

**Tyne Port Health Authority
Report to the Joint Board
Date: Tuesday 7 February 2017**

Subject: Draft Schedule of Fees and Charges for 2017/18

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 2017/18.

1.2 Recommendation:

It is recommended that the Joint Board:

- a) Approve the Draft Schedule of Fees and Charges as set out in Appendix 1 to the report to take effect from 1 April 2017; and
- b) Delegate authority to the Chief Port Health Officer to vary any of the fees and charges in line with any recommendations subsequently made by the Association of Port Health Authorities or 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 draft Schedule of Fees and Charges which would take effect from 1 April 2017.

All fees and charges have been calculated on a cost recovery only basis with the exception of ship sanitation certification where proposed fees follow national guidelines, and Common Entry Documents (CEDs) which are in line with DEFRA harmonised charges.

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 and in previous years, the Authority has always adopted the APHA scale of fees. To date, APHA has made no announcement of any intention to recommend an increase to the scale of fees in 2017. It is therefore proposed that the fees remain unchanged at the present time. However it is requested that the Chief Port Health Officer is given delegated authority to vary the fees in line with any subsequent recommendation made by APHA.

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

It is proposed that existing fees charged for countersigning of CEDs are held as there has been no increase in the harmonised charges published by DEFRA. Proposed fees for sampling are increased in line with increased staffing costs. It is recommended that the Chief Port Health Officer is given delegated authority to vary the fees in line with any subsequent change in charges published by DEFRA.

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 2017/18.

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 2016/17
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 2017/18 which members are asked to consider under a different agenda item to the February 2017 meeting of the Joint Board.

2.0 Legal:

There are no legal implications arising directly from this report.