

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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6 August 2015

NOTICE OF MEETING

A meeting of the **ARGYLL AND BUTE HARBOUR BOARD** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **THURSDAY, 13 AUGUST 2015** at **2:00 PM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

- 1. ROLES AND RESPONSIBILITIES/DEVELOPMENT SESSION**
Report by Executive Director – Development and Infrastructure Services
(Pages 1 - 4)
- 2. PORT MARINE SAFETY CODE AUDIT PROGRESS**
Report by Executive Director – Development and Infrastructure Services
(Pages 5 - 12)
- 3. ARGYLL AND BUTE COUNCIL HARBOUR BOARD - REPORT ON SCOPE OF REVIEW FOR OPERATION OF PIERS AND HARBOURS**
Report by Executive Director – Development and Infrastructure Services
(Pages 13 - 16)

ARGYLL AND BUTE HARBOUR BOARD

Councillor Ellen Morton (Chair)
Councillor John Armour
Councillor Alistair MacDougall
Councillor Alex McNaughton
Councillor Len Scoullar

Councillor Robert Graham MacIntyre (Vice-Chair)
Councillor Iain MacDonald
Councillor John McAlpine
Councillor Elaine Robertson
Councillor Isobel Strong

Contact: Hazel MacInnes Tel: 01546 604269

ARGYLL AND BUTE COUNCIL**HARBOUR BOARD**

DEVELOPMENT AND INFRASTRUCTURE**13 AUGUST 2015**

ROLES AND RESPONSIBILITIES/DEVELOPMENT SESSION

EXECUTIVE SUMMARY

- 1.1 This report sets out the roles and responsibilities as agreed by the Policy and Resources Committee in December 2014.
- 1.2 The Council is the Statutory Harbour Authority for all the piers and harbours under its ownership and has delegated that function to the Harbour Board. The members of the Board have responsibility for providing policy direction to officers/other involved in the operational management and use of the facilities, and for scrutinising the implementation of these.
- 1.3 When the new Harbour Board was established it was agreed that specialist training would be provided to enable them to discharge their duties in respect of the Port Marine Safety Code.
- 1.4 An outline programme for a development session is attached at Appendix 1 to facilitate this process.

It is recommended that the Board

- a) Notes the roles and responsibilities in respect of the Council's piers and harbours.
- b) Considers the proposed agenda for the development session and approves or amends the agenda accordingly.

ARGYLL AND BUTE COUNCIL

HARBOUR BOARD

DEVELOPMENT AND INFRASTRUCTURE

13 AUGUST 2015

ROLES AND RESPONSIBILITIES/DEVELOPMENT SESSION

1. INTRODUCTION

- 1.1 In December 2014 the Policy and Resources Committee agreed to establish a Harbour Board as a sub-committee of the existing Economic Development and Infrastructure Committee for all Council owned ports and harbours. The committee is invited to note the definition of roles agreed by the Policy and Resources Committee.
- 1.2 That report confirmed that members of the Board would receive specialist training to enable them to discharge their duties in respect of the Port Marine Safety Code. The report sets out proposals on the content of a development day for the Committee and seeks Members views in this regard.

2. RECOMMENDATIONS

It is recommended that the Board

- 2.1 Notes the roles and responsibilities in respect of the Council's piers and harbours.
- 2.2 Considers the proposed agenda for the development session and approves or amends the agenda accordingly.

3. DETAILS

- 3.1 The Port Marine Safety Code (the code) applies to all harbour authorities in the UK that have statutory powers and duties. The Code establishes the principle of a national standard for every aspect of port marine safety. The Code is primarily intended for the "duty holder".
- 3.2 The Duty Holder as defined by the Port Marine Safety Code has responsibility for the harbours in his or her own area. The Executive Director, through the present scheme of delegation is responsible for the management of harbours. As such, the Executive Director fulfils the role of Duty Holder. This duty is currently discharged through the Head of Economic Development and Strategic Transportation.
- 3.3 The Council is the Statutory Harbour Authority for all the piers and harbours under its ownership and has delegated that function to the Harbour Board. The members of the Board have responsibility for providing policy direction to officers/other involved in the operational management and use of the facilities, and for scrutinising the implementation of these.

