



REPORT

To: Harbour Board 23 June 2011

From: Executive Director – Infrastructure Services

Report No: P&H-14-11-F

Subject: Planning and Performance Management Framework

1. Introduction

- 1.1 This report will enable the Harbour Board to consider the work plan and performance measures for Ports and Harbours Operations and allow the Members to determine the relative priority and targets to deliver for the years ahead.

2. Links to Corporate Priorities

- 2.1 Establishing an effective planning and performance management framework is a key element of the Council's Corporate Improvement Action Plan and underpinning principles of the new governance arrangements.

3. Risk Management

- 3.1 There are no immediate risks identified in this report.

4. Background

- 4.1 The Council approved the governance arrangements at a meeting on 16 May 2011. The underpinning philosophy of the new committee structure is for Members to set the strategic and policy direction and to determine through good performance measures what changes they want to see in place from each policy decision.
- 4.2 The Corporate Improvement Action Plan, approved in November 2010, stated an action to fully embed Planning and Performance Management Framework (PPMF).
- 4.3 The Chief Executive established a project team to take this work forward under the direction of the Executive Director – Education and Social Care, supported by the Policy manager and a member of the Resources Team.
- 4.4 A refreshed planning and performance management framework has been developed with the wider management team.

- 4.5 The framework has been shared with the Sounding Board, which expressed broad support for the proposals, the Sounding Board agreed that the framework has the potential to deliver the following benefits:
- Clear accountability.
 - Clear roles and responsibilities.
 - Ensure that corporate priorities are actioned and resourced.
 - Members have more time to spend on strategic issues, policy development and constituent matters.
 - There will be less public funds available, so focus can be on what matters the most.
 - It is the framework against which the Council will be tested through best value scrutiny and other inspection frameworks; it is the expected way in which local government carries out its business.

5 Proposals

- 5.1 All the elements of an effective planning and performance framework are already in place. The Project Team therefore concentrated on making good connections between all elements and helping to change the culture, through a performance based approach to service delivery. Throughout the project, the team paid close attention to making sure that the levels of accountability were right.
- 5.2 The elements of the framework are:
- Single Outcome Agreement.
 - Corporate Plan.
 - Service Plans.
 - Budgeting – revenue and capital.
 - Performance measures.
 - Performance Reviews.
 - Best value framework and continuous improvement.
 - Community Engagement.
- 5.3 This report represents the current activity across Ports and Harbours Operations.
- 5.4 Appendix 1 is based on the current Service Plan for 2011 – 2012. It lists the key activities of the service and proposed goals for the future. The plan should assist Members in setting priority actions for the year ahead.
- 5.5 The Appendix also includes some key performance measures, which will assist with explaining the outcomes, which Ports & Harbours Operations is working towards.
- 5.6 The ports industry does not feature highly in local government or the Single Outcome Agreement performance indicators. Traditionally the ports industry has set it's own performance indicators based on it's own port and as a result there has been no industry wide performance reporting. The European Sea Ports Organisation is

currently investigating this issue and it is envisaged that an industry wide set of performance indicators will be agreed and set.

5.7 The Board is invited to:

5.7.1 Consider the Service Statement set out in Appendix 1 and determine if this adequately describes the policy direction for Ports and Harbours Operations; and

5.7.2 Consider the range of performance measures in place for Ports & Harbours Operations.

6 Financial Implications

6.1 There are no direct financial implications arising from the introduction of revised PPMF arrangements.

7 Policy and Delegated Authority

7.1 The Scheme of Administration and Delegations states that the role and authority of the Harbour Board is:

7.1.1 Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code; and

7.1.2 Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function; and

7.1.3 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council

7.2 In relation to PPMF, the role of the Harbour Board is to:

7.2.1 Monitor and review achievement of key outcomes in the Service Plans within the functional areas noted below by ensuring:

- Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework;
- Best value in the use of resources to achieve these key outcomes is met within a performance culture of continuous improvement and customer focus.

8 Recommendations

8.1 I recommend that the Harbour Board:

8.1.1 Note the Service Statement included in Appendix 1; and

8.1.2 Approve the document as the workplan to develop policy initiatives and manage performance over the next period.

Date: 14 June 2011
Our Reference: RM/EJ RO-O

Report No P&H-14-11-F



Infrastructure Services – Ports & Harbours Operations

SERVICE PRIORITY PLAN 2011 - 2012

1. Service Statement

Under the ZCC Act, Ports and Harbours is charged to act, on behalf of the Council, to preserve the conservancy of, and control of development in, the coastal area of Shetland and in the vicinity of a harbour area. The coastal area is defined as the area of territorial waters of the United Kingdom adjacent to the Shetland Islands with the exception of areas within the jurisdiction of Lerwick Harbour Trust, The Blackness Pier Trust, Broonies Taing Pier Trust or any marine work as defined under section 57 of the Harbours Act 1964.

The Port Marine Safety Code sets a national standard for UK port marine safety. The code establishes a measure by which harbour authorities can be accountable for the legal powers and duties, which they have to run their harbours safely.

Various other sections of legislation govern the areas of operation and the duties of the Harbour Authority. The main statutory references are listed below.

