcement – FSA
Legislative and Regulatory Reform Act 2006
Legislative and Regulatory Reform (Regulatory Functions) Order 2007
Regulatory Enforcement & Sanctions Act 2008
Tyne Port Health Authority Order 2010
Port of Tyne statistical data
Official Feed and Food Controls England Regulations 2007 and associated guidance

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

1.0 Finance and Other Resources:

There are no financial and other resource implications directly arising from this report. The activity planned has been considered when formulating the draft budget for 2019/20 which the Joint Board will consider at the February 2019 meeting.

2.0 Legal:

There are no legal implications arising directly from this report.



**Draft Tyne Port Health Authority
Service Plan 2019**

Frances McClen, Chief Port Health Officer

Tyne Port Health Authority Service Plan 2019

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1. SERVICE AIMS AND OBJECTIVES

1.1 Aims and Objectives

The Tyne Port Health Authority is constituted by the Tyne Port Health Authority Order 2010 (the Order). The Order defines the district of the Authority, sets out its membership and details financial arrangements. The Order also assigns a range of statutory duties which are largely regulatory and cover public health, food safety and control of pollution.

The primary purpose of the Authority is to protect the health and wellbeing of the crew and passengers of ships visiting the Port of Tyne as well as protecting the health of the wider population who may be affected by activities at the port and food imports.

The Authority achieves this by carrying out inspection of shipping, responding to incidents and outbreaks of certain infectious diseases, the investigation of complaints, monitoring all imported food passing through the port, and sampling of water supplies and imported food.

The Authority is a food authority and as such must comply with the requirements of the Food Law Code of Practice produced by the Food Standards Agency (FSA). The Code of Practice impacts on two main areas of the Authority's work – food hygiene visits to ships, and imported food control work.

2. BACKGROUND INFORMATION

2.1 Tyne Port Health Authority Constitution and Profile

The Tyne Port Health Authority is constituted by a joint Board consisting of three elected members from each of the four riparian authorities of North Tyneside, South Tyneside, Newcastle and Gateshead. Each riparian authority contributes a fixed percentage annual precept, set out in the Order, which finances the activities of the Authority. North Tyneside Council is the nominated host authority providing accommodation, staffing and administrative support for the Authority.

The district of the Authority includes the Port of Tyne and the remainder of the tidal part of the river (up to the tide stone at Newburn) including the waters and any docks, quays, wharfs or jetties. The district also includes the coastal waters for three nautical miles out to sea extending from the North Tyneside Council northern boundary to the South Tyneside Council southern boundary where each meets the sea.

As well as land and buildings, any ships entering the district come under the jurisdiction of the Authority for the purposes of Public Health (Ships) Regulations and a range of other legislation enforced by the Authority relating to public health, food and control of pollution.

The Port of Tyne is a medium sized port with 1629 ships visiting the port in 2018 compared to 1312 in 2017. Traffic consists of bulk and containerised cargo vessels, fishing vessels, ships undergoing refurbishment or repair and international ferries. There was a steady increase in DFDS international and cruise passenger numbers reported in

the annual Port of Tyne report by 7 and 32 per cent respectively. There were 50 cruise visits in 2018.

There is a bulk liquid storage facility on the north bank of the river but the containers at the site do not meet current food safety standards so therefore cannot receive bulk liquid food imports.

The international ferry terminal on the north bank of the river operates daily ferry sailings to and from Amsterdam, as well as cruise calls. The Fred Olsen cruise ships now dock at Northumbrian Quay. The fish quay is also located on the north bank at North Shields and is home to 22 registered fishing vessels.

2.2 Organisational Structure

The Tyne Port Health Authority is a Joint Board of 12 elected members nominated annually by each of the four riparian authorities. The Board elects a chair and vice chair, and meets three times per year. Membership of the Joint Board for the year 2018/19 is set out in Appendix 1.