- 3.4 The Harbour Board will operate within the context of the Council's overall governance arrangements meaning that some decisions will need to be referred to its parent committee, to Policy and Resources Committee and in some instances the Council.
- 3.5 The Designated Person is an independent individual with specialist marine knowledge whose role is to report directly to the Harbour Authority and give them the assurance that the Council is compliant with the Port Marine Safety Code. Marico has been appointed to undertake this role on behalf of the Council.
- 3.6 When the new Harbour Board was established it was agreed that specialist training would be provided to enable them to discharge their duties in respect of the Port Marine Safety Code.
- 3.7 An outline programme for a development session is attached at Appendix 1 to facilitate this process. The purpose of the session is to support Members in their role as a member of the Harbour Board, to give them background on the role and function of the Board, to help them develop skills that allow the Board to fulfil its role, to identify key issues for the Board to consider and to plan out the work of the Board.

4. CONCLUSION

- 4.1 This report sets out the roles and responsibilities in relation to the Council's piers and harbours and an associated development plan for the Harbour Board. These seek to ensure clarity and sound governance arrangements are in place to support the work of the Board and Members are invited to provide feedback on the proposed arrangements.

5. IMPLICATIONS

Policy	Clarity on the role and function of the Board is essential to policy development.
Financial	None
Legal	The Harbour Board will fulfil the statutory duties of the Harbour Authority.
HR	None
Equalities	These proposals have no adverse impact on equal opportunities.
Risk	Lack of clarity could impede the effectiveness of the Board.
Customer Service	None

Executive Director of Development and Infrastructure

**Alistair MacDougall - Elected Member Policy Lead
August 2015**

For more information contact: Fergus Murray

**DRAFT AGENDA
HARBOUR BOARD DEVELOPMENT SESSION
DAY, DATE AND VENUE TO BE CONFIRMED**

13.00 Welcome and introductions

13.10 Overview of Piers and Harbours in Argyll and Bute

13.25 Port Marine Safety Code (facilitated by Marico)

14.25 Tea/Coffee

14.35 The role of the Harbour Board

- The role of the Board
- What is the Board seeking to achieve?
- How do you assess effectiveness?
- Working with other committees

15.00 Developing a work plan

- How often do you expect to meet?
- What do you expect to see at each meeting?

ARGYLL AND BUTE COUNCIL**ARGYLL AND BUTE SINGLE HARBOUR
AUTHORITY****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****13TH AUGUST 2015**

PORT MARINE SAFETY CODE AUDIT PROGRESS

1.0 EXECUTIVE SUMMARY

- 1.1.1 Argyll & Bute Council (A&BC) appointed Marine and Risk Consultants Ltd (Marico Marine) in January 2015 on a three year contract to provide an independent Designated Person (DP) service, as described in the Port Marine Safety Code (PMSC).
- 1.1.2 The DP has highlighted a need to undertake a number of specified works that have been identified through recent audits. The Council has appointed a Mr Mike Brew from Fisher Associates as an interim measure to undertake a number of these audit actions, until the appointment of a permanent Marine Operations Manager is completed. Mr Brew is a qualified Master Mariner and a former Head of the Isle of Man Harbours.

2.0 RECOMMENDATION

- 2.1 That members of the Harbour Board note the implementation plan for PMSC compliance recommended by Fisher Associates namely:
- That ABP Marine Environmental Research Ltd (ABPmer) be appointed to undertake Navigational Risk Assessments (NRAs) for Craignure, Oban North Pier, Dunoon and Campbeltown, and also to review the existing NRA for Rothesay;
 - Prepare a generic Safety Management System (SMS) structure / framework for application to all piers and harbours;
 - Prepare specific SMS appendices for the main harbours based upon the NRAs;
 - Place all the documentation in a form suitable for publication in compliance with the PMSC.

ARGYLL AND BUTE COUNCIL

ARGYLL AND BUTE SINGLE HARBOUR
AUTHORITY

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

13TH AUGUST 2015

PORT MARINE SAFETY CODE AUDIT PROGRESS

2.0 INTRODUCTION

- 2.1 In January 2015 Argyll & Bute Council (A&BC) appointed Marine and Risk Consultants Ltd (Marico Marine) to provide an independent “Designated Person” (DP) service, as described in the Port Marine Safety Code (PMSC), on a three year contract which expires on 31 December 2017.
- 2.2 Each harbour authority must appoint a DP to provide independent assurance directly to the “Duty Holder” that the marine Safety Management System (SMS) is working effectively. Their main responsibility is to determine, through assessment and audit, the effectiveness of the marine SMS in overall compliance with the Code.
- 2.3 A number of port and harbour audits have taken place that have identified actions that require to be implemented within an agreed timescale. The recent resignation of the Marine Operations Manager has delayed progress with these actions.
- 2.4 In view of the fact that the post of Marine Operations Manager is currently vacant, and the need to progress the outstanding actions, Mr Mike Brew from Fisher Associates has been appointed on a temporary basis to progress compliance with the PMSC and advise on operational issues as required. A permanent Marine Operations Manager is currently being recruited.

