

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry



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7 January 2016

NOTICE OF MEETING

A meeting of the **ARGYLL AND BUTE HARBOUR BOARD** will be held in the **COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD** on **THURSDAY, 14 JANUARY 2016** at **2:30 PM**, or at the conclusion of the Environment, Development and Infrastructure Committee at 10.30 AM, whichever is the later, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES** (Pages 1 - 2)
Argyll and Bute Harbour Board held on 13 August 2015
- 4. PRESENTATION ON SINGLE HARBOUR AUTHORITY FOR OBAN**
Presentation by Chris Fisher - Fisher Associates
- 5. PIERS AND HARBOURS FEES AND CHARGES INTERIM POSITION** (Pages 3 - 6)
Report by Executive Director – Development and Infrastructure Services
- 6. UPDATE ON PORT MARINE SAFETY CODE** (Pages 7 - 18)
Report by Executive Director – Development and Infrastructure Services
- 7. ARGYLL AND BUTE HARBOUR BOARD DEVELOPMENT DAY** (Pages 19 - 24)
Report by Executive Director – Customer Services

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

MINUTES of MEETING of ARGYLL AND BUTE HARBOUR BOARD held in the COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD on THURSDAY, 13 AUGUST 2015

Present: Councillor Ellen Morton (Chair)

Councillor John Armour	Councillor Elaine Robertson
Councillor Iain MacDonald	Councillor Len Scoullar
Councillor Alistair MacDougall	Councillor Isobel Strong
Councillor Alex McNaughton	

Attending: Pippa Milne, Executive Director – Development and Infrastructure Services
 Jim Smith, Head of Roads and Amenity Services
 Fergus Murray, Head of Economic Development
 Patricia O’Neill, Central Governance Manager

The Chair ruled and the Committee agreed to adjourn the meeting until 2.15pm to allow Members who had attended the Environment Development and Infrastructure Committee, prior to the Harbour Board, a comfort break.

The Committee reconvened at 2.15pm.

1. APOLOGIES FOR ABSENCE

There were none intimated.

2. DECLARATIONS OF INTEREST

There were none intimated.

3. ROLES AND RESPONSIBILITIES/DEVELOPMENT SESSION

The Board considered a report which set out their roles and responsibilities as was agreed by the Policy and Resources Committee in December 2014. The report also asked the Board to consider a proposed agenda for their development session.

Decision

The Board –

1. Noted the roles and responsibilities in respect of the Council’s Piers and Harbours.
2. Approved the proposed agenda for the development session to be held on 4 September 2015.

(Reference: Report by Executive Director – Development and Infrastructure Services dated August 2015, submitted)

4. PORT MARINE SAFETY CODE AUDIT PROGRESS

The Board considered a report advising of a number of actions identified

during audits and inspections of piers and harbours throughout Argyll and Bute. The report contained an implementation plan as recommended by Fisher Associates.

Decision

The Harbour Board –

1. Noted 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.
2. Agreed that future reports would contain a Glossary of technical terms for Members reference.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 13 July 2015, submitted)

5. ARGYLL AND BUTE COUNCIL HARBOUR BOARD - REPORT ON SCOPE OF REVIEW FOR OPERATION OF PIERS AND HARBOURS

The Board considered a report informing them on the scope of the review looking at marine services within the Council. The review is required as part of the Council's commitment to continuous improvement of Services.

Decision

The Harbour Board noted the content of the report and agreed the broad scope of the review.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 20 July 2015, submitted)

ARGYLL AND BUTE COUNCIL**ARGYLL AND BUTE HARBOUR BOARD****DEVELOPMENT &
INFRASTRUCTURE SERVICES****14 JANUARY 2016**

PIERS & HARBOURS FEES AND CHARGES INTERIM POSITION

1.0 EXECUTIVE SUMMARY

- 1.1 The Council generates income from several piers and harbours across the Council area. The Council is also responsible for maintain and improving piers and harbours under its control. It is proposed that a piers and harbours asset survey is carried out to identify future cost demands. The asset survey can then be used to create a financial model for the piers and harbours asset group across the Council area.
- 1.2 In addition to the asset survey, a review of fees and charges for piers and harbours is proposed. Prior to this review, area meetings will be scheduled for local members to raise any issues they may have relating to piers and harbours. This approach will enable a holistic approach to be taken across the Council area recognising any local adjustments that may be necessary. This will allow charges to be levied that enable any capital costs associated with piers and harbours to be serviced. In the interim it is proposed to recover costs for water and electricity taken from various piers and harbours.
- 1.3 It is recommended that Members note the contents of this report.