The Authority appoints a Clerk and Chief Port Health Officer who are responsible for carrying out the functions of the Authority. Delivery of the Authority's statutory functions is carried out by a designated team of specialist officers.

The Authority also makes the statutory appointments of Public Analyst, Proper Officer and Port Medical Officer. There are service level agreements in place in relation to each of these appointments.

The organisational structure of the Authority and statutory appointments are set out in Appendix 2 and 3 respectively.

2.3 Liaison With Other Organisations

The Authority in carrying out its functions liaises and works in partnership with a number of different organisations.

Public Health England (North East) provides the Authority with advice relating to infectious disease control as well as having a number of statutory responsibilities in providing the Authority with a Port Medical Officer and Proper Officer. Regular contact with Public Health England (PHE) is maintained through existing arrangements between the host riparian authority and PHE as well as regular attendance of PHE at Joint Board meetings of the Authority.

North Tyneside Council's Director of Public Health (DPH) has overall responsibility and acts as the authority's lead on all matters relating to Public Protection in North Tyneside. Tyne Port Health Officers consult with the DPH on any significant public protection issues. The DPH is also consulted on any reviews of the authority's emergency planning arrangements.

The Authority reports its activity annually to the FSA and also receives regular guidance and updates from the FSA on food law enforcement. Ad hoc contact is maintained as food issues at the port periodically occur

Regular contact with the appointed Public Analysts and the HPE Food Examiner is maintained through attendance at the NE Compositional and Microbiological Sampling Groups which meet quarterly.

There is close liaison with the riparian authorities and they are invited to all meetings of the Authority and to periodic river inspections. They are also routinely consulted on any matters relating to the constitution of the Authority.

Operationally, there is close ad hoc liaison and intelligence sharing between the Authority and the riparian authorities particularly in relation to matters concerning infectious disease control, food and feed imports, illegal live animal landings, and other animal health/welfare issues.

Officers of the Authority work closely with Port of Tyne through regular contact with the Harbourmaster and frequent visits to the Container and Bulk Cargo Handling Terminals and International Ferry Terminal. Regular meetings are held to discuss arrangements around official controls on imported food and plastics. There is currently a Steering Group considering the implications of Brexit and ensuring new legislation, software, procedures and training is provided to cover importation and export of goods.

Contact and intelligence sharing with Border Force is maintained during periodic ferry disembarkation checks carried out at the International Ferry Terminal.

The Authority engages in periodic joint inspections of ships with the Maritime & Coastguard Agency (MCA) and also liaises from time to time with a number of other organisations including the Environment Agency and Department of Environment, Food and Rural Affairs (DEFRA)

2.4 Service Provision

The service is provided from the host riparian authority, North Tyneside Council's offices at Quadrant East, The Silverlink North, Cobalt Business Park, North Tyneside.

The service operates a 24/7 emergency on call system to meet its obligations as a Category 1 emergency responder under the Civil Contingencies Act 2004.

2.5 Enforcement Policy

The Authority, in carrying out all of its statutory duties and when making decisions, has regard to the host riparian authority's published Enforcement Policy.

3. SERVICE DELIVERY

3.1 Introduction

Areas of work undertaken by the Authority fall under one of the following headings:

Monitoring of ship arrivals and ship inspections (including ship sanitation inspection);
Monitoring & sampling of ships water supplies;
Imported food control;
Infectious disease control;
Responding to complaints/requests for service;
Advice to business;
Other (public health & pollution incidents); and
Food safety incidents and food alerts.

3.2 Monitoring ship arrivals and inspections

Ships masters are required to give Port of Tyne at least 24 hours' notice of intended arrival, and the Port of Tyne publish a table of expected shipping on the organisations website. All ship arrivals into the port are closely monitored by daily reference to the Port of Tyne table of expected shipping.

