



**RIVER TEES PORT
HEALTH AUTHORITY**

SERVICE PLAN

2016 - 2017

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INTRODUCTION

This plan details the delivery of the port health service, which includes the inspection of ships, enforcement of food, feed and environmental protection laws, and the prevention and control of infectious diseases.

Redcar and Cleveland Borough Council (RCBC), manages the port health service on behalf of the other riparian authorities of Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council.

The port health service operates within the Environmental Health (Commercial) Team of RCBC which is managed by the Principal Environmental Health Officer (Commercial). The Environmental Health (Commercial) Team is responsible for the enforcement of food hygiene, food safety, food standards, feed hygiene and health and safety laws, infectious disease control and animal health and welfare standards. The team also provides a school catering advisory and monitoring service and delivers two health improvement award schemes. The Environmental Health (Commercial) Team is part of the Health Protection and Health Care Quality Service in the People Services Directorate.

Effective partnerships with stakeholders, including Public Health England (PHE) – Consultant in Health Protection / Port Medical Officer and Food Examiner, the appointed Public Analyst and Agricultural Analyst and the Food Standards Agency (the Agency), are important in the achievement of the aims and objectives of the plan.

The plan has been prepared in accordance with the Food Standards Agency Framework Agreement for Official Feed and Food Controls by Local Authorities. It takes account of the Local Authority Enforcement Monitoring System (LAEMS) and the Agency's guidance on Imported Food and Feed Control. The Service Plan has received approval from the joint board of River Tees Port Health Authority (RTPHA) and will be reviewed annually.

1 SERVICE AIMS AND OBJECTIVES

1.1 Aims

- To ensure that third country feed and food can be imported into Tees Port and the port maintains its status as a Designated Point of Entry and Designated Point of Import.
- To ensure that food and feed entering the UK through Tees Port has been legally imported and complies with relevant food and feed laws.
- To ensure plastic kitchenware from China and Hong Kong can be imported into Tees Port and the port maintains its status as a First Point of Introduction.
- Hygiene and environmental standards on ships entering Tees Port comply with international hygiene and pollution laws. In particular, conditions are not prejudicial to the health or wellbeing of people on-board ships.
- Risks to health from communicable diseases are effectively managed and controlled.
- To ensure that food hygiene and standards legislation is enforced in food premises at the port.
- To ensure that environmental protection legislation is enforced within the port.

1.2 Objectives

- To carry out comprehensive manifest and documentary checks relating to third country food, feed and relevant products.
- To ensure that all controlled products are subject to the required import requirements and comply with relevant legislation.
- To carry out a risk-based programme of identity and physical checks, including sampling, to ensure that all food and feed imported through Tees Port is safe and complies with the law.
- To ensure that importers and shipping agents are kept informed of import restrictions, changes in legislation, emergency control measures and new guidance.
- To carry out a risk-based approach to the inspection of ships and respond to all requests for ship sanitation certificates. To ensure that conditions on-board ships are hygienic, in particular, food storage and food preparation; ships are free from pests and risks of communicable diseases are effectively controlled; and ships comply with international pollution regulations.
- To investigate and reduce the incidence of food poisoning and food-borne disease at the port and on ships entering the port.
- To monitor the wholesomeness and sufficiency of water supplies at the port and on-board ships entering the port. This is to be achieved by reactive and programmed sampling.
- To carry out appropriate food hygiene and standards interventions at the food premises at the port.

- To operate the national Food Hygiene Rating Scheme for food premises at the port to improve and maintain good hygiene standards.
- To ensure the prescribed processes at the port comply with environmental protection legislation and permits are issued accordingly.

2. BACKGROUND

2.1 Profile of RTPHA

RTPHA represents the four riparian authorities of Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council.

The River Tees Port Sanitary Authority was first constituted by an Order of the Local Government Board in 1886. The present Authority was established by The River Tees Port Health Authority Order 1982 which defines the port health district over which the joint board has jurisdiction.

The Order has been amended to include updates to legislation and the expenses paid by the four riparian authorities. It will come into force in 2016.

The ports on the Tees are deep water ports and handle over 40 million tonnes of cargo per year. There are dedicated roll-on/roll-off and container terminals.

2.2 Organisational Structure

The People Services Directorate of Redcar and Cleveland Borough Council is responsible for the management and delivery of port health services.

RTPHA remains a separate authority with a joint board of 17 elected members representing the four riparian authorities as follows:

- | | |
|--|----------------------|
| • Redcar and Cleveland Borough Council | Five Elected Members |
| • Stockton Borough Council | Five Elected Members |
| • Middlesbrough Council | Five Elected Members |
| • Hartlepool Council | Two Elected Members |

The joint board meets at least quarterly to discharge its functions including approval of the Authority's budget and Service Plan and to scrutinise the Authority's activities.

The Clerk and Treasurer of RTPHA are employees of RCBC.

The Environmental Health (Commercial) Team (including RTPHA) are part of the Health Protection and Health Care Quality Service which is part of Public Health in the People Services Directorate.

