



REPORT

To: Harbour Board

13 October 2010

From: Harbour Master / Head of Service

Report No: P&H-31-10-F

Subject: New Business

1. Introduction

- 1.1. This report is to brief and inform Members of the New Business within Ports and Harbours Operations.

2. Link to Council Priorities

- 2.1. The report promotes the ideals from the Corporate Plan of sustainable economy.

3. Risk Management

- 3.1. This report is for information only and there are no new identified risks associated with this report.

4. New Business

- 4.1. There have been no recent Ship-to-Ship transfers despite direct contact with agents and operators. However the port is following up on prospective inquiries and is awaiting a reply from the operators of the previous Russian Gas Condensate business.
- 4.2. Work has also been continuing on attracting in business related to the construction of the TOTAL Shetland Gas Plant.
- 4.3. Officials from both Ports and Harbours and the Economic Development Unit, have continued to promote the use of the industrial estate.
- 4.4. There has been some traffic at Scalloway as a result of promoting the port to the oil industry.
- 4.5. A verbal update, if relevant, will be made by the Harbour Master to the Harbour Board.

5 Financial Implications

- 5.1 This report is for noting only. There are no financial implications arising from this report.

6 Policy and Delegated Authority

- 6.1 Harbour Board has full-delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in Section 16 of the Council's Scheme of Delegations. However, this report is for information only and there are no policy and Delegated Authority issues to be addressed.

7 Recommendations

- 7.1 I recommend that the Harbour Board note the contents of the report.

28 September 2010

Our Ref: RM/SM RO-NB

Report No: P&H-31-10-F



REPORT

To: Harbour Board 13 October 2010

From: Harbour Master

Report No: P&H-29-10-F

Subject: Ports Project Monitoring Report

1 Introduction

- 1.1 The most up to date information on all projects is incorporated in this report.
- 1.2 Capital budget monitoring information is attached as Appendix A.

2 Links to Corporate Plan

- 2.1 Projects in this report would make contributions to the Council's priorities of strengthening rural areas and supporting the local economy.

3 Risk Management

- 3.1 The contents of this report are for noting only. Each project has been assessed prior to commencement. There are therefore no new risks raised in this report.

4 Reserve Fund Programme Areas

4.1 Dock Symbister – RCM 2309

- 4.1.1 As previously agreed, no further work will be done on the project until a decision is reached on the solution to the transport link to Whalsay and possible location of the new Whalsay ferry terminal.
- 4.1.2 The Engineering Manager – Ports will provide a verbal update at the meeting.

4.2 Tug Replacement Programme - RCM 2313

- 4.2.1 At the time of composing the report the tug Solan is currently in dry dock to undergo modifications to the underwater fin in an attempt to cure the directional stability problems experienced on trials.

- 4.2.2 Solan is currently due to exit the dry dock on 20 September with trials to confirm steering and exhaust pressures on 23 September.
- 4.2.3 Present best estimates could see the Solan available for delivery by the end of October.
- 4.2.4 Bonxie may be due for her first sea trials on 30 September. Best current estimates are for a mid to late November delivery.
- 4.2.5 The Harbour Master will provide a verbal update to the Board .

4.3 Walls – RCM 2316

- 4.3.1 The Planning Board granted full planning permission for the Walls Pier on 7th July 2010.
- 4.3.2 Funding for Walls Pier was approved by Members in the Capital programme for 2010/11. It is intended that a Contractor be appointed in autumn 2010 to allow preliminary site works to be undertaken and materials to be ordered in preparation for piling work beginning in early 2011.
- 4.3.3 Agreement has been reached with the landowner concerned for acquisition of the necessary land.
- 4.3.4 Work is continuing on the detailed design. This is expected to be complete by late summer 2010 with a view to tendering in Autumn 2010.
- 4.3.5 The project has been advertised for interested contractors. A reasonable response has been received.
- 4.3.6 The Economic Development Department recently submitted an application for a European Fisheries Fund (EFF) grant for the Walls Pier. There is a high demand on this fund so it is uncertain if the application will be successful. A decision is expected around September 2010.

4.4 Water Main Scalloway RCM 2315

- 4.4.1 Tender documents have been sent out to a number of Contractors. The return date is 05 October 2010 with works specified to commence within four weeks of the contract award date.

5 Harbour Account

5.1 Plant, Vehicles and Equipment – PCM 2101

- 5.1.1 The budget for this financial year will be used to replace the workshop forklift at Sella Ness with a telehandler type machine. Remaining funds have been set aside to replace vehicles, once a condition survey has been completed.

5.2 Navigational Aids – PCM 2104

- 5.2.1 The refurbishment works planned for the Gluss towers are now to be postponed until next year. This is due to the availability of new LED light technology, which has the potential to replace the existing systems at Gluss. Discussions between the Marine Officers and the Navigation Light suppliers are at an early stage, but should the new technology prove to be acceptable, the towers could be demolished. The budget for this year, will now be utilised to continue upgrading existing navigation aids such as Lamba, where it is intended to install replacement LED sector and port entry lights. This will substantially reduce the power requirements, reducing maintenance and improving reliability
- 5.2.2 The installation of a lone worker monitoring system has been proposed for VTS. A system has been recommended, and discussions are taking place with the ICT unit to arrange necessary telephone connections. The system monitors movement within the VTS centre, and should no such movement be detected for a given period of time, an alarm is sounded. If the VTS operator does not respond to this alarm, a message is sent to a central monitoring centre, which then contacts the designated duty manager to investigate.

