

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry



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31 March 2016

NOTICE OF MEETING

A meeting of the **ARGYLL AND BUTE HARBOUR BOARD** will be held in the **COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD** on **THURSDAY, 7 APRIL 2016** at **2:00 PM**, or at the conclusion of the Environment, Development and Infrastructure Committee held at 10.30 AM, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

1. **APOLOGIES OF ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES** (Pages 1 - 4)
Minutes of Argyll and Bute Harbour Board held on 14 January 2016.
4. **PORT MARINE SAFETY CODE UPDATE** (Pages 5 - 20)
Report by Executive Director – Development and Infrastructure Service
5. **SHIFT PATTERNS, OVERTIME AND STAFFING LEVELS** (Pages 21 - 28)
Report by Executive Director – Development and Infrastructure Services
6. **DEVELOPMENT ACTIVITY**
Discussion led by – Executive Director – Development and Infrastructure Services
7. **HARBOUR BOARD WORK PLAN 2015-16 AND 2016 -17** (Pages 29 - 30)
Report by Executive Director – Customer Services

Argyll and Bute Harbour Board

Councillor Ellen Morton (Chair)
Councillor John Armour
Councillor John McAlpine
Councillor Elaine Robertson
Councillor Isobel Strong

Councillor Robert Graham MacIntyre (Vice-Chair)
Councillor Alistair MacDougall
Councillor Alex McNaughton
Councillor Len Scoullar

Contact: Adele Price-Williams Tel: 01546 604480

MINUTES of MEETING of ARGYLL AND BUTE HARBOUR BOARD held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD on THURSDAY, 14 JANUARY 2016

Present:

Councillor Ellen Morton (Chair)

Councillor Robert G MacIntyre	Councillor Elaine Robertson
Councillor John Armour	Councillor Len Scoullar
Councillor Alistair MacDougall	Councillor Isobel Strong
Councillor John McAlpine	

Also Present:

Councillor Dick Walsh	Councillor Roddy McCuish
Councillor Michael Breslin	Councillor David Kinniburgh
Councillor Bruce Marshall	

Attending:

Pippa Milne, Executive Director – Development and Infrastructure Services
 Jim Smith, Head of Roads and Amenity Services
 Charles Reppke, Head of Governance and Law
 Stewart Clark, Marine Operations Manager
 Patricia O'Neill, Central Governance Manager
 Chris Fisher, Fisher Associates

The Chair intimated that Councillors Bruce Marshall, Dick Walsh, Michael Breslin, and Roddy McCuish who were not members of the Harbour Board, had notified her that they wished, in terms of Standing Order 22.1, to speak and vote on item 5 of the agenda. She confirmed that she did not regard the issue as being a particular issue affecting the Members' ward as envisaged in the Standing Order, however invited them to participate in discussions generally.

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillor Alex McNaughton and Councillor Iain MacDonald.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the Harbour Board of 13 August 2015 were approved as a correct record.

4. PRESENTATION ON SINGLE HARBOUR AUTHORITY FOR OBAN

The Board considered a presentation shown by Chris Fisher of Fisher Associates detailing updates and options for the New Statutory Harbour Authority for Oban Harbour.

Decision

The Board;

- Noted the presentation and thanked Chris Fisher for raising awareness and providing the Board with a clearer understanding of issues in relation to a Single Harbour Authority for Oban; and
- Requested officers to bring a more detailed report with recommendations to the Board as soon as possible noting the potential need of a Special Meeting if required.

(Reference: Presentation by Chris Fisher – Fisher Associates dated January 2016, submitted)

5. PIERS AND HARBOURS FEES AND CHARGES INTERIM POSITION

The Board considered a report providing details of a further review to be carried out in early 2016 relating to fees and charges for piers and harbours which also recommended that an asset survey is carried out to identify any future cost pressures. It also set out proposals to hold a series of workshops in all four areas to allow Members to consider current levels of charging, likely changes in the future, along with any potential effects in each area.

The Board was further advised that the overall review process would reflect the basic principles of operation of Council ports, whilst ensuring that their importance to the wider economic wellbeing of communities is sustained.