Vessels entering the river are categorised depending on the frequency of visits to the port:

Very frequent visitors (3-4 times per week) - such as the DFDS ferries;
Frequent visitors (several times a year);
Occasional visitors (at least once a year) - most of the container feeder vessels from Rotterdam and Felixtowe, and car transporter vessels fall into this or the frequent visitor category; and
Rare visitors (less than once per year) - such as cruise vessels and bulk carriers which bring coal, biomass fuel and a range of other bulk cargos into the Tyne.

The FSA Code of Practice sets out a system of risk rating food premises in the UK which is then used to set an 'intervention frequency', in other words, how often a food business should be visited.

Internationally registered vessels visiting UK ports are food premises by virtue of operating ships galleys (in addition to some handling food as cargo) and should fall within such a regime however it is not practical to fully use the scheme in relation to international shipping which receives regular food hygiene checks, often at many different foreign and UK ports. This is because ships are also regulated by port health authorities enforcing the requirements of International Health Regulations. The regulations require ships to hold a ship sanitation certificate issued by a relevant port health authority as listed by World Health Organisation. Certificates are only issued if ships meet minimum specified standards as set out in the regulations and one key area of the standard is food hygiene. Certificates last for 6 months so ships are routinely inspected (including for food hygiene) at least every 6 months. This is a more onerous inspection regime than under the FSA Code of Practice. Two vessels operating from DFDS terminal in North Shields, the King of Scandinavia and Princess of Scandinavia are covered by the FSA food hygiene interventions scheme and their Hygiene Ratings, currently '5' – 'Very Good', are displayed online on the FSA Hygiene Ratings website.

Tyne Port Health Authority is a WHO listed port to carry out ship sanitation inspection. This service is chargeable and ship sanitation inspection fees are set annually in line with the APHA scale of fees.

Food hygiene inspections of ships galleys, and occasionally other parts of a ship where food cargos are handled, are always carried out as part of general ship sanitation visits. The food hygiene element of the ship inspection is carried out in compliance with the Food Law Code of Practice. Frequency and priority of these visits to vessels entering the port is determined broadly using the following information:

Ship Sanitation Certificate status and the Food Law Code of Practice Interventions scheme (ferries only);

Intelligence information from various sources but in particular, other Port Health Authorities, UK Borders Agency, and Port of Tyne; and

Previous visit/inspection/sampling history.

Ship sanitation visits fall into four broad categories:

Ship Sanitation Inspection – either at the request of the Master or when ship sanitation certification is found to have expired;

Surveillance/verification visits - carried out periodically for all vessels classed as either very frequent or frequent visitors, and carried out on every visit for vessels classed as occasional or rare visitors;

Intervention as a result of intelligence, poor sampling results, or following a complaint; and

Investigation following notification of case or outbreak of food poisoning or infectious disease.

Ship arrivals and inspection totals over the last two years are set out on the following page.

Arrivals and Inspections at the Port

<u>Arrivals</u>		<u>Inspected</u>	
2017	2018	2017	2018
1312	1629	195	208

Inspections breakdown 2018 (2017 figures in brackets)

Number inspected	Number where serious defects found	Dirty and/or verminous	Structure	Hygiene	Safety	Provisions
205(195)	0(3)	1(0)	0(0)	13(1)	(0)	2(2)

Ship inspections revealed a 16 minor defects on board vessels entering the port. The majority were dealt with whilst the vessel were still in port. One Water Sampling legionella failure was reported with advice to vessel to allow resampling at next port to ensure remedial measures effective.

It is estimated that the service will carry out 170 ship inspections during 2019.

3.3 Ship Sanitation Inspection

Sanitation Control Certificates are only issued where vessels do not meet minimum standards. Sanitation Control Exemption Certificates are issued where vessels meet International Health Regulations standards.

A summary of activity over the last two years is set out below.