6 **Revenue Projects**

6.1 Sullom Voe Terminal Jetty Maintenance Contract

6.1.1 Works on site commenced on Monday 19 April 2010.

6.1.2 The intended work scope for this year is as follows:

Complete the blasting and painting of approach road tie-beams on J1 and J4.

Blast cleaning and painting of the dolphin walkways on J2 and J3.

Blast Cleaning and painting of the piles on J2 head.

6.1.3 The replacement of cable tray on the J1 approach road is also planned, and we await the outcome of the planning process to indicate whether scaffolding will be made available.

6.1.4 The Contract remains on programme and within agreed budgets.

7 Other Business

7.1 Scalloway Dredging – RCM 2208

- 7.1.1 This project will be retendered following the decision of the Ports and Harbours Committee on 25th August 2010 (Min Ref 37/10).
- 7.1.2 The project has been re-advertised for interested contractors with the aim of starting work on site in the spring of 2011. This will enable the work to be completed in the summer weather window and will therefore reduce the risk of weather related delays and associated costs subject to an acceptable tender being submitted.
- 7.1.3 All required consents for the project are in place and discussions with the Crown Estate regarding their seabed interests are at an advanced stage.

7.2 Fetlar Breakwater GCY7214

- 7.2.1 Planning application for the project was lodged at the beginning of July. It is expected that the project will be at the Planning Board on 6th October 2010.
- 7.2.2 Consents under the Food and Environment Protection Act and the Coast Protection Act have now been granted by the consenting Authorities.
- 7.2.3 Tender documents were issued to contractors on 14th September 2010 with a return date of 14th October 2010.
- 7.2.4 Agreement has been reached with the landowner concerned for acquisition of the necessary land.
- 7.2.5 At its meeting of 28 October 2009, the Council approved their contribution to the funding of this project (Min. Ref. 142/09). A fresh application for European Regional Development Fund (ERDF) contribution was made and a sum of £300k has been approved.
- 7.2.6 Currently the project lies within the Transport section. However, some level of involvement of Ports and Harbours staff is likely. The breakwater will support a limited berthing facility for small craft that is likely to fall under the remit of Ports and Harbours.

7.3 Ports & Harbours Projects

7.3.1 Projects – 2010 / 2011 Financial Year

Underway			Annual Capital Budget
Tug Replacement Programme.	RCM 2313	Under spend from last year brought forward and approved by Council 30 June.	£3,342,345
Essential Maintenance		Ports & Harbours – Reserve Fund	
Water Main, Scalloway	RCM 2315		£287,824
		Sub Total	£287,824
Service Improvements		Ports & Harbours – Reserve Fund	
Dredging Consents, Scalloway.	RCM 2208		£2,998,185
Walls Pier	RCM 2316	Marine site investigation approved.	£830,946
		Sub Total	£3,829,131
		Reserve Fund Total	£7,459,300
Maintenance		Maintenance – Harbour Account	
Plant, Vehicles & Equipment.	PCM 2101	Maintenance – Harbour Account (includes under spend from last year brought forward and approved by Council 30 June)	£143,402
Navigational Aids.	PCM 2104	Maintenance – Harbour Account (includes under spend from last year brought forward and approved by Council 30 June)	£122,891
		Harbour Account Total	£266,293

7.3.2 Future Years of Capital Programme

PORTS & HARBOURS - RESERVE FUND & HARBOUR ACCOUNT PROPOSED FUNDING FOR 2011-2014

PORTS & HARBOURS - RESERVE FUND				
Essential Maintenance				
Project	2011/12	2012/13	2013/14	Total Project Costs
Water Main, Scalloway				287,000
Fish Market Roof, Scalloway		150,000		150,000
Old Breakwater, Symbister		150,000		150,000
Skerries Pier			100,000	100,000
Sub Total	0	300,000	100,000	687,000
PORTS & HARBOURS - RESERVE FUND				
Service Improvements				
Project	2011/12	2012/13	2013/14	Total Project Costs
Scalloway Dredging				3,000,000
Walls Pier	2,000,000			3,400,000
Sub Total	2,000,000			6,400,000
Reserve Fund Total	2,000,000	300,000	100,000	7,087,000

PORTS & HARBOURS - HARBOUR ACCOUNT				
Maintenance				
Project	2011/12	2012/13	2013/14	Total Project Costs
Plant, Vehicles & Equip	70,000	70,000	70,000	280,000
Nav Aids - Sullom Voe	70,000	70,000	70,000	280,000
Tug Jetty CP System	200,000			200,000
Harbour Account Total	340,000	140,000	140,000	760,000

7.3.3 Projects Requiring Consideration

Projects Requiring Consideration	
Peerie Dock, Symbister	
Administration Building, Sella Ness	Refurbishment of fire doors, lighting, suspended ceilings and flooring.
West Pier Scalloway	Currently scheduled as a project for future years outwith desirable prioritisation.
Sella Ness Pier	Currently scheduled as a project for future years within desirable prioritisation.