ARGYLL AND BUTE COUNCIL

ARGYLL AND BUTE HARBOUR BOARD

DEVELOPMENT &
INFRASTRUCTURE SERVICES

14 JANUARY 2016

PIERS & HARBOURS FEES AND CHARGES INTERIM POSITION

2.0 INTRODUCTION

1.1 This report provides details of a further review to be carried out in early 2016 relating to fees and charges for piers and harbour and also recommends that an asset survey is carried out to identify and future cost pressures.

1.2 This report also identifies potential increase in fees and charges as identified through the services choices process.

3.0 RECOMMENDATIONS

2.1 It is recommended that Members note the contents of this report.

4.0 BACKGROUND

4.1 In order to identify the future potential cost across the piers and harbours asset group, it is proposed that an asset survey is undertaken which will identify works required over the coming years as well as informing a financial model.

4.2 Under Service Choices there are proposals to make savings by:-

- To make an initial annual saving in 2016 to 2017 of £31,000 it is proposed to increase ferry berthing dues by £0.001 per gross registered tonne. Currently, the annual total berthing tonnage is just over 30 million tonnes. By increasing the current ferry berthing rate from £0.085 to £0.086 per gross registered tonne, a saving of £31,000 would be generated in the first year.
- A freight subsidy is currently applied at Campbeltown. It is proposed to reduce the subsidy from 55% to 33% in year 2016 to 2017 which will generate an additional income of £25,000. Thereafter, the subsidy will reduce to 18% in year 2017 to 2018, to zero in the following financial year.

4.3 Generally, the Council applies an annual increase on all fees and charges. In recent years, this has been set at 3%. Fee increases and subsidies mentioned in 4.5 above are exclusive of the annual increase which will be approved by Council.

- 4.4 A review of electricity and fresh water charges has yet to be carried out. However, it is likely that charges in the order of £2.00 per tonne of water and up to £0.20 per unit of electricity will be levied in future following the review.
- 4.5 To ensure full Member participation in the forthcoming Piers and Harbours 'fees and charges' review, it is proposed to hold a series of workshops in all four Areas; this will allow Members to consider current levels of charging, likely changes in the future, along with any potential effects in each Area.

5.0 CONCLUSION

- 5.1 This report identifies how Piers and Harbours income will be increased in the forthcoming financial year following inflationary rises. It also provides some detail on the forthcoming review of rope-handling, water and electricity charges likely to be applied during the next financial year, thereby increasing income to the Council further. Finally, the report introduces a proposal to hold member workshops in each of the four local committee areas.

6. IMPLICATIONS

- | | | |
|-----|-------------------|--|
| 6.1 | Policy | The Council's financial regulations provide the framework for managing the Council's financial affairs. |
| 6.2 | Financial | Savings identified as part of Service Choices. |
| 6.3 | Legal | Legal requirement to ensure that fees and charges are set at an appropriate level to ensure that the asset can be maintained adequately. |
| 6.4 | HR | None |
| 6.5 | Equalities | None |
| 6.6 | Risk | If fees and charges are increased by too great an amount, there is a risk of reducing demand. |
| 6.7 | Customer Services | Increased income and re-investment in the asset ensures overall improvement in quality and experience for the customer. |

Executive Director of Development and Infrastructure: Pippa Milne

Head of Roads & Amenity Services: Jim Smith

Policy Lead: Councillor Alistair MacDougall

December 2015

For further information contact: Stewart Clark, Marine Operations Manager
Tel: 01546 604893

ARGYLL AND BUTE COUNCIL**ARGYLL AND BUTE HARBOUR BOARD****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****14 JANUARY 2016**

PORT MARINE SAFETY CODE UPDATE

1.0 EXECUTIVE SUMMARY

- 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).
- 1.2 The DP has highlighted a need to undertake a number of specified works that have been identified through recent audits. The status of actions arising from the recent audits is provided in the appendix to this report.
- 1.3 A draft Safety Management System (SMS) document has been produced along with Navigation Risk Assessments (NRA's) for all main ports.
- 1.4 Stakeholder meetings have commenced and are currently ongoing. A database using specialist marine software (MarNIS) is being set up for use by key marine staff.
 - 1.4.1 A number of key actions have been identified to ensure that work started with the aid of external specialists is carried on apace.

