
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.

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?