3.0 RECOMMENDATIONS

- 3.1 That members of the Harbour Board note the revised implementation plan recommended by Fisher Associates namely:
- That ABP Marine Environmental Research Ltd (ABPmer) be appointed to undertake Navigational Risk Assessments (NRAs) for Craignure, Oban North Pier, Dunoon and Campbeltown, and also to review the existing NRA for Rothesay;
 - Prepare a generic Safety Management System (SMS) structure / framework for application to all piers and harbours;
 - Prepare specific SMS appendices for the main harbours based upon the NRAs;
 - Place all the documentation in a form suitable for publication in compliance with the PMSC.

4.0 DETAILS

- 4.1 The Council operates 39 piers and harbours located throughout Argyll and Bute together with 4 lifeline ferry services to island communities. Many of these are “Statutory Harbour Authorities” (SHAs), which means that the Council has obligations set out in national legislation (notably the Harbours Act 1964).
- 4.2 **All SHAs are subject to the PMSC. It is a statement of best practice for the safety of marine operations (not quay side or land side) within the SHA’s geographic marine limits, and the approaches to these. The Code is not statutory, but it has a relevance and moral force that means it is obligatory.**
- 4.3 To date, the Council has recognised the Code, but implementation needs to be further developed to involve greater engagement with staff and harbour users. It requires the identification of hazards, assessing of risks with respect to these, and development of measures to address these (these 3 steps are generally termed a “Navigational Risk Assessment” (NRA)). This exercise is used to improve upon the “Safety Management System” (SMS), which then sets out how safe marine operations will be delivered in practice. **It is a bottom up exercise, and not a top down exercise.**
- 4.4 The Council’s activities to date with respect to PMSC compliance include preparation of an NRA for Rothesay. This was flawed because it specifically excluded the local staff who understand these risks, and who must develop and implement the SMS around the NRA.
- 4.5 An audit of the Council’s compliance with the PMSC has been undertaken by the DP in Rothesay (January) and Oban Harbours (April) together with site inspections of the following jetties and slipways during April:
- Oban Times Slip;
 - Port Beag Slip;
 - Crinan Ferry Slips; and
 - Crinan Harbour Quay.

Day to day operation of the Councils piers and harbours is good however the audit identified improvements. These can be derived from consistency across all piers and harbours, ownership of the SMS by harbour staff and more enforcement with harbour users. Recognising this, the Council now intend to further address the Code via the implementation plan set out in this report as follows:

- A. The post of Marine Operations Manager is currently vacant. Whilst recruitment of a permanent post holder is undertaken the Council has appointed Mr Mike Brew from Fisher Associates on a temporary basis to focus on progressing compliance with the PMSC, and advise on operational issues as required.

- B. Mr Brew will progress the following specific tasks over the next 3 months (to end of October):
- Work with ABP Marine Environmental Research Ltd (ABPmer) to undertake Navigational Risk Assessments (NRAs) for Craignure, Oban North Pier, Dunoon and Campbeltown, and also to review the existing NRA for Rothesay;
 - Prepare a generic Safety Management System (SMS) structure / framework for application to all piers and harbours;
 - Working with Harbours staff, prepare specific SMS appendices for the main harbours based upon the NRAs;
 - Place all the documentation in a form suitable for publication in compliance with the PMSC.
- C. Council technical staff have completed a number of identified actions [Appendix A] within the DP audit, and will work with Mr Brew to progress other matters as required.

5.0 CONCLUSION

5.1 The Council's DP has carried out audits of Rothesay and Oban Harbours together with an inspection of a number of small slips and piers. A number of actions have been identified during these audits and inspections. Mr Mike Brew from Fisher Associates, a qualified Master Mariner and Harbour Master, has been appointed on a temporary basis to undertake a process of improving the PMSC process working alongside Council staff. Mr Brew has been tasked to progress this process over a 3 month period, as the Council seeks a permanent replacement for the vacant Marine Operations Manager post. The implementation plan proposed by Fisher Associates is summarised in paragraph 3.1 Recommendations, above.