ARGYLL AND BUTE COUNCIL

ARGYLL AND BUTE HARBOUR BOARD

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 JANUARY 2016

PORT MARINE SAFETY CODE UPDATE

2.0 INTRODUCTION

- 2.1 This report follows on from the report on the same subject presented to the Harbour Board in August 2015.
- 2.2 It was explained in the August report that Argyll & Bute Council (A&BC) had 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 will expire on 31 December 2017.
- 2.3 As Members are aware, 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. To ensure compliance with the code, the Council has also employed the services of Fisher Associates and ABP Marine Environmental Research Ltd (ABPmer).

3.0 RECOMMENDATIONS

- 3.1 That Members note this report and, in particular, the planned ‘next steps’ identified in section 5.4 of this report.

4.0 BACKGROUND

- 4.1 The Council operates 39 piers and harbours located throughout Argyll and Bute (23 of which are income-generating) 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 Compliance with the Code 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.

5.0 DETAIL

5.1 Audits were carried out by the DP in Rothesay (January) and Oban Harbours (April) together with site inspections of jetties and slipways during April at the following locations:- Oban Times Slip, Port Beag Slip, Crinan Ferry Slips and Crinan Harbour Quay. The findings and actions arising from these audits are attached to the appendix to this report along with their status.

5.2 Fisher Associates and ABP Marine Environmental Research Ltd (ABPmer) has assisted the Council in addressing specific audit-related tasks.

5.3 The following work has now been completed:-

- Both Fisher Associates and ABPmer have worked with ABC Piers and Harbours staff to produce Navigational Risk Assessments (NRAs) for Craignure, Oban North Pier, Dunoon, Port Askaig, Campbeltown and Rothesay.
- A generic Safety Management System (SMS) structure / framework document, for application to all piers and harbours, is being prepared and is currently at draft stage.

5.4 The following work is ongoing:-

- Fisher Associates has organised stakeholder meetings to discuss and develop NRA's. Meetings have now taken place with CalMac at Gourock and at Campbeltown and Rothesay, with further meetings planned for January 2016.
- A database using specialist marine software (MarNIS) is being set up for use by key marine staff. All NRA's will be moved onto the MarNIS database. In future, monthly reports produced by Piers and Harbours staff will be filed on the new system ensuring consistency in reporting.

5.5 The next steps:-

- The next audit to be carried out by the DP will take place at Dunoon Pier in late January / early February 2016.
- Specific SMS appendices for the main harbours will be prepared; these will be based upon risks identified in the NRAs.

- All related documentation will be produced in a form suitable for publication in compliance with the PMSC.
- Once documentation has been produced for the main piers and harbours, a similar exercise will be carried out for the less strategic ports.
- Organise 'User Groups' for all main Piers and Harbours to allow interaction between stakeholders.

6.0 CONCLUSION

6.1 A draft SMS has been completed along with NRA's for all main ports. Stakeholder meetings are ongoing. Actions to address issues raised by the DP in last year's audit are either complete or ongoing – as identified in the attached schedule to this report. A number of further actions have been identified and these will be progressed over forthcoming months with update reports being provided to the Harbour Board.

7.0 IMPLICATIONS

7.1	Policy	None directly arising from this report
7.2	Financial	The appointment of Fisher Associates and ABPmer will be met through operational budgets.
7.3	Legal	Any failure to implement the PMSC may have legal consequences in the event that there should be a marine incident.
7.4	HR	None
7.5	Equalities	None
7.6	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
7.7	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.

APPENDICES – Port Marine Safety Code – Actions Update

Executive Director of Development and Infrastructure: Pippa Milne

Head of Roads & Amenity Services: Jim Smith

Policy Lead: Councillor Alistair MacDougall

December 2015

For further information contact: Stewart Clark, Marine Operations Manager

Tel: 01546 604893

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APPENDIX 1

ROTHESAY - PMSC Recommendations (January 2015)	Action required and if so by whom and when	Progress	SMS updated	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	Training provided at last Harbour Board Meeting			Completed
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	Details provided			Completed
3. Set-up a local harbour users' group forum at the earliest opportunity.	Consultant to take forward	Initial meeting held through NRA process. Formal meetings to be set up.			Ongoing - Mar 16
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	Generic plan currently at draft stage.			Ongoing - Mar 16
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	NRA Workshops have taken place			Completed
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	As above - NRA Workshops have taken place			Completed
7. Review, correct and update the Safety Management System as identified in this report.	Harbourmaster to update SMS	Draft document is now complete			Ongoing - Mar 16
8. Update, amend and correct the Port Emergency Plan.	Harbourmaster to update PEP	Ongoing			Ongoing - Mar 16
9. Put in place an emergency plan exercise time-table.	Harbourmaster to produce programme	Port security exercise at Campbeltown carried out in Aug 2015. To compile programme			Ongoing - Mar 16

