



**RIVER TEES PORT HEALTH AUTHORITY**  
**FRIDAY, 6 SEPTEMBER 2024 AT 10.00 AM**  
**CIVIC CENTRE, RIDLEY STREET, REDCAR TS10 1TD**

**CONTACT**  
Sue Fenwick  
01642 444413  
16 August 2024

**CIRCULATION**

Councillors W Davies (Chair), D Coupe, M Dodds, T Furness, P Gavigan, P Grogan, L Hall, I Hart, B Harrison, L Hurst, S Hussain, E Johnson, J Neal, P Rowling and J Walker.

Managing Director (Head of Paid Service)  
Executive Director for Growth, Enterprise and Environment  
The Press [except for Confidential item(s)]

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**A G E N D A**

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Friday, 14 June 2024

## RIVER TEES PORT HEALTH AUTHORITY

A meeting of the River Tees Port Health Authority was held on Friday, 14 June 2024 at the Civic Centre, Ridley Street, Redcar TS10 1TD.

**PRESENT** Councillor E Johnson (Chair)  
Councillors D Coupe, W Davies, T Furness,  
P Gavigan, P Grogan, L Hall, I Hart, L Hurst,  
Hussain, L Myer, P Rowling and S Scott.

**OFFICIALS** D Dobson, L Evans, S Fenwick, E Grunert and  
Ziolkowski.

24 **NOMINATIONS FOR MEMBERSHIP OF THE AUTHORITY FOR  
2024/25**

The Clerk to the River Tees Port Health Authority presented a report which advised Members of the nominations to the River Tees Port Health Authority that had been received from the constituent Riparian Authorities for the municipal year of 2024/25.

**RESOLVED** that the following nominations be agreed:

Councillor M Dodds	Hartlepool Borough Council
Councillor B Harrison	Hartlepool Borough Council
Councillor D Coupe	Middlesbrough Borough Council
Councillor T Furness	Middlesbrough Borough Council
Councillor P Gavigan	Middlesbrough Borough Council
Councillor L Hurst	Middlesbrough Borough Council
Councillor J Walker	Middlesbrough Borough Council
Councillor L Hall	Stockton-on-Tees Borough Council
Councillor S Hussain	Stockton-on-Tees Borough Council
Councillor E Johnson	Stockton-on-Tees Borough Council
Councillor P Rowling	Stockton-on-Tees Borough Council
Councillor S Scott	Stockton-on-Tees Borough Council
Councillor W Davies	Redcar and Cleveland Borough Council
Councillor P Grogan	Redcar and Cleveland Borough Council
Councillor I Hart	Redcar and Cleveland Borough Council
Councillor L Myer	Redcar and Cleveland Borough Council
Councillor J Neal	Redcar and Cleveland Borough Council

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**RESOLVED** that the following nominations be agreed:

Councillor M Dodds	Hartlepool Borough Council
Councillor B Harrison	Hartlepool Borough Council
Councillor D Coupe	Middlesbrough Borough Council
Councillor T Furness	Middlesbrough Borough Council
Councillor P Gavigan	Middlesbrough Borough Council
Councillor L Hurst	Middlesbrough Borough Council
Councillor J Walker	Middlesbrough Borough Council
Councillor L Hall	Stockton-on-Tees Borough Council
Councillor S Hussain	Stockton-on-Tees Borough Council
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Councillor S Scott	Stockton-on-Tees Borough Council
Councillor W Davies	Redcar and Cleveland Borough Council
Councillor P Grogan	Redcar and Cleveland Borough Council
Councillor I Hart	Redcar and Cleveland Borough Council
Councillor L Myer	Redcar and Cleveland Borough Council
Councillor J Neal	Redcar and Cleveland Borough Council

25 **TO ELECT A CHAIR FOR THE AUTHORITY (FROM REDCAR AND CLEVELAND BOROUGH COUNCIL) FOR THE ENSUING MUNICIPAL YEAR 2024/25**

**RESOLVED** that Councillor W Davies be elected Chair of the River Tees Port Health Authority for the ensuing municipal year 2024/25

Councillor Davies then took the Chair for the remainder of the meeting.

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26 **TO ELECT A VICE-CHAIR FOR THE AUTHORITY (FROM HARTLEPOOL BOROUGH COUNCIL) FOR THE ENSUING MUNICIPAL YEAR 2024/25**

**RESOLVED** that the election of Vice Chair be deferred until the next meeting.

27 **APOLOGIES FOR ABSENCE**

**APOLOGIES** for absence were submitted on behalf of Councillors M Dodds, B Harrison, L Hurst, J Neal and J Walker.

28 **DECLARATIONS OF INTEREST**

There were no declaration of interest.

