

**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 6 June 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 J Hunter Councillor A Percy
Gateshead Council:	Councillor W Dick Councillor T Graham
South Tyneside Council:	Councillor K Stephenson

Officers in Attendance:

Frances McClen, Chief Port Health Officer
Paul Sanderson Read, Deputy Chief Port Health Officer
Colin MacDonald, Clerk to the Authority
Alex Wall, North Tyneside Council
Richard Gray, Senior Finance Officer, North Tyneside Council
Kevin McDonald, Group Assurance Manager, North Tyneside Council
David Jamieson, South Tyneside Council
Joanne Chastney, South Tyneside Council

In the absence of the Chair Councillor B Burdis, the Vice-Chair Councillor W Dick took the Chair and opened the meeting.

JB01/06/2017 Election of Chairman

It was moved that Councillor B Burdis be re-elected to the office of Chair of the Joint Board and his appointment was unanimously agreed.

RESOLVED that Councillor B Burdis be, and is hereby elected, Chair of the Joint Board for the ensuing year and until a successor becomes entitled to act as chair.

JB02/06/2017 Appointment of Vice Chairman

It was moved that Councillor W Dick be re-elected as Vice Chair of the Joint Board and this was unanimously agreed.

RESOLVED that Councillor W Dick be, and is hereby elected, Vice Chair of the Joint Board for the ensuing year and until a successor becomes entitled to act as Vice Chair.

JB03/06/2017 Apologies for Absence

Apologies for absence had been received from Councillor B Burdis from North Tyneside Council, Councillors F Cunningham and A Walsh from South Tyneside Council, Councillor K Dodds from Gateshead Council and Councillor J Streater from Newcastle City Council.

JB04/06/2017 Declarations of Interest

No declarations of interest were received.

JB05/06/2017 Appointments to the Joint Board for 2017/18

The Tyne Port Health Authority had been notified by each of the riparian authorities of their appointments to the Joint Board of the ensuing year.

Those appointments were:

Members Appointed by Newcastle-upon-Tyne City Council

Councillor G Bell
Councillor J Streater*
Councillor D Wood

Members Appointed by Gateshead Metropolitan Borough Council

Councillor W Dick
Councillor K Dodds
Councillor T Graham

Members Appointed by North Tyneside Metropolitan Borough Council

Councillor B Burdis
Councillor J Hunter
Councillor A Percy

Members Appointed by South Tyneside Metropolitan Borough Council

Councillor F Cunningham
Councillor A Walsh
Councillor K Stephenson

RESOLVED that the appointments made by the specified riparian authorities to the Joint Board for the year 2017/18 be noted.

JB06/06/2017 Minutes of the Last Meeting

The minutes from the previous meeting of the Joint Board held on Tuesday 7 February 2017 had been previously circulated.

RESOLVED that the minutes of 7 February 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: A letter had recently been received from APHA concerning the Authority's membership. This was currently being reviewed by the Clerk in consultation with the Chair. An update would be provided at the next meeting of the Joint Board.

Action: Clerk on consultation with the Chair to review the correspondence from APHA

JB07/06/2017 Appointments to the Authority for 2017-2018

The Clerk presented the report that outlined appointments that are required to be made by the Authority for the year to ensure the proper discharge of its functions and for the Joint Board to make those appointments.

It was outlined that the Joint Board is responsible for the conduct of the Tyne Port Health Authority and is accountable for ensuring both that its business is conducted in accordance with the law and proper standards are maintained. In order to do this the Joint Board was advised to make a number of appointments to ensure the proper discharge of accountability and that these be revisited annually at the Annual Meeting.

No changes to existing appointments in existence were proposed.

RESOLVED that the following appointments be made for the year:

- a) To reappoint North Tyneside Council as Lead Authority;
- b) To reappoint Mr Colin MacDonald, Senior Manager, Technical & Regulatory Services from North Tyneside Council as Clerk to the Authority;
- c) To reappoint Mrs Frances McClen, Environmental Health Group Leader from North Tyneside Council as Chief Port Health Authority and delegate the powers conferred on the Authority by the 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 and to make all necessary appointments of officers on behalf of the Authority;
- d) To reappoint Mrs Janice Gillespie, Head of Finance from North Tyneside Council as Responsible Financial Officer; and
- e) To reappoint Ms Allison Mitchell, Senior Manager Internal Audit and Risk Assurance from North Tyneside Council as Internal Auditor.

JB08/06/2017 Internal Audit Report for 2016/17

Kevin McDonald presented the report on behalf of the Internal Auditor for the Authority. Mr McDonald explained the internal controls that are subject of internal audit and highlighted the Internal Audit report that had been circulated.

The audit work performed found that:

- a). For Objective D of Section 4, budgeting for salary costs (specifically National Insurance costs) resulted in a budget which was approximately £2k less than required. All PAYE and NI requirements were however properly applied in terms of deductions made and paid over to HMRC, only the amount budgeted for and subsequently recharged to Tyne Port Health Authority is less than the actual costs of the deductions paid over to HMRC;
- b). Objectives H and I in Section 4 were not applicable (as Tyne Port Health Authority does not have a separate bank account, or ownership of any fixed assets); and
- c). For all other control objectives as set out in Section 4 of the Annual Return, these have been achieved throughout 2016/17 to a standard adequate to meet the needs of the body.

RESOLVED that:

- a) It be noted that the Internal Audit Service of the lead Council to the Tyne Port Health Authority (North Tyneside Council), has undertaken sufficient testing to form an Internal Audit opinion on the control objectives set out in Section 4 of the 'Smaller Authorities Annual Return for the Year Ended 31 March 2017';
- b) The resulting conclusions reached, summarised in Section 4 of the 'Smaller Authorities in England Annual Return for the Year Ended 31 March 2017', attached in the report be noted; and
- c) The related Internal Audit Report, which sets out Internal Audit's coverage, findings and recommendations, attached in the report be agreed.

