

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

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**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.

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**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
<b>SERVICES</b> 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
<b>PHYSICAL ASSETS</b> 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
<b>OPERATIONS</b> 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
<b>STATUTORY OBLIGATIONS</b> 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

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

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