It was confirmed that the levels of charges for any services are ultimately a matter that is reserved to Council.

The report also identified potential increases in fees and charges as identified through the Service Choices process.

Decision

The Board noted the content of the report and endorsed the approach outlined within the report including the proposed increases and reduced subsidies which would continue for consideration as part of the overall Service Choices process.

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

6. UPDATE ON PORT MARINE SAFETY CODE

The Board noted that in August 2015 a report was submitted explaining that Argyll and Bute Council had appointed Marine and Risk Consultants Ltd (Marico Marine) to provide an independent “Designated Person” service, as described in the Port Marine Safety Code, on a three year contract which will expire on 31 December 2017. The Board considered a report which followed on from this subject.

The Marine Operations Manager indicated that the next audit to be carried out by the Designated Person would take place in Campbeltown, not Dunoon as detailed in the report.

Decision

The Harbour Board noted the content of the report and steps identified in section 5.4 and 5.5.

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

7. ARGYLL AND BUTE HARBOUR BOARD DEVELOPMENT DAY

The Board considered a report updating Members on key considerations arising from the Harbour Board Development Day on 4 September 2015, to review the forward agenda and to agree a programme of meetings for 2016/2017.

Decision

The Harbour Board:-

- a) Noted the feedback from the Development Day;
- b) Noted the Executive Director of Development and Infrastructure Services would arrange training for those who had been unable to attend the Development Day;
- c) Reviewed the Forward Plan and agreed that this will be a future standing item on the agenda; and
- d) Agreed the dates for future meetings to be:

Thursday 7th April 2016
Thursday 11th August 2016
Thursday 10th November 2016
Thursday 19th January 2017
Thursday 6th April 2017

(Reference: Report by Executive Director – Customer Services dated 21 December 2015, submitted)

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ARGYLL AND BUTE COUNCIL**ARGYLL AND BUTE HARBOUR BOARD****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****7 APRIL 2016**

PORT MARINE SAFETY CODE UPDATE

1.0 EXECUTIVE SUMMARY

- 1.1 This report provides a further update on ongoing initiatives to ensure compliance with the Port Marine Safety Code (PMSC); it follows on from last report presented to the Harbour Board in January of this year.
- 1.2 The PMSC applies to all harbour authorities in the UK that have statutory powers and duties; it establishes the principle of a national standard for every aspect of port marine safety; it sets out to enhance safety for those who use or work in our ports. The Council is responsible for 41 marine structures; of these, 7 are considered to be Statutory Harbour Authorities:- Campbeltown, Dunoon, Oban, Rothesay, Craignure, Port Askaig and Carradale. The Code is not statutory, but it has a relevance and moral force that means it is obligatory.
- 1.3 Argyll & Bute Council appointed Marico Marine to provide an independent Designated Person (DP) service, as described in the PMSC. 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; this provides details of works required to be carried out in order to complete the SMS document and 'close-out' audit findings.
- 1.4 A draft Safety Management System (SMS) document has been produced and work is progressing to ensure full compliance with the PMSC. Additional resources are being allocated to assist with the timely completion of this task.
- 1.3 User Group meetings are being arranged at all main ports to take place in April.
- 1.4 The new database using specialist marine software (Marni's) has been set up at all our main ports and further training to all harbourmasters is to be provided in April.

2.0 RECOMMENDATIONS

- 2.1 That Members note this report and, in particular, the planned 'next steps' identified in section 5.4 of this report.

ARGYLL AND BUTE COUNCIL

ARGYLL AND BUTE HARBOUR BOARD

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

7 APRIL 2016

PORT MARINE SAFETY CODE UPDATE

2.0 INTRODUCTION

- 2.1 This report provides a further update on ongoing initiatives to ensure compliance with the Port Marine Safety Code; it follows on from last report presented to the Harbour Board in January of this year.
- 2.2 It was explained in previous reports that the Council has 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.