	2018	2017
Sanitation Control Certificates	0	0
Sanitation Control Exemption Certificates	43	27
Income Generated	£11,879	£7,441

The number of ship sanitation certificates issued nearly doubled from the previous year.. Income from the issue of certificates consequently rose. There has also been an increase in imported food and water sampling requests

In 2018 It is estimated that the service will carry out 40 ship sanitation inspections.

3.4 Monitoring & sampling of ships water supplies

Water samples are regularly taken from quayside hydrants and ships water supplies for bacteriological and chemical analysis. The breakdown of sampling activity below shows that a total of 256 water samples were taken from vessels. This number has doubled due to the DFDS request for monthly sampling and testing rather than 6 monthly sampling. Water sampling is usually taken as either part of routine inspections, or occasionally at the request of the ship owner or master where there are concerns about water quality.

Ship and other Water Sample Totals – 2018 (2017 figures in brackets)

Vessels sampled	Total samples from vessels	Hydrants sampled	Satisfactory	Unsatisfactory
79(47)	256(116)	45 (49)	264(139)	42(26)

Where water sample results are unsatisfactory, appropriate follow up action is taken including investigation into the source of any potential contamination. Follow up samples will always be taken to check that remedial measures have worked although sometimes this is done at an onward port with relevant information being passed on. This happens because of the time lag between submitting samples to the laboratory and receiving sample results, by which time the ship may have left port.

It is estimated that the number of routine water hydrant sampling will drop as the operators of the Bulk Tyne Dock have advised their intention to carry out their own routine water sampling. The authority will however continue to carry out verification sampling but on a less frequent basis.

It is estimated that the service will take 250 water samples during 2019.

3.5 Imported food control

Currently, food imports arrive at the port through either the International Ferry Terminal on road trailers (as part of vehicular ferry traffic), or in containers landed at the Container Handling Terminal. There are bulk cargo handling facilities at the port but these are not currently used for any food imports.

Imports through the International Ferry Terminal are exclusively EU imports and therefore not subject to any official imported food controls. A determination must be made by DEFRA to instruct the port authorities on requirements for future checks. The current advice is that the level of risk from EU countries will not increase so food of animal origin from the EU will not be subject to checks. Random spot checks will be carried out on consignments coming from within the EU to see whether it originated from outside of the EU and if so, whether 'official controls' have been carried out by the EU port of dispatch. Brexit will impact on EU transportation of food of animal origin as it will need to enter at a Border Inspection Post. The Port of Tyne does not have the facilities currently to allow the Border Inspection Post status to accept food of animal origin. Consequently such goods will need to divert to such a port.

Imports at the Container Handling Terminal arrive from both EU and non-EU countries, also known as third countries. The port is a Designated Port of Entry (DPE) which allows the third country import of a range of foods, not of animal origin with 'known or emerging risk', such as tea from China, currently a major import through Port of Tyne. The port also holds First Point of Introduction (FPI) status enabling the import of plastic kitchenware from China containing melamine and polyamide, and which are also subject to official controls. It is estimated that importation of food not of animal origin with known or emerging risk (FNAO) will increase as it will no longer be possible to accept EU port as DPE. This status will depend on guidance from Defra. The estimate is an increase of 25% in FNAO.

Food imports are detected by interrogation of the Destin8 container tracking system and consignments requiring both official controls and background checks are identified.

The Authority carries out background documentary checks of approximately 5 % of all food imported from both within and outside the EU, selected randomly, and in accordance with FSA guidelines. These checks involve mostly documentary and identity checks. Occasional examination and/or sampling is also necessary.

The Authority carries out official controls which involve documentary, identity and physical checks on all imported food with known or emerging risk and plastic kitchenware consignments. 10% of these restricted consignments will also undergo formal sampling for submission to the public analyst.

Consignments passing official controls will be formally certified by Port Health Officers for release onto the UK market. Common Entry Documents required for imports of food with known or emerging risks will be processed through TRACES (Trade Control Expert System).