29 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 8 MARCH 2024**

**RESOLVED** that the minutes of the meeting held on 8 March 2024 be confirmed as a correct record.

30 **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY - FEBRUARY 2024 TO APRIL 2024**

The Executive Director for Growth, Enterprise and Environment presented a report which gave a summary of the performance of the River Tees Port Health Authority from February 2024 to April 2024 - **NOTED**

31 **BORDER TARGET OPERATING MODEL**

The Executive Director for Growth, Enterprise and Environment presented a report which gave an update on the potential impacts on the River Tees Port Health Authority (RTPHA) following Britain's exit from the European Union including the implementation of the Border Target Operating Model (BTOM).

The Border Target Operating Model was published in August 2023. This report therefore gave details of the timelines and checks to be introduced to protect the UK borders from sanitary and phytosanitary risks.

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Sanitary and phytosanitary (SPS) measures were quarantine and biosecurity measures which are applied to protect human, animal or plant life or health from risks arising from the introduction, establishment and spread of pests and diseases and from risks arising from additives, toxins and contaminants in food and feed.

The report also gave details of the milestones in the final published Border Target Operation Model Update, controls to be applied to live animals, germinal and animal products, Trust a Trader Scheme, the impact of the RTPHA and an update on funding.

**RESOLVED** that the information in the report be noted.

32 **SERVICE PLAN 2024 TO 2025**

The Executive Director for Growth, Enterprise and Environment presented a report which sought approval to the River Tees Port Health Authority Service Delivery Plan for 2024/25.

Members were advised that the Service Plan ensured that national priorities and standards were addressed and delivered locally. It enabled Officers to follow the principles of good regulation, focused on key delivery outcomes and issues, and provided information to stakeholders, including businesses and consumers.

Members were advised that priorities would be established within the service plan and agreed by Members. Compliance with the service plan would also be monitored and reported to Members. Any failure to satisfy the service standards would be acted upon and Members would be notified accordingly.

**RESOLVED** that the River Tees Port Health Authority Service Plan for 2024/25 be approved

33 **RIVER TEES PORT HEALTH AUTHORITY CONSTITUTION**

The Executive Director for Growth, Enterprise and Environment presented the River Tees Port Health Authority's Constitution for 2024.

Members were advised that the Constitution was reviewed annually and when any significant amendments were required to ensure the effective and lawful operation of the River Tees Port Health Authority. Updates had been made to staff structures and management responsibilities and all relevant legislation had been checked and updated as required.

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**RESOLVED** that the amendments to the constitution of the River Tees Port Health Authority be approved.

34 **RIVER TEES PORT HEALTH AUTHORITY ENFORCEMENT POLICY 2024**

The Executive Director for Growth, Enterprise and Environment presented a report which advised that the River Tees Port Health Authority must have an Enforcement Policy to ensure that it acted fairly and consistently when taking enforcement action and that it had an established framework for enforcement decisions.

Members were advised that the Enforcement Policy was reviewed annually and when significant amendments were required to ensure effective and lawful operation of the River Tees Port Health Authority. On this occasion the policy had been reviewed and minor amendments had been made.

**RESOLVED** that the River Tees Port Health Authority Enforcement Policy 2024 be approved.

35 **RIVER TEES PORT HEALTH AUTHORITY - RISK MANAGEMENT**

The Executive Director for Growth, Enterprise and Environment presented the River Tees Port Health Authority Corporate Risk Management Strategy and Risk Register.

Members were advised that the Authority must have a risk management strategy and risk register to ensure that risk was managed effectively.

Members were advised that the risk management strategy was presented annually to Members and on this occasion, there had been a change to the appointment of the new Treasurer.

**RESOLVED** that the Corporate Risk Management Strategy and Risk Register for the River Tees Port Health Authority be approved.

36 **RIVER TEES PORT HEALTH AUTHORITY MEMORANDUM OF UNDERSTANDING**

The Executive Director for Growth, Enterprise and Environment presented the River Tees Port Health Authority's Memorandum of Understanding.

Members were advised that the Memorandum of Understanding set out

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the understanding of River Tees Port Health Authority (RTPHA) under the management of Redcar and Cleveland Borough Council (RCBC), and the riparian authorities, Stockton-on-Tees Borough Council, Middlesbrough Council and Hartlepool Borough Council, of the principles that would underlie the relations between them.

The Memorandum of Understanding was reviewed annually and when any significant amendments were required to ensure the effective and lawful operation of the River Tees Port Health Authority. On this occasion the document had been reviewed and no amendments had been made.

**RESOLVED** that the River Tees Port Health Authority's Memorandum of Understanding be approved.

37 **RIVER TEES PORT HEALTH AUTHORITY SAMPLING POLICY 2024**

The Executive Director for Growth, Enterprise and Environment presented a report which advised that it was the policy of the River Tees Port Health Authority to carry out sampling of food, feed, water and relevant products to protect public and animal health and to ensure fair trade.

The Sampling Policy was reviewed annually and when significant amendments were required to ensure all sampling was carried out in accordance with legal requirements.