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 As a 'Statutory Harbour Authorities' (SHA), the Council has specific obligations set out in national legislation (notably the Harbours Act 1964). All SHAs are subject to the Port Marine Safety Code (PMSC). The Code is not statutory, but it has relevance and moral force that means it is obligatory.
- 4.2 In order to comply with the Code, the Council must develop and operate an effective marine 'Safety Management System' (SMS). 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.

5.0 DETAIL

5.1 Audits have now been carried out by the Council's DP at the following locations:-

- Rothesay – Audited in January 2015
- Oban – Audited in April 2015
- Oban Times Slip, Port Beag Slip, Crinan Ferry Slips and Crinan Harbour Quay – Audited in April 2015
- Campbeltown harbour – Audited in January 2016

The findings and actions arising from these audits are attached to the appendix to this report, along with their current status.

5.2 The following work has now been completed:-

- Following work-group meetings with Piers and Harbours staff and user group meetings with relevant users of our main ports, Navigational Risk Assessments (NRAs) have been completed for the following locations:-
 - Craignure
 - Oban North Pier
 - Dunoon
 - Port Askaig
 - Campbeltown
 - Rothesay
- A draft Safety Management System (SMS) structure / framework document, for application to all piers and harbours, has been compiled and this document is now being progressed.

5.3 The following work is ongoing:-

- User group meetings are being arranged at the following locations to allow interaction between key stakeholders:-
 - Rothesay Harbour
 - Oban North Pier
 - Dunoon Pier
 - Campbeltown Harbour
- A database using specialist marine software (MarNIS) has been installed 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. Further training of port staff has been arranged for early April of this year.

5.4 The next steps:-

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

5.5 Resources:-

Additional resources are being allocated to assist with the above task. The Rothesay Harbourmaster will be working solely on PMSC-related business with a view to compiling appendices for each specific port and completing the overall document. Plans are also in place to recruit external assistance in the form of a specialist marine consultant. Currently, the document and all outstanding actions, as highlighted in audits carried out by the DP, are expected to be complete by late autumn of this year.

6.0 CONCLUSION

6.1 Work on the compilation of the SMS document continues. Stakeholder meetings will be held in April. Actions to address issues raised by the DP in previous audits are either complete or ongoing – as identified in the attached schedule to this report. Actions from the audit on Campbeltown Harbour have been added onto the appendix of this report and updates on progress will be provided to, this and future, Harbour Boards. A number of further related-actions have been identified and these will be progressed over forthcoming months, with update reports being provided to the Harbour Board. As indicated in the appendix to this report, a number of actions are targeted for completion over the spring and summer months, with final completion programmed for October of this year.

7.0 IMPLICATIONS

7.1	Policy	None directly arising from this report
7.2	Financial	The appointment of Fisher Associates and ABPmer was 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

17 March 2016

For further information contact: Stewart Clark, Marine Operations Manager

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APPENDICES

Appendix 1 – PMSC Actions Update

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APPENDIX 1

ROTHERSAY - 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 Ops Manager - to provide training to 2 members of the Harbour Board	Training provided at last Harbour Board Meeting	No	Training to be carried out in accordance with guidance in the SMS document.	Reported previously as complete - However, Cllrs Morton and Strong still to receive training.
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).	n/a	Details provided	Done		Completed
3. Set-up a local harbour users' group forum at the earliest opportunity.	Marine Manager organising for April	Initial meeting held through NRA process. Formal meetings to be set up.	No	Names of members on Users Group will be listed in appendices to SMS for each specific port.	Action to be complete by end of April'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.	Appendix to document to be progressed for each of the main port facilities	Generic plan currently at draft stage.	Ongoing	SMS document update ongoing - see target completion date.	Target completion October 2016
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.	Further training on Marni's software has been arranged for April.	NRA Workshops have taken place	No - methodology to be explained in SMS document.	Previously reported as complete - however, further training has been arranged.	Complete in April 2016
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.	n/a	As above - NRA Workshops have taken place	Done	Working groups considered hazards. Further consultation has taken place with users of the port.	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	SMS document update ongoing.	As per item 4 above - Target completion October 2016.
8. Update, amend and correct the Port Emergency Plan.	Harbourmaster to update PEP	Template document has been circulated to harbourmasters for consistent approach.	No	Port Emergency Plans for each specific port will be added to SMS appendices.	Action to be complete by end of April'16
9. Put in place an emergency plan exercise time-table.	n/a	Port security exercise at Campbeltown carried out in Aug 2015. Programme complete.	To be added to SMS appendix	Programme complete and circulated.	Completed

