

**MINUTES of MEETING of ARGYLL AND BUTE HARBOUR BOARD held in the COUNCIL  
CHAMBERS, KILMORY, LOCHGILPHEAD  
on THURSDAY, 7 APRIL 2016**

**Present:** Councillor Ellen Morton (Chair)

Councillor Robert G MacIntyre	Councillor Alex McNaughton
Councillor John Armour	Councillor Elaine Robertson
Councillor Alistair MacDougall	Councillor Len Scoullar
Councillor John McAlpine	

**Also Present:** Councillor Michael Breslin

**Attending:** Pippa Milne, Executive Director – Development and Infrastructure Services  
Jim Smith, Head of Roads and Amenity Services  
Patricia O’Neill, Central Governance Manager  
Stewart Clark, Marine Operations Manager

**1. APOLOGIES OF ABSENCE**

Apologies for absence were intimated on behalf of Councillor Isobel Strong.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minutes of the Harbour Board of 14 January 2016 were approved as a correct record.

**4. PORT MARINE SAFETY CODE UPDATE**

The Board considered a report providing an update on ongoing initiatives to ensure compliance with the Port Marine Safety Code; it followed on from the last report presented to the Harbour Board on 14 January 2016.

Previous reports explained that the Council had appointed ‘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 in December 2017. The PMSC states that each harbour authority must appoint an individual as the DP to provide independent assurance to the duty holder that the marine safety management system is working effectively; it describes the DP as ‘independent’, with direct access to the Board. Prior to cessation of the existing contract, the position of DP will be re-tendered.

It was confirmed to the Board that at its meeting on 22 January 2015 the council agreed the publication of a notice confirming the Duty Holder as specified in the PMSC as Executive Director of Development and Infrastructure Services and operational management is delegated to the Head of Roads and Amenity Services and any future reports would be updated to reflect this ensuring that wording used is applicable to Argyll and Bute Council.

## **Decision**

The Harbour Board noted the content of the report including the planned steps as identified in section 5.4:

- 1) User Group meetings at four main ports have now been arranged for April and a programme of meetings going forward is to be agreed;
- 2) Work on compilation of appendices to the SMS document for main piers and harbours to continue;
- 3) Once documentation has been produced for the main piers and harbours, a similar exercise will be carried out for the less strategic ports; and
- 4) Following the initial 'User Groups' for all main ports, further meetings at lesser ports are to be arranged.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 17 March 2016, submitted)

## **5. SHIFT PATTERNS, OVERTIME AND STAFFING LEVELS**

The Harbour Board considered a report providing details of current manning levels at main ports and Council operated ferries.

The report provided the basis for a review of shift patterns and overtime working; noting that it is essential that Piers and Harbour staff, including ferry crews, provide an efficiently run service to meet the needs of the public.

The Board was made aware that the review seeks to establish a plan for standardisation with regard to currently differing working practices at different piers; to focus in particular on how to address high overtime working which is in part due to additional staffing for unplanned berthing.

## **Decision**

The Board:

- 1) noted the contents of the report; and
- 2) agreed to reviews coming forward to the Harbour Board with suggestions on how fees can be managed with a view to piers and harbours becoming an asset.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 17 March 2016, submitted)

## **6. DEVELOPMENT ACTIVITY**

A discussion took place between the Board members regarding options for a tour of piers and harbours to include Oban North Pier, Cuan and/or Easdale, Campbeltown and West Loch Tarbert.

The Board considered the option of tying in a meeting date with the visit and noted the possibility of changing the date of the next meeting. It was agreed that Officers would look into suitable dates and venues and report back to the Harbour Board.

Members had previously indicated their wish to meet with members of the CMAL Harbour Board in order to take further discussions on the Single Harbour Authority for Oban. Officers were requested to also find a suitable date for the meeting which may also coincide with a development day.

## **7. HARBOUR BOARD WORK PLAN 2015-16 AND 2016 -17**

The Board considered the outline Argyll and Bute Harbour Board Work Plan to facilitate forward planning of reports to the Harbour Board.

### **Decision**

The Board noted the Work Plan.

(Reference: Argyll and Bute Harbour Board Work Plan by Executive Director – Customer Services dated 7 April 2016, submitted)