Barbara Shaw is the Director of the People Services Directorate. The Director of Public Health is Paul Edmonson Jones, the Assistant Director of Public Health is Mark Adams and the manager of the Health Protection and Health Care Quality Service is Erika Grunert.

The Principal Environmental Health Officer with specialist responsibility for the Environmental Health (Commercial) Team which includes RTPHA is Vikki Bell.

The structure of RTPHA is one Environmental Health Officer and one Environmental Health Officer/Trading Standards Officer.

The structure of the People Services Directorate including the RTPHA is detailed in Appendix 1.

Named officers from the Environmental Health (Commercial) Team and the riparian authorities are able to support the port health service as required, in accordance with their authorisation and under the direction of the Principal Environmental Health Officer.

The Port Medical Officer is Dr Peter Acheson, Consultant in Health Protection, Public Health England.

Food and water examination services are provided by the Public Health England, Food, Water and Environmental Laboratory in York, in accordance with a Service Level Agreement.

Feed and food analysis is undertaken by the appointed Agricultural Analyst and Public Analysts at West Yorkshire Analytical Services.

2.3 Scope of the Port Health Service

All third country products of non-animal origin can be imported into Tees Port. RTPHA is a Designated Point of Import for Commission Regulation (EC) No 884/2014 (previously Commission Regulation (EC) No 1152/2009) imposing controls for aflatoxin contamination for feed and food; and a Designated Point of Entry for high risks products not of animal origin for Commission Regulation (EC) No. 669/2009 as amended. Products of animal origin are not permitted entry into Tees Port. RTPHA is a First Point of Introduction for Commission Regulation (EU) No 284/2011 (plastic kitchenware from China and Hong Kong). These designations are granted by the Food Standards Agency.

RTPHA is approved to issue ship sanitation control and exemption certificates under the International Health Regulations 2005.

The port health service includes:-

- Inspection of ships for the purpose of providing ship control or exemption certificates.
- Inspection of ships for other purposes based on an assessment of intelligence relating to the vessel, including previous history of compliance.
- Water sampling, including on-board ships and at the port as part of routine inspections, in accordance with the sampling plan or at the request of shipping agents or the port operator.
- The monitoring and control of infectious diseases on-board ships and at the port.
- Responding to any reports/incidents relating to infectious disease in collaboration with the Port Medical Officer.

- Identification of all third country imports of food, feed and relevant products by ensuring all manifests are received and checked.
- Identification of all third country bulk imports of food and feed by routine checks including visits to the port's bulk terminals.
- Carrying out identification and physical checks of imported food, feed and relevant products in accordance with import legislation and risk assessment.
- Sampling of imported food, feed and relevant products for examination and/or analysis in accordance with the import legislation and the sampling programme.
- Responding to alerts and emergency legislation relating to imported food, feed and relevant products.
- Verification of organic produce at point of importation.
- Liaison with importers and shipping agents to provide advice relating to the activities of the service including legislative requirements.
- Responding to requests from other local authorities or port authorities in relation to imported food, feed and relevant products and any other matters related to activities of the service.
- Planned interventions including full and partial inspections/audits of the food premises at the port.
- Operation of the Food Standards Agency's Food Hygiene Rating Scheme for relevant food businesses at the port.
- Investigation of food complaints and food premises complaints, including nuisances arising from the activities of these premises.
- Registration and approval of food premises at the port.
- Enforcing environmental protection legislation including issuing permits for prescribed processes at the port.
- Responding to any matters of statutory nuisance arising from activities at the port.
- Maintenance of the database of the activities of the service.
- The compilation and submission of statutory returns.

2.4 Demands on the Port Health Service

Tees Port handles circa 4000 ships annually and over 1000 consignments of third country food, feed and relevant products are imported. The services provided by RTPHA are predominately reactive and depend on the volume of ships entering the port and the type of consignments which are imported.

The inspection of ships and the implementation of import controls are the primary service demands.

Shipping movements must be monitored and recorded daily. This activity fulfils the Authority's responsibility to the joint board and riparian authorities in terms of reporting the shipping activity within each riparian authority's district. It also allows for cross checking to be carried out to ensure that all manifests have been received.

The inspection of ships for the purposes of sanitation certificates is at the request of the shipping agent. In accordance with the International Health Regulations 2005, requests for sanitation certificate inspections must not be declined. Adequate resources must be available in terms of the number of officers competent to carry out these inspections, including out of hours. RTPHA carries out around 100 sanitation certificate inspections each year.

Ship inspections not for the purposes of sanitation certificates are carried out using a risk based approach and as other service demands allow.

RTPHA is a food and feed authority and as such is responsible for the control of imported food and feed. The port is a Designated Point of Entry, Import and Introduction and to fulfil its statutory obligations in relation to these designations must have an adequate number of appropriately qualified and competent officers to discharge its functions. The port operator must provide adequate facilities for the Authority to carry out official controls on imported food, feed and relevant products.

The manifests for all container vessels are checked on a daily basis to identify third country imports. Checks for bulk imports at the port's eight bulk terminals are carried out by email and telephone contact and by routine visits to the berths. All third country imports are recorded. This is essential to ensure that all bulk imports and any illegal imports are identified.