Members were advised that on this occasion the reference to the Local Authority Enforcement Monitoring System (LAEMS) has been removed from the policy, as this is no longer in use by the Food Standards Agency.

**RESOLVED** that the Sampling Policy for 2024 be approved.

38 **FINANCIAL OUTTURN POSITION FOR 2023/24 AND UPDATE FOR 2024/25 FINANCIAL POSITION**

The Treasurer presented a report which advised of the performance against the budget for the River Tees Port Health Authority for the 2023/24 financial year on revenue activities.

Members were advised that at its meeting on 3 March 2023 the Authority approved a balanced 2023/24 budget, based on the budgeted drawdown from reserves of £35,920 and a £141,680 funding contribution from the Teesside Riparian Authorities.

At its meeting on 8 March 2024 Members were updated on a slightly improved forecast position reducing the expected drawdown from reserves by £26,500 as a result of increased fee income and additional Food Standards Agency income, partially offset by a slight increase in employee costs.

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Under the Accounts and Audit regulations 2015, the River Tees Port Health Authority was categorised as a small body for final accounts and audit purposes. This means that unlike local authorities, a detailed Statement of Accounts was not required.

The regulations require that an Annual Return covering the income & expenditure and assets & liabilities on revenue-based activities was produced and that this is audited in line with the above regulations.

The annual return for the 2023/24 financial year had been prepared and would be sent to the appointed external auditors PKF Littlejohn LLP.

The summary details for this return were set out in the report, together with the primary financial statements for the Authority, the Income and Expenditure account, and the Balance Sheet. The deadline to return the signed documents to the external auditor was 30 June 2024.

**RESOLVED** that:

1. The financial performance against budget for 2023/24 and the reasons for the budget variations of the River Tees Port Health Authority (the Authority) be noted;
2. The transfer of an underspend of £1,342 achieved in 2023/24, to reserves for carry-forward and use in 2024/25, to help mitigate the risks associated with the transition to a Target Operating Model (TOM) and any other unforeseen costs be approved;
3. The unaudited accounts for the River Tees Port Health Authority for 2023/24 be approved;
4. Approval be given to the Chair of the Board to sign Section 1, the Annual Governance Statement of the Annual Return, to enable it to be forwarded to PKF Littlejohn LLP by the return deadline of 30 June 2024; and,
5. Approval be given to the Chair of the Board to sign Section 2, the Accounting Statements of the Annual Return, to enable it to be forwarded to PKF Littlejohn LLP by the return deadline of 30 June 2024.



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39 **DATE AND TIMES OF FUTURE MEETINGS OF THE RIVER TEES  
PORT HEALTH AUTHORITY**

The Clerk advised Members of the dates and times of future meetings of River Tees Port Health Authority for 2024/25. - **NOTED**

40 **ANY ITEMS THAT THE CHAIR CERTIFIES AS URGENT**

No items were certified as urgent.



# Member Report

## Performance Summary for River Tees Port Health Authority May 2024 to July 2024

### Public

**To:** River Tees Port Health Authority **Date:** 6 Sept 2024

**From:** Corporate Director - Growth Enterprise Environment **Decision type:** For information

**Portfolio:** Health, Housing and Welfare **Forward Plan reference:** N/A

**Priority:** All priorities

**Ward(s):** ALL

#### 1 What is the recommendation?

1.1 For information purposes only.

#### 2 What part of the Corporate Plan does this report deliver and how, and what options have been considered?

2.1 This report provides an overview of the performance from 01 May 2024 to 31 July 2024.

#### 2.2 Shipping movements through the River Tees

Shipping movements are consistent throughout the year with Stockton, and Redcar and Cleveland having the most berths and as such the most visits by ships. The Stockton (North Tees) side of the river mainly deals with petrochemicals, including oil, gas and other chemicals, and Redcar and Cleveland hosts the container and ro-ro (roll on-roll off) berths.

2.3

Authority	May 24	Jun 24	Jul 24	Grand Total
Hartlepool	8	3	9	<b>20</b>
Middlesbrough	10	12	18	<b>40</b>
Redcar & Cleveland	125	133	127	<b>385</b>
Stockton	99	98	104	<b>301</b>
<b>Grand Total</b>	<b>242</b>	<b>246</b>	<b>258</b>	<b>746</b>

2.4

#### Ship Inspections and Issue of Ship Sanitation Certificates

All requests for renewal of a Ship Sanitation Certificate were attended to. Whilst all UK Covid restrictions have been lifted, officers continue to take precautions prior to boarding a vessel.

All ships must supply a Declaration of Health prior to officers boarding; any sign of infectious disease on board will be risk assessed prior to boarding.