ROTHESAY - PMSC Recommendations (January 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
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	Relates to Marnis software - All information to be logged on and retained in the new system - ongoing			Ongoing - April / May 16
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.	New Marnis software system to be installed by end of January			Ongoing - Feb 16
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	Completed
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	To be completed this month.			Ongoing - Jan 16

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
1. Clarification should be sought as soon as possible with regards to ascertaining the relevant maritime local legislation describing the main duties and powers pertaining to the Statutory Harbour Authority. Alternatively, identify the enabling local legislation and from this establish the status and the area of jurisdiction of the Argyll and Bute Council marine involvement in Oban Harbour.	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.			Ongoing
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	Training provided at last Harbour Board Meeting			Completed
3. A formal assessment of navigation hazards needs to be undertaken which will help to develop the safety management system.	Consultant organised formal assesment	NRA Workshops have taken place			Completed
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	Generic plan currently at draft stage.			Ongoing - Mar 16
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	As above - Draft generic plan completed			Ongoing - Mar 16
6. Carry out a hydrographic survey for the North Pier berths and ensure that the results are promulgated to harbour users' accordingly.	Bathymetric survey carried out.	E-mail sent 10/7 requesting timesales/costs.			Completed
7. Set-up a local harbour users' group forum in conjunction with Caledonian Maritime Assets Ltd., at the earliest opportunity.	Consultant to take forward	Initial meeting held through NRA process. Formal meetings to be set up.			Ongoing - Mar 16
8. Prepare a harbour emergency plan.	Harbourmaster to produce E.P.	Ongoing			Ongoing - Mar 16

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
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	Port security exercise at Campbeltown carried out in Aug 2015. To compile programme			Ongoing - Mar 16
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	RA's in place		Harbourmaster instructed to undertake work	Completed
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	Draft generic plan completed			Ongoing - Mar 16
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 was 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 onboard any vessel whilst alongside North Pier. This should be promulgated by a Local Notice to Mariners.	Technical Officer to discuss implications with H&S	Proforma received from central H & S - to be adjusted to suit.			Ongoing - Jan 2016

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
<p>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 .</p>	<p>Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally.</p>	<p>New Marnis software system to be installed by end of January</p>			<p>Ongoing - Feb 16</p>

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ARGYLL AND BUTE COUNCIL

HARBOUR BOARD

DEVELOPMENT & INFRASTRUTURE

14 JANUARY 2016

HARBOUR BOARD DEVELOPMENT DAY

1.0 EXECUTIVE SUMMARY

1.1 The key purpose of this report is to update Harbour Board members on key considerations arising from the Harbour Board Development Day on 4th September 2015, to review the forward agenda and to agree a programme of meetings for 2016/17.

1.2 The Harbour Board is invited to:

- a) note the feedback from the Development Day,
- b) review the Forward Plan and to agree that this will be a future standing item on the agenda
- c) agree the proposed dates for future meetings

ARGYLL AND BUTE COUNCIL

HARBOUR BOARD

DEVELOPMENT & INFRASTRUCTURE

14 JANUARY 2016

HARBOUR BOARD DEVELOPMENT DAY

2.0 INTRODUCTION

- 2.1 The key purpose of this report is to update Harbour Board members on key considerations arising from the Harbour Board Development Day on 4th September 2015, to review the forward agenda and to agree a programme of meetings for 2016/17.

3.0 RECOMMENDATIONS

- 3.1 The Harbour Board is invited to:
- a) note the feedback from the Development Day,
 - b) review the Forward Plan and to agree that this will be a future standing item on the agenda
 - c) agree the proposed dates for future meetings

4.0 DETAIL

- 4.1 The Harbour Board Development Day took place on 4th September 2015 with the purpose of supporting members in their role as a member of the Harbour Board, providing background information on the role and function of the Board, supporting the development of skills to 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.
- 4.2 Members were presented with a comprehensive overview of legislation, the piers, harbour and slipways across the Argyll and Bute area within the remit of the Harbour Board, marine operations and policy and strategic issues pertinent to the Board. In addition Paul Fuller, Marico Marine, gave a detailed presentation on the Port Marine Safety Code.