When Commission Regulation (EU) No 284/2011 was introduced in July 2011 and the port became a First Point of Introduction for the control of plastic kitchenware, this created an increased workload for the officers of RTPHA. However there has been a decline in the import of these products. This is due to factors such as importers using other ports and sourcing products from elsewhere which are not subject to statutory import controls.

Although the port is Designated Point of Import for Commission Regulation (EC) No 884/2014 there have been no products imported which are subject to the controls set out in this legislation. The service is however able to carry out the required controls if required.

RTPHA became a Designated Point of Entry for Commission Regulation (EC) No 669/2009 as amended in October 2012. This status allows all high risk food and feed products not of animal origin to be imported through Tees Port. The Regulations stipulate the import controls which must be carried out on a list of high risk products. This list is updated on a quarterly basis. Taylor's of Harrogate are now able to import Chinese tea into Tees Port as this product is on the high risk list.

Food and feed which is not subject to specific controls is also monitored and although generally low risk is subject to controls using a risk based approach.

RTPHA is committed to the priorities and policies set by the Food Standards Agency when delivering its services. In particular the Food Standards Agency's Strategy, 2015 to 2020, the objectives of which are to secure safe and affordable food which can sustain healthy lifestyles, putting consumers first and ensuring that those in the food industry take responsibility for the food they supply and securing our food future.

The main priorities to achieve these objectives are to work internationally to reduce risks from food and feed originating in non-EU countries, and to ensure risk based targeted checks at ports and local authority monitoring of imports throughout the food chain.

RTPHA also has regard for the Food Standards Agency's priorities for feed authorities.

RTPHA will work towards achieving the Agency's objectives by implementing and maintaining a system of risk-based targeted checks at Tees Port.

There are five food premises at the port rated as Band C or below for food hygiene and Band C or below for food standards in accordance with the Food Law Code of Practice issued by the Food Standards Agency. Although the number and type of food businesses at the port do not pose a significant demand in terms of the time required to carry out routine interventions, the resource of a competent officer is required. This demand is met by ensuring that officers are able to carry out the required controls.

The Authority operates the Food Standards Agency's Food Hygiene Rating Scheme (FHRS) for the food premises at the port. All five of the businesses are included in the scheme, four of which have obtained a rating of five, and one has a rating of four.

There are now three prescribed processes at the port, which are inspected at least once per year for the purposes of dust control (loading and unloading of coal and coke). Although these premises do not pose a significant demand of the service the expertise must be available within the team to carry out the inspection and issue permits in accordance with the Environmental Permitting (England and Wales) Regulations 2010 (as amended). The EHO will fulfil this responsibility.

RTPHA must fulfil its role as a Category 1 responder under the Civil Contingencies Act 2004 by engaging where appropriate with the Cleveland Emergency Planning Service and attending the working group of the Local Resilience Forum.

The Port Health Service is delivered from Belmont House, Rectory Lane, Guisborough, TS14 7FD. The office is open to the public from 9am to 4.30pm, Monday to Friday.

Contact information is as follows:

Telephone number: (01287) 612406
Fax number: (01287) 612413
e-mail: port.health@redcar-cleveland.gov.uk

Main switchboard: 01642 774774 (9am to 5pm Monday to Friday)
Out of Hours 01642 771379

The Environmental Health (Commercial) Team provide an emergency out of hours service and officers can be contacted through RCBC out of hours service or in some cases outside agencies such as the Public Health England can contact officers directly.

2.5 Enforcement Policy

The Authority has signed up to the Regulators' Code and the Enforcement Policy embraces the policies and procedures detailed in the Code.

The Enforcement Policy was approved by the joint board at its meeting in June 2013 and an updated Policy will be presented to the joint board for approval in 2016.

3 SERVICE DELIVERY

3.1 Ship Sanitation Inspections

Under the International Health Regulations 2005 seagoing vessels must receive a ship sanitation inspection at least every six months. This inspection includes a food safety element, an assessment of infectious disease controls, assessment of the ship's pest free status and sanitation and waste disposal facilities. Welfare provisions for crews are also considered during an inspection.

RTPHA will respond to all requests for ship sanitation inspections. In 2016-2017 we expect to receive and respond to between 80 and 130 requests for this service.

3.2 Inspection of Ships

Ships not requesting a ship sanitation inspection may be subject to a routine inspection in accordance with a risk based inspection regime. In determining whether a ship is to be inspected RTPHA will give due consideration to the following:

- Whether the ship is entering Tees Port for the first time.
- Previous compliance with relevant laws.
- Requests by other Port Authorities to inspect the ship.

3.3 Manifest and Documentary Checks

It is the duty of shipping agents to submit to RTPHA a copy of every ship's manifest for ships entering Tees Port. Checks are carried out on all manifests to identify all third country food, feed and relevant products. A determination on any action required is taken based on the type of product, its country of origin, any intelligence on the product provided through the Rapid Alert System for Food and Feed (RASFF), any emergency controls in place for the product and guidance from the Food Standards Agency will also be considered. The Agency also operate an Early Warning System for food and feed not of animal origin based on analysis of RASFF to determine how this intelligence may influence the Commission's consideration for changes to Annex I of Commission Regulation (EC) No 669/2009 (as amended) and other sampling legislation. The Agency issue their findings to port health authorities on a regular basis. RTPHA have regard for this information in relation to imports through Tees Port.