- Harbours Act 1964.
- Zetland County Council Act 1974.
- Shetland Islands Council Order Confirmation Act 1979.
- Shetland Islands Council Order Confirmation Act 1985.
- The Scalloway, Shetland, Pilotage Order 1987 [SI 1987 No. 1756].
- The Shetland Islands Council (North Haven, Fair Isle) Harbour Revision Order 1994 [SI 1992 No. 1977].
- The Shetland Islands Council Harbour Revision Order 1994 [SI 1994 No.2846].
- The Shetland Islands Council (West Burrafirth) Harbour Revision Order 1995 [SI 1995 No. 2380].
- The Shetland Islands Council (Papa Stour and Fetlar) Harbour Revision Order 2003 [SI 2003 No. 190].
- The Shetland Islands Council (Uyea Sound, Unst) Harbour Jurisdiction Order 2007 [SI 2007 No. 432].
- Port Marine Safety Code.
- Pilotage Act 1987.
- Ship and Port (Security) Regulations 2005.
- The International Ship and Port Facility (ISPS) Code
- Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004.
- The Dangerous Substances in Harbour Areas Regulations 1987

The service also operates:

- On behalf of the Council, as a local Lighthouse Authority and is accountable to the General Lighthouse Authority.
- On behalf of the duty holders of the Port Marine Safety Code to ensure our ports are run in a safe and legal manner.

Ports & Harbours Operations is responsible for the management and day to day operations:

- Pilotage for two separate pilotage districts.
- Vessel Traffic Service.
- Towage Service.
- Pilot Launch and Mooring Boat service
- Conservancy.
- Harbour areas:
 - Sullom Voe;
 - Scalloway;
 - Baltasound;
 - Mid Yell;
 - Cullivoe;
 - Uyeasound;
 - Symbister (including North Voe);
 - Skerries;
 - Gruting / Vaila Sound;
 - Fair Isle;
 - Papa Stour; and
 - West Burrafirth.
- In addition to the harbours there are also a number of small piers belonging to the Shetland Islands Council that also fall under the remit of Ports & Harbours Operations.

The service is the author of the Shetland Marine Pollution Contingency Plan. The service is also responsible for responding to any oil marine pollution incident within Shetland, with the exception of Lerwick Port Authority and Broonies Taing.

Priorities for 2011/12

- Realise required return as set by Council
- Achieve goals from Ports for the Future and other Council reviews.
- Maintain Document of Compliance for towage service.
- Maintain ISO accreditation
- Achieve necessary permits to continue Ship-to-Ship Transfer operations.
- Attract new business to our facilities. (e.g. cruise ships, renewables and offshore oil support)
- Develop a prioritised port development strategy.

This Service is currently provided by:

- **Staff**

- 122 posts currently filled

5 Managers	15 Launch Crew
6 Pilots	3 Pier Masters
5 VTS Operators	1 Full Time Harbour Assistant
1 Safety Officer	8 Part Time Harbour Assistants
2 Electronics Engineers	5 Clerical / Finance staff
14 Engineering Staff	1 Cook (Full time equivalent)
48 Tug staff	4 Stores staff
2 Temp Tug staff	2 Apprentices

- **Assets**

Port – Sullom Voe

4 Oil Berths	Tug Jetty
Construction Jetty	Garth's pier

Small Ports

Scalloway	Out Skerries
Baltasound	Symbister & North Voe
Collafirth	Uyea Sound
Cullivoe	Vaila Sound / Gruting Voe
Fair Isle	West Burra (Hamna Voe)
Mid Yell Voe Area	

Piers

Billister	Toft
Easter Dale	Toogs, Burra
Mail Pier, Bressay	Walls
Mid Yell	West Burrafirth

BuildingsSella Ness

- Port Administration Building
- Stores
- Work Shop
- BP Pollution Store
- Launch Crew Accommodation block
- Ex STL building
- Ex Met office building
- Ex helicopter hangar

Scalloway

- Harbour office – rented
- Warehouse facility
- Fish Market

Vehicles

- | | |
|--------------------------------|-----------------------------------------------------------|
| 4 Forklifts | 1 Pilot Launch at Scalloway |
| 20 Commercial vehicles (vans) | 3 Mooring Boats at Sella Ness |
| 1 Boat Hoist (Sella Ness) | 1 Workboat at Sella Ness |
| 3 Pilot Launches at Sella Ness | 6 Tugs at Sella Ness (<i>to be reduced during 2011</i>) |

Options for Change - 2011/12 (to Save Money)

The service will aim to deliver the savings through the work of Ports for the Future through efficiencies and changing the way we operate. This will continue with the Council's review. We will continue to look at what services we provide, how they are delivered and if there are possibilities to deliver more efficiently whilst retaining a safe operation.

Possible options to consider may include:

1. Maintain the status quo
2. Externalisation of the whole service.
3. Externalisation of part of the service.
4. Sale to Private Company
5. Conversion to Trust Port Status
6. Arm's Length Local Government Company
7. Management and partnership options for working with other local authorities
8. Management and partnership options for working with other ports.
9. Merging of other functions / departments within the Shetland Islands Council.
10. Working with local community to manage some / all Ports & Harbours assets.
11. Handling tankers with fewer tugs.

Note: The above options maybe considered either individually or together.

Service Standard

There are currently no standard performance indicators for a harbour authority written in the local government system. However the service is accredited by ISO 9001:2008 status. We aim to maintain that status and ensure that our ports and harbours are run safely and efficiently.