6.0 IMPLICATIONS

6.1	Policy	None directly arising from this report
6.2	Financial	The appointment of Mr Brew and ABPmer will be met through operational budgets.
6.3	Legal	Any failure to implement the PMSC may have legal consequences in the event that there should be a marine incident.
6.4	HR	None
6.5	Equalities	None
6.6	Risk	The Council is undertaking to carry out actions to minimise risk to Council as a result of the operation of our Ports and Harbours

- 6.7 Customer Services** Having a completed Port Marine Safety Code in place will assist port customers with the use of our Ports and Harbours and Council staff with their safe operation.

Executive Director of Development and Infrastructure, Pippa Milne

Policy Lead Alistair MacDougall
13th July 2015

For further information contact:
Fergus Murray Head of Economic Development and Strategic Transportation
01546 604293

Appendix 1 – PMSC Recommendations

				APPENDIX 1
ROTHESAY - PMSC Recommendations (January 2015)	Action required and if so by whom and when	Progress	Comment	Completed date
1. Ensure that once appointed members of the new Harbour Board are appropriately trained in their respective duties and responsibilities as Duty Holder.	Marine Operations Manager / Head of service	Ongoing	Date and agenda to be ratified by members of the Harbour Board Authority on 13 Aug 2015	Sep-15
2. The Designated Person to be given terms of reference (to be included in the Safety Management System) and contact details and independent access to the appropriate Duty Holder(s).	Names of Harbour Board members to be established and forwarded to Marine Operations Manager / Head of service	E-mail request to corporate		Completed
3. Set-up a local harbour users' group forum at the earliest opportunity.	Consultant to take forward	harbour user groups being assembled by harbour Masters		Oct-15
4. Publish a generic Marine Safety Management Plan for all harbours controlled by Argyll and Bute Council and with appropriate appendices for each of the main ports. The plan should set performance standards against proposed plans and against the standard in the Code over a three yearly period.	Consultant to prepare generic SMS	Mike Brew of Fisher Associates appointed as interim Marine Operations Manager Fergus Murray met Fisher consultants 13/7/15	Rothsay and Oban have individual PMSC completed however it is considered desirable to prepare a generic doc with harbour specific appendices.	Oct-15
5. The navigation risk assessment methodology and how the hazard input scores were arrived at is not clear nor understood, it is therefore imperative that this is ascertained at the earliest opportunity.	Consultant to clarify Navigational risk Assessment with ABP	Fergus Murray met Fisher consultants 13/7/15 ABPmer appointed to carry out risk assessments at main harbours		Oct-15
6. Once the navigation risk assessment scoring system is understood, the harbour should undertake a review of the hazards, with appropriate consultation to ensure that all navigation hazards have been clearly identified and appropriately scored.	Review of Hazards to be undertaken by Consultant	Fergus Murray met Fisher consultants 13/7/15		Oct-15
7. Review, correct and update the Safety Management System as identified in this report.	Harbourmaster to update SMS			Oct-15
8. Update, amend and correct the Port Emergency Plan.	Harbourmaster to update PEP	Ongoing		Sep-15
9. Put in place an emergency plan exercise time-table.	Harbourmaster to produce programme	Ongoing. H/M to attend Tier 2/port security exercise at Campbeltown Aug 2015.		Sep-15
10. Review the relationship between the incident reporting system, incident investigation reports, the NRA, the SMS and the subsequent amendment of the related regulations i.e. new Byelaws and procedures, to ensure that there is a well-documented system in place.	Consultant to undertake review	Fergus Murray met Fisher consultants 13/7/15		Oct-15
11. A improved reporting system should be set-up and promulgated via a Notice to Mariners and details added to the harbour website. Incidents should be formally recorded in a database for ease of reference and performance measured against periodic audits, safety inspections or following an incident. The harbour can then evaluate performance and identify any lessons learnt and improvements to be made to operational procedures	Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally.	Ongoing		Sep-15
12. On inspection the HM does not have a copy of the post dredge maintenance survey following the 2012 survey identifying "humps" in the outer harbour which have supposedly been removed. The 2014 survey only details soundings outside the northern pier.	Bathymetric survey to be carried out by Aspect Surveys	E-mail sent 10/7 requesting timesales/costs.	Survey located	Aug-15
13. A check needs to be made with the UKHO that the 2 x Fixed Yellow lights (as recommended by the NLB on the eastern end of the linkspan have been promulgated.	Technical Officer to establish with UKHO	ongoing		Sep-15

