

**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 3 October 2017 at 10am, 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 A Percy Councillor Janet Hunter
Newcastle City Council:	Councillor I Graham Councillor G Pattison
South Tyneside Council:	Councillor F Cunningham Councillor K Stephenson Councillor A Walsh

**Officers in Attendance:**

Frances McClen, Chief Port Health Officer  
Paul Sanderson Read, Deputy Chief Port Health Officer  
Colin MacDonald, Clerk to the Authority  
Joanne Chastney, South Tyneside Council  
Rachael Kain, Public Health England

**JB01/10/2017 Apologies For Absence**

Apologies were received from Councillor K Dodds from Gateshead Council and Councillor J Streather from Newcastle City Council.

**JB02/10/2017 Declarations Of Interest**

No declarations of interest were received.

### **JB03/10/2017 Guest Speaker – Paul Graves**

Paul Graves, Regeneration Project Manager, North Tyneside Council delivered an informative presentation to the Joint Board focussing on the developments at the former Swan Hunter Shipyard.

Mr Graves outlined that that the site had been strategically retained. The site had been cleared and a new access road had been created and improvements had been made to the overall site infrastructure. The offices had been modernised and new tenants had taken occupancy. The site covered 17 hectares which included a 400m quay. To maintain and improve access the river had been dredged to 9.1 metres.

The site had benefited from investment from the Local Growth Fund. The Centre of Innovation had been refurbished and there were plans to further improve the site and quay facilities to enable heavier loads to be received across the three quays and the ability to undertake outdoor fabrication.

The site was expecting to receive visits from twelve ships this year, mainly servicing the requirements of Soil Machine Dynamics Limited (SMD).

Members asked questions of the officer covering dredging of the river, available training facilities and the connectivity of transport links in and around the site. Cllr Janet Hunter left the meeting at this point in order to fulfil another commitment.

It was agreed that Mr Graves would provide relevant website details and other materials about the site that could be circulated to members of the Joint Board.

**Action:** Clerk to circulate the materials provided by Mr Graves.

The Chair thanked Mr Graves on behalf of the Joint Board for his informative presentation.

### **JB04/10/2017 Minutes of Last Meeting**

The minutes of the last meeting on the 6 June 2017 had been circulated.

**RESOLVED** that the minutes of 6 June 2017 be taken as read and confirmed.

There was one matter arising from the previous minutes:

JB06/02/2017 Association of Port Health Authorities (APHA) Update: It was noted that correspondence had been received from APHA and that this was being addressed by the Clerk in consultation with the Chair. The Clerk reported that, at the request of the Chair, he was due to attend the AGM of APHA in London on 22 November as an observer. A report would be provided to the Joint Board at its next meeting.

**Action:** the Clerk to attend the AGM of APHA.

## **JB05/10/2017 Annual Return for the year ended 31 March 2017**

Following the holding report that had been published, the Clerk circulated the finalised report at the meeting which included the Annual Return for the year ended 31 March 2017 containing the external auditor's certificate and opinion following conclusion of audit.

It was noted that the auditors had confirmed their opinion that;

*“On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”*

*There are breaches of Proper Practices, regulations or legislation which we have noted in our opinion – please see enclosed report.”*

The report from the auditors had only recently been received. It was explained that the auditors had issued a separate report outlining two matters that the Authority should address.

The first issue related to the timing of the electors rights period which commenced on 6 June 2016, the day before the meeting of the Joint Board. This should have happened in reverse. It was noted that the point had already been addressed when approving the 2016-17 accounts in June 2017.

The second issue related to the inspection period for the exercise of electors' rights. It was observed that the inspection period did not include the first 10 working days of July 2017 (i.e. 3 to 14 July). Members were advised by the Clerk that the Authority had complied with this requirement and a discussion took place about whether or not the Joint Board should accept this point. It was agreed that this should be challenged.

**RESOLVED** that the Joint Board a). note the external auditor's certificate and opinion following submission of the Annual Return for the year ended 31 March 2017 relating to the Authority as attached to the report, and b). delegate authority to the Chair to accept and approve the external auditor's certificate and opinion following clarification and agreement about the final content of the Issues Arising report issued and the remedial action required.

## **JB06/10/2017 Operational Summary 01/05/2017 -31/08/2017**

The Chief Port Health Officer presented the report to the Joint Board. It was highlighted that there were 500 arrivals over the period of May to August inclusive. The arrivals consisted of 90 British Flag and 410 Foreign flag ships. 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.

42 Samples of drinking water were taken from 13 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 9 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. One physical sample was undertaken and the results were satisfactory. A sample was also taken from a consignment of mung peas to ensure it was free from E coli and Salmonella.

An out-of-hours maritime declaration of health notification was received over the period. This related to a fatality on board the cruise liner Thomson Celebration in May 2017. A visit was carried out to confirm details of fatality which were not associated with the condition of the voyage. The cruiser liner also experienced 39 cases of gastro-intestinal illness. Samples submitted identified the illness to be caused by the Norovirus. The cruise ship carried out appropriate precautions to contain and minimise spread and arranged a deep clean of the vessel.

Notification has been received from the Food Standards Agency (FSA) of audit of the Authority's status as a designated point of entry for official controls of high risk food not of animal origin. An update will be provided to the Joint Board at its next meeting.

Members asked questions of the officer during the presentation which were responded to.

**RESOLVED** that the Joint Board note the report.

## **JB07/10/2016 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 2016. 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: Following restructuring within the Authority over the last couple of years, this has now bedded in and on-going competency training of officers is continually reviewed by the Chief Port Health Officer.

Risk TPHA3 – Compliance with the Audit and Accounts requirements: The External Audit opinion for 2016/17 is awaited and this risk score will be reviewed once it has been received.

Risk TPHA6 – Emergency Preparedness: Officers continue to be involved in training and exercising undertaken via the host Council's arrangements. All controls are in place. A Rabies Plan exercise has been requested via the LRF and will take place in December 2017. A mass evacuation exercise involving a large passenger vessel is being planned for 2018 with Northumbria Police and the Port of Tyne being identified as key partners.

Risk TPHA9 – Discharge of Statutory Functions: The Authority has been selected for external audit of imported food not of animal origin by the Food Standards Agency (FSA). The competencies and procedures in place will therefore be externally reviewed. An internal review of procedures being currently being undertaken to ensure the Authority's fitness prior to being externally tested.

Risk TPHA10 – Responding to legislative change: The Authority is also working with the host Council to ensure its readiness to comply with the new General Data Protection Regulations 2016 which come into force on 1 May 2018. The impact of Brexit are being continually monitored.

A discussion took place surrounding the current Brexit position and Members noted that it was being monitored closely by the Authority.

**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.

#### **JB08/10/2017 Any Other Business**

There was no other business to note.