Under UK Governments Port Marine Safety Code all aids to navigation maintained by Harbour Authorities and any other existing Local Lighthouse Authorities must be maintained in accordance with the availability criteria laid down by the General Lighthouse Authorities and must be subject to periodic review.

The following IALA availability targets are required to be adopted by Local Lighthouse Authorities and other authorities:

- Category One - 99.8% availability required over a three year rolling period
- Category Two - 99.0% availability required over a three year rolling period
- Category Three - 97.0% availability required over a three year rolling period

The absolute minimum level of availability should be 95.0%

Service	Performance
Port of Sullom Voe	ISO 9001-2008 demonstrating efficiency. Compliant with Port Marine Safety Code. Reduction in staff numbers. No major incidents. Competent and well-trained staff.
Pilotage	Recent reduction in staff numbers from 11 to 6. No major incidents. Competent and well-trained staff. ISO 9001-2008 demonstrating efficiency.
Towage	No major incidents. Competent and well-trained staff. Compliance with International Management Code for the Safe Operation of Ships and for Pollution Prevention
Pilot Launch and Mooring Crew	Recent reduction in staff numbers No major incidents
Vessel Traffic Services	ISO 9001-2008 demonstrating efficiency. Compliant with Port Marine Safety Code.
Small Ports	Improved income and no major incidents
Stores and Engineering	Improved performance with no significant variances. ISO 9001-2008 demonstrating efficiency.

It should be noted that the European Sea Ports Organisation is currently investigating this issue and it is envisaged that an industry wide set of performance indicators will be agreed and set.

The aims of the service are:

Sella Ness / Sullom Voe

Within the operating parameters of the port:

We will provide a pilot launch service that is available 100% of the time.

We will have a mooring boat available 100% of the time.

We will ensure that there is a gangway available at the oil berths 100% of the time.

We will ensure that there are no delays due to the non-availability of a pilot.

We will strive to ensure that there are no downtimes to our Vessel Traffic Service.

We will ensure that tankers are invoiced within 5 working days.

We will ensure that the navigational aids are available 99% of the time.

Other Ports and Piers

We will strive to ensure that all invoices are processed promptly.

We will ensure that all our piers and harbours are safe to use 100% of the time.

We will promote and maintain all the Council piers and harbours, so long as the Council deems appropriate.

In General

We will respond to all enquiries from service users within 10 working days in line with Shetland Islands Council customer care guidelines.

We will aim to reduce our energy use.

We will aim to operate our facilities in a safe and efficient manner.

We will work towards becoming more environmentally sensitive.

We will work hard to maintain and attract new business to all our ports and facilities.

We aim to maintain the ISO 9001:2008 status and ensure that our ports and harbours are run safely and efficiently.

2. Strategic Service Risk Assessment

2.1 Legislation / Reviews

	Comment	Risk to Operation
Ship to Ship Legislation	Applications for licence and environmental statement in progress	Low
Municipal Ports Review	No set date	Low / Medium
International Convention for the Control and Management of Ships' Ballast Water and Sediments.	Awaiting full ratification at IMO by member states. Currently 28 states have ratified the convention, however full ratification can only take place when 30 states (represents 35% of world merchant shipping tonnage) ratify.	Low
International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) as amended, including the 1995 and 2010 Manila Amendments	Updated requirements for certification and training of sea staff	Low
Staffing reviews	Ongoing <ul style="list-style-type: none"> – Risk of not being able to comply with statutory functions and industry best practice. – Risk of industrial action 	Low / Medium Medium
Consolidated European Reporting System (CERS)	Increased level of reporting and administration. Failure to comply may result in fines levied against the Harbour Authority	Low / Medium

2.2 Strategic Priorities

The Service is working towards the following outcomes:

Shetland Islands Council Corporate Plan 2010-12:

- Assist in development of marine renewables. **(Maintaining a Sustainable Economy)**.
- Assist in maximising opportunities for servicing off-shore renewables, including the development of infrastructure (ports and vessels) and skills. **(Maintaining a Sustainable Economy)**.
- Work with the oil industry and other marine sectors to identify future opportunities and diversification for Sullom Voe Terminal. **(Maintaining a Sustainable Economy)**.
- Working towards sustainable and efficient service – **(Maintaining a Sustainable Environment)**.
- Continuing to support our infrastructure throughout Shetland, helping to **Strengthen Rural Communities**.
- Providing access to learning and development opportunities for all employees. **(Being an excellent employer)**

Single Outcome Agreement

- C.1. - Efficiencies – achieving efficiencies in everything we do. Ports & Harbours Operations is undergoing a major service review, known as Ports for the Future, which aims to deliver a significantly more efficient service.
- Wealthier and Fairer

Each facility helps to support and maintain private industries and businesses that service the needs of the ports and their users. The service continues to promote new business opportunities in the vicinity of its facilities. This includes, but is not limited to, Ship-to-Ship transfers, Cruise Ships, Marine Renewables and the TOTAL gas processing plant.

The service will also contribute to the securing of future oil and gas fields off Shetland. These include but are not limited to Rosebank/Lochnagar and Clair Ridge / Phase II

- Smarter

As part of the “Ports for the Future” project, it is hoped to expand the opportunities for young Shetlanders by providing the opportunity and encouragement for trainees and apprentices to start in the marine and port industry. This would not only provide a potential life long career path but would help to secure future succession planning within the service. *(Ref: improvement indicator LI 51)*

The service also engages with schools and youth organisations, allowing access to a number of groups each year to the VTS control centre and the marine craft as part of a learning experience.