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	Comment	Completed date
1. Clarification should be sought with regards to the relevant maritime local legislation describing the main duties and powers pertaining to the Statutory Harbour Authority. Alternatively, identify the enabling local legislation.	A&BC legal to advise	Donnie Kelly requesting Oban Pier and Harbour Order, 1864, as confirmed by the Pier and Harbour Orders Confirmation Act, 1864.		
2. Ensure that once appointed, members of the new Harbour Board are appropriately trained in their respective duties and responsibilities as Duty Holder.	Marine Operations Manager / Head of service	Ongoing	Date and agenda to be ratified by members of the Harbour Board Authority on 13 Aug 2015	Sep-15
3. A formal assessment of navigation hazards needs to be undertaken which will help to develop the safety management system.	Consultant to undertake formal assessment	Fergus Murray met Fisher consultants 13/7/15 ABPmer appointed to carry out the risk assessment		Oct-15
4. Prepare a generic safety management system for the four main harbours supported with appropriate policies and procedures for the safety of navigation, enforcement, accident investigation and conservancy. Relevant information applicable to Dunoon, Campbeltown, Oban and Rothesay should be added as appendices.	Consultant to prepare generic SMS	Mike Brew of Fisher Associates appointed as interim Marine Operations Manager Fergus Murray met Fisher consultants 13/7/15	Rothesay and Oban have individual PMSC completed however it is considered desirable to prepare a generic doc with harbour specific appendices.	Oct-15
5. Publish a generic Marine Safety Management Plan for all main harbours setting performance against proposed plans and against the standard in the Port Marine Safety Code over a three yearly period.	Consultant to prepare Marine Safety Management Plan	Fergus Murray met Fisher consultants 13/7/15		Oct-15
6. Carry out a hydrographic survey for the North Pier berths and ensure that the results are promulgated to harbour users' accordingly.	Bathymetric survey to be carried out by Aspect Surveys	E-mail sent 10/7 requesting timescales/costs.		
7. Set-up a local harbour users' group forum in conjunction with Caledonian Maritime Assets Ltd., at the earliest opportunity.	Consultant to take forward	harbour user groups being assembled by harbour Masters		Dec-15
8. Prepare a harbour emergency plan.	Harbourmaster to produce E.P.	Ongoing		Sep-15
9. It is recommended that a 3 year exercise (security, pollution and emergency) programme is published for all the main harbours under A&BC authority with joint participation and lead shared.	Harbourmaster to produce programme	Ongoing. H/M to attend Tier 2/port security exercise at Campbeltown Aug 2015.		Oct-15
10. A procedure is required to ensure that the transfer of gas oil across the jetty is properly administered and the vessel operator and fuel delivery driver are compliant with the prevention of oil pollution.	Harbourmaster to ensure RA's in place	Ongoing		Aug-15
11. Clarify the procedure for the allocation of licences for vessels carrying 12 or less passengers plying for trade in Oban Bay ensuring that a competent person undertakes periodic checks of vessel equipment and crew competence.	Legal services to issue licence.	Procedure available on A&BC website		Completed
12. There is currently no published documentation in place describing the PMSC requirements relating to roles and responsibilities of executive and operational posts as well as a commitment to complying with the standards of the PMSC.	Consultant to prepare document	Risk and responsibilities clarify in report to P&R on Dec 15. Fergus Murray met Fisher consultants 13/7/15. Further report to EDI in Aug 15 clarifying roles and responsibilities	<i>There is a need for a further overarching document.</i>	Oct-15
13. It would be beneficial if the "Code for Safe Navigation" is published on the Council website, wider distribution through a Notice to Mariners as well as being sent to appropriate yachting organisations and publications such as Clyde Cruising Club etc.	A&BC to publish on website	Oban Harbourmaster has been tasked with this.	The Code for Safe Navigation is now on Council website	Completed
14. Consideration should be given to having a Permit to Work system for any hot work undertaken on-board any vessel whilst alongside North Pier. This should be promulgated by a Local Notice to Mariners.	Technical Officer to discuss implications with H&S	Ongoing		Sep-15
15. A formal Accident/Incident procedure should be put in place which links into the enforcement process. The relationship between the incident reporting system, incident investigation reports, the Navigation Risk Assessment, the Safety Management System and any subsequent amendment of the related regulations .	Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally.	Ongoing		Sep-15