Port Health Officers carry out checks on organic food products entering the EU from third countries as directed by Commission Regulation (EC) No 1235/2008. These regulations are primarily a consumer protection and anti-fraud measure to ensure that consumers can buy organic produce confident in the knowledge that they have been produced to certain standards, despite the country from which they originate. Official controls are largely limited to documentary and physical checks however sampling may be carried out where there is a suspicion over compliance with the regulations. Consignments must be certified by Port Health Officers before they can be released onto the UK market

As part of the EU system to prevent, deter and eliminate illegal, unreported and unregulated fishing, Port Health Officers are responsible for the verification of catch certificates in respect of consignments of certain types of fishery products arriving in the port that have originated directly or indirectly from third country fishing vessels. After making checks on the authenticity of documentation accompanying the consignment, officers will certify release of the product into free circulation in the UK.

Action to deal with illegal food imports and imported food failing official controls will be carried out in close liaison with UK Borders Agency, who share some enforcement responsibility in this area.

The Service will have full regard to the host authority's corporate enforcement policy when applying legal sanctions.

Imports subject to official controls – 2019 projection (2018 figures in brackets)

	Total No of consignments	Documentary checks	ID / Physical Checks	No. Controlled	No. Rejected
Food Consignments*	1100(1027)	55(23)	0(0)	----	---
Designated Point Entry Food imports (exc organic)	63(51)	63(51)	6(5)	----	----
Organic food imports	4 (4)	1 (1)	0(0)	----	----
Plastics imports	0(0)	0(0)	0(0)	----	-----
Catch Certification	10(0)	10(0)	0(0)	----	----
Other Imported Foods	19(5)	19(1)	0(1)	----	----
Total	51(48)	()	4(4)		

*Food Consignments relates to all imported foods and associated food contact materials. It is estimated that there will be a 25% increase in imported food. Catch certificates are required for catches outside Europe however with Brexit catch certificates will be required for vessels fishing within European waters.

There have been no non-compliance requiring controls or rejections.

The Port of Tyne was audited by the Food Standards Agency in April 2018 to verify that the inspection facilities for imported food, procedures for carrying out official controls and officer competencies meet EU requirements. The Food Standards Agency was satisfied with the procedures and competency. The Port Operator has limited its Designated Point of Entry (DPE) approval to the handling of DPE goods consisting of ambient stable food only. This restriction removes the need for Port Operator to provide facilities to store chilled and frozen goods. The majority of food not of animal origin is tea from china and limiting the status will ensure that the main operation in the warehouse, namely the storage of large quantities of tea, (a product which is highly sensitive to taint and humidity) will not be compromised by the introduction of chilled and frozen goods that would require examination and sampling

This is the seventh full year of reporting on food imports subject to official controls as Port of Tyne only received Designated Point of Entry (DPE) and First Point of Introduction (FPI) status towards the end of 2011. The level of activity remains relatively constant with imported tea from China accounting for most of the activity.

Income from carrying out official controls (including chargeable water sampling). for the year was £12,462 in 2018 compared to £5,989 in 2017.

3.6 Sampling of Food

Imported food and plastic kitchenware subject of DPE and FPI controls are sampled in accordance with specific EU requirements, currently set at 10% of all consignments arriving at the port. 5 samples in this category were taken in 2018; all were reported satisfactory by the Public Analyst.

Other consignments of imported food non subject of the enhanced check systems described above may also be sampled. Sampling of these foods is carried out on a risk basis and may be triggered by intelligence, or to enhance knowledge of the compositional or microbiological status of food not commonly entering the port. .

Samples of food and environmental samples e.g. swabs from food contact surfaces and equipment may be taken to inform food hygiene and food safety checks carried out during routine ships inspections. These samples may be taken as part of regional or national coordinated studies.

In addition to swabs, adenosine triphosphate (ATP) Hygiene indicator equipment can be used to check the cleanliness of food contact surfaces and equipment. ATP devices check on the amount of residual protein, invisible to the naked eye, as marker of the effectiveness of cleaning.