- Healthier

The service promotes and encourages healthier eating and offers healthy options from its canteen service.

*(Ref: National Outcome –6. We live longer, healthier lives
Shetland Resolution Outcomes - 14 Shetland's people are healthier)*

- Safer and Stronger

The service will strive to improve efficiency and produce savings to increase the return to the Council of a minimum of 2%

(Ref: Indicator NI 42)

- Greener

The service has continually set the standards for environmental protection and monitoring. Our plans and procedures are constantly monitored and reviewed.

The towage fleet has now switched to shore based electricity whilst moored alongside the jetty thereby reducing the carbon footprint of each tug and local emissions.

The service also promotes re-cycling where possible.

The service has also reduced its fleet of 4x4's and downsized many of the remaining vehicles.

*(Ref: National Outcomes –
12 We value and enjoy our built and natural environment and protect it and enhance it for future generations.*

14 We reduce the local and global environmental impact of our consumption and produce.


Shetland Resolution Outcomes

7 Take pride in our natural heritage, natural or manmade, and respect it for its own sake.

8 Recognise that our livelihood depends on our environment and use the gifts of nature responsibly

12 Play our part as responsible members of the world community.)

A) Wealthier

	Outcome / Target	Lead Officer	Timescale	Status October 2010 to March 2011
Wealthier 3: Shetland's reputation for sustainable practices and quality products will be strengthened				
W3.4	Work with the oil industry and other marine sectors to identify future opportunities for Sullom Voe Terminal Target: Facilitate two significant potential projects	Head of Economic Development, Head of Ports and Harbours	31 March 2012	<p>Work is ongoing to attract potential new business for the port of Sullom Voe.</p> <p>We are working with the terminal with a view to identify opportunities to develop and market the port.</p> <p>The Head of Ports and Harbours and the Head of Economic Development are working on the Marine Renewable Energy Project to attract new business to Sullom Voe and Shetland.</p>

2.3 Financial

Estimated Net Controllable Revenue Cost in 2011/12**2011/12 REVENUE ESTIMATES***Infrastructure Services - Ports and Harbours*

	Support Ledger	Recharged Ledger	Harbour Account	Overall Total
	£	£	£	£
Client Receipts	(158)	(23,575)	(15,319,571)	(15,343,304)
Financing	(23,059)	(22,828)	(910,057)	(955,944)
Grants			(2,000)	(2,000)
Reimbursements	(20)			(20)
Rents			(10,000)	(10,000)
Total Income	(23,237)	(46,403)	(16,241,628)	(16,311,268)
Employee Costs:				
Allowances	43,822	33,268	450,295	527,385
Basic Pay	676,671	310,873	3,823,630	4,811,174
Bonus			145,649	145,649
National Insurance	58,808	31,820	401,529	492,157
Other	18,905	1,402	13,595	33,902
Overtime	22,750	93,524	275,573	391,847
Pension Contribn	146,502	61,354	835,652	1,043,508
Sub-Total Employee Costs	967,458	532,241	5,945,923	7,445,622
Operating Costs:				
Administration	32,730	43,300	184,529	260,559
Agency Payments	4,000	100,000	11,500	115,500
Property & Fixed Plant	100,480	781,036	322,695	1,204,211
Supplies & Services	63,030	1,503,347	351,174	1,917,551
Transport & Mobile Plant	39,500	1,638,884	124,902	1,803,286
Sub-Total Operating Costs	239,740	4,066,567	994,800	5,301,107
Transfer Payments			2,209,461	2,209,461
Total Expenditure	1,207,198	4,598,808	9,150,184	14,956,190
NET CONTROLLABLE EXPENDITURE	1,183,961	4,552,405	(7,091,444)	(1,355,078)

The service is striving to achieve the savings through the Ports for the Future project

2.4 Capital

Project	2011/12	2012/13	2013/14	2014/15	Total
Tug Replacement	1,214,297				1,214,297
Tug Replacement	1,214,297	0	0	0	1,214,297
Water Main, Scalloway					0
Fish Market Roof, Scalloway		150,000			150,000
Old Breakwater, Symbister		150,000			150,000
Skerries Pier			100,000		100,000
Essential Maintenance	0	300,000	100,000	0	400,000
Dredging	2,673,185				2,673,185
Walls Pier	2,642,946	100,000			2,742,946
Service Improvements	5,316,131	100,000	0	0	5,416,131
Plant Vehicles & Equipment	70,000	70,000	70,000	70,000	280,000
Navigational Aids	70,000	70,000	70,000	70,000	280,000
Tug Jetty CP System	200,000				200,000
Maintenance	340,000	140,000	140,000	140,000	760,000
Overall Total	6,870,428	540,000	240,000	140,000	7,790,428

2.5 Community and Stakeholder Issues

Continued safe provision of services in times of efficiency.

Development of facilities to meet services

Status / ownership of Burravoe and Mail facilities

Navigational marks

Our Customers include:

- The petrochemical industry, based at Sullom Voe Terminal and the new TOTAL Gas Plant.
- International Oil and Shipping Companies
- Offshore oil support and maintenance industry.
- Commercial shipping companies.
- Shipping agents.
- Aquaculture industry.
- Local day fishing boats.
- Pelagic and White fish shipping and industry.
- Local Community and local users.
- Operators of specialised cruise vessels.
- Recreational boat owners.
- Renewable energy companies.