## 2.5 Ship Inspections

Authority	May 24	Jun 24	Jul 24	Grand Total
<b>Hartlepool</b>				
Exemption	0	0	1	<b>1</b>
Routine	0	0	0	<b>0</b>
Control	0	0	0	<b>0</b>
<b>Middlesbrough</b>				
Exemption	0	1	0	<b>1</b>
Routine	0	0	0	<b>0</b>
Control	0	0	0	<b>0</b>
<b>Redcar &amp; Cleveland</b>				
Exemption	3	1	7	<b>11</b>
Routine	0	0	0	<b>0</b>
Control	0	0	0	<b>0</b>
<b>Stockton</b>				
Exemption	3	0	2	<b>5</b>
Routine	0	0	0	<b>0</b>
Control	0	0	0	<b>0</b>
<b>Total</b>	<b>6</b>	<b>2</b>	<b>10</b>	<b>18</b>

## 2.6 Water Samples – ship and jetty supplies

All requests for water samples are attended to where there is availability for the laboratory to collect the samples within an appropriate time frame. The laboratory can collect samples Monday to Friday; Tuesday, Wednesday and Thursday are dedicated free pick-up times, and Monday and Friday are ad-hoc collections which incur an additional charge to the ship.

Any unsatisfactory samples are provided with advice and information and a recommendation to resample at their next port of call.

## 2.7 Ship Water Sample Results

Type of sample	Outcome	May 24	Jun 24	Jul 24	Total
Ship Bacteriological	Satisfactory	0	2	12	<b>14</b>
	Unsatisfactory	0	0	2	<b>2</b>
Ship Legionella	Satisfactory	4	2	14	<b>20</b>
	Unsatisfactory	0	0	1	<b>1</b>
Jetty Water	Satisfactory	0	0	3	<b>3</b>
	Unsatisfactory	0	0	0	<b>0</b>
	<b>Grand Total</b>	<b>4</b>	<b>4</b>	<b>32</b>	<b>40</b>

## 2.8 Imported Food and Feed

All official controls are carried out within relevant timescales, and this varies depending on the type of product and regulation requirements.

Our main imports are Products of Animal Origin (POAO) from within the EU, the majority being supermarket pre-packed foods. These are split into High, Medium and Low risk foods.

We have not received any high-risk food, these would be live animals and germinal products. Around 30% are Medium risk products including pre-packed meats, salami, cheeses made from raw milk, and fishery products, and 70% low risk, including yogurts, pet food, pasteurised milk products (milk, milk drinks and cheeses).

Tea, coffee, and wine are the main imported food items from outside the EU, a small amount of animal feed is also imported. The quantity of plastic kitchenware from China and Hong Kong continues to be minimal.

## 2.9 IUU (Illegal Unreported Unregulated Checks)

Imports of fish from the EU require catch certificate endorsement and/or a processing statement check. We are working with importers and agents to ensure these are pre-notified at least 24 hours before arrival at Teesport and manifested correctly.

Most Tees imports are containers and trailers with processed fishery products, such as tinned tuna, fish fingers and surimi (mixed fish sticks) on board.

	May 24	Jun 24	Jul 24	Total
Fishery products	112	99	120	331

## 2.10 Product of Animal Origin (POAO)

Teesport was approved for POAO on 22 April 2024 and can now receive POAO from outside Great Britain including all EU products required for official controls from 30/04/2024.

	May 24	Jun 24	Jul 24	Total
POAO	2080	1788	1989	5857

## 2.11 Organics

The service has certified a total of 4 consignment of organic imports between May to June 2024. These were coffee and wine imports.

## 2.12 Plastic Kitchenware from China and Hong Kong

The service received 2 consignments of plastic kitchenware during May to July 2024.

### **2.13 Health Entry Documents for High-Risk Food not of Animal Origin (HRFNAO)**

The service received 2 consignments of high-risk food not of animal origin during May to July 2024.

### **2.14 Infectious disease notifications**

There were no incidents of infectious disease notifications between May and July 2024.

### **2.15 Teesside Airport**

There have been no imports of food or feed through the airport between May and July 2024.

### **2.16 Policies and Plans**

All policies and plans have been reviewed and updated where required and were presented at the June 2024 Board meeting. They are now available to view on our website at [www.teesporthealth.co.uk](http://www.teesporthealth.co.uk)

## **3 Who has been consulted and engaged?**

3.1 Senior Officers of the Riparian Authorities.

## **4 What are the risks and resource implications?**

4.1 There are no risks associated with this report.

## **5 Appendices and further information**

5.1 There are no appendices with this report.

## **6 Background papers**

6.1 No background papers other than published works were used in writing this report.

## **7 Contact Officer**

7.1 Name: Sue Ziolkowski  
Position: Principal Environmental Health Officer  
Address: Belmont House, Rectory Lane, Guisborough TS14 7FD  
Telephone: 01287 612404  
Email: [susan.ziolkowski@redcar-cleveland.gov.uk](mailto:susan.ziolkowski@redcar-cleveland.gov.uk)

# River Tees Port Health Authority

## Border Target Operating Model



## Public

**To:** River Tees Port Health Authority      **Date:** 06 Sept 2024

**From:** Corporate Director Growth Enterprise Environment      **Decision:** Committee

**Portfolio:** Health and Welfare

**Outcome:** Public Health

### 1 What is the purpose of this report?

1.1 To update members on the implementation of the Border Target Operating Model (BTOM) on the River Tees Port Health Authority (RTPHA) following Britain's exit from the European Union.