Documentary checks will be carried out for products listed in Commission Regulation (EC) No 884/2014 (aflatoxin controls), Commission Regulation (EC) No 669/2009 (controls for high risk products not of animal origin) and Regulation (EU) No 284/2011 (controls for plastic kitchenware). Documentary checks will also be carried out for products requiring organic status, where evidence of analysis is required, and where evidence of product safety is required.

3.4 Identity, Physical Checks and Sampling, including water sampling

Identity and physical checks will be carried out routinely. The purpose of which is to validate and verify information provided on ship's manifests and other relevant documentation.

Products listed in Commission Regulation (EC) No 884/2014, Commission Regulation (EC) No 669/2009 and Commission Regulation (EU) No 284/2011 will be sampled in accordance with the requirements of the regulations.

Samples of drinking water will be taken at the request of ships' masters, shipping agents and the port operator, as part of ship inspections and in accordance with the sampling plan. Sampling points include on-board ship supplies, jetty points supplying vessels, and designated drinking water supply points located within the port.

Based on a review of previous imports and routine water sampling activity, it is anticipated that the following numbers of samples will be taken in 2016–2017.

Import Controls

Examination	None at present
Analysis	up to 20
Plastic Kitchenware	30 to 40

Potable Water (Ship) including Legionella

Water (microbiological)	100 to 150
Water analysis (reactive only)	up to 10

Jetty Water

Water (microbiological)	50
Water (legionella)	up to 5
Water analysis (reactive only)	up to 5

The Food, Water and Environmental Examiner for the Authority is:-

Dr Heather Aird
 Public Health England, Microbiological Services, FW&E Microbiology Laboratory, York
 Block 10. The Food and Environmental Research Agency,
 Sand Hutton,
 York
 YO41 1LZ

The Public Analysts appointed by the Authority are:-

Dr Duncan Campbell, Dr Andrew Smith and Dr Marian Thomas
 West Yorkshire Analytical Services
 PO Box 11
 Nepshaw Lane South
 Morley
 Leeds
 LS27 0UQ

The Agricultural Analyst appointed by the Authority is:-

Dr Duncan Campbell
Dr Andrew Smith and Dr Marian Thomas are Deputy Agricultural Analysts.
West Yorkshire Analytical Services
PO Box 11
Nepshaw Lane South
Morley
Leeds
LS27 0UQ

An additional Analyst was appointed during 2015 – 2016:

Dr. Michelle Evans
Staffordshire Scientific Services
Staffordshire County Council
14 Martin Street
Staffordshire
ST16 2LG

3.5 Food Premises on the Port.

RTPHA will carry out a food hygiene and standards intervention strategy for the five food premises on the port. In 2016-2017 two premises will be due for a food hygiene inspection. These premises will also be inspected for the purposes of food standards.

3.6 Service requests and referrals from other agencies

RTPHA will respond to all requests for service and complaints and will endeavour to provide a response within 2 working days.

Requests from government departments and other agencies and stakeholders will be responded to in accordance with the nature of the request.

3.7 Home Authority Principle and Primary Authority Principle

RTPHA must have regard to these principles however it does not have any Home or Primary Authority agreements in place.

3.8 Advice to Business

RTPHA will endeavour to keep all shipping agents, importers and agents that operate within Tees Port informed on any proposed, new or changes to legislation relating to their activities within the port. Information and guidance that may assist compliance with relevant laws and standards will also be provided in a timely manner. It shall be the intention of RTPHA to assist shipping agents, importers and other bodies to achieve legal compliance and minimise disruption and delays.

The RTPHA website will be used as the primary vehicle for the provision of information.
www.teesporthealth.co.uk

3.9 Food Safety Incidents

Food Alerts are issued by the Food Standards Agency. They may require RTPHA to take action to remove unsafe products from sale, prevent the introduction or distribution on the UK market of unsafe or illegal products, or take any other appropriate enforcement action.

Notification of food alerts will be received by email and SMS text message and will be responded to accordingly. Those alerts requiring immediate action will be passed directly to the Principal Environmental Health Officer (Commercial) or a senior member of staff deputising in her absence for appropriate action.

RTPHA will notify the Food Standards Agency of any serious localised incidents using the RASFF system if it relates to imported food, feed or relevant products and at all other times in accordance with the procedures detailed in the Food Law Code of Practice.

It is difficult to estimate the resources required to respond to these alerts as this varies dependent upon the number and status of alerts received. The estimated resource requirement for responding to food alerts is two hours per alert.

3.10 Liaison with Other Organisations

The Authority is a member of the Tees Valley Food Liaison Group and Tees Valley Public Health Group.

In 2016-2017 RTPHA will be represented at:

- Northern Ports Liaison Network (NPLaN)
- The Association of Port Health Authorities Technical Committees: Environmental Health and Hygiene and Imported Food and Feed.
- The National Animal Feed at Ports Panel.