All presentations are available at the Elected Members Section of the HUB at <http://intranet.argyll-bute.gov.uk/members-seminars> or on request.

- 4.3 In discussion a number of aspirations were identified to support Harbour Board effectiveness as follows:

- Aim to deliver safe and resilient harbour facilities and management of marine activities.
- Ensure there is a sustainable business model to support economic growth including community partnerships.
- Create opportunities for extended use of facilities i.e. by seeking extended operating hours for Calmac services based on supply
- Identify key emerging markets who will want to use our facilities and shape service delivery to encourage uptake
- Enhance information sources and develop community and stakeholder engagement.

4.4 Members discussed a draft forward plan and it was noted that while this was a snapshot at a point in time and would be subject to change it would be a helpful tool in planning activity and supporting a focus on key priorities. It would also serve to support effective information flow across committees, groups and lead roles. Items proposed for inclusion in the plan were identified as follows:

- Performance Information
- Improvement Plan
- Impact of RET on Harbours
- Berthing and Charges Review
- Capital Investment
- Update on options for North Pier, Oban

4.5 The Board also highlighted the desire to undertake a programme of visits to Harbours at least once a year and this will be taken forward on appointment of the Marine Operations Manager.

4.6 Members considered an appropriate schedule of meetings for the Harbour Board and it was proposed that these should be scheduled on a quarterly basis after the meeting of the Environment, Development and Infrastructure (EDI) Committee with the recognition that a special meeting could be scheduled if required in accordance with Council Standing Orders. The proposed Harbour Board meeting dates for 2016/17 are therefore as follows:

Thursday 9th April 2016
Thursday 13th August 2016
Thursday 12th November 2016
Thursday 14th January 2017
Thursday 7th April 2017

5.0 CONCLUSION

- 5.1 Feedback on the Development Day was positive in reaching a common understanding on the role of the Harbour Board, key strategic policy areas and Marine Safety requirements. It highlighted the requirement to build in opportunities for a programme of visits to assist Members of the Board in fulfilling their role and this will be incorporated into the workplan and any associated development programme.
- 5.2 The draft work plan sets out the forward plan of reports that are scheduled to come to the Harbour Board and identifies Lead Officers. While it is recognised that this is a snapshot at a point in time and is subject to change it will assist Members in knowing when issues will come before the Board for consideration and will also improve knowledge and information flow between different committees and for all Elected Members and Council Officers. It is proposed that in future this is a standing item for review on the agenda and should be the final item on the agenda prior to any potential exempt items.
- 5.3 The Board is also invited to agree a programme of meetings for 2016-17 as outlined at paragraph 4.6.

6.0 IMPLICATIONS

- 6.1 Policy: Underpins commitment to support strategic focus on policy issues.
- 6.2 Financial : N/A
- 6.3 Legal : N/A
- 6.4 HR : N/A
- 6.5 Equalities: N/A
- 6.6 Risk: N/A
- 6.7 Customer Service: N/A

Pippa Milne

Executive Director of Development and Infrastructure Services

21 December 2015

Ellen Morton

Chair, Argyll and Bute Council Harbour Board

For further information contact: Tricia O'Neill, Central Governance Manager Tel: 01546 604384

APPENDICES

Appendix 1: Draft Workplan

Harbour Board Work Plan 2015-16/2016 -17

December 2015: This is an outline plan to facilitate forward planning of reports to the Harbour Board.

Date	Paper Designation	Lead Service/ Officer	Regularity of occurrence/ consideration	Comment
Thursday 14 January 2016				
	Port Marine Safety Code Update	Marine Operations		
	Piers and Harbours Fees and Charges Review	Marine Operations		
	Harbour Board Development Day	Governance and Law	Quarterly	
Thurs 7 th April 2016				
Thursday 11 th August 2016				
Thursday 10 th November 2016				
Thursday 19 th January 2017				
Thursday 6 th April 2017				
Future Reports – dates to be determined				
	Impact of Introduction of RET			
	Oban North Pier Update			
	Performance Information			
	Improvement Plan			
	Capital Investment			

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