### 2 What is the background to this report?

2.1 The Border Target Operating Model published in August 2023 details the timelines and checks to be introduced to protect the UK borders from sanitary and phytosanitary risks.

Sanitary and phytosanitary (SPS) measures are quarantine and biosecurity measures which are applied to protect human, animal or plant life or health from risks arising from the introduction, establishment and spread of pests and diseases and from risks arising from additives, toxins and contaminants in food and feed.

### 2.2 Border Target Operation Model Update (BTOM)

There final milestone in the BTOM;

- **31 October 2024** - Safety and Security declarations for EU imports are due come into force. Alongside this, the UK will introduce a reduced dataset for imports and use of the UK Single Trade Window will remove duplication where possible across different pre-arrival datasets.
  - **There will be no impact to the PHA for the implementation of these checks.**

### 2.3 Impact on Tees PHA

**Low risk surveillance** - current data suggests that around 16,100 consignments per annum are predicted to be low risk, requiring surveillance and selected documentary checks.

**Medium risk products** – current data suggests that around 7,700 consignments per annum are predicted to be medium risk, requiring a documentary check, and a percentage of identity and physical inspections.

Initially, the service was not expected to require an increase in the number of operational staff, however, after around 6-8 weeks of operation, it was clear the imports were higher than predicted. An additional business support officer with previous port health experience joined the team on 17 July 2024.

The Team also includes one full time Official Veterinary Surgeon (OVS) since April 2024, an OVS is required to carry out all documentary, identity and physical checks of products of animal origin entering Great Britain. The need for additional OVS capacity has been identified and implemented during busy days and weekends to meet the demands of the service.

## 2.4 **Funding Update**

Defra expects that PHA's will be utilising cost recovery for imports of food and feed from 30 April 2024, and as such, no further funding is available at the present time.

2.5 The Port Health Service is keeping up to date with all stakeholders during this transition and implementation period on the potential impacts, and likely changes that may occur. The Service has been assigned a DEFRA Readiness Officer to assist during the transition period that will lead to the implementation of the BTOM at Tees Port.

## 3 **Who will this benefit and how?**

3.1 By keeping up to date with current implementation timetables we will ensure that the Authority is kept fully up to date and prepared for the future development of the Port Health Service.

## 4 **Who have we consulted?**

4.1 Senior Officers of the Riparian Authorities.

## 5 **How will it deliver our priorities and improve our performance?**

5.1 By keeping up to date with implementation timetables and planned changes we will be fully prepared for any eventuality.

## 6 **What are the resource implications (financial, human resources)?**

6.1 Failure to monitor and plan effectively may result in a financial impact to the Port Health Authority, and subsequently may impact the Riparian Authorities if additional contributions are required.

## 7 **What will be the impact on equality and diversity?**

7.1 There are no equality and diversity issues as part of this report.

## 8 **What will be the impact on our carbon footprint?**

8.1 There is no direct impact on the carbon footprint as a result of this report.

## **9 Are there any legal considerations?**

9.1 There are no legal considerations at this time.

## **10 What are the risks involved?**

10.1 Failure to keep up to date with the changing situation may put the service at unnecessary financial risk.

## **11 What options have been considered?**

11.1 The report is for information purposes.

## **12 Recommendations**

12.1 For information only.

## **13 Appendices and further information**

13.1 There are no appendices with this report

## **14 Background papers**

14.1 The Border Target Operating Model – August 2023  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1180789/Final Border Target Operating Model gov.uk version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1180789/Final_Border_Target_Operating_Model_gov.uk_version.pdf)



PHA Border Target  
Operating Model (BTC)

## **15 Contact officer**

Name: Sue Ziolkowski

Address: River Tees Port Health Authority, Redcar and Cleveland House,  
Kirkleatham Street, Redcar TS10 1RT

Telephone: (01287) 612404

Email: [susan.ziolkowski@redcar-cleveland.gov.uk](mailto:susan.ziolkowski@redcar-cleveland.gov.uk)



# River Tees Port Health Authority

## Review of Current Fees and Charges



## Public

**To:** River Tees Port Health Authority (RTPHA)      **Date:** 06 Sept 2024  
**From:** Corporate Director of Growth and Environment      **Decision:** Committee  
**Portfolio:** Health & Welfare  
**Outcome:** Business Compliance

### 1 What is the purpose of this report?

- 1.1 To present to RTPHA Board members the proposed amendments to the fees and charges for Quarters 3 and 4 of 2024/25.