There is also liaison with organisations including the Chartered Institute of Environmental Health, The Food Standards Agency, the Association of Port Health Authorities, Public Health England, the Environment Agency, DEFRA, the Maritime and Coast Guard Agency, UK Border Agency, the port operator, Cleveland Emergency Planning Unit and Tees Port Welfare Committee.

3.11 Infectious Disease Control

RTPHA has a duty to respond to notifications of infectious disease arising from or within the port. The Authority has appointed proper officers from the North East Public Health England Centre (PHEC) to act as Port Medical Officers. The lead Officer for Tees Port is Dr Peter Acheson. Currently Dr Acheson is on secondment from PHEC and in this situation Port Medical Officer duties will be provided by Dr Deborah Wilson and other Consultants in Health Protection from PHEC who are also appointed as proper officers of RTPHA.

The PHEC has drawn up a Local Partnership Agreement for the port health service to deal with any public health incidents at the port. The partners include RTPHA, the Acute Hospital Trust, UK Border Agency and the Maritime and Coast Guard Agency.

The Master of every ship is required by the International Health Regulations 2005 to notify RTPHA of any incident or case on-board their ship that may constitute a public health risk. This would usually be formally notified using a Maritime Declaration of Health. The definition of a public health risk includes communicable diseases and chemical, biological and radiation threats.

During 2015-2016 the threat from Ebola significantly reduced and although the risk at Tees Port was always considered low, arrangements were put in place from 2014-2015 to deal with any suspected case/s of Ebola. In 2015-2016 the threat from Zika virus was

considered to be very low. A representative from PHEC provided an overview and update on the situation for members of the joint board. PHE are the lead government agency for contingency planning for Zika virus and the joint board will kept informed of the Zika situation and how it may affect Tees Port.

3.12 Environmental Protection

The Authority is committed to protecting the environment for the people who work and live around the port area. This includes issuing permits for high risk processes and monitoring and responding to complaints about noise, dust and other emissions from port activities.

The Authority has permitting responsibility for three Part B processes within its jurisdiction. The Permits currently on the Public Register are:

- PD Teesport - Part B Environmental Permit for loading and unloading of coal, coke, coal products, petroleum coke, pulverised fuel ash and cement clinker.
- Cleveland Potash - Part B Environmental Permit for storage and distribution of potash products, rock salt, and polyhalite products.
- AV Dawson - Part B Environmental Permit for loading and unloading of coal, coke, coal products and petroleum coke processes.

All permitted activities are continually monitored throughout the year and inspected on a risk based frequency.

The waste oil burners at PD Teesport Conservancy Depot and PD Teesport no longer come under the jurisdiction of RTPHA. Waste oil is now classified as hazardous waste and waste oil burners are defined as Small Waste Incineration Plants (SWIPs) and as such fall within the scope of the Industrial Emissions Directive. SWIPs are Part A (2) processes which must be regulated by the Local Authority and not the Port Health Authority. The waste oil burners will therefore be regulated by RCBC and Middlesbrough Borough Council.

3.13 Export Health Certificates

RTPHA issues Export Health Certificates (EHC) for products of animal origin which are to be exported from Tees Port to a third country. The conditions permitting the export of animal based products to non-EU countries are set by the importing countries' animal and food health administrations. Products need to be accompanied by EHCs to confirm that the conditions have been fulfilled. EHCs will be provided where appropriate and at the request of the exporter.

4 RESOURCES

4.1 Financial Allocation

RTPHA is funded by the four riparian authorities as follows:

Redcar and Cleveland Borough Council	52%
Stockton Borough Council	31%
Middlesbrough Council	15%
Hartlepool Council	02%

The annual budget for RTPHA for 2016-2017 is £104,750. This includes:

Basic Staffing costs (excluding PEHO)	£66,200
Training (including expense and subsistence)	£ 1,500
Travel	£ 2,000
Supplies/Services (inc. equipment)	£ 1,300
Analysts Fees	£10,000
IT licences/subscription	£ 4,000

There is a central recharge for the Corporate Services of RCBC to support RTPHA which includes legal services, IT support and development and 0.4FTE of the salary of the PEHO.

Following a review of RTPHA reserves in 2015-2016 they have been reduced from £40,000 of £20,000. This amount is considered appropriate in relation to the Authority's budget planning process, its operating budget and risk management arrangements. The riparian authorities will be reimbursed in accordance with their percent contributions.

RTPHA will recover its costs in accordance with the following:

- Commission Regulation (EC) No. 884/2014 which requires that a specified range of nuts and nut products are subject to official controls.
- Commission Regulation (EC) No. 669/2009 which requires that specified products not of animal origin are subject to official controls.
- Commission Regulation (EC) 284/2011 which requires that melamine and nylon kitchenware from China and Hong Kong are subject to official controls.
- Commission Regulation (EC) 644/2014 which requires official controls to be carried out on organic products from third countries.
- The issue of Ship Sanitation Control and Exemption Certificates.
- The sampling of potable water for microbiological examination or analysis on request.
- The issue of Export Health Certificates.
- The issue of Environmental Permits.