A survey is planned for 2019 where the ATP equipment, supplemented by microbiological sampling where appropriate, will be used in galleys across a cross section of ships as they visit the port. A survey on allergens will also be carried out on the DFDS ferries. The results from these checks will be used to raise awareness with officers and catering crew of the importance of cleaning and disinfection to prevent food poisoning and allergen risks.

It is estimated that the service will take 30 food and environmental samples during 2019.

3.7 Infectious disease control

The Port Health Authority maintains an up to date list of ports and other areas which are infected or believed to be infected with a disease which is subject to the International Health Regulations or which may serve other places or areas so infected or believed to be infected. The list is compiled from the weekly record issued by the World Health Organisation. Copies are issued to HM Customs and the Tyne Port Health Authority as necessary.

Inbound ships are required to notify the Authority of any death or illness on Board where infectious disease is suspected before arrival. Occasionally reports will be received directly from Vessel Traffic Services (VTS) at short notice. The Authority investigates all such notifications before either quarantining or granting health clearance on advice from the Proper Officer/Port Medical Officer.

In the event of an outbreak of infectious disease, the Authority follows formally agreed Infection Control Procedures which require liaison between the authority, PHE (through the proper officer/port medical officer) and the Director of Public Health.

In some circumstances, PHE will set up an Outbreak Control Team including officers from the Authority, to control and oversee the investigation into major outbreaks, and following the procedures in the Joint Outbreak Control Plan.

Whilst notifications of illness are common, there were no reports of illness in the year where notifiable infectious disease was suspected.

It is estimated that the service will deal with 10 ID incidents during 2018.

3.8 Medical Advice and Support

The statutory role of the appointed Port Medical Officer/Proper Officer includes co-ordinating the management and investigation of infectious disease incidents at the port. This includes, when necessary, arranging for medical examination of infected passengers or crew, as well as quarantining and disinfection of vessels.

3.9 Responding to complaints/requests for service

The Authority responds to all complaints and requests for service. Response times are set out in performance targets for the service and these appear later in this plan.

Most requests for service relate to ship sanitation or water sampling and are reported elsewhere. Any imported food or food hygiene related complaints/requests for service are investigated in accordance with LACORS advice and guidance.

There were two complaints received in 2008 and one evidence report from Mersey port health authority requesting follow up checks on a vessel with poor hygiene standards. One complaint related to labelling of allergens and one with regard to housekeeping on the DFDS vessel. Visits were carried out for each complaint. Advice was given to improve the labelling of foods. A similar number of complaints are expected in 2008.

3.10 Other (incl. public health & pollution incidents)

Pollution and public health incidents at the port are relatively rare however the Authority responds to all incidents.

There were no significant air pollution or statutory nuisance incidents to report during the year.

3.11 Food Safety Incidents and Food Alerts Procedure

Incidents are notified to the Authority via the Food Standards Agency Food Alerts System. The alerts are received via EHC net (e-mail), which is accessed every weekday and via text messaging directly from the FSA.

Food alerts can be issued for a range of reasons but usually as a result of contamination of food or other food safety concerns. Most alerts are not relevant for the Authority but occasionally alerts, relating to imported foods in particular, may require a response.

There were approximately 63 food alerts issued by the FSA in 2018. The alerts relate to food that has been released to the market and therefore would not be actionable to imported food but could relate to food vessel e.g. DFDS ferry. Authority was not required to take any action in response to any alerts issued in 2018.

Number anticipated in 2019 would be approximately 63.

3.12 Business Continuity & Emergency Planning

The Authority is a Category 1 responder under the Civil Contingencies Act 2004. The 2004 Act places a range of duties on the Authority under the broad headings of emergency preparedness and business continuity.

