

**Tyne Port Health Authority
Report to the Joint Board
Date: Tuesday 6 February 2018**

Subject: Schedule of Fees and Charges for 2018/19

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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 2018/19.

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 2018; 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 2018.

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. APHA meeting on the 4th January 2018 agreed to raise fees in line with inflation effective from the 1st April 2018. 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

It is proposed that existing fees charged for countersigning of Common Entry Documents (CEDs) are increased in line with inflation. The proposed fees for sampling are increased in line with increased staffing costs.

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. Proposed fees for sampling are increased in line with increased staffing 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 2018/19.

5.0 Contact Officers:

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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 2018/19
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 2018/19 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.