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HULL AND GOOLE PORT HEALTH AUTHORITY

12th June 2024

(Room 77, The Guildhall, Kingston upon Hull)

PRESENT: -

Councillors Coward, Henry, Pantelakis and Pritchard.

IN ATTENDANCE: -

Sally Johnson (Chief Port Health Inspector), Annemarie Hamil (Chief Administrative Officer), Kayleigh Blaza (Accounting and Control Manager, Financial Planning) and Philip Todd (Democratic Services Officer).

Minute No.	Business
1878	<p>ELECTION OF CHAIR</p> <p>The Democratic Services Officer sought nominations for the Chair of the Hull and Goole Port Health Authority for the forthcoming Municipal Year.</p> <p>Moved by Councillor Pritchard and seconded by Councillor Henry:</p> <p>That Councillor Coward be appointed Chair for the ensuing year.</p> <p>Motion carried.</p>
1879	<p>ELECTION OF DEPUTY CHAIR</p> <p>The Chair sought nominations for the Deputy Chair of the Hull and Goole Port Health Authority for the forthcoming Municipal Year.</p> <p>Moved by Councillor Henry and seconded by Councillor Pantelakis:</p> <p>That Councillor Pritchard be appointed Deputy Chair for the ensuing year.</p> <p>Motion carried.</p>
1880	<p>APOLOGIES</p> <p>Apologies were received from Councillors Fudge, Singh and Jeffreys.</p>
1881	<p>DECLARATIONS OF INTEREST</p> <p>Councillor Henry declared an interest as a member of the Fire Authority and Non-Nuclear Panels.</p>

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	No other interests were declared.
1882	<p>MINUTES OF THE MEETING HELD ON 13 MARCH 2024</p> <p>Agreed – that, the minutes of the meeting of this Authority, held on 13th March 2024, having been printed and circulated be taken as read.</p> <p>Due to a substantial change of membership the minutes were noted.</p>
1883	<p>MINUTES OF THE MEETING HELD ON 22 APRIL 2024</p> <p>Agreed – that, the minutes of the meeting of this Authority, held on 22nd April 2024, having been printed and circulated be taken as read.</p> <p>Due to a substantial change of membership the minutes were noted.</p>
1884	<p>APPOINTMENTS TO OUTSIDE BODIES</p> <p>Agreed – that the Chief Port Health Inspector be appointed as a representative to the Local Resilience Forum, the Humber Authorities Chief Environmental Health Officers’ Group, and the Humber Port Welfare Committee.</p>
1885	<p>FUTURE MEETING DATES</p> <p>Agreed – that meetings of the Hull and Goole Port Health Authority be held on 11th September 2024 at 2:00pm, 11th December 2024 at 10:00am, 12th March 2025 at 2:00pm and 11th June 2025 at 10:00am.</p>
1886	<p>ANNUAL GOVERNANCE STATEMENT 2023/24</p> <p>The Treasurer submitted a report which provided members with the Annual Governance Statement 2023/24.</p> <p>The Board were informed that a ‘good’ outcome was returned following the internal audit review. Only minor issues had been noted which were deemed to be low risk. Broadly the policy remained the same as the previous year’s.</p> <p>Agreed - that the Annual Governance Statement 2023/24 be approved.</p>
1887	<p>ANNUAL STATEMENT OF ACCOUNTS 2023/24</p> <p>The Treasurer submitted a report which provided members with the Annual Statement of Accounts 2023/24.</p> <p>The Board was informed that, having completed the accounts, the outturn position in the years was a revenue surplus of £105,620, compared to the revised estimated surplus of £39,914. Expenditure had decreased due to the delay in the delivery of the Border Target Operating Model (BTOM) which had</p>

