HULL AND GOOLE PORT HEALTH AUTHORITY

12th June, 2018

(The meeting was held in the Guildhall, Kingston upon Hull)

PRESENT:-

Councillors Boatman, Brady, Briggs, Chambers, Fareham, Fudge, Ince, Pantelakis and Vickers.

IN ATTENDANCE:-

Laurence Dettman (Hull and Goole Port Health Authority), Allison Gill (Senior Finance Officer) and Jordan Scott (Democratic Services Officer).

APOLOGIES:-

Councillor Moore.

| Minute **No.** | Report **No.** | Business |
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| 1663 |  | **APPOINTMENT OF CHAIR**  **Moved by Councillor Fareham and seconded by Councillor Boatman:**  That Councillor Brady be appointed as Chair of the Hull and Goole Port Health Authority.  **Motion carried.**  Councillor Brady then took the Chair. |
| 1664 |  | **APPOINTMENT OF DEPUTY CHAIR**  **Moved by Councillor Fareham and seconded by Councillor Boatman**:   That Councillor Vickers be appointed as Deputy Chair of the Hull and Goole Port Health Authority.  **Motion carried.** |
| 1665 |  | **MINUTES OF THE PREVIOUS MEETING**  **Resolved** - That, the minutes of the meeting of the Board held on 13th March, 2018, having been printed and circulated, be taken as read and correctly recorded and be signed by the Chair. |
| 1666 |  | **APPOINTMENTS TO OUTSIDE BODIES**  **Resolved –**   1. That the Chief Port Health Inspector be appointed to the Local Resilience Forum; 2. that the Chief Port Health Inspector be appointed to the Humber Authorities Chief Environmental Health Officer’s Group,and 3. that Councillor Fudge and the Chief Port Health Inspector be appointed to the Humber Port Welfare Committee. |
| 1667 |  | **FUTURE MEETING DATES**  **Resolved -** That meeting dates listed below be agreed:  10:00 on 11th September, 2018 – The Guildhall  14:00 on 11th December, 2018 - The Guildhall  10:00 on 12th March, 2019 – The Guildhall  14:00 on 11th June, 2019 – The Guildhall |
| 1668 |  | **ANNUAL GOVERNANCE STATEMENT 2017/18**  The Senior Finance Officer submitted a report which provided the Board with the Annual Governance Statement and the Annual Return for consideration and approval.  **Resolved –** That the Annual Governance Statement 2017/18 be approved. |
| 1669 |  | **ANNUAL STATEMENT OF ACCOUNTS 2017/18**  The Senior Finance Officer submitted a report which provided the Board with the annual Statement of Accounts which provided an analysis of the Authority’s financial activity for the year ended 31st March, 2018.  **Resolved** – That the Accounting Statements for 2017/18 be approved. |
| 1670 |  | **ANNUAL SERVICE PLAN 2018/19**  The Chief Port Health Inspector submitted a report which presented the Authority’s Service Plan 2018/19 to the Board for consideration and approval.  The Board was informed that, once agreed, the Annual Service Plan would be published on the date of this meeting.  **Resolved** -That the report be noted. |
| 1671 |  | **QUARTERLY SUMMARY REPORT**  The Chief Port Health Inspector submitted a report which detailed the quarterly summary of the work of the Authority in respect of inspections, notifications, and investigations undertaken during the period February, 2018 to April, 2018.  **Resolved** - That the report be noted. |
| 1672 |  | **PORT HEALTH INSPECTOR VACANCY**  The Chief Port Health Inspector submitted a report which detailed the ongoing issues in recruiting to the vacant post of part-time Port Health Inspector and proposed a way forward by increasing the hours of the post to full-time.  The Board was informed that this would cost a further £18,000 per annum and funding would be made available from increased levies and reserves. The Chief Port Health Inspector added that with additional staffing more work could be carried out, thus potentially increasing income.  **Resolved** -That the additional funding for the full-time post to be created and advertised, be allocated. |
| 1673 |  | **AGREEMENT FOR THE PROVISION OF SUPPORT SERVICES**  The Chief Port Health Inspector submitted a report what provided the Board with the agreement for the provision of support services to the Hull and Goole Port Health Authority by Kingston upon Hull City Council for three financial years from 1st April, 2018, to 31st March, 2021.  **Resolved** –That the provision of support services by Kingston upon Hull City Council, be agreed. |
| 1674 |  | **APPLICATION FOR AN ENVIROMENTAL PERMIT**  The Chief Port Health Inspector submitted a report which informed the Board that an application for an Environmental Permit had been received by the Authority. This was the subject of a public consultation.  **Resolved** - That the application be noted. |
| 1675 |  | **HEALTH AND SAFETY POLICY - ANNUAL STATEMENT**  The Chief Port Health Inspector submitted a report which included the Health and Safety Policy for information.  Member raised concerns around ‘lone working’. The Chief Port Health Inspector confirmed that plans and procedures were in place when staff works alone.  **Resolved-**  a) That the report be noted, and  b) that the Health and Safety Policy and the Annual Statement by the Chief Port Health Inspector, be endorsed. |
| 1676 |  | **COUNCILLOR KEN TURNER**  The Chief Port Health Inspector wished to pass on his condolences and deepest sympathy to the family of Hull City Councillor and Board Member Ken Turner, who sadly passed away on 24th April 2018.  **Resolved** -That the Chief Port Health Inspector shall send a letter of condolence to Councillor Turner’s family on behalf of the Board. |