

MINUTE

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Harbour Board
Boardroom, Port Marine Building, Sella Ness
Wednesday 30 September 2009 at 10.00am

Present:

A T J Cooper	L Boswell
I J Hawkins	R S Henderson
J H Henry	R C Nickerson
F A Robertson	C Smith
J Tait	

Apologies:

A T Doull	E L Fullerton
A Polson	

In Attendance (Officers):

R Moore, Head of Ports & Harbours Operations/Harbour Master
G Greenhill, Executive Director – Infrastructure Services
B Edwards, Operations Manager - Ports
A Inkster, Port Engineer
S Summers, Administration Manager
B Robb, Management Accountant
L Gair, Committee Officer

Circular:

The circular calling the meeting was held as read.

Declarations of Interest:

None

Minutes:

The minutes of the Harbour Board Meetings held on 26 August 2009, having been circulated, was confirmed.

34/09 **New Business**

The Board noted a report by the Harbour Master/ Head of Ports & Harbours Operations, attached as Appendix 1.

The Head of Ports and Harbours Operations advised the Board that Jetty 4 was now in operation and work would be done to promote Ship-to-Ship transfers. He said that he was working with the Economic Development Unit to prepare a Zoning Plan for work in the port and the potential work with Total, which was still subject to planning permission.

(Mr J H Henry left the Boardroom)

The Head of Ports and Harbours Operations advised that the Ports Operations Manager had attended the Offshore Europe Exhibition and advised that it had been a busy show. He said that it was an expensive event for Ports and Harbours, but it had been policy for some time to be part of it. He said that he would like to bring a report on this to the Board to discuss whether it was worth investing in again or whether to visit companies directly, to discuss the services that the Port provides. The Ports Operations Manager added that the Council would be looking for a return on their money and felt that the offshore vessel companies, that the Port does business with, do not attend and are not represented at this event. He was of the opinion that it would be best to spend the money on touring the company offices instead.

In response to a query, the Port Operations Manager advised that the Exhibition cost £4,000 plus time and travel.

(J H Henry returned to the Boardroom)

Members were further advised that the stand is shared with other Shetland companies, such as Lerwick Port Authority, SBS, Waste to Energy, Malakoff, Ocean Kinetics and Sullom Voe with one party manning the stand at a time. Mrs I J Hawkins suggested that the time away be extended to attend the Exhibition and to visit company offices to make contact with anyone who did not attend the Exhibition. Mr R C Nickerson said that it would be difficult to quantify what benefit there was in attending the Exhibition, but believed that it was important to be part of the collective promotion of Shetland. He added that if the Council was alone, the cost may be more of a concern, but being part of a group, the cost would be kept down.

Mr J H Henry queried if the Council's competitors attended the Exhibition and said that if competitors were there the Council should also be there. The Chairperson advised that Aberdeen Harbour Authority, Orkney Port Authority and Peterhead attend the Exhibition. The Head of Ports and Harbours Operations confirmed that the Exhibition was held every two years, but said that the decision to attend had to be made mid 2010. The Members agreed that a report should be brought to the Board at that time, and that forward planning was essential.

Mr R C Nickerson referred to paragraph 3.2 and queried whether the remaining work had been completed on Jetty 4. The Head of Ports and Harbours advised that the fire main was back in action and could now be used if required.

Mr J Tait referred to paragraph 3.3 and asked what progress had been made with Total negotiations. The Chairperson advised Members that that part of new Business had been taken in private at the last meeting. The Head of Ports and Harbours advised that meetings were still being held but there were no recommendations to be considered at the this time. He said that a report would be presented to the Board in due course.

The Chairperson advised that there was another stream of business being investigated by the Economic Development Unit and said it was important to have one person feeding information into the Board. The Executive Director – Infrastructure advised that he would request a report from the Economic Development Unit on master planning and he would clarify the named people to the next Board. The Chairperson said it was important for the Board to understand who was doing what and when it would be done. The Board agreed.

The Board considered a report by the Head of Finance, attached as Appendix 2.

In response to a query from Mr R S Henderson on paragraph 3.3 the Administration Manager advised that figures for Cullivoe and Blacksness had been clarified last week and would be brought to the Board at its next meeting.

The Chairperson referred to the previous meeting of the Board and advised that the matter of reporting fish landings at Cullivoe was being looked into.

In response to a query from Mr R C Nickerson on staff overtime, the Head of Ports and Harbours Operations advised that the present system meant that if someone was off or when a vessel is transferred to and from dry-dock the shifts are covered through overtime. He said that this was being addressed as part of the Ports for the Future project.

Mr R C Nickerson asked if there was an indication on the impact of the downturn in Schehallion. Following some discussion Members were advised that the downturn had been factored into the budget figures for the year, but it was agreed that the Head of Ports and Harbours would provide comparative figures on the income lost due to the downturn in Schehallion over the summer. Mr L Boswell confirmed that next year Schehallion would be down for a maintenance period anticipated to be 2 months.

The Board discussed the increase in working hours through Single Status and noted that some areas of the Ports and Harbours Operations had already been working a 37-hour week. However, the Chairperson said that the operational hours of 8.30am to 5pm Monday to Friday should be highlighted to the public. The Board agreed.

36/09 **Ports Project Monitoring Report**

The Board noted a report by the Harbour Master, attached as Appendix 3.

Dock Symbister – RCM 2309

The Board were advised that following the decision of the Board at the last meeting, nothing would progress until the Council had made a decision on the Whalsay Terminal.

With regard to the dredging of the pelagic berths, raised at the Infrastructure Committee on 1 September, Members agreed that a report be brought to the next meeting of the Harbour Board, to ensure that the Board is aware of what would be required, before the necessary equipment becomes available during the construction of the Terminal.