### 2 What is the background to this report?

- 2.1 The fees and charges are reviewed annually to reflect the actual cost of the service to our customers. The last time the fees were reviewed was in March 2024. The charges applied to products of animal origin were calculated using estimated timescales; timings to carry out checks have since been re-evaluated and calculated according to actual timescales, now that the new checks have been implemented since 30 April 2024.
- 2.2 There is also a new charge proposed for imports of Products of Animal Origin (POAO); a late notification fee.

Commission Implementing Regulation (EU) 2019/1013 on prior notification of consignments of certain categories of animals and goods entering Great Britain states that the operator responsible for a consignment shall give prior notification, to the competent authority of the border control post of first arrival, at least one working day before the expected arrival of the consignment.

Many of our importers are not complying with this legal requirement and research has shown that many of the major ports have implemented a late notification fee.

This fee will be charged for all imports that are not notified one working day prior to arrival.

Imports into Tees have a minimum of a 16 hour crossing time from the EU, therefore allowing ample time for compliance with prenotification requirements.

- 2.3 By way of derogation from 2.2, and where logistical constraints prevent compliance with the time limit set out in that paragraph, the PHA may apply a period of prior notification of at least four hours before the expected arrival of the consignment.

Tees does not have any derogations in place but would consider any applications made by importers or their agents.

2.4 **Board Members are asked to approve the revised and new fees and charges to commence 01 October 2024.**

2.5 Under the legislation, authorities must have access to enough revenue to carry out the necessary checks. It is, however, recognised that estimates are used where new fees and charges are implemented and that in year changes can be made if current fees and charges have been underestimated and may not cover the cost of checks being carried out.

2.6 It should be noted that not all service requirements are chargeable, the following is a list of services that we provide that are not cost recoverable.

- Monitoring of imported food and feed and food contact materials.
- Providing advice and information to ship and import agents.
- Responding to service requests.
- Investigating infectious diseases.
- Food hygiene and standards inspections to the 6 businesses at the Port.
- Invasive species monitoring ie. mosquitos (UK Health Security Agency).
- Attending relevant meetings and liaising with Riparian Authority officers and other stakeholders.

### **3 Who will this benefit and how?**

3.1 This review and amendments will ensure our customers are getting a value for money service and that our costs are based on time taken to carry out official controls with on costs and associated analyst fees, where applicable.

We have also compared our fees and charges with other major ports to ensure we are being competitive.

### **4 Who have we consulted?**

4.1 This report has been prepared in consultation with relevant stakeholders and officers at the Riparian Authorities.

### **5 How will it deliver our priorities and improve our performance?**

5.1 The review will ensure we provide a value for money service to our customers.

### **6 What are the resource implications (financial, human resources)?**

6.1 There are no resource implications following this review.

### **7 What will be the impact on equality and diversity?**

7.1 There are no equality and diversity issues as part of this report.

### **8 What will be the impact on our carbon footprint?**

8.1 There is no direct impact on the carbon footprint as a result of this report.

### **9 Are there any legal considerations?**

9.1 We have a duty to review our fees and charges to provide a quality service to our customers that provides value for money.

## **10 What are the risks involved?**

10.1 There are no risks involved in this review.

## **11 What options have been considered?**

11.1 The options considered were;

1. To leave our fees and charges at the same rate,
2. Lower the fees and charges, or
3. Increase the fees and charges.

Options 1 & 2 would not recover our costs incurred in delivery of the service hence option 3 is the preferred option and the basis of the recommendation for the increase.

## **12 Recommendations**

12.1 It is recommended that Board Members agree the changes to the current fees and charges.

## **13 Appendices and further information**

13.1 Appendix A – Current and Proposed Charges for implementation from 01 October 2024.

## **14 Background papers**

14.1 There are no background papers.

## **15 Contact officer**

Name: Sue Ziolkowski

Address: River Tees Port Health Authority, Belmont House, Rectory Lane,  
Guisborough, TS14 7FD

Telephone: (01287) 612404

Email: [susan.ziolkowski@redcar-cleveland.gov.uk](mailto:susan.ziolkowski@redcar-cleveland.gov.uk)