JB09/06/2017 Annual Governance Statement for 2016/17

The report was presented by the Clerk. It was explained that following an annual review of the effectiveness of its system of internal control the Authority must approve an annual governance statement. This statement was set out within the report.

It was highlighted that due to the coming into force of the new Accounts and Audit Regulations 2015 the Joint Board were required to consider the annual governance statement before considering the annual accounting statement. This was a change from previous years and was a matter arising from the 2015/16 opinion from the External Auditor.

Following the outcome of the internal audit report all of the statements of assurance have been answered 'Yes' and reflected that there were no internal or external qualification reports that the Authority was required to address.

RESOLVED that the annual governance statement covering the financial year 2016/17 relating to the Authority as attached in the report be noted and approved and submitted to the External Auditor.

JB10/06/2017 Annual Accounting Statements for 2016/17

The report was presented by Richard Gray on behalf of the Responsible Financial Officer. The completed accounting statements for 2016/17 were circulated with the report. Key variances against budget were highlighted.

There has been a reduction in income generated through fees and charges due to a reduction of trading activity at the Port of Tyne that involves income generating tasks for the Authority. There has been a corresponding reduction in expenditure on analysis fees. Overall this has had an impact of the funds held in reserve which at the end of the financial year was £115,380 compared to a forecast carry forward of £100,000.

It was highlighted that the Joint Board was required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July. Arrangements were in place to publish this Notice from 8 June 2017 to 19 July 2017.

RESOLVED that:

- a) The accounting statements relating to the financial year 2016/17 for the Authority as attached to the report be noted; and
- b) The accounting statements relating to the financial year 2016/17 for the Authority as attached to the report be approved.

JB11/06/2017 Annual Review of the Constitution

The Clerk presented the report and outlined that the Tyne Port Health Authority Order 2010 provides the core constitutional arrangements for the Authority but that this was supplemented by a Constitution that it had developed which built on the statutory provisions.

The Clerk reported that in consultation with the Legal Advisor he had reviewed the current Constitution and there were no matters arising that would necessitate amendment for the new Municipal Year. It was noted that there were no legislative changes that impact the Authority but, as the Joint Board discussed at its annual meeting last year, the outcome of Brexit negotiations was being followed closely.

RESOLVED that no changes be made to the existing Constitution.

JB12/06/2016 Calendar of Meetings for 2016/17

The Clerk presented the report and explained the requirements under the Tyne Port Health Authority Order 2010 for the Joint Board to meet no less than three times in each year beginning 1 June. Historically, meetings have been held on the first Tuesday of the months of February, June and October each year.

It was noted the Joint Board's bi-annual inspection of the port and river took place on 13 September 2016 so did not fall due this year.

It was recommended to the Joint Board to approve future meeting dates of 3 October 2017, 6 February and 5 June 2018, all meetings to commence at 10am, North Tyneside Council's main offices at Quadrant, Cobalt Business Park.

RESOLVED that the following meeting dates be approved:

Tuesday 3th October 2017 at 10am;
Tuesday 6th February 2018 at 10am; and
Tuesday 5th June 2018 at 10am.

All meetings to be held at North Tyneside Council Offices, Quadrant, Cobalt Business Park with the exception of the inspection of the port and river where the venue would be provided by officers in due course.

JB13/06/2017 Guest Speaker – Eric Longstaff, Border Force

The Joint Board welcomed Mr Eric Longstaff, Senior Officer from Border Force to the meeting. Mr Longstaff was invited to address members on the work of Border Force.

Mr Longstaff discussed the work Border Force covering the full range of activity ranging from smuggling of contraband to Human Trafficking. He provided background on the risks to the Port of Tyne, Newcastle Airport and other ports within the North East area and described how these are addressed.

Members asked questions of Mr Longstaff that were or relevance to the work of the Authority including enforcement, the national terror threat, the increasing use of technology and the potential impacts of Brexit. The Chair thanked Mr Longstaff for taking the time to explain the role that he, his team and organisation undertakes.

**JB14/06/2017 Operational Activity Summary Report for the period 1
January 2017 to 31 March 2017**

The Chief Port Health Officer presented the report. It was highlighted that ship sanitation inspections and routine inspections were similar to the same period last year. To encourage greater use of the services provided by the Authority, promotion of the services it officers are to be undertaken. A discussion took place concerning the charges made for ship sanitation inspections. The Officer advised that charges were set in line with the those recommended by the Association of Port Health Authorities.

Water sampling continues to be carried out and corrective advice provided and appropriate enforcement taken as appropriate. The Authority participated in a recent Public Health England survey and carried out additional microbiological sampling in ship canteens, swabbing surfaces and re-useable clothing to examine microbial load and cross contamination.

It is proposed to develop an education pack with visual aids for promoting good hygiene practices. Members queried the disposal of sewage from vessels particularly from cruise liners. It was agreed that a query would be raised with the Port of Tyne on disposal of waste from vessels. Officers suggested that it may be of benefit to invite a member of the Maritime and Coastguard Agency (MCA) to discuss how sewage from passenger vessels could be disposed of safely and en-masse on the Tyne.

Officers highlighted that, in addition to promoting with work of the Authority at the Port, work was underway to review the Authority logo. Informative background was provided describing the history of what makes up the logo of the Authority.

RESOLVED that the Joint Board note the report.

JB15/06/2017 Any Other Business

The Clerk highlighted to members that David Jamieson, Principal Environmental Health Officer at South Tyneside Council was in attendance and this would be his last meeting before he retires. On behalf of the Joint Board the Chair thanked David for his contributions over the year.