In 2015-2016 a review was undertaken of the fees and charges of the Authority. This review was presented to members of the joint and a revised fees and charges regime was implemented from April 2016.

4.2 Staffing Allocation

The Port Health Service comprises of:-

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|---|---------|
| • 1 Principal Environmental Health Officer (PEHO) | 0.4 FTE |
| • 1 Environmental Health Officer (EHO) | 1.0 FTE |
| • 1 Trading Standards Officer (TSO) | 1.0 FTE |

The officers are part of the Environmental Health (Commercial) Team at RCBC. The team is responsible for the enforcement of food hygiene, food safety, food standards, feed hygiene and health and safety laws, infectious disease control and animal health and welfare standards. The team also provides a school catering advisory and monitoring service and delivers two health improvement award schemes. Appropriately qualified and competent officers of the Environmental Health (Commercial) Team are authorised to carry out the functions of RTPHA. The officers of RTPHA are also authorised officers of

RCBC and are able to carry out the other statutory functions of the Environmental Health (Commercial) Team. This provides resilience and efficiency for both the port health service and the other statutory services provided by the team. Officers of RTPHA will however maintain their specialist responsibilities for delivering port health services. The team is directly managed by the Principal Environmental Health Officer (Commercial). Two officers from the Trading Standards Team at RCBC are also authorised officers of the RTPHA. This is to ensure that there is resilience for the Authority's feed hygiene function.

The contribution of RCBC officers in terms of full time equivalent is not quantified as their role is to provide cover if required and under the direction of the Principal Environmental Health Officer (Commercial) or other port health officers.

Specified officers from the riparian authorities are also authorised officers of RTPHA. This is to provide emergency cover in circumstances set out in a Memorandum of Understanding between RTPHA and the riparian authorities.

Officers of the Environmental Health (Commercial) Team including officers of RTPHA are authorised in accordance with the Food and Feed Law Codes of Practice. Environmental Health Officers hold Certificates of Registration of the Environmental Health Registration Board (EHRB) or the EHRB Diploma in Environmental Health (or its antecedents). Trading Standards Officers hold the Trading Standards Institute Diploma in Trading Standards (or its antecedents).

4.3 Staff Development Plan

RTPHA and RCBC are committed to the training and development of their employees. Where relevant, officers from RCBC will provide training and mentoring to officers of RTPHA and any trainees in particular in relation to food safety, feed hygiene and infectious disease control.

Officers will fulfil the competency requirements set out in the Food Law Code Practice and will obtain a minimum of 20 hours CPD. This will include ongoing/update training, in-house training (including personal research), external training courses, shadowing or vocational visits. Training and development needs are identified by annual appraisals and by on-going assessment and monitoring throughout the year.

Appropriate training courses and shadowing opportunities will be sourced to provide officers of RTPHA and RCBC with the necessary skills and expertise to become fully competent in all areas of port health work. The budget allocated for training purposes in 2016-2017 reflects this need and includes revenue for travel to training courses and other visits.

Officers of RCBC and RTPHA will provide an annual internal training course and offer shadowing opportunities throughout the year for authorised officers of the riparian authorities. These arrangements are set out the Memorandum of Understanding between RTPHA and the riparian authorities.

All members of the Environmental Health (Commercial) Team are encouraged to contribute to the development of this Port Health Service Plan.

5 QUALITY ASSESSMENT

5.1 Quality Assessment

RTPHA and the Environmental Health (Commercial) Team work to a Service Quality Management System which includes monitoring arrangements to assess quality and to ensure compliance with the Food and Feed Law Codes of Practice and the Food Law Enforcement Standard.

Standard Operating Procedures are in place for the control of imported food, feed and relevant products, the inspection of ships, control of infectious disease, environmental protection and water sampling.

The Environmental Health (Commercial) Team will meet when appropriate to discuss issues relating to consistency and competency. Officers attending courses and seminars disseminate information to other team members at these meetings.

6. REVIEW

The RTPHA service plan will be reviewed annually and submitted to the joint board for member approval.

6.1 Review against the Service Plan

This is the sixth Service Plan produced for RTPHA since RCBC became the managing Authority.

Officers of RTPHA have received appropriate training to ensure the Authority is able to fulfil its duties, and are now part of the Environmental Health (Commercial) Team.

The relationship between RTPHA and the riparian authorities has been formalised through a Memorandum of Understanding. This Memorandum was presented to the joint board at its meeting in February 2013 and will be reviewed and presented to members on an annual basis. The Principal Environmental Health Officer meets with Service Managers of the other riparian authorities at least quarterly to discuss the operation and management of the service and development matters.

The Authority has met the demands on the service during 2015-2016. There has a slight decline in controlled food and feed imports through Tees Port and it has proved increasingly difficult to promote the status of the port to increase the number of food and feed consignments imported into Tees Port. The service provided is a balanced port health service covering all aspects of the Authority's statutory responsibilities, supported by standard operating procedures. The service has continually improved using electronic methods of data storage and specialist software applications to ensure effective and efficient service delivery.

6.2. Identification of any variance from the Service Plan

The number of food consignments imported through Tees Port had a slight decline in 2015-2016 and the number of plastic kitchenware imports has continued to decline.