2.6 Staffing

- Development of a more flexible workforce and the use of a bank of trained and qualified relief labour.
- Currently morale is low, the service has been through a long period of review, which is continuing, with changes in working patterns, working practices, terms and conditions and staffing levels.
- The future structure is still uncertain.

2.7 Systems / ICT

Future potential for:

- Remote monitoring of some / all of the smaller piers and facilities.
- Use of CHRIS for maritime personnel information.

Many external companies and organisations have web sites that now have newer forms of distributing information, such as Twitter and Facebook. This is often embedded into the websites and is currently unavailable to access from the Council.

2.8 Summary of Known Risks

- Structural Review
- Ship-to-Ship Legislation
- Municipal Ports Review
- Ballast Water Management
- Standards of Training, Certification and Watchkeeping for Seafarers (STCW)
- Consolidated European Reporting System (CERS)



REPORT

To: Harbour Board

From: Harbour Master

Report No: P&H-16-11-F

Subject: Safety Management

23 June 2011

1 Introduction

- 1.1 This report updates the Board on issues pertaining to the Safety Management Systems for which the Board bears a responsibility.

2 Links to Corporate Plan

- 2.1 Making sure we organise and carry out all our business properly is a key element of the Council's Corporate Plan

3 Risk Management

- 3.1 The Safety Management Systems exist to ensure our operations are carried out safely and to protect the environment. Failure to comply may result in:

Injury to staff or infrastructure;
Pollution;
Loss of business;
Legal action against the Authority; and
Stopping, or closure of the port or specific port operation.

4 Background

4.1 Port Marine Safety Code

- 4.1.1 The basic requirements of the Port marine Safety Code are:

- All those involved in a Harbour Authority, including the governing body, should have clearly defined roles and responsibilities;
- A Harbour Authority must proactively manage safety in accordance with a Safety Management System (SMS).
- That system should be informed by, and based upon, a formal risk assessment;
- A Harbour Authority must consult with all those who have an interest; and

- Those accountable for the Harbour Authority must be kept informed.
- 4.1.2 The Port Marine Safety Code introduces a national standard for every aspect of port marine safety. It aims to improve safety for those who use or work in ports, their ships, passengers and cargoes and the environment.
 - 4.1.3 The Code is intended to apply to all harbour authorities, to the extent that they have duties and powers relating to marine safety. It applies to port marine operations the well-established principles of risk assessment and safety management systems.
 - 4.1.4 Harbour authorities must apply these principles if they are to discharge their legal duties and statutory powers to the national standard that the Code establishes.
 - 4.1.5 The Code is particularly directed at harbour authorities; and to the directors, commissioners or trustees who are members of the boards of such harbour authorities. These authorities have legal duties relating to the safety of people who use our harbours and their property, and to the wellbeing of the port environment and community.
 - 4.1.6 The Code is not mandatory but is also not intended to be optional. It is written to ports of all sizes, irrespective of resources or levels of traffic.
 - 4.1.7 Its requirements apply to every harbour undertaking, to the extent that it has the duties and statutory powers described. It bears principally upon any harbour authority with statutory powers in relation to the regulation of shipping movements and the safety of navigation within its harbour. It also applies to other undertakings, which are local lighthouse authorities in relation to those duties.
 - 4.1.8 The aim is to ensure that risks are tolerable and as low as reasonably practicable.
 - 4.1.9 The code was published in March 2006 and was initially directed at those harbour authorities with marine pilotage duties and powers. For the 2008/09 Port Marine Safety Code compliance programme, the MCA are asking all statutory harbour authorities to confirm their compliance
 - 4.1.10 The Duty Holder ensures the ports compliance with the Port Marine Safety Code. The compliance should include, but is not confined to, confirmation that the duties and powers in relation to marine operations in our ports are discharged in accordance with a Safety Management System based upon a formal risk assessment.

4.2 ISM

- 4.2.1 On 06 March 1987, the ferry Herald of Free Enterprise capsized off Zeebrugge with the loss of 193 lives.
- 4.2.2 The judge who conducted the subsequent enquiry described the ferry's operating company as infected with "the disease of sloppiness at all levels."
- 4.2.3 As a result of the incident and subsequent investigation the International Maritime Organisation (IMO) produced the International Safety Management Code (ISM), which came into force on 01 July 1998.
- 4.2.4 The ISM code provides the company with a framework for a system of integrating many existing elements of safety management as well as for the articulation and implementation of new policies.

4.3 Designated Person

- 4.3.1 Both the Port Marine Safety Code and the ISM code require a Designated Person.
- 4.3.2 There are guidelines and recommendations on the qualification and experience of the individual fulfilling the function.
- 4.3.3 The function of Designated Person (DP) is laid out in the Port Marine Safety Code and the ISM code
 - 4.3.3.1 The Port Marine Safety Code states that "A 'designated person' must be appointed to provide independent assurance about the operation of its marine safety management system. The designated person must have direct access to the board."
 - 4.3.3.2 Section 4 of the ISM code states the DP is "To ensure the safe operation of each ship and to provide a link between the Company and those on board, every Company, as appropriate, should designate a person or persons ashore having direct access to the highest level of management. The responsibility and authority of the designated person or persons should include monitoring the safety and pollution-prevention aspects of the operation of each ship and ensuring that adequate resources and shore-based support are applied, as required"
- 4.3.4 Currently the position is held by the Marine Superintendent, Ferry Services.