8 Revenue – Significant Maintenance in Other Areas

8.1 No new significant maintenance carried out since the last report.

9 Financial Implications

9.1 This report is for information only. There are no financial implications arising from this report.

10 Policy and Delegated Authority

10.1 Harbour Board has full-delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in Section 16 of the Council's Scheme of Delegations. However, this report is for information only and there are no Policy and Delegated Authority issues to be addressed.

11 Recommendations

I recommend that the Harbour Board note the areas of progress.

PORTS & HARBOURS - CAPITAL PROGRAMME

Appendix A

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 21st September 2010 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2101	Plant, Vehicles & Equipment Equipment Vehical Purchase Plant Purchase	70,000	143,402 0 0	2,696 39,460 37,655	140,707 (39,460) (37,655)
		Project Total	70,000	143,402	79,811	63,592

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 21st September 2010 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2104	Navigational Aids, Sullom Voe Works Contract Equipment Other Repair and Maintenance	70,000	35,000 87,891 0	0 59,235 19,050	35,000 28,656 (19,050)
		Project Total	70,000	122,891	78,285	44,606

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 21st September 2010 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2208	Scalloway Dredging Consent Works Contract Advertising Recharges	3,000,000	2,974,639 0 23,546	0 221 0	2,974,639 (221) 23,546
		Project Total	3,000,000	2,998,185	221	2,997,964

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 21st September 2010 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2313	Tugs for Sellaness Works Contract Hire/Rent of Property Travel External Consultants Car Allowance All Training Costs Subsistance Recharges	361,500	3,276,425 0 0 0 0 0 65,920	169 11,252 24,285 47,797 156 12,427 3,686 0	3,276,256 (11,252) (24,285) (47,797) (156) (12,427) (3,686) 65,920
		Project Total	361,500	3,342,345	99,772	3,242,573

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 21st September 2010 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2314	Uyeasound Harbour Works		0	(14,419)	14,419
		Project Total	0	0	(14,419)	14,419

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 21st September 2010 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2315	Scalloway Water Main Works External Consultants	250,000	250,824 37,000	0 1,734	250,824 35,266
		Project Total	250,000	287,824	1,734	286,090

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 21st September 2010 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2316	Walls Pier Land/Buildings Purchases Works Advertsing Recharges	1,400,000	795,381 0 35,565	280 0 239 0	(280) 795,381 (239) 35,565
		Project Total	1,400,000	830,946	519	830,427

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 21st September 2010 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2101	Plant, Vehicles & Equipment	70,000	143,402	79,811	63,592
Harbour Account	PCM2104	Navigational Aids, Sullom Voe	70,000	122,891	78,285	44,606
Reserve Fund	RCM2208	Scalloway Dredging Consent	3,000,000	2,998,185	221	2,997,964
Debt Charges on Harbour Account	RCM2313	Tugs for Sella Ness	361,500	3,342,345	99,772	3,242,573
Reserve Fund	RCM2314	Uyeasound Harbour	0	0	-14,419	14,419
Reserve Fund	RCM2315	Scalloway Water Main	250,000	287,824	1,734	286,090
Reserve Fund	RCM2316	Walls Pier	1,400,000	830,946	519	830,427
SUMMARY		Projects Total	5,151,500	7,725,593	245,923	7,479,670



REPORT

To: **Harbour Board**

From: **Head of Service**

Report No: **P&H-30-10-F**

Subject: **Port Operations Report**

13 October 2010

1 Introduction

- 1.1 This report provides an overview of port operations since the issue of the last Port Operations Report.

2 Pilotage

2.1 Sullom Voe

- 2.1.1 Since the issue of the last Port Operations Report, pilotage operations have been mainly routine with no major incidents.
- 2.1.2 The berthing of the tanker Sea Lady on 07 September 2010 was aborted in the final stages of berthing due to rapidly increasing winds. This procedure was within operating procedures and no damage, pollution or injury was caused.

2.2 Scalloway

- 2.2.1 During August and September there were 20 acts of Pilotage.
- 2.2.2 There are ten authorised pilots for Scalloway. These are the ten pilots who are also authorised for Sullom Voe.
- 2.2.3 Details of ship visits to Scalloway are shown in Appendix A. Up to date figures will be provided to the next meeting.

2.3 Small Piers and Harbours

- 2.3.1 Appendix B shows the current actual income for small piers and harbours.

3 Staffing – Port Operations

- 3.1 Appendix C gives the staffing position as at 30 September 2010 showing a total of 133 staff.

4 Port Operations

4.1 Sullom Voe

4.1.1 Appendix D shows the exports and imports at the Port of Sullom Voe.

4.1.2 Appendix E is an abstract of weather delays for May and the cumulative totals for 2010.

4.2 Scalloway

4.2.1 Appendix F shows the fish landing statistics for Scalloway.

4.2.2 Appendix G shows the cargo statistics for Scalloway.

4.2.3 Appendix H shows the summary management accounts for Scalloway.

4.3 Small Piers and Harbours

4.3.1 Appendix I shows the summary management accounts for other small piers and harbours.

5 Shipping Standards

The following incidents have occurred since the last report.

5.1 Ship Incidents

5.1.1 There have been no reported incidents during this period.

5.2 Pollution Incidents

5.2.1 There were no reported incidents during this period.

6 Policy and Delegated Authority

6.1 The Harbour Board has full delegated authority for oversight and decision making in respect of the management and operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code as described in Section 16 of the Council's Scheme of Delegation. The purpose of this report is to inform members on port operations which fall within the responsibility of the Service Head of Ports & Harbours Operations and does not seek any decision. However, this report is for information only and there are no Policy and Delegated Authority issues to address.