A&BC SLIPWAYS / PIERS - PMSC Recommendations	Action required and if so by whom and when	Progress	Comment	Completed date
PORT BEAG (April 2015)				
1. There are a number of derelict boats on the waste ground to the east of the slipway. It is understood that notices have previously been placed on the boats warning the owners that the boats will be removed. It is recommended that this notice is enforced, the boats are removed and the area is tidied up accordingly.	Land ownership issues, previous investigation by our Estates Dept into surrounding area proved inconclusive. A general tidy up of the slip area by the slip users carried out October 2014. A & BC provided skip	Monitoring by Harbourmaster	Council land is clear - remaining boats not in Council ownership	Completed
2. It is considered that it would be beneficial if advisory / information notices were posted at the sea end and the entrance to the slip from the road.	Standard sign to be produced for all unmanned slipways.	Ongoing	New signage commissioned by Marine Operations	Oct-15
OBAN TIMES SLIP (April 2015)				
1. The overall general condition of the slipway and fendering is considered to be good. There are a number of stainless steel mooring rings on the slip. It was unclear from discussion with the Oban North Pier harbour master when the rings were last inspected and it is therefore recommended that this is checked with the A&BC Technical Officer.	Inspection to be carried out by Technical Officer	Inspection carried out 19 May 2015 prior to arrival of QM2	Some minor defects found, recorded in report. Defects passed on to council engineers to undertaken as part of improvements to Oban slip through Lorn Arc works.	Completed
CUAN FERRY SLIP – ISLE OF SEIL (April 2015)				
1. Concerns were expressed by the ferry crew about the state of the underpinning of the jetty and the possible evidence of erosion. It would therefore seem appropriate to undertake an inspection of the structure as soon as practicable.	Dive survey carried out 18 October 2013 which highlighted the undermining at the base of slipway wall. Subsequent repairs carried out to the slipway deck slab. The undermining issue has yet to be resolved (difficult to repair and keep ferry running). Similar problems exist to the pillars at Point Jetty Lismore	Monitoring by Technical Staff. Ongoing	Not considered to be a Health and Safety issue but need for ongoing monitoring on a regular basis	Ongoing
2. There appeared to be some doubt about the last inspection undertaken of the mooring rings whereby it was understood by the crew that some were condemned, albeit they are still in use. This needs to be verified as soon as possible and if the mooring rings are condemned they should be removed and/or replaced.	2 new rings on order, 1 failed and 1 missing		2 rings replaced / 2 rings fixed	Completed
3. The method of tying up the ferry and use of mooring rings was discussed with the mate and in the opinion of the observer was considered inadequate and unsafe. The rope is currently being put underneath the ring and around the ring connection to the concrete and is likely to slip-off. The rope should either be placed through the ring and tied accordingly or alternatively pass the eye of the rope through the ring and use a wooden/metal spike to secure.	Operational issue	Head of Service has written to Cuan staff in July 2015 highlighting Council procedures		Completed
4. The fuel pump cabinet was inspected and there is a significant leak behind the fuel line which apparently has been getting steadily worse and was apparently reported 3/4 years ago. This needs to be investigated and repaired accordingly.	Procedure has been altered, fuel now being delivered by tanker direct to the vessel. Diesel tank to be removed in the future		Fuel cabinet no longer in use	Completed
CRINAN HARBOUR QUAY (April 2015)				
1. There are several quay ladders along the jetty-face one of which seems to have been poorly installed and outwith of the correct fixings and probably needs to be removed.	Inspection to be carried out by Technical Officer	Inspections carried out on all Council rings and ladders fixed in position	One non fixed ladder supplied by private individual - remains in place	Completed
2. The jetty and steps are uneven but taking into account the age are in a reasonable condition. It is unclear at what intervals the jetty is inspected and what records are maintained. An auditable inspection regime should be set up (for all areas under the jurisdiction / responsibility of A&BC)	Inspection to be carried out by Technical Officer. Inspection intervals are every 2 years	Ongoing		Oct-15
3. The signage approaching the jetty and entrance to the adjacent car park states numerous rules and regulations, none of which are monitored or enforced. A review of signage needs to be undertaken (here as well as elsewhere as above).	Standard sign to be produced for all unmanned slipways.	Ongoing	New signage commissioned by Marine Operations	Oct-15