5 Current Status

5.1 Ports and Harbours Operations has three Safety Management Systems:

5.2 Shetland Islands Council Towage Operations Safety Management System.

5.2.1 This is a requirement for the safe operation of the towage fleet and audited annually by the MCA.

5.2.2 There are two parts to the ISM certification, namely the ship and the management. This is reflected in the two certificates that are issued.

5.2.3 A Document of Compliance (DoC) is issued to the company (Shetland Islands Council) and is valid of 5 years. Annual audits are required to verify continued compliance.

5.2.4 A Safety Management Certificate (SMC) is issued to the ship and is also valid for 5 years and verified by audit annually.

5.2.5 In the case of new vessels, such as the Solan and Bonxie, an Interim Certificate is issued and is valid for 6 months. An audit is carried out at the end of the 6-month period and a full SMC is issued.

5.2.6 The Solan and Bonxie were subject to an MCA audit on 23 May 2011. A number of minor non-conformances were raised and are listed below.

Solan	Status	Bonxie	Status
C/E not certified for vessels > 6000Kw	Certificate of Registry corrected – awaiting sign off from MCA	C/E not certified for vessels > 6000Kw	Certificate of Registry corrected – awaiting sign off from MCA
Master's review of Safety Management not carried out	In hand and progressing	Master's review of Safety Management not carried out	In hand and progressing
Internal safety audit not carried out	In hand and progressing	Internal safety audit not carried out	In hand and progressing
Safety Rep not attending Safety Sub Committee	Invited and attended last meeting, apologies were sent for previous meeting. Awaiting sign off from MCA.	Crew Assessments not being carried out	In hand and progressing
Crew Assessments not being carried out	In hand and progressing	Code of Safe Working Practices out of date	Update ordered
Code of Safe Working Practices out of date	Update ordered		
Masters meetings to be documented in SMS	In hand and progressing		

- 5.2.7 The list of non-conformances for the tugs is higher than normal. This could be attributed to a number of factors, one of which may be auditing of the tugs only 3 months after arriving in the Port of Sullom Voe before the system can fully bed in.
- 5.2.8 The service is due a 5-year audit to renew the DoC in August.
- 5.2.9 Further audits of the tugs between now and August are expected.
- 5.3 Shetland Islands Council Sullom Voe Safety Management System.
- 5.3.1 The Sullom Voe Harbour Authority's Safety Management System fully meets the requirements and recommendations of the Port Marine Safety Code and contains the policies, procedures and plans detailing the Harbour Authority's commitment to protection of the environment, the port and all personnel within its area of responsibility. To assist in achieving these aims the Harbour Authority ensures the adoption of, and compliance, with best industry practice.
- 5.3.2 This Safety Management System also provides for the Quality System, as required to meet the requirements for compliance with BS EN ISO 9001:2008, for Sullom Voe which identifies all the controls and measures which are necessary to ensure that all services are supplied in accordance with the specified requirements, in line with stated policies and objectives. The scope of the System is for the provision and operation of harbour facilities and services maintenance, and the safe operation of associated equipment for the port of Sullom Voe.
- 5.3.3 The nature of the business offered by the Sullom Voe Harbour Authority is such that section 7.3 of BS EN ISO 9001:2008, which refers to design and development, does not form part of the business activity.
- 5.3.4 Protection of the environment is advised on and closely monitored by the Shetland Oil Terminal Environmental Advisory Group (SOTEAG), an independent body with a high international reputation. The Sullom Voe Oil Spill Advisory Committee (SVOSAC) provides advice on pollution prevention and response. Members of this committee include representatives from the Shetland Islands Council, the oil industry, the Maritime & Coastguard Agency and SEPA
- 5.3.5 Protection of personnel and property is pursued by the undertaking of risk assessments related to the tasks undertaken during the operation of the port. A Formal Safety Assessment of the operation in Sullom Voe, required under the Code, has already been completed and its findings included in the Harbour Authority's Port Marine Safety Code.
- 5.3.6 Matters relating to the safety technical aspects of the port operation within, or in the approaches to, the Sullom Voe Harbour Area, are within the remit of the Technical Group whose members include representatives of the port users and the Harbour Authority. This

constitutes the basis of the formal consultation basis required by the Code.

- 5.3.7 Reports are submitted by the Harbour Authority at each meeting of the Harbour Board indicating performance against its plans and against the standards in the Code. These documents are available to the public.
- 5.3.8 The Sullom Voe Harbour Board approved the Sullom Voe Safety Management System developed in compliance with the Port Marine Safety Code and submitted by the Sullom Voe Harbour Authority on 13 November 2001 for implementation with immediate effect from that date (Harbour Board Minutes, min ref 23/01 and Council Minutes, min ref 194/01).
- 5.3.9 This Safety Management System will be under continuous review and amended where necessary to ensure inclusion of best practice and improved procedures. An annual audit of the system is conducted by DNV to confirm compliance by the Harbour Authority.
- 5.3.10 During the last audit 5 minor non-conformances were issued and one observation. All corrective action has been taken and awaiting sign off from Det Norske Veritas (DNV).
- 5.3.11 The auditors overall summary stated
- “A mature documented management system which has been tailored around business needs of Shetland Islands Council Ports and Harbours Operations continues to prevail.
Structured review process in place in order to update defines working practices (active procedural update and revision), including thorough and in depth internal audit process was sighted
“Top Management” actively promoting the need for further continual improvement measures and objective setting through performance management reporting.
It was evident that Internal Business Processes /Performance Indicators and External Processes/ Performance indicators were being tracked/achieved overall as a result of management review analysis
Active improvements within the engineering workshop in relation to logging, tagging and enhanced traceability of lifting equipment.”
- 5.3.12 There are two recent internal non-conformances covering risk assessments and VTS operation.
- 5.3.13 It is uncertain at this time what structure or resources will be proposed for the service in the wake of the current Council wide review. However the Harbour Master Head of Service, will endeavour to keep the board reassured that any possible changes will not affect the safe operation of the port.
- 5.3.14 The port is due for an annual audit by (DNV) in July.