The number of ship inspections for the purpose of issuing sanitation certificates has slightly decreased in comparison to 2014-2015, however the number of routine ship

inspections has significantly reduced due to a significant number of returning ships and officers carrying out other work.

6.3. Areas for Improvement

The areas for improvement in 2016-2017

- To maximise the ports Designated Point of Entry status by working in partnership with the port operator to increase trade.
- That new officers of the Environmental Health (Commercial) Team are competent in delivering port health service to ensure a quality and resilient service is provided.
- Review the general operation of the port health functions and standard operating procedures to continue to increase efficiency.

6.4 Performance for 2015-2016

Shipping Traffic and Ship Inspections

	RCBC	SBC	MBC	HBC	Total
Ships into Port	1870	1900	161	7	3926
Ship Sanitation Control Inspections	1	0	0	0	1
Ship Sanitation Exemption Inspections	38	42	8	0	88
Routine Ship Inspections	2	4	0	0	6

Imported Food and Feed Controls

	Imported Food	Imported Feed	Plastic Kitchenware	Non Food or Feed Verification
Consignments	940	4	35	236
Documentary Check	6	4	35	236
Identity Check	1	0	5	0
Physical Check	1	0	5	0
Sample	1	0	5	0
Notices Served	0	0	0	0

Enquiries for products of animal origin: 3

Water Samples: 146

Requests for Service: 6

Organic Certification: 7

Manifest Query: 236

Infectious Disease: 2

Export Health Certificates: 0

A further breakdown of the performance figures above is at Appendix 2.

Of the five food businesses at the port four were inspected for food hygiene, one was rated Band C, two were rated Band D and one was rated band E. All of these businesses were subject to a food standards inspection and were rated Band C.

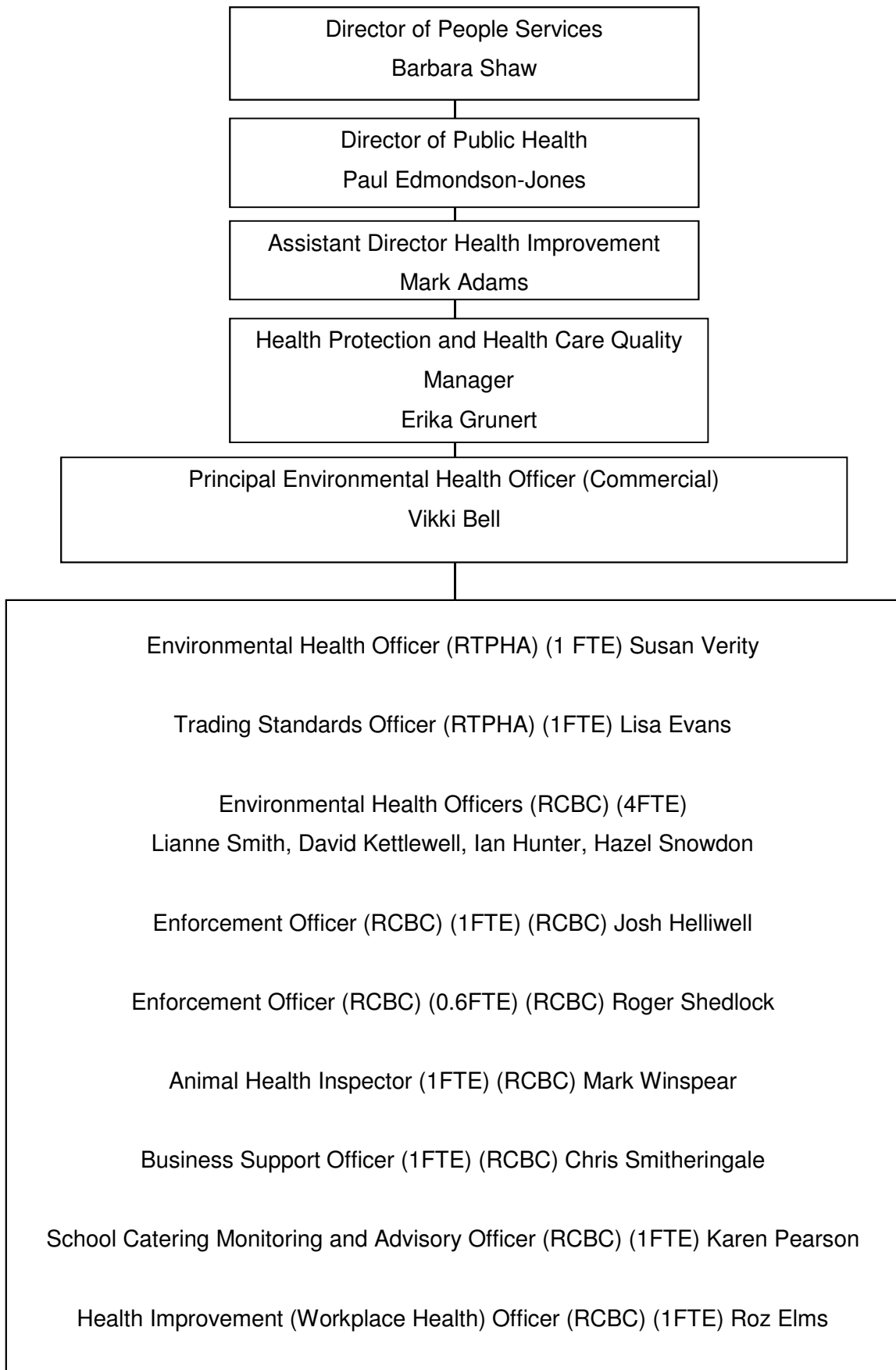
Three prescribed processes were inspected in 2015-2016.