ARGYLL AND BUTE COUNCIL**ARGYLL AND BUTE HARBOUR BOARD****DEVELOPMENT & INFRASTRUCTURE
SERVICES****13 AUGUST 2015**

**ARGYLL AND BUTE COUNCIL HARBOUR BOARD – REPORT ON SCOPE OF REVIEW
FOR OPERATION OF PIERS AND HARBOURS**

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to inform the Harbour Board on the scope of the review looking at the delivery of marine services within the council.
- 1.2 Outlined below are the main areas to be covered in the review
 - Terms and conditions for access to council supplied utilities
 - Review of occupancy rates for properties on piers and harbours
 - Operation of all ferries and freight to include vessels and facilities
 - Review of current port guidance protocols
- 1.3 It is recommended that the Harbour Board note the content of this paper and agree the broad scope of the review.

ARGYLL AND BUTE COUNCIL

**DEVELOPMENT & INFRASTRUCTURE
SERVICES**

13 AUGUST 2015

**ARGYLL AND BUTE COUNCIL HARBOUR BOARD – REPORT ON SCOPE OF REVIEW
FOR OPERATION OF PIERS AND HARBOURS**

2. INTRODUCTION

- 2.1 As part of the council's commitment to continuous improvement of services, a review of the delivery of marine services is now required.

3 RECOMMENDATION

- 3.1 It is recommended that the Harbour Board note the content of this paper and agree the broad scope of the review.

4. DETAILS

- 4.1 As part of the delivery of marine services within the council, a comprehensive review of all piers and harbours berthing and other charges requires to be undertaken. The aim and objective of the review is to ensure a logical and fair approach that gives consistency across the entire area whilst continuing to work with the key partners such as Argyll Timber Transport Group, business partners, and the island communities.

- 4.2 The key aims and objectives are

- To ensure that a fair and consistent approach in terms of harbour charging is implemented for all parts of Argyll and Bute.
- To ensure charging is carried out on a value for money basis taking into account the difficulty in collecting income in remote locations.
- To ensure that our berthing and harbour charges remain competitive and facilitate future economic growth and the generation of additional income.
- To ensure that our berthing and harbour charges allow our port and harbour infrastructure to be properly maintained for future generations to make best use of.
- To examine innovative ways to make best use of our harbour assets and services including partnership working with key stakeholders.

- 4.3 It is proposed that the scope of the review covers the following key activities

- Terms and conditions for access to council supplied utilities
- Review of occupancy rates for properties on piers and harbours
- Operation of all ferries and freight to include vessels and facilities
- Review of current port guidance protocols

4.4 The table below gives an example of the areas that will be reviewed. Following consultation with stakeholders further areas may require to be included in the review.

ACTIVITY	Example
SERVICES Terms and conditions for access to council supplied utilities/services	Electricity tariffs for buildings and dock supply - Shore power connection and service charges. Water – stand pipe and service charges. Statutory port waste obligations and oil recycle contracts. Other international and immigration duties
PHYSICAL ASSETS Review of occupancy and rates for various properties on piers and harbours	Building and property uses, management, services provided, and tenure. Pier car parking, toilets, and storage for internal and external users
OPERATIONS Operation of all ferries and freight to include vessels and facilities	Benchmarking of all charges and fees Charging arrangements and incentives for freight and cargo
STATUTORY OBLIGATIONS Review of current port guidance protocols	Port Safety, management plans, user groups, unitary authorities, strategic planning

4.5 Subject to agreeing the scope of the review, a project plan will be drawn up outlining the activities and timescales for undertaking the review.

4.6 With the input of sufficient resources there is the potential to increase income from our piers and harbours. Therefore the opportunity to resource the project on a spend to save basis will be considered at the project planning stage.

5 CONCLUSION

Undertaking this review will help to ensure a sustainable future for the council’s marine estate while providing an open and transparent policy for users and stakeholders.

6. IMPLICATIONS

POLICY	At key points, further updates will be provided to the Harbour Board as the review progresses.
FINANCIAL	None.
LEGAL	The review will have regard to relevant legislation such as the Harbours Act 1964
PERSONNEL	None
EQUAL OPPORTUNITIES	There are no equal opportunities implications.
RISK	None
CUSTOMER SERVICE	There are no customer service implications.

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20th July 2015

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