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.	Marni's software now installed - training to harbourmasters in April - thereafter, hm's to install.	Relates to Marnis software - All information to be logged on and retained in the new system - ongoing	No	Statement to be added to SMS document.	Action to be complete by end of 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 has now been installed. Website now requires updating.	No	A port specific website exists for Oban Harbour - Similar work required for other main Council ports	Target date for completion Oct. 2016
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.	n/a	Bathymetric survey carried out by Aspect Surveys	n/a	Next survey due mid-2018	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	UKHO to be contacted.	n/a	To be checked and confirmed by end of April.	Action to be complete by end of Apr'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	Request to Legal Services - Oban Pier and Harbour Order, 1864, as confirmed by the Pier and Harbour Orders Confirmation Act, 1864.	No		Ongoing - awaiting confirmation from Legal Services.
2. Ensure that once appointed, members of the new Harbour Board are appropriately trained in their respective duties and responsibilities as Duty Holder.	Marine Ops Manager - to provide training to 2 members of the Harbour Board	Training provided at last Harbour Board Meeting	No	Training to be carried out in accordance with guidance in the SMS document.	Reported previously as complete - However, Cllrs Morton and Strong still to receive training.
3. A formal assessment of navigation hazards needs to be undertaken which will help to develop the safety management system.	n/a	As above - NRA Workshops have taken place	Done	Working groups considered hazards. Further consultation has taken place with users of the port.	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.	Marine Ops Manager - Appendice to document to be progressed for each of the main port facilities	Generic plan currently at draft stage.	Ongoing	SMS document update ongoing - see target completion date.	Target completion October 2016
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.	As above - Appendice to document to be progressed for each of the main port facilities - Marine Manager with input from harbour masters	As above - Draft generic plan completed	Ongoing	SMS document update ongoing - see target completion date.	Target completion October 2016
6. Carry out a hydrographic survey for the North Pier berths and ensure that the results are promulgated to harbour users' accordingly.	n/a	Bathymetric survey carried out.	n/a	Next due end of 2018.	Completed
7. Set-up a local harbour users' group forum in conjunction with Caledonian Maritime Assets Ltd., at the earliest opportunity.	Marine Manager organising for April	Initial meeting held through NRA process. Formal meetings to be set up.	No	Names of members on Users Group will be listed in appendices to SMS for each specific port.	Action to be complete by end of April'16

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
8. Prepare a harbour emergency plan.	Harbourmaster to update PEP	Template document has been circulated to harbourmasters for consistent approach.	No	Port Emergency Plans for each specific port will be added to SMS appendices.	Action to be complete by end of April'16
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.	n/a	Port security exercise at Campbeltown carried out in Aug 2015. Programme complete.	To be added to SMS appendix	Programme complete and circulated.	Completed
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.	n/a	Risk Assessments in place		Procedure in place.	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.	Involvement from HM's in process.	Procedure available on A&BC website - Legal services issue a licence. DP asks for the process to be revised.	No	A process is currently in place	Reported previously as completed - now being revisited.
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.	Marine Ops Manager - to ensure that SMS is updated accordingly.	Generic plan currently at draft stage.	No	Document to be updated with a statement on roles and responsibilities.	Target completion October 2016
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.	n/a	Done	n/a	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 has discussed with H&S officer.	Proforma received from central H & S - to be adjusted to suit.	n/a	To be in place shortly with NTM to be issued.	Action to be complete by end of April'16

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 has now been installed.</p>	<p>No</p>	<p>Further training to staff to be provided by ABPmer in April.</p>	<p>Action to be complete by end of April'16</p>