The APP Civica (FLARE) database continues to be used to record port health work and compile statutory returns.

The Authority uses Destin8, a port community management information system provided by Maritime Cargo Processing PLC to manage imported food, feed and relevant products.

The Authority has 'PHILIS on line' and 'TRACES' (Trade Control and Expert System) should importers wish to submit their Common Entry Documents and Declarations electronically.

Appendix 1: People Services Directorate, Port Health Service



Appendix 2: Performance 2015-2016

SHIPS ENTERING PORT													
Local Authority	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Hartlepool	0	1	2	0	1	0	2	1	0	0	0	0	7
Middlesbrough	18	21	16	16	6	12	10	13	8	16	12	13	161
Redcar	162	167	155	168	148	154	165	145	145	152	167	172	1900
Stockton	161	175	161	161	159	157	166	144	145	140	155	146	1870
Total	341	364	334	345	314	323	343	303	298	308	334	331	3938

SHIP SANITATION CONTROL CERTIFICATES													
Local Authority	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Hartlepool	0	0	0	0	0	0	0	0	0	0	0	0	0
Middlesbrough	0	0	0	0	0	0	0	0	0	0	0	0	0
Redcar	0	0	0	0	0	0	0	0	0	1	0	0	1
Stockton	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	1	0	0	1

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SHIP SANITATION EXEMPTION CERTIFICATE													
Local Authority	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Hartlepool	0	0	0	0	0	0	0	0	0	0	0	0	0
Middlesbrough	0	1	0	1	0	0	0	3	1	2	0	0	8
Redcar	1	4	4	3	4	2	1	6	2	4	5	2	38
Stockton	3	4	2	6	2	3	5	3	3	4	3	4	42
Total	4	9	6	10	6	5	6	12	6	10	8	6	88

ROUTINE SHIP INSPECTION													
Local Authority	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Hartlepool	0	0	0	0	0	0	0	0	0	0	0	0	0
Middlesbrough	0	0	0	0	0	0	0	0	0	0	0	0	0
Redcar	0	0	0	2	0	0	0	0	0	0	0	0	2
Stockton	1	0	1	0	0	0	0	1	0	1	0	0	4
Total	1	0	1	2	0	0	0	1	0	1	0	0	6

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WATER SAMPLES TAKEN

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Ship	7	9	3	7	1	12	7	11	0	7	7	29	100
Jetty	0	0	0	0	10	12	0	3	0	17	0	4	46
Total	7	9	3	7	11	24	7	14	0	24	7	33	146

INFECTIOUS DISEASE

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Notifications	0	0	0	0	1	0	0	0	0	0	0	1	2

THIRD COUNTRY FOOD

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
No. of Consignments	91	65	68	89	68	94	122	122	76	63	57	63	978
Documentary Checks	1	0	0	0	1	2	0	1	0	0	0	1	6
Identity Checks	0	0	0	0	0	1	0	0	0	0	0	0	1
Physical Checks	0	0	0	0	0	1	0	0	0	0	0	0	1
Samples Taken	0	0	0	0	0	1	0	0	0	0	0	0	1
Notices Served	0	0	0	0	0	0	0	0	0	0	0	0	0

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THIRD COUNTRY FEED													
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
No. of Consignments	1	0	0	0	1	0	0	0	0	1	0	1	4
Documentary Checks	1	0	0	0	1	0	0	0	0	1	0	1	4
Identity Checks	0	0	0	0	0	0	0	0	0	0	0	0	0
Physical Checks	0	0	0	0	0	0	0	0	0	0	0	0	0
Samples Taken	0	0	0	0	0	0	0	0	0	0	0	0	0
Notices Served	0	0	0	0	0	0	0	0	0	0	0	0	0

PLASTIC KITCHENWARE													
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
No. of Consignments	1	7	0	1	2	5	2	4	2	2	2	7	35
Documentary Checks	1	7	0	1	2	5	2	4	2	2	2	7	35
Identity Checks	0	1	0	0	0	1	1	0	0	0	1	1	5
Physical Checks	0	1	0	0	0	1	1	0	0	0	1	1	5
Samples Taken	0	1	0	0	0	1	1	0	0	0	1	1	5
Notices Served	0	0	0	0	0	0	0	0	0	0	0	0	0

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OTHER	
	Total
Organic Certificates	7
Products of Animal Origin	3
Environmental Protection	1
Manifest Query	236 (218 – Used Cooking Oil + 18 – Other)
General	5