The Authority has a Joint Port Health Plan in place with PHE for responding to major incidents including outbreaks of infectious diseases and food poisonings. The Authority is also a member of the Local Resilience Forum (LRF) and there is close liaison and regular meetings with the host authority emergency planning team. Officers periodically attend emergency planning exercises organised by the LRF. The Authority last held its own port health specific emergency planning exercise in 2013 which was attended by officers and key partners and related to legionnaire.

There is in place a 24/7 port health out of hours service.

The Authority has produced a Business Continuity Impact Assessment and this is reviewed annually.

4. RESOURCES

4.1 Staff Allocations

The functions of the Authority are discharged by two full time officers (equivalent) with operational and management support on a part time basis from the Environmental Health Group Leader and the Senior Environmental Health Officer (Health and Safety /Animal Welfare) of the host authority (in their capacities of Chief and Deputy Chief Port Health Officer). Administrative support is provided by one part time officer.

Financial management and constitutional matters are dealt by the Clerk to the Authority which is on a part time basis. The host riparian authority also provides a range of back office support including HR, ICT support and financial management.

4.2 Staff Development

All staff are subject to the host riparian authority's corporate Individual Performance Review (IPR) process during which training needs are identified and assessed in line with the officer's current abilities and responsibilities.

Staff development needs are also discussed at regularly held port health team meetings.

The Authority are members of the Association of Port Health Authority and utilise the training and updates on any changes to legislation. Legislative changes updates on Brexit and importation will be provided by Food Standard Agency and Defra.

5. PERFORMANCE

5.1 Performance Measurement

The Authority uses an internally developed software system for officers to record, monitor and report on all relevant port health activities.

The Chief and Deputy Chief Port Health Officer are responsible for monitoring port health activity and reporting to the Joint Board on a four monthly cycle.

The Authority is required to submit an annual return to the FSA under the requirements of the FSA Framework Agreement setting out activity undertaken by the Authority specifically in its capacity as a Food Authority.

Certain areas of performance are monitored against the following specific performance targets:

Measure	Location	Officer Responsible
Response to requests for Ship Sanitation Inspection within 2 working days of ships arrival or request (whichever is later)	IDOX Database	Port Health Officer
Response to request for Common Entry Document (CED) and Plastic Kitchenware Certification, (excluding identity and physical checks) within 2 working days of date of import	IDOX Database	Port Health Officer
Response to notification of notifiable disease within 2 hours, 24/7	IDOX Database	Port Health Officer
Response to complaints/enquiries within 2 working days of receipt.	IDOX Database	Port Health Officer
Response to major incident (as defined in host authority Major Incident Plan) within 2 hours, 24/7	.	Chief Port Health Officer
Food Standards Agency Annual Performance Return (LAEMS)	IDOX Database	Chief Port Health Officer / Lead Food Officer
Staff Training and Development	Training Plan File Competency Matrix	Chief Port Health Officer / Lead Food Officer
Performance in line with operational procedures	Individual Performance Records	Chief Port Health Officer

In 2018, all activity responses were within target.

6. REVIEW

This plan will be reviewed annually and reported to the Joint Board at the first meeting of each calendar year for endorsement.

6.1 KEY SERVICE DEVELOPMENTS AND CHALLENGES

Port of Tyne has had a significant reduction in coal imports handled by the port. The port is improving its docking facilities by completing the extension of the Riverside Quay for wood pellet importation.

Income from Ship Sanitation inspections rose in 2018. The port of Tyne are investing in infrastructure and land uses to encourage growth in imports. The port has worked with partners Nissan and NSA to develop and help consolidate car terminal operations. The port has handled new cargoes in petroleum coke as well as a variety of agricultural bulk products. Tea and other food imports are unaffected. 35% of raw tea imports come through the port of Tyne and are now providing a base for exporting tea to Canada. Imported food activity should remain stable. Overall numbers of ship inspections in 2018 should remain stable.