A&BC SLIPWAYS / PIERS - PMSC Recommendations	Action required and if so by whom and when	Progress	SMS updated	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.	n/a	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	n/a	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	n/a	New signage to be commissioned by Marine Operations	A review of all signing at Piers and Harbours is currently being carried out - due for completion, including installation by March '17.
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.	n/a	Inspection carried out 19 May 2015 prior to arrival of QM2. Next inspection due on May 2017.	n/a	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	n/a	Works programmed for 16/17.	Target completion August 2016.
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.	n/a	Done	n/a	Inspected and works carried out by a contractor. 2 rings replaced / 2 rings fixed	Completed

A&BC SLIPWAYS / PIERS - PMSC Recommendations	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
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.	n/a	Done	n/a	Letter to all Cuan ferry staff was issued in July 2015 by H of S.	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.	n/a	Done	n/a	Procedure has been altered, fuel now being delivered by tanker direct to the vessel. Diesel tank removed.	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.	n/a	Inspections carried out on all Council rings and ladders fixed in position	n/a	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)	n/a	Done	n/a	Inspection regime in place - completed	Completed
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	n/a	New signage to be commissioned by Marine Operations	A review of all signing at Piers and Harbours is currently being carried out - due for completion, including installation by March '17.

CAMPBELTOWN - PMSC Audit Recommendations (January 2016)	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 establishing the statutory harbour limits and ascertaining the relevant local enabling legislation describing the main duties and powers pertaining to the Statutory Harbour Authority.	n/a	Done	No	A&BC Legal has confirmed location of statutory harbour limits and further confirmed that Bye-laws do not exist for Campbeltown.	Complete
2. Improve the dissemination of marine information available to harbour users.	Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally.	New Marnis software system has now been installed. Website now requires updating.	No	As new and revised information is produced and becomes available - Navigational Risk Assessments (NRA's) / Safety Management System (SMS) / revised Pilotage Manual etc. - this will be circulated via the Harbour Users' Group and	Target date for completion Oct. 2016
3. Several of the 'local' navigation risk assessment risk controls itemised require clarification as there appears to be no formal procedures / policies supporting them.	Marine Ops Manager	To be progressed	No	Further NRA Workshops to be organised - Marine Manager with input from HM's	Target date for completion Oct. 2016
4. The navigation risk assessment has ignored any reference to military and commercial tankers using the Oil Fuel Depot situated in the loch.	Meeting to be arranged with Queens' Harbour Master - Marine Manager to arrange.	To be progressed	No	Risk Assessments and related info to be requested from QHM.	Target date for completion Oct. 2016
5. The SMS is still in draft format and needs to be progressed and finalised soonest. Once completed it is recommended that it is presented at the next stakeholder meeting as well as published on the website.	Marine Ops Manager	Generic plan currently at draft stage.	No	Appendice to document to be progressed for each of the main port facilities	Target date for completion Oct. 2016
6. Publish a generic Marine Safety Management Plan for all the main Council harbours, setting performance against proposed plans over a three yearly period.	Dependent upon 5.above.	Dependent upon 5.above.	No	Dependent upon 5.above.	Target date for completion Oct. 2016
7. Amalgamate the Council and Calmac Port Emergency Plans.	Calmac has provided the relevant documentation and this will be incorporated in the Council's port emergency plans	Document being compiled.	No	Information available - Council document to be compiled.	Target date for completion Apr. 2016
8. A 3 year exercise (security, pollution and emergency) programme should be published for all the main harbours under Council authority.	n/a	Done	No	Programme has been completed.	Complete