7 Financial Implications

7.1 There are no financial implications arising from this report.

8 Recommendation

8.1 This report is for noting.

Our Reference: RM/SM RO-PO P&H-30-10-F

Date: 01 October 2010

SCALLOWAY 2010
Number of Vessels and GT Totals

APPENDIX A

<u>NO OF VISITS</u>															
	UK	FOREIGN	STANDBY/	COMMERCIAL	UK	FOREIGN	CRUISE	SALMON	UK	FOREIGN	SIC	LIFE	L/HOUSE		
	COMM	COMM	OIL RELATED	(DISC RATE)	FISHING	FISHING	SHIPS	CAGES	YACHT	YACHT	VESSEL	BOAT	TUG& MISC	TOTAL	
	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS
JANUARY	1	0	2	0	11	0	0	10	0	0	0	0	0	0	24
FEBRUARY	1	17	1	1	2	0	0	22	0	0	0	0	0	0	44
MARCH	1	7	1	0	4	0	0	18	0	0	0	0	0	0	31
APRIL	2	5	5	0	3	0	0	18	0	1	0	0	3		37
MAY	0	0	4	1	5	0	0	0	0	1	0	0	0		11
JUNE	2	1	8	0	4	0	0	0	0	2	0	0	1		18
JULY	8	0	10	1	3	0	0	0	1	1	0	0	2		26
AUGUST	11	0	7	0	2	0	0	0	1	0	0	0	3		24
SEPTEMBER															0
OCTOBER															0
NOVEMBER															0
DECEMBER															0
Total no of Visits	26	30	38	3	34	0	0	68	2	5	0	0	9		215
<u>GT</u>															
	UK	FOREIGN	STANDBY/	COMMERCIAL	UK	FOREIGN	CRUISE	UK	FOREIGN						
	COMM	COMM	OIL RELATED	(DISC RATE)	FISHING	FISHING	SHIPS	YACHT	YACHT		TOTAL				
	GT	GT	GT	GT	GT	GT	GT	GT	GT		GT				
JANUARY	2181	0	1805	0	2486	0	0	0	0		6472				
FEBRUARY	42	5674	1125	2064	453	0	0	0	0		9358				
MARCH	70	8446	1125	0	1150	0	0	0	0		10791				
APRIL	325	5803	20731	0	508	0	0	0	10		27377				
MAY	0	0	10105	2064	554	0	0	0	10		12733				
JUNE	90	1662	26862	0	360	0	0	0	494		29468				
JULY	696	0	35135	2064	762	0	0	10	10		38677				
AUGUST	2050	0	13795	0	178	0	0	10	0		16033				
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
Total GT	5454	21585	110683	6192	6451	0	0	20	524		150909				

Small Piers/Harbours - Income Received
April 2010 to August 2010

APPENDIX B

	Baltasound	Collafirth	Cullivoe	Fair Isle	Hamnavoe	Mid Yell	Out Skerries	Symbister	Toft	Uyeasound	Walls	West Burrafirth	Scalloway
Metered Water Charge	0	0	0	0	0	0	0	0	0	0	0	0	(1,396.62)
Equipment and Plant Hire	0	0	0	0	0	0	0	0	0	0	0	0	(364.78)
SalmonTender Dues	0	0	0	0	0	0	0	0	0	0	0	0	0
Comp Annual Dues	(310.46)	(651.84)	(986.25)	0	(490.59)	(590.73)	0	(2,472.81)	(733.32)	(1,118.67)	0	(527.56)	0
Fish Landing Dues	0	0	(25,596.68)	0	0	(99.22)	0	(254.79)	0	0	0	0	(12,166.41)
Salmon Landing Dues	(559.05)	0	(17,569.97)	0	0	(1,798.13)	0	0	0	0	0	0	0
Hire of Net Bins	0	0	0	0	0	0	0	(77.18)	0	0	0	0	0
Storage Charges	(87.84)	(13.70)	0	0	0	(111.84)	0	0	0	0	(21.84)	(50.82)	(105.45)
Net Storage on Pier	0	0	0	0	0	0	0	0	0	0	0	0	0
Wharfage Charges	0	0	(1,516.23)	0	(6.97)	0	0	(112.18)	(66.58)	0	(30.10)	(43.70)	(119.44)
Staff Time Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0
Pleasure/Fishing Boat Dues	(281.16)	0	(420.83)	0	0	0	0	(264.96)	0	0	0	0	(584.00)
Ship Commercial Dues	(468.70)	0	(472.14)	0	0	(180.60)	0	0	(192.64)	(126.00)	0	0	(5,300.10)
Yacht Period Dues	0	0	0	0	0	0	0	(14.33)	0	0	0	(7.17)	0
Salmon Cages Dues	0	0	0	0	0	0	0	0	0	0	0	0	(816.21)
Cruise Ships	(4,628.70)	0	0	0	0	0	0	0	0	0	0	0	0
Dues on Shellfish Landings	(277.59)	0	0	0	(345.93)	(277.59)	0	(230.62)	(135.00)	0	131.80	(63.21)	(224.46)
Metered Electricity	0	0	(186.41)	0	0	0	0	0	0	0	0	0	0
Income Harbour Activities	(6,613.50)	(665.54)	(46,748.51)	0	(843.49)	(3,058.11)	0	(3,426.87)	(1,127.54)	(1,244.67)	80	(692.46)	(21,077.47)
Phone Call Reimbursed	0	0	0	0	0	0	0	0	0	0	0	0	0
Sale of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance Lease Income	0	0	0	0	0	0	0	0	0	0	0	0	(2,362.50)
Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Income - Other	0	0	0	0	0	0	0	0	0	0	0	0	(2,362.50)
TOTAL INCOME	(6,613.50)	(665.54)	(46,748.51)	0	(843.49)	(3,058.11)	0	(3,426.87)	(1,127.54)	(1,244.67)	79.86	(692.46)	(23,439.97)