## Appendix A – Current and proposed fees and charges

Description	Current Charges Since 01/04/24	Proposed charges Implemented from 01/10/24
<b>Products of Animal Origin – High Risk</b>		
Documentary check	£35.00	£65.00
ID & Physical Check - Consignments up to 6 tonnes	£75.00	£130.00
Additional tonnage between 7 to 46 tonnes	£10.00 per tonne	£15.00 per tonne
Consignments over 46 tonnes a maximum charge of	£475.00	£730.00
Sampling fee (additional analytical charges will apply)	£157.00	£182.00
Late Notification fee		£30.00
Non-compliance fee	£300.00	£360.00
<b>Products of Animal Origin – Medium Risk</b>		
Documentary check	£22.00	£50.00
ID & Physical check - Consignments up to 6 tonnes	£75.00	£89.00
Additional tonnage between 7 to 46 tonnes	£10.00 per tonne	£15.00
Consignments over 46 tonnes a maximum charge of	£475.00	£689.00
Sampling fee (additional analytical charges will apply)	£157.00	£182.00
Late Notification Fee		£30.00
Non-compliance fee	£300.00	£360.00
<b>Products of Animal Origin – Low Risk</b>		
Surveillance check	£8.00	£10.00

# Member Report

## 2024/25 Financial Position Update

# Public

<b>To:</b>	River Tees Port Health Authority	<b>Date:</b>	6 September 2024
<b>From:</b>	Deputy Treasurer	<b>Decision type:</b>	Key - Budget
<b>Portfolio:</b>	Health, Housing and Welfare	<b>Forward Plan reference:</b>	n/a
<b>Outcome:</b>	All priorities		
<b>Ward(s):</b>	All		

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### 1 What is the purpose of this report?

- 1.1 To update the River Tees Port Health Authority Board (the Board) on the financial position of the Authority at the end of July 2024 (Period 04) and to highlight any variances against the 2024/25 approved budget.

### 2 What part of the Corporate Plan does this report deliver, and how and what other options have been considered?

- 2.1 The management of the Authority's budget is critical to the ongoing operations of the Port Health Service. As such no other options are available.

### 3 What is the background to this report?

- 3.1 At its meeting on 8 March 2024 the Authority approved a balanced 2024/25 budget, which is based on the budgeted drawdown from reserves of £30,800 and a £157,650 funding contribution from the Teesside Riparian Authorities.

#### 3.2 Projected Outturn 23/24

As noted as planned in the detailed budget paper 8<sup>th</sup> December 2023, the Border Target Operating Model (BTOM) became operational at the end of April 2024 with imports split into categories of goods that are low, medium and high risk.

The forecast income and costs for 24/25 have been updated, as noted, based on the data experienced since inception and plans (including proposed fee increases from 1<sup>st</sup> October) for the remainder of 24/25.

Data is in the early stages of becoming trend, as such forecasts and expectations and estimates and will change as we move through 24/25 but should present a clearer picture of expectation on setting the 2025/26 budget.

A summary of the financial position (at the end of July 2024) is set out in the table below:

	<b>Budget 2024/25</b>	<b>Actual as at Period 04 31/07/2024</b>	<b>Projected Outturn 2024/25</b>	<b>Variance Budget to Outturn</b>
<b><u>Expenditure</u></b>				
Employee Costs	183,600	63,517	210,000	26,400
Other operating costs	232,950	50,993	299,415	66,465
<b>Total Costs</b>	<b>416,550</b>	<b>114,510</b>	<b>509,415</b>	<b>92,865</b>
Income including grants	(228,100)	(93,750)	(501,600)	(273,500)
<b>Net Expenditure</b>	<b>188,450</b>	<b>20,761</b>	<b>7,815</b>	<b>(180,635)</b>
Riparian Contributions	(157,650)	0	(157,650)	0
<b>Net</b>	<b>30,800</b>	<b>20,761</b>	<b>(149,835)</b>	<b>(180,635)</b>

The main variances when comparing to budget to projected outturn are as follows:

**Employee Costs** – a forecast overspend of £26,400. This represents an additional staff member recruited in Q1 24/25 to help support meet the pressures created by the additional demand experienced since the recently opened BTOM. Agreement on the 2024/25 pay award increase has yet to be reached and is included in line with budget.

**Other Operating Costs** – a forecast overspend of £66,465. This is demand driven, additional veterinary service provision (£66,965) to cover an additional two days in the week and on a Saturday. This will continue to be monitored as the year progresses.

**Income** - £273,500 more than budget as a result of;

- £270,000 product of animal origin income. Full year forecast income has been modelled based upon volume experienced in the opening months of implementation and is subject to fee rates increasing from 1<sup>st</sup> October 2024 (to be discussed at this Board meeting). Forecast will be updated as trend data develops.
- £4,000 reduced catch certification based on run rate experienced in the opening four month of the financial year.
- £8,400 DEFRA income to support the cost of the Official Veterinarian before cost recovery was implemented.

Further analysis can be seen in Appendix 1.

As a result of the above net improved variations, the net contribution to reserves, after Riparian contributions (£157,650) is currently estimated to be £149,835, compared to the budgeted drawdown in reserves of £30,800.

The expected outturn position for 24/25 will be closely monitored over the coming months. It is suggested a reserves policy is agreed based on 24/25 outturn and 25/26 budget formulation. Amongst other factors this will need to consider expected

recurring costs, longer term commitments and any potential exceptional costs.