It is considered that Brexit will lead to potential increase in official controls. Currently this is considered to lead to a potential 25% increase in food not of animal origin (FNAO).

There will be increased training needs due to replacement of software to be utilized for official controls in place of TRACES.

The Port of Tyne saw 50 cruise calls in 2018. It is expected in 2019 that there will be a similar number of cruise calls from 12 cruise lines.

Membership of the Tyne Port Health Authority (Joint Board)

Councillor B Burdis (North Tyneside Council) (Chair)

Councillor Janet Hunter (North Tyneside Council)

Councillor A Percy (North Tyneside Council)

Councillor N Kemp (Newcastle City Council)

Councillor T Gordon (Newcastle City Council)

Councillor K McGuinness (Newcastle City Council)

Councillor K Dodds (Gateshead Council)

Councillor T Graham (Gateshead Council)

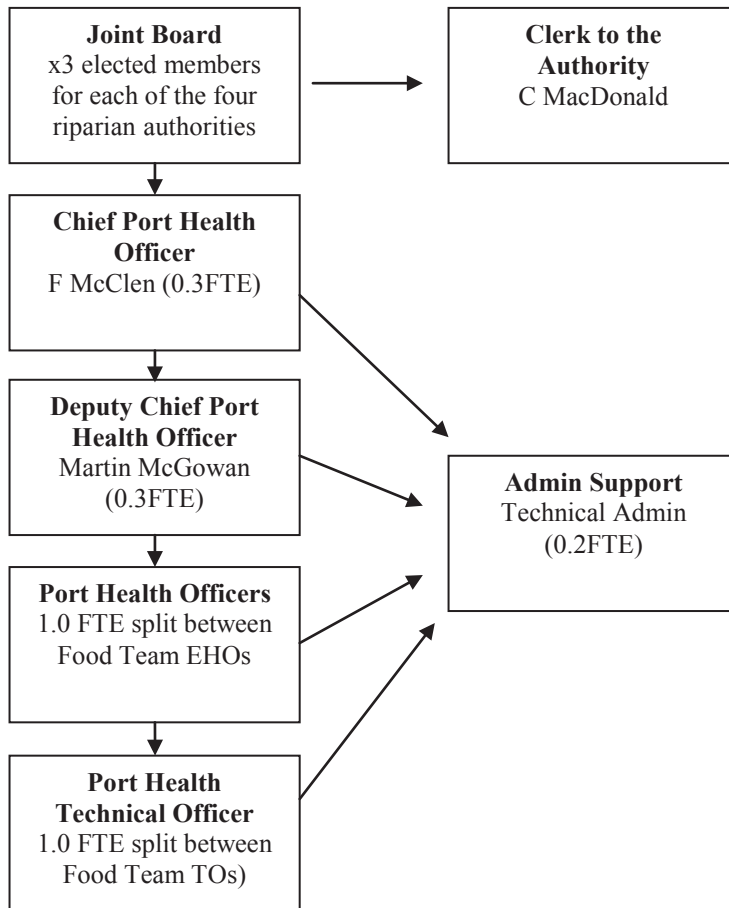
Councillor W Dick (Gateshead Council) (Vice Chair)

Councillor F Cunningham (South Tyneside Council)

Councillor A Walsh (South Tyneside Council)

Councillor K Stephenson (South Tyneside Council)

Tyne Port Health Authority – Organisational Chart



Statutory Appointments

Proper Officer/Port Medical Officer:

Consultant in Health Protection
Public Health England (North East)
Citygate
Newcastle upon Tyne

Lead Officer – Dr Kirsty Forster, Consultant in Health Protection.

Public Analyst:

Elizabeth Moran

Public Analyst & Scientific Advisor
Worcestershire Scientific Services
Unit 5 Berkeley Business Park
Worcester
WR4 9FA

Nigel K Payne

Public Analyst
Somerset County Council
County Hall,
Taunton
Somerset,
TA1 4DY