Staffing Position – 30 September 2010

<u>Post</u>	<u>Established Posts</u>	<u>Actual</u>	<u>Comments</u>
Harbour Master	1	1	
Marine Officer/Pilots	10	10	
VTs Operators	2	2	
Operations Manager – Ports	1	1	
Port Safety Officers	2	2	
Launch Crew Skippers	9	9	
Launch Crew Deckhands	13	12	
Tug – Masters	13	13	2 Acting UP
Tug - Chief Engineers	12	12	
Tug - 2 nd Engineers	8	7	
Tug - Mates	12	12	5 Temp contracts
Tug – Mate	1	1	(TUPE)
Tug - GPRs'	5	6	5 Temp contracts
Assistant Pier Masters (Scalloway)	3	3	
Full Time Harbour Assistant	1	1	
Part Time Harbour Assistants	9	8	
Administration Manager	1	1	
Senior Clerical Assistant	1	1	
Finance Assistants	5	3	
Clerical Assistant	3	2	1 Temp
Cook	2	2	

Engineering Manager – Marine	1	1
Engineering Manager – Ports	1	1
Maintenance Planning Engineer	1	0
Engineering Supervisor	1	1
Electrical Engineer	3	2
Marine Engineer	3	3
Welder/Fabricator	2	2
Maintenance Engineer	1	1
Engineering Assistant	4	4
Apprentice – Electrical	1	1
Apprentice – Mechanical	1	1
General Assistant	2	2
Store Keeper	1	1
Storeman	1	1
Senior Stores Assistant	1	1
Stores Assistant	1	1
Driver	1	1
Total	140	133

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Brent Exports													
No of Vessels	6	7	7	9	8	6	8	6					57
GT	347180	408190	495499	556840	492988	344165	462834	363487					3471183
Cargo C/Wise	0	0	0	0	0	0	0	0					0
Cargo Foreign	480492	578264	738874	767554	689704	477175	652299	489319					4873681
Schiehallion Exports													
No of Vessels	0	0	2	2	2	1	1	1					9
GT	0	0	120484	120991	114185	56115	63462	85037					560274
Cargo C/Wise	0	0	0	0	0	0	0	0					0
Cargo Foreign	0	0	174624	189485	179392	82660	109021	55171					790353
Joint Exports													
No of Vessels	0	0	0	0	0	0	0	1					1
GT	0	0	0	0	0	0	0	62877					62877
Brent C/Wise	0	0	0	0	0	0	0	0					0
Brent Foreign	0	0	0	0	0	0	0	52965					52965
Schiehallion C/Wise	0	0	0	0	0	0	0	0					0
Schiehallion Foreign	0	0	0	0	0	0	0	28407					28407
Schiehallion Imports													
No of Ships	0	3	3	3	4	1	0	0					14
GT	0	216735	216735	216735	295542	72245	0	0					1017992
Schiehallion C/Wise	0	89899	176410	223326	256218	18542	0	0					764395
Clair Exports													
No of Ships	2	2	3	2	2	2	0	2					15
GT	114294	119620	181958	116198	115834	121391	0	144756					914051
Cargo Coastwise	0	0	0	0	0	0	0	0					0
Cargo Foreign	181097	181424	264146	177715	176591	181570	0	173354					1335897
Ship to Ship Imports													
No of Ships	1	0	0	1	1	0	0	0					3
GT	42661	0	0	42661	42661	0	0	0					127983
STS Crude C/Wise	0	0	0	0	0	0	0	0					0
STS Crude Foreign	59093	0	0	59801	59206	0	0	0					178100
Ship to Ship Exports													
No of Ships	1	0	0	1	1	0	0	0					3
GT	42010	0	0	42010	42010	0	0	0					126030
STS Crude C/Wise	0	0	0	0	0	0	0	0					0
STS Crude Foreign	59093	0	0	59801	59206	0	0	0					178100
Ship To Ship Joint Exp													
No of Ships	0	0	0	0	0	0	0	0					0
GT	0	0	0	0	0	0	0	0					0
STS Crude C/Wise	0	0	0	0	0	0	0	0					0
STS Crude Foreign	0	0	0	0	0	0	0	0					0
Brent C/Wise	0	0	0	0	0	0	0	0					0
Brent Foreign	0	0	0	0	0	0	0	0					0
Schiehallion C/Wise	0	0	0	0	0	0	0	0					0
Schiehallion Foreign	0	0	0	0	0	0	0	0					0
Propane Exports													
No of Vessels	0	0	0	0	1	0	0	0					1
GT	0	0	0	0	13893	0	0	0					13893
Propane C/Wise	0	0	0	0	0	0	0	0					0
Propane Foreign	0	0	0	0	8885	0	0	0					8885
Butane Exports													
No of Vessels	0	0	0	0	0	0	0	0					0
GT	0	0	0	0	0	0	0	0					0
Butane C/Wise	0	0	0	0	0	0	0	0					0
Butane Foreign	0	0	0	0	0	0	0	0					0
Joint Exports													
No of Vessels	1	0	0	0	0	1	0	0					2
GT	17980	0	0	0	0	35158	0	0					53138
Propane C/Wise	0	0	0	0	0	0	0	0					0
Propane Foreign	8010	0	0	0	0	8516	0	0					16526
Butane C/Wise	0	0	0	0	0	0	0	0					0
Butane Foreign	3159	0	0	0	0	15027	0	0					18186