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	<p>also led to a decrease in expected staffing costs. Some further recruitment had commenced to prepare for the implementation of the BTOM which could be seen within the accounts.</p> <p>Agreed - that the Annual Statement of Accounts 2023/24 be approved.</p>
1888	<p>COMPLAINT HANDLING – REVIEW OF PROCEDURE DOCUMENT</p> <p>The Chief Port Health Inspector submitted a report to provide the board with an overview of the Authority’s complaints handling policy and procedure.</p> <p>The Board were informed that the Chief Port Health Inspector was in the process of reviewing and updating procedural documents and a review of the complaints policy was overdue; with the previous version dated January 2017. The policy had therefore been completely reviewed, in line with the new Local Government Ombudsman Code of Practice. Board members would continue to maintain oversight of any complaints received by the Authority through the quarterly reports.</p> <p>Agreed – That the Board note the content of this report and approve the revised Complaint Handling Policy and Procedure.</p>
1889	<p>HEALTH AND SAFETY POLICY ANNUAL STATEMENT</p> <p>The Chief Port Health Inspector submitted a report which presented the Health and Safety Policy for approval.</p> <p>The Chief Port Health Inspector conducted the annual health and safety review in May 2024. She was pleased to report that there were no accidents or breaches of policy during the preceding year. The Authority Health and Safety Risk Assessments continue to be subject to a process of ongoing review and amendment, as necessary.</p> <p>Agreed - That Members note the contents of this report and formally endorse the Policy and the Annual Statement by the Chief Port Health Inspector.</p>
1890	<p>INTRODUCTION OF IMPORT CONTROLS IN ACCORDANCE WITH THE REQUIREMENTS OF THE BORDER TARGET OPERATING MODEL – UPDATE</p> <p>The Chief Port Health Inspector submitted a report to provide an update to Members on the implementation of the BTOM and to seek approval to take the necessary recruitment actions to support the new service and existing workstreams of the Authority.</p> <p>The Board were informed that recruitment had taken place in preparation for the operation of the two new Border Control Posts in Hull and Killingholme in accordance with DEFRA advice and the provision of historical HMRC data.</p>

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	<p>The Chief Port Health Inspector reported that initial throughput volumes had exceeded expectations which would reflect positively on the Authority's ability to provide a cost-neutral service. Early indications had shown that further recruitment would be necessary to support the new seven day a week operation and to ensure the Authority continued to be able to meet the requirements of its existing Regulatory functions. Members raised questions on the risks to the services and city if the Authority did not have the correct level of staffing and the resulting impact on current staff. It was advised that there was a risk to not fulfilling statutory functions, potential bio-security breaches and long-term morale issues due to increasing workloads. Due to a national shortage of Environmental Health Officers, it would not be easy to recruit however, the Chief Port Health Inspector was looking to explore more sustainable options including apprenticeships, involving 'upskilling' its existing staff set where possible. As the BTOM was a new model subject to phased implementation, it would be some time before an assessment could be made regarding longer-term staffing needs. The Chief Port Health Inspector therefore requested the flexibility to recruit accordingly to deal with the services initial needs as follows:</p> <ul style="list-style-type: none"> • To recruit an additional part-time or full-time Administrative Officer <u>OR</u> Port Health Support Officer (both grade 6 posts). • To recruit an additional Port Health Inspector (grade 9). • To create a new role of apprentice Port Health Officer, in a career graded post (grade 7-9 (TBC)), using apprenticeship levy funding to pay for the Environmental Health integrated degree. This is a four-year route to qualification, with the aim of creating a longer-term sustainable workforce in line with the Authority's risk register, and as potential incentive for current non-professional grade team members to complete further education to qualify as an Environmental Health Practitioner. • A flat rate payment (£TBC per day) to existing Port Health Officers to provide support to the Official Veterinarians on weekends and bank holidays. This will apply as a short to medium term contingency until the longer-term need can be assessed. <p>Agreed – That the Board note the contents of this report and approve the recruitment proposals outlined by the Chief Port Health Inspector.</p>
1891	<p>QUARTERLY SUMMARY FEBRUARY 2024 TO APRIL 2024</p> <p>The Chief Port Health Inspector submitted a report which detailed the quarterly summary of the Authority's work in respect of inspections, notifications and investigations undertaken during the period February 2024 to April 2024.</p> <p>The Board queried the large number of defects found during ship inspections, and whether there was an increased likelihood of missing things due to staff shortages. The Chief Port Health Inspector reported that standards were typically good across vessels and that audits were carried out by an array of agencies alongside the Hull and Goole Port Health Authority. The Authority</p>

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	<p>remained able to complete its workload in this respect at the present time. Clarity was also sought regarding dust complaints made by the residents of the Kingsferry Wharf. The Chief Port Health Inspector reported that pro-active investigations were ongoing at the Wharf and that Officers were working with the operators to ensure that activities on site do not give rise to nuisance.</p> <p>Agreed – That the Board note the contents of this report.</p>