5.3.15 There will be an annual ISO 9001 Review meeting this month.

5.3.16 The results of both will be reported to the Board.

5.4 Shetland Islands Council Scalloway Safety Management System.

5.4.1 The Safety Management System for the Scalloway Harbour Area fully meets the requirements and recommendations of the Port Marine Safety Code and contains the policies, procedures and plans detailing the Harbour Authority's commitment to protection of the environment, the port and all personnel within its area of responsibility.

5.4.2 To assist in achieving these aims the Harbour Authority will ensure adoption of, and compliance, with best industry practice. The Shetland Islands Council is the statutory Harbour Authority for the Scalloway Harbour Area in terms of the ZCC Act 1974 and had delegated its harbour operations functions to a harbour board responsible for oversight of the whole Harbour undertaking, including Scalloway. The Harbour Board, and the Council as Harbour Authority, has approved the application of the Port Marine Safety Code and associated safety management systems to the whole harbour undertaking. The safety management system covers the port of Scalloway and is audited by DNV.

5.4.3 There are no non-conformances for Scalloway.

5.5 The ports of Sullom Voe and Scalloway may also be audited by the MCA at any time to ensure compliance with the Port Marine Safety Code.

5.6 The harbour authority also acts as a local lighthouse authority within the limits of our ports and harbours.

5.7 The Safety Management System does not cover and hence the Port Marine Safety Code does not currently cover the small harbours and piers. At present there is no requirement to include them.

5.8 The Harbour Board, represented by the Chairperson, hold the position of Duty Holder. An extract below taken from the Port Marine Safety Code describes the Duty Holder

“1.5.3. The Code requires each harbour authority to hold themselves accountable for the discharge of its duties and powers to the standard laid down. It requires the board members of each authority to accept responsibility for ensuring that the authority discharges its duties and powers to that standard. Duties and powers relating to the safety of marine operations in any harbour have been entrusted to a statutory authority. Board members are collectively and individually responsible for the proper exercise of their authority's legal duties. It follows clearly that it – and they - are severally and collectively the 'duty holder'.

1.5.4. Harbour authorities have powers to appoint a harbour master, and to authorise pilots, and may properly entrust the operation of the harbour to such professional people; but they cannot assign their accountability.

Board members may not abdicate accountability on the grounds that they do not have particular skills. They retain strategic oversight and direction of all aspects of the harbour operation. They must ensure that powers are discharged but not exceeded.”

- 5.9 The Duty Holder is required to acknowledge, to the MCA, the compliance of the operation of the port in relation to the Port Marine Safety Code. The pro-format letter is attached as Appendix A.
- 5.10 The Harbour Board, acting under its delegated authority on behalf of the Council and as the Duty Holder, should include discussions on strategic safe operation of the ports and harbours under its remit on a regular basis.

6 Policy and Delegated Authority

The Harbour Board:

- 6.1 Has Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code.
- 6.2 Acts as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function; and
- 6.3 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council.

7 Financial Implications

- 7.1 There are no direct financial implications arising from this report.

8 Conclusion

- 8.1 The port is currently operating in compliance with the Port Marine Safety Code.
- 8.2 Ports & Harbours Operations are in compliance with the port SMS
- 8.3 Ports & Harbour operations are in compliance with the ISM code and tug SMS

9 Recommendations

I recommend that the Harbour Board:

- 9.1 Consider this report and note its contents and areas of progress; and
- 9.2 Discuss and put forward any recommendations or areas of concern.
- 9.3 Authorise the Chairperson to sign the compliance letter to the MCA.

- 9.4 Require the Designated Person to provide updates on the subject of the Port Marine Safety Code and the ISM Safety Management System in relation to Shetland Islands Council Ports and Harbours Operations. Any updates should include any updates to the system and the impact of any changes in legislation, guidelines, policy, incidents or risk assessments.

15 June 2011
Our Ref: RM/EJ RO-O

Report No: P&H-16-11-F2

Head of Ports & Harbours Operations / Harbour Master: Capt Roger Moore
Executive Director: Gordon Greenhill

Technical Support Team
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If calling please ask for
Roger Moore

Date: 06 June 2011

DRAFT COPY

Our Ref: RM/ES OO-HBC

For the attention of the Chief Executive, Maritime and Coastguard Agency

Dear Sir,

PORT MARINE SAFETY CODE - STATEMENT OF COMPLIANCE

Following the recent change to the Chair of the Harbour Board, I, Councillor Robert Henderson, the Chairman on behalf of the Shetland Islands Council Harbour Authority, being the Port Marine Safety Code Duty Holder for the Port of Sullom Voe and Scalloway Harbour, having considered all the requirements of the Port Marine Safety Code, including reviewing the risk assessment and safety management system, certify that the Port of Sullom Voe and Scalloway Harbour meets the standards required by the Port Marine Safety Code.