Ports & Harbours Operations

Abstract of Weather Caused Delays at 31 May 2010

	Monthly Totals			Cumulative Totals		
	Days	Hours	Mins	Days	Hours	Mins
Berthing Suspension	00	00	30	09	09	30
Unberthing Suspension	00	00	00	00	00	00
Loading Suspension	00	00	00	00	00	00
Boatwork Suspension	00	00	00	03	04	00
Pilotage Suspension	00	00	00	00	00	00
Helicopter Usage	00	00	00	00	00	00
Tug/Pilot Standby	00	00	00	00	00	00
Total Disruption - all Causes	00	00	30	12	06	48
Actual Delays Due to Weather	00	00	30	02	01	18

**Fish Landing Statistics - Scalloway
2010/2011**

APPENDIX F

		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		TOTAL
FISH LANDINGS - SCALLOWAY															
Fish Landed Through Market (Boxes)		4162	3790	3276	2461	4151	0	0	0	0	0	0	0		17840
Fish Not Put Through Market (Boxes)		0	0	0	0	0	0	0	0	0	0	0	0		0
Mackerel Landings		0	0	0	0	0	0	0	0	0	0	0	0		0
TOTAL NO OF BOXES - (Boxes)		4162	3790	3276	2461	4151	0	0	0	0	0	0	0		17840

		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		TOTAL
FISH LANDINGS - CULLIVOE															
Fish Landed Through Market (Boxes)		1610	1517	2797	462	0	0	0	0	0	0	0	0		6386
Fish Not Put Through Market (Boxes)		0	0	0	0	0	0	0	0	0	0	0	0		0
Mackerel Landings		0	0	0	0	0	0	0	0	0	0	0	0		0
TOTAL NO OF BOXES - (Boxes)		1610	1517	2797	462	0	0	0	0	0	0	0	0		6386

SCALLOWAY															
DUES PAID ON FISH LANDINGS		PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD		
(Rate = £0.025 per £1.00 Value)		00/01	00/02	00/03	00/04	00/05	00/06	00/07	00/08	00/09	00/10	00/11	00/12		TOTALS
LHD Ltd		11611.66	10468.63	10251.98	5740.8	6372.21	0	0	0	0	0	0	0		44445.28
Other (Consigned Fish)		554.75	0	0	576.94	0	0	0	0	0	0	0	0		1131.69
Mackerel Landings		0	0	0	0	0	0	0	0	0	0	0	0		0.00
TOTAL FOR LEDGER PERIOD		12166.41	10468.63	10251.98	6317.74	6372.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00		45576.97

CULLIVOE															
DUES PAID ON FISH LANDINGS		PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD		
(Rate = £0.025 per £1.00 Value)		00/01	00/02	00/03	00/04	00/05	00/06	00/07	00/08	00/09	00/10	00/11	00/12		TOTALS
LHD Ltd		5332.96	5744.57	6278.45	3524.92	4071.54	0	0	0	0	0	0	0		24952.44
Other (Consigned Fish)		0	0	0	644.24	0	0	0	0	0	0	0	0		644.24
TOTAL FOR LEDGER PERIOD		5332.96	5744.57	6278.45	4169.16	4071.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00		25596.68

**Scalloway Harbour
Wharfage Charges 2009/2010**

APPENDIX G

WHARFAGE - Imports		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		TOTAL (tonnes)
Inward - Tonnes (Misc)		1481.544	0.000	171.633	164.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		1817.177
Salmon Nets - Tonnes (In)		0.000	10.000	35.000	10.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		55.000
Fish Feed - Tonnes (In)		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		0.000
TOTAL CARGO		1481.544	10.000	206.633	174.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		1872.177

WHARFAGE - Exports		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		TOTAL (tonnes)
Tonnes (Misc)		0.000	0.000	0.000	160.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		160.000
Ice Loaded		141.000	123.650	77.150	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		341.800
Gas Oil Bunkers		657.737	126.785	2322.042	625.260	430.665	0.000	0.000	0.000	0.000	0.000	0.000	0.000		4162.489
Fish Feed		24.000	0.000	659.000	861.000	420.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		1964.000
Salmon Nets		18.000	0.000	4.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		22.000
TOTAL		840.737	250.435	3062.192	1646.260	850.665	0.000	0.000	0.000	0.000	0.000	0.000	0.000		6650.289