9. The Pilotage Manual and associated Pilotage Directions (April 2011 issue No.4) requires reviewing and updating by the CHA and Campbeltown Pilotage Association in order to reflect current requirements and practices. The review should include reference to Admiralty Pilots to Admiralty Pilots being used for military vessels arriving / departing at the Oil Fuel Depot.	As Item 4 above - Meeting to be arranged with Queens' Harbour Master - Marine Manager to arrange.	To be progressed	No	Risk Assessments and related info to be requested from QHM.	Target date for completion Oct. 2016
10. Formalise the towage requirements (including use of tugs in restricted visibility) for vessels using Campbeltown with published towage guidelines.	Marine Ops Manager. To meet with towage company to discuss towage requirements.	To discuss requirements with MOD at forthcoming meeting and promulgate through pilotage manual.	No	Towing guidelines in place - to be revisited for 'restricted visibility'.	Target date for completion Oct. 2016
11. The relevant towage operators risk assessments, policies and procedures should be requested.	As per item 10 above.	Meeting to be arranged.	No	As per 10. above - To discuss requirements with MOD at forthcoming meeting.	Target date for completion Oct. 2016
12. Clarify the procedure for the allocation of licences for vessels carrying 12 or less passengers plying for trade in Campbeltown ensuring that a competent person undertakes the periodic checks of vessels equipment and crew competence.	Involvement from HM's in process.	Procedure available on A&BC website - Legal services issue a licence. DP asks for the process to be revised.	No	A process is currently in place	Reported previously as completed - now being revisited.
13. Once the statutory powers of the harbour authority have been established ensure a clear enforcement policy is promulgated accordingly.	Marine Ops Manager	To be progressed	No	SMS document to be produced / information to be provided on Web site / User Groups to meet regularly / DP audits to continue to ensure established powers are duly enforced.	Target date for completion Oct. 2016

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ARGYLL AND BUTE COUNCIL**ARGYLL AND BUTE HARBOUR BOARD****DEVELOPMENT &
INFRASTRUCTURE SERVICES****7 APRIL 2016**

PIERS & HARBOURS – SHIFT PATTERNS / OVERTIME / STAFFING LEVELS

1.0 EXECUTIVE SUMMARY

- 1.1 This report provides details of staffing levels at our main ports and Council-operated ferries;
- 1.2 Five of the Council's main ports are manned by Council employees. In all, 28 full-time members of staff are employed at the following locations:- Campbeltown, Dunoon, Oban, Rothesay and Kilcreggan. Staff at our main ports, in general, consist of a harbourmaster (or assistant harbourmasters) and pier operatives who are responsible for activities such as rope-handling, car-marshalling, cleaning and general maintenance duties.
- 1.3 The Council is also responsible for the operation of four ferries on the following routes:- Islay to Jura, Seil to Luing, Ellenabeich to Easdale and Port Appin to Lismore. All ferries are in the ownership of the Council, whilst ASP Ship Management Ltd manages these services on the Council's behalf. 18 full time members of staff are employed on Council operated ferries – the exception being the Islay/Jura ferry, which operates with a crew employed directly by ASP. Crews largely consist of a 'ship's master' and a '2nd man', who deals with rope-handling / taking fares etc.
- 1.4 Currently, high levels of overtime are being worked by our 'piers and harbours' and ferries staff. This report outlines a forthcoming review of shift patterns, overtime working and staffing levels. The review, which is expected to be complete by the calendar year-end, will be carried out to ensure that our 'Piers and Harbours' staff, including our ferry crews, provide as efficient a service to the public as practicably possible.
- 1.5 Piers and Harbours' and 'Ferries' staff are employed on typical Council contracts. Under the present regime, it is difficult to operate many of the Council's marine facilities without working high levels of overtime. Full consultation will be held with the unions and staff during the forthcoming review.
- 1.6 Following the review outlined in this report, a further report will be presented to the Harbour Board in due course with conclusions and recommendations.
- 1.7 It is recommended that Members note the contents of this report.

ARGYLL AND BUTE COUNCIL

ARGYLL AND BUTE HARBOUR BOARD

DEVELOPMENT &
INFRASTRUCTURE SERVICES

7 APRIL 2016

PIERS & HARBOURS – SHIFT PATTERNS / OVERTIME / STAFFING LEVELS

2.0 INTRODUCTION

2.1 This report provides details of current manning levels at our main ports and Council-operated ferries.

2.2 This report provides the basis for a review of shift patterns and overtime working. It is essential that our Piers and Harbours staff, including our ferry crews, provide an efficiently run service to meet the needs of the public.