Yours faithfully,

Cllr Robert Henderson
Chairperson of the Board and Duty Holder





REPORT

To: Harbour Board

From: Harbour Master

Report No: P&H-15-11-D1

Subject: Ports Project Monitoring Report

23 June 2011

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 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 decision will be taken on this 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 As part of Groves-Raines repair proposal, a temporary cofferdam has been suggested as suitable for dewatering the Dock. A representative from a Company identified by Groves-Raines has been invited to attend a meeting on site, to confirm the suitability of this method. It is hoped that this visit will be conducted in the very near future. Once this meeting has taken place, a much clearer understanding of the options for repair will be available for consideration.
- 4.1.3 The Chairman of the Harbour Board and the Engineering Manager – Ports have held initial discussions with Shetland Amenity Trust (SAT) regarding the future of the Dock. SAT will be invited to attend any

meetings on site, and the results of Groves-Raines final report will be shared with them, to allow these preliminary discussions to continue.

4.2 Tug Replacement Programme - RCM 2313

4.2.1 The new tugs have commenced towing tankers.

4.2.2 There remain some items of spare gear and contractor invoices to be paid, however there may be savings on this project that, once identified, will be reported in due course.

4.3 Walls – RCM 2316

4.3.1 The Planning Board granted full planning permission for the Walls Pier on 7 July 2010 (Min. Ref. 37/10) (SIC Min. Ref. 131/10). All consents except building warrant are now in place.

4.3.2 Tenders were returned on 21 December 2010 and the contract was been awarded to Airport Civil Engineering Ltd. In line with the Council aspiration to reduce the capital programme by around £5.2million in 2011/12, and due to the favourable tender sum received a reduction of £575k was made to this projects budget.

4.3.3 Work started on site in late April 2011 and has been concentrated on the:

- Installation of the septic tank and outfall;
- Dredging and excavation of the pile toe trench; and
- Reclamation of the foreshore to create storage and working areas.

Piles are due for delivery around the end of June 2011. Completion is anticipated by 28 February 2012.

4.3.4 Land acquisition has been concluded and entry to the site has been agreed.



Recent pictures showing progress of project

5 Harbour Account

5.1 Plant, Vehicles and Equipment – PCM 2101

- 5.1.1 The budget for 2011/12 will be used to continue replacing Department vehicles where necessary, and the overhaul of one Pilot Launches engines. Quotations for this work are currently being sought from suitably qualified contractors.

5.2 Navigational Aids – PCM 2104

- 5.2.1 Due to the availability of new LED light technology, which has the potential to replace the existing systems at Gluss, discussions between the Engineering Manager – Ports, Marine Officers and the Navigation Light suppliers continue. A survey of Gluss Island has been completed, and the results are encouraging. The Marine Officers are now considering the proposal from the Engineering Manager – Ports, to replace the existing Gluss leading lights with an LED system mounted at Ground level, thus removing the need to spend significant amounts of money refurbishing the existing towers. The Marine Officers will of course seek assurance that any change to the leading light system will offer the same degree of information that the current lights give them when bringing ships into the Harbour. A representative from the LED navigation light manufacturer 'VEGA' will be in Shetland at the end of June, and it is hoped that the final technicalities can be discussed and agreed between all parties at this time.
- 5.2.2 Other works will include the continued upgrade to LED technology for all navigation lights, which so far has proved to be a complete success. There has been a dramatic decrease in outages during the past winter. This has resulted in reduced demands on the maintenance team, which helped allow the early retirement of two members of the workshop team last year under the Ports for the future project.
- 5.2.3 The VTS lone worker alarm system has been installed. Once training in its operation has been given to VTS staff, the system will become operational.

6 Revenue Projects

6.1 Sullom Voe Terminal Jetty Maintenance Contract

- 6.1.1 Malakoff Limited currently holds the Jetty Maintenance Contract, and now enters the third and final year of the Contract.
- 6.1.2 The detailed programme of work for this year has been now created, having engaged with BP over its maintenance plans for the Jetties area this summer. The works for this year will include:

Jetty 1

- Low-level cable tray replacement, and painting of support brackets, from scaffolding provided by the Terminal (from capping beam CB07 to the Jetty Head).
- Painting of inner tie beam (508mm dia) from capping beam CB03 to the Jetty Head, from scaffolding for 1.1 above.
- Painting of suspended walkways and hand railing.
- Painting of approach jetty piles.
- Fabrication and painting of cantilever brackets for switchgear cabinets on dolphins.

Jetty 2

- Concrete repairs to Mooring Dolphin MD (0) S.
- Painting of 2 No suspended walkway lengths, to complete walkway painting.

Jetty 3

- Painting of suspended walkways and hand railing – completion of walkways not painted last year.
- Concrete repairs to Mooring Dolphin MD1.

Jetty 4

- Painting of suspended walkways and hand railing on the south side of the Jetty Head.

General

- Concrete Condition Survey of 10 No dolphins – the dolphins in worst condition on all four jetties will be chosen for survey following boat inspection.
- Routine repairs to the cathodic protection on all four jetties.

7 Other Business

7.1