SCALLOWAY HARBOUR
Summary Management Accounts - Revenue
April 2010 to August 2010

Appendix H

	Annual Budget 2010/2011	Actual April 2010 - August 2010	Variance (Adverse)/Favourable
Fish Landing Dues	(80,000)	(45,576.97)	(34,423.03)
Other Dues/Charges	(250,950)	(184,108.31)	(66,841.69)
Total Income	(330,950)	(229,685.28)	(101,264.72)
Employee Costs	140,915	67,066.33	73,848.67
Administration	22,525	4,870.50	17,654.50
Agency Payments	2,000	4,979.20	(2,979.20)
Property and Fixed Plant	128,594	42,677.27	85,916.73
Supplies & Services	11,900	8,169.81	3,730.19
Transport and Mobile Plant	17,056	5,807.52	11,248.48
Total Expenditure	322,990	133,570.63	189,419.37
Net Revenue			
Expenditure/(Income)	(7,960)	(96,114.65)	88,154.65

NB Financing Costs and Recharges are not included in the above figures, as these are dealt with separately at the year end. The above are "controllable costs"

Other Small Piers/Harbours
(Part 2 - Harbours)
Summary Management Accounts - Revenue
April 2010 to August 2010

Appendix I

	Annual Budget 2010/2011	Actual April 2010 to August 2010	Variance (Adverse)/Favourable
All Income	(94,040)	(64,347.76)	(29,692.24)
Total Income	(94,040)	(64,347.76)	(29,692.24)
Employee Costs	28,873	12,109.28	16,763.72
Agency Payments	-	-	-
Property And Fixed Plant	84,696	9,089.97	75,606.03
Supplies and Services	8,105	8,777.03	(672.03)
Transport and Mobile Plant	2,260	875.22	1,384.78
Administration	-	-	-
Total Expenditure	123,934	30,851.50	93,082.50
Net Revenue			
Expenditure/(Income)	29,894	(33,496.26)	63,390.26

NB Financing Costs and Recharges are not included in the above figures, as these are dealt with separately at the year end. The above is "controllable costs".



REPORT

To: Harbour Board

13 October 2010

**From: Head of Finance
Executive Services Department**

**Revenue Monitoring 2010/11 - Period 5
Ports & Harbours Operations
Report No: F-051-F**

1. Introduction

- 1.1 The purpose of this report is to provide Members with up-to-date revenue monitoring information for 2010/11 for Ports & Harbours Operations.

2. Links to Corporate Priorities

- 2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to reviewing financial performance relative to the Council's financial policies.

3. Risk Management

- 3.1 This is an information report therefore there are no risks associated with the recommendation.

4. Background

- 4.1 The financial data in this report includes employee costs; operating costs (property costs, supplies & services, administration, transport and agency payments); transfer payments (grants); and income (fees and charges, grant funding and rents).
- 4.2 The appendix shows the annual budget, year to date (YTD) budget, YTD actual and YTD variance. It is the YTD variances that are referred to in this report. The YTD budget is derived from setting a budget profile, which estimates when spending will occur or income will be received. The YTD variance shows how actual activity has varied from the YTD budget.

5. Financial position at Period 5

- 5.1 This report presents the overall Ports & Harbours revenue monitoring position as at the end of period 5 (August 2010), showing controllable budgets both by service area and subjective category attached as Appendix A.

- 5.2 The information in Appendix A indicates that Ports & Harbours Operations have a positive variance of £1.021m as at period 5 against budgets set, which is 160% above the year to date budget.
- 5.3 Jetties & Spur Booms maintenance costs have been excluded as they are fully funded by BP and will therefore have an overall zero effect on figures.
- 5.4 The major variances (over £25k) against budget at period 5 are:

5.4.1 Increased Income (positive variances):

Scalloway	Blacksness - Period Dues on Commercial Shipping - additional work from oil related traffic	£46,985
Sullom Voe	Harbour Dues - increased traffic re Total Project	£231,767
	Storage Charges - as above	£94,222
	Pilotage Dues - as above	£28,140

5.4.2 Underspends (positive variances):

Sullom Voe	Towage Crews - Basic Salary - Post to cover temporary staff vacancies due to training. Although training is ongoing, the service is re-assessing each course in an effort to effect savings.	£26,023
	VTs Operators - Basic Salary - vacant posts - recruitment exercise underway	£50,642
Port Engineering	Overtime - Vacant posts and a concerted effort to cut back on overtime, except when no other option available.	£29,549

5.4.3 Reduction in Income (negative variances):

Sullom Voe	Towage Crews - Towage Dues - less tanker traffic than predicted to this point in the year	(£65,048)
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5.4.4 Overspends (negative variances):

Sullom Voe	Towage Crews - Overtime - due to long term sickness cover and cover for peak drydocking period	(£28,983)
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5.4.5 All other over £25k variances are due to profiling errors which have now been correctly adjusted.

5. Financial Implications

- 5.1 On 19 August 2009 (SIC Min Ref 107/09) Council approved the budget strategy to be adopted for the Harbour Account in 2010/11. Members agreed that the Harbour Account should continue to pursue efficiency savings and appropriate charging levels to at least maintain the level of profitability on the Harbour Account at £4m per annum.
- 5.2 On 17 February 2010 (SIC Min Ref 18/10) the 2010/11 budget for the Harbour Account was approved by Council, proposing a return from the Harbour Account of £3.9m.
- 5.3 At the end of period 5 Ports & Harbours Operations have a positive variance of £1.021m. No variances have been identified to date that would adversely affect the budgeted outturn position.