3.0 RECOMMENDATIONS

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

4.0 BACKGROUND

4.1 The Council is responsible for 41 marine structures; of these, five facilities are manned by Council employees. In all, 28 full time members of staff are employed at the following locations:-

- Campbeltown
- Dunoon
- Oban
- Rothesay
- Kilcreggan

4.2 Appendix A provides details of Marine staff employed at our manned facilities. On average, the overtime payment to harbour staff is currently 31% of basic pay. (Note – this figure is based upon financial information, not hours worked).

4.3 The Council is also responsible for the operation of four ferries on the following routes:-

- Islay to Jura Ferry – ‘M.V. Eilean Dhiura’
- Luing Ferry – ‘M.V. Belnahua’ / M.L. Torsa (Sundays – passenger only).
- Easdale Ferry – M.L. Easdale / M.L. Fladda (back-up).
- Lismore Ferry – M.V. Lismore

- 4.4 'ASP Ship Management Ltd' (ASP) is employed by the Council to operate the above routes on our behalf. All ferries are in the ownership of the Council. ASP provides staffing for the Eilean Dhiura whilst the crews on all other ferries are employed directly by the Council. 18 full time members of staff are employed on Council operated ferries.
- 4.5 Appendix B provides details of staffing levels on our ferries. On average, the overtime payment for ferry staff is currently 42% of basic pay. (Note – again, this figure is based upon financial information, not hours worked).
- 4.6 Overtime payments appear high for both Piers and Harbours staff and ferry crews; in general, our manned marine facilities and ferries operate from early in the morning to late evening as the service demands; shift patterns have been arranged to provide cover during these lengthy operating times.
- 4.7 'Piers and Harbours' and 'Ferries' staff are employed on typical Council contracts which, to an extent, are less than flexible in terms of working-hours arrangements. Depending upon the port and/or ferry, operating times can commence from early in the morning to the early hours of the following morning. Under the present regime, it is impracticable to operate many of the Council's marine facilities without working high levels of overtime. Full consultation will be held with the unions and staff during the forthcoming review, where we will be seeking to improve upon the current working arrangements.
- 4.8 A review of shift arrangements and staffing levels will be carried out over forthcoming summer months. Full regard will be given to ensuring that the overall needs of the service are met, whilst ensuring that this can be done in as efficient a manner as possible. In the meantime, time-sheets have been issued to all Piers and Harbours staff to start the process of gathering background information; this will help ascertain actual hours spent on particular duties.
- 4.9 The forthcoming review is expected to be complete by the end of this calendar year, at which point a further detailed report will be presented, with recommendations, to the Harbour Board. A review of the existing Marine Structure will run concurrently with the review of overtime and shift patterns.

5.0 CONCLUSION

- 5.1 This report provides details of staffing levels at our main ports and Council-operated ferries. Following the review outlined in this report, a further report will be presented to the Harbour Board in due course with conclusions and recommendations.

6. IMPLICATIONS

- | | | |
|-----|-------------------|--|
| 6.1 | Policy | The Council's financial regulations provide the framework for managing the Council's financial affairs. |
| 6.2 | Financial | Potential savings to be made. |
| 6.3 | Legal | Legal advice will be sought regarding any potential changes to employee contracts. |
| 6.4 | HR | Staff and unions will be consulted over any potential changes to working conditions. |
| 6.5 | Equalities | None |
| 6.6 | Risk | If overtime payments and/or working conditions are altered, specialist marine staff may seek alternative employment. |
| 6.7 | Customer Services | Reduced expenditure 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