### **3.3 2025-26 Financial Plan and beyond**

A plan for 2025/26 and beyond will be prepared and presented as income streams and estimated costs become clearer. It is expected that the 25/26 budget plan will be drafted for the Board at their meetings in December 2024 with longer term outlook presented when sufficient data is available.

## **4 Who will this benefit and how?**

4.1 The production of this financial information will ensure that the Authority will be compliant with the current legislation and proper practices in terms of financial management. As such it will cover the Riparian authorities and all the Tees Valley population in terms of a fit for purpose River Tees Port Health organisation.

## **5 Who have we consulted?**

5.1 The report has been prepared in consultation with the Directors of Resources and Public Health for Redcar and Cleveland Borough Council, and the individual port health officers at each of the riparian authorities.

## **6 How will it deliver our priorities and improve our performance?**

6.1 Investment in Port Health services has been earmarked as an ongoing priority by the Tees Valley Chief Executives. In addition, the debate on funding levels for local councils has been the driver for improved operational performance and the delivery of a value for money service.

## **7 What will be the impact on equality and diversity?**

7.1 There will be no impact on equality and diversity from this report.

## **8 What will be the impact on our carbon footprint?**

8.1 There is no impact from this report on our carbon footprint.

## **9 Are there any legal considerations?**

9.1 There are no specific legal issues to consider because of this report.

## **10 Appendices and further information**

10.1 Appendix 1 – Budget Monitoring Position July 2024

## **11 Contact officer**

Name: David Dobson  
Position: Deputy Treasurer to the River Tees Port Health Authority  
Address: Redcar & Cleveland House, Redcar  
Email: [David.dobson@redcar-cleveland.gov.uk](mailto:David.dobson@redcar-cleveland.gov.uk)

## Appendix 1

### RIVER TEES PORT HEALTH AUTHORITY

#### BUDGET MONITORING POSITION 2024/25 POSITION AT END OF JULY 24

	Budget 2024/25	Actual 2024/25	Projected Outturn 2024/25	Variance
Basic Pay	143,350	48,522	162,250	18,900
NI Contributions	14,750	5,201	17,350	2,600
Other Pay	-	-	-	-
Overtime	6,500	2,424	8,850	2,350
Superann Contributions	14,600	5,450	18,300	3,700
Other Allowances	2,750	1,840	2,750	-
Car Allowances	1,650	81	500	1,150
	<b>183,600</b>	<b>63,517</b>	<b>210,000</b>	<b>26,400</b>
Training Expenses	500	-	-	500
Tools & Equipment Purchase	1,050	47	1,050	-
Clothing, Uniforms & Laundry	500	205	500	-
Printing & Stationery	100	-	100	-
Photocopier Usage	50	-	50	-
Services - Professional Fees	209,600	34,765	276,565	66,965
Mobile Phones	750	130	750	-
Computer Software	18,000	15,610	18,000	-
Subscriptions	1,250	-	1,250	-
General Supplies and Services	-	238	-	-
Public Liability Insurance	1,150	-	1,150	-
Contribution to Bad Debt	-	-	-	-
Transfer to / (from) Reserves	-	-	-	-
	<b>232,950</b>	<b>50,993</b>	<b>299,415</b>	<b>66,465</b>
<b>Other Income</b>				
Government Grants - DEFRA/FSA	-	8,400	8,400	8,400
Training Income	-	-	-	-
	-	<b>8,400</b>	<b>8,400</b>	<b>8,400</b>
<b>Fees - Environmental Health &amp; Pest control</b>				
Product of Animal Origin	120,000	59,519	390,000	270,000
Catch Certification	69,000	10,637	65,000	4,000
Sanitation Certificates	27,850	9,160	27,500	350
High Risk Products Imports	500	92	250	250
Organic Certificates	1,100	270	800	300
RTPHA Permits (annual fee)	700	-	700	-
Plastic Declaration	700	-	700	-
Water Sampling	8,250	5,600	8,250	-
	<b>228,100</b>	<b>85,350</b>	<b>493,200</b>	<b>265,100</b>
<b>Net Expenditure</b>	<b>188,450</b>	<b>20,761</b>	<b>7,815</b>	<b>180,635</b>
<b>Other Grants &amp; Contributions - Other Organisations</b>				
RTPHA - Middlesbrough Council	<b>23,648</b>	-	23,648	-
RTPHA - Stockton Council	<b>48,872</b>	-	48,872	-
RTPHA - Hartlepool Council	<b>3,152</b>	-	3,152	-
RTPHA - Redcar & Cleveland Council	<b>81,978</b>	-	81,978	-
<b>Total Due from Riparian Authorities</b>	<b>157,650</b>	-	<b>157,650</b>	-
<b>Net</b>	<b>30,800</b>	<b>20,761</b>	<b>149,835</b>	<b>180,635</b>