6. Policy & Delegated Authority

- 6.1 The Harbour Board has full delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in Section 16 of the Council's Scheme of Delegations.

7. Conclusion

- 7.1 Appendix A to this report provides the most up-to-date financial information on harbour activities in 2010/11. This shows a positive variance of £1.021m on controllable budgets to period 5. No significant variances have been identified to suggest that the outturn position will not be in line with budgets set.

8. Recommendation

- 8.1 I recommend that the Harbour Board note the information contained in this report.

Date: 15 September 2010
Ref: GJ/HKT/BR

Report No: F-051-F

Revenue Expenditure by Service

Controllable Budgets Only

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable
	£	£	£	£
Ports Management	1,049,416	444,681	370,268	74,413
Sullom Voe	-5,952,788	-1,434,420	-2,122,894	688,474
Scalloway	31,111	14,076	-93,788	107,864
Other Piers	197,991	67,324	-27,006	94,330
Port Engineering Services	661,978	271,401	215,957	55,444
Transfer of Funds	2,957,769	0	0	0
Ports & Harbours Total Variance	-1,054,523	-636,938	-1,657,463	1,020,525

Jetties & Spur Booms excluded from above as fully funded by BP

-146,654 453,790 526,326 (72,536)

Revenue Expenditure by Subjective

Controllable Budgets Only

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable
	£	£	£	£
Basic Pay	4,916,313	2,011,619	1,913,486	98,133
Overtime	444,205	185,085	183,153	1,932
Other Employee Costs	1,107,880	846,390	801,006	45,384
Employee Costs (sub total)	6,468,398	3,043,094	2,897,645	145,449
Travel & Subsistence	191,210	58,379	53,789	4,590
Property Costs	1,078,263	504,823	416,921	87,902
Other Operating Costs	2,847,794	990,031	598,837	391,194
Operating Costs (sub total)	4,117,267	1,553,233	1,069,547	483,686
Transfer Payments (sub total)	3,978,349	33,575	39,149	-5,574
Income (sub total)	-15,618,537	-5,266,840	-5,663,804	396,964
Ports & Harbours Total Variance	-1,054,523	-636,938	-1,657,463	1,020,525

Jetties & Spur Booms (BP Funded) excluded from above:

Travel & Subsistence	0	0	0	0
Property Costs	35,632	14,849	11,237	3,612
Other Operating Costs	1,089,000	520,748	596,896	(76,148)
Operating Costs (sub total)	1,124,632	535,597	608,133	(72,536)
Income (sub total)	-1,271,286	-81,807	-81,807	0
	-146,654	453,790	526,326	(72,536)



REPORT

To: **Harbour Board** **13 October 2010**

From: **Harbour Master / Head of Service**

Report No: **P&H-32-10-F**

Subject: **Status Update Report**

1. Introduction

- 1.1 This report updates the Harbour Board on the status of a number of items which have been the subject of previous reports.

2. Links to Corporate Priorities

- 2.1 This report is for noting however the items included in the report lead to promoting the ideals of Sustainable Economy in the Corporate Plan.

3. Risk Management

- 3.1 The contents of this report are for noting only and there are no immediate risks identified in this report.

4. Ship to Ship

- 4.1 Further contact has been made with the operators and agents of the Russian gas condensate Ship-to-Ship (StS) business that occurred over the previous winter period to promote the use of Sullom Voe in the upcoming winter months. It is not envisaged that there will be any of the Russian gas condensate before October, however indications are positive that there will be some return StS business.
- 4.2 A letter of reply has been sent to Mike Penning. MP on the subject of the new proposed legislation on ship-to-ship operations.

5. Staff

- 5.1 Recruitment for the Operations Manager post has now been completed and an offer made to the successful candidate. It is hoped that the successful candidate will commence employment in early November.
- 5.2 Offers have now been made to the successful candidates for the post of VTSO. It is envisaged that the candidates will take up their training posts in early November.

6. Oil

- 6.1 Schiehallion re-started production and shipments from the field have been received in the port. The regular shuttle tanker “Loch Rannoch” is scheduled to return to the service following planned maintenance that was postponed due to the incident in the Gulf of Mexico.
- 6.2 The Harbour Master attended a seminar entitled “Oil spill issues from offshore drilling: lessons for the UK”. The seminar was held in Edinburgh and hosted by the Scottish Government. A verbal update will be presented to the Harbour Board.

7 Audits

- 7.1 The Document of Compliance, for the towage safety management system, is due to be audited by the Maritime & Coastguard Agency (MCA) in early November.

8 Financial Implications

- 8.1 This report is for noting only and there are no financial implications arising from this report.

9 Policy and Delegated Authority

- 9.1 The Harbour Authority has full delegated authority of the oversight and decision making in respect of the management and operation of the Council’s harbour undertakings in accordance with overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in section 16 of the Council’s Share of Delegations.

10 Recommendations

- 10.1 I recommend that the Harbour Board note the contents of this report.

Our Reference: RM/VR RO-PO P&H-32-10-F

Date: 11 October 2010