17 March 2016

For further information contact: Stewart Clark, Marine Operations Manager

Tel: 01546 604893

APPENDICES

Appendix 1 – Piers and Harbours Staff

Appendix 2 – Ferry Staff

Appendix 1 - PIERS AND HARBOURS STAFF

Port	Number and types of staff in attendance per shift	Total number and types of staff employed	Operating hours of port	Overtime worked - expressed as a %age of overtime / basic hours payments
Campbeltown	Harbourmaster - 1 No.	Harbourmaster - 1 No.	Variable - depending upon vessel movements	26%
	Ass. Harbourmaster - 1 No.	Ass. Harbourmaster - 1 No.		
	Pier Operative - 2 No.*	Pier Operative - 2 No.*		
	2 additional Pier Operatives employed when ferry is operating (May to Sept).	2 additional Pier Operatives employed when ferry is operating (May to Sept).		
Dunoon	Harbourmaster - 1 No.*	Harbourmaster - 1 No.	06:30 to 01:30 To reflect ferry timetable	33%
	* day shift	Ass. Harbourmaster - 1 No.		
	Ass. Harbourmaster or Snr. Pier Operative - 1 No.	Snr Pier Operative - 2 No.		
	Pier Operative - 1 No.**	Pier Operative - 3 No.*		
	** (3 shifts)	3 additional Pier Operatives employed for Coruisk operating in winter.		

Appendix 1 - PIERS AND HARBOURS STAFF (Cont.)

Port	Number and types of staff in attendance per shift	Total number and types of staff employed	Operating hours of port	Overtime worked - expressed as a %age of overtime / basic hours payments
Oban	Harbourmaster and Assistant Harbourmaster - 1 No.	Harbourmaster - 1 No. Ass. Harbourmaster - 1 No.	Variable - depending upon vessel movements	8%
Rothesay	Harbourmaster - 1 No. (day shift only) Ass. Harbourmaster - 1 No. (3 shifts) Pier Operative - 4 No. (2 shifts)	Harbourmaster - 1 No. Ass. Harbourmaster - 4 No.* Pier Operative - 8 No. * 2 No. job share.	06:00 to 22:45 To reflect ferry timetable	29%
Kilcreggan	Piermaster - 1 No. (Mon - Thurs) Pier Operative - 1 No. (Fri - Sun)	Piermaster - 1 No. Pier Operative - 1 No.	06:45 to 18:45 To reflect ferry timetable	30%

Appendix 2 - FERRY STAFF

Ferry	Number and types of staff in attendance per shift	Total number and types of staff employed	Operating hours of ferry	Overtime worked - expressed as a %age of overtime / basic hours payments
Islay / Jura *	Master - 1 No. 2nd Man - 2 No.	Master - 2 No. 2nd Man - 4 No.	06:15 to 23:15	ASP employees
Luing Ferry	Master - 2 No. (1 acting as 2nd Man)	Master - 4 No.	07:30 to 18:05 07:30 to 22:35* *summer	46%
Easdale Ferry	Master - 1 No. 2nd Man - 1 No.	Master - 2 No. 2nd Man - 2 No.	07:15 to 21:00 07:15 to 23:00* *Fri/Sat	39%
Lismore Ferry	Master - 1 No. 2nd Man - 1 No.	Master - 2 No. 2nd Man - 2 No.	07:00 to 21:55	40%
* Crew employed by ASP Ship Management				

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Harbour Board Work Plan 2015-16/2016 -17

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
Thurs 7th April 2016	Port Marine Safety Code Update	Marine Operations	Quarterly	
	Shift Patterns, Overtime and Staffing Levels	Marine Operations	As Required	
Thursday 11 th August 2016	Port Marine Safety Code Update	Marine Operations	Quarterly	
	Impact of Introduction of RET	Marine Operations	As Required	
	Oban North Pier Update	Marine Operations	As Required	
	Improvement Plan Proposals	Marine Operations	As Required	
Thursday 10 th November 2016	Port Marine Safety Code Update	Marine Operations	Quarterly	
	Charging and Fees Update	Marine Operations	As Required	
	Capital Investment	Marine Operations	As Required	
Thursday 19 th January 2017	Port Marine Safety Code Update	Marine Operations	Quarterly	
Thursday 6 th April 2017	Port Marine Safety Code Update	Marine Operations	Quarterly	
Future Reports – dates to be determined				
	Performance Information			
	New Statutory Harbour Authority for Oban Harbour	Marine Operations		
	Shift Patterns, Overtime and Staffing Levels	Marine Operations		

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