Tug Replacement Programme – RCM 2313

Members received copies of photographs, attached as Appendix B to the report. The Head of Ports and Harbours Operations advised that he had meeting in Spain, and met the new project manager. He said that work was progressing well and any problems had been fixed timeously. He said that an updated delivery date had been given for 25th March 2010 for the first tug with the second soon after. He said that this change of date was still within the contracted period. The Head of Ports and Harbours Operations said that the launch of the vessels was also discussed and the method of launching should be suitable.

In response to a query from Mr J Tait, the Head of Ports and Harbours Operations advised that the contract was a fixed price in Pounds Sterling and the changes in the exchange rate meant that the shipyard was losing out.

Uyeasound – RCM 2314

The Head of Ports and Harbours Operations advised that there was some snagging to be completed this year. He advised that the final revenue budget had been received from HIE Shetland.

Mr J Tait queried what progress had been made with the consultation on the old pier. Members were advised that the community were considering the matter, and the Board agreed that nothing would be done until they had held their discussions and responded to the Head of Ports and Harbours.

Walls – RCM 2316

The Head of Ports and Harbours Operations confirmed that the budget had been diverted for site investigations and the development of plans, as requested. He updated Members on the land required and advised that consultation for acquisition had begun. He advised that the availability of design resource was a consideration. Mr F A Robertson said that he had been advised that someone was working on the design plans full time, and they should be available for the tender stage to commence next year.

The Chairperson requested that a Gantt Chart be provided to the next meeting of the Board to show that timescales have to be met.

Water Main, Scalloway – RCM 2315

The Port Engineer advised that there would be meeting with Arch Henderson, but that he had no concerns and the project would go to tender early next year.

Plant, Vehicles and Equipment – PCM 2101

Nothing to report.

Navigational Aids – PCM 2104

The Port Engineer advised that after the last Harbour Board, he contacted ADT and advised that he would return the equipment to them unless an engineer was sent to fit the camera. He advised that after a period of 18 months, the system is 95% operational. He said that a technical problem resulted in the engineer taking a part to Aberdeen to fix or replace. He said that the CCTV could now be viewed from Sellaness VTS Operators.

In response to a query, the Port Engineer confirmed that the equipment had not been paid for and would not be paid for until the system worked 100%.

The Head of Ports and Harbours Operations advised that the LED lantern was working well, but the buoy itself was too small for the location. He said that other models were being looked at, but the LED lantern would be kept.

Sullom Voe Terminal Jetty Maintenance Contract

In response to a query the Ports Engineer advised that the scrapped towers had been advertised for disposal and had been awarded to a local contractor.

Mr L Boswell confirmed that Jetty 4 was now in service, and would have been made available sooner if business had been secured.

Warehouse, Scalloway

The Head of Ports and Harbours Operations advised that there was nothing to report. The Board agreed that the item should be removed from the agenda, but reported on as and when required.

Scalloway Dredging – RCM 2208

Mr R C Nickerson queried whether a business case had been carried out, as this was required before it could be considered for the Capital Programme. The Board agreed that the previous business case would be updated and a report would be brought to the next meeting of the Board.

Fetlar Breakwater GYC7214

Nothing further to report.

Revenue Significant Maintenance in Other Areas

In response to queries from Members, the Head of Ports and Harbours advised that there was nothing further on Cullivoe on re-fendering. Members were advised that the bitmac had not yet been done but the DLO would carry this out at the end of their programme of works. The Head of Ports and Harbours confirmed that the post for a harbour officer in Fair Isle had not been filled, but one individual had indicated their willingness to do the job. He said that the cruise ship landing facility was progressing and it was hoped that the design and costings would be in before the next season begins.

The Head and Ports and Harbours also advised that a remote camera would be a costly option as the Piers were remote. He added that the remoteness may cause problems with poor bandwidth on the internet connection, but it was an option that would be brought to the Harbour Board if it were deemed possible. The Head of Ports and Harbours said that there was benefit in having someone at the pier to speak to anyone who wished to berth. Mr R C Nickerson said that he was confident that it was worthwhile to have someone in post in Fair Isle and said that it was the busiest pier for visiting yachts outside Lerwick.

Mr R S Henderson asked that the Board support the Fetlar Breakwater project so that it is not forgotten.

37/09 **Port Operations Report**

The Board noted a report by the Head of Port & Harbours Operations, attached as Appendix 4.

Mrs I J Hawkins commented that it was good to see that there had been 9 acts of pilotage in Scalloway.

In response to a query from Mr R S Henderson, the Ports Engineer advised that £90,000 had been spent on Cullivoe and other projects and the Management Accountant advised that "Transport and Mobile Plant" was a generic heading for accounting purposes, but that it also included contracted and hired work which was the reason for the expenditure in this case.

In order to avoid the disclosure of exempt information, Mr A T J Cooper moved, and Mrs I J Hawkins seconded, to exclude the public in terms of the relevant legislation during consideration of agenda items 5.

(The media left the meeting)

38/09 **Staffing Report**

The Executive Director – Infrastructure Services provided the Board with a verbal update on the Ports for the Future project.

The Executive Director – Infrastructure Services advised that a more comprehensive report would be provided to the next meeting of the Board.

During further discussions, the Executive Director – Infrastructure advised on the Risk Assessment being carried out and the consultation process. He added that a Graduate Placement had joined the project team and it was hoped that support would be provided by Human Resources in relation to Single Status negotiations, as had been provided to other departments.

The Board agreed that information provided to staff should also be passed to Members so that they can be fully informed and have an understanding of up-to-date progress.

The meeting concluded at 11.05am.

A T J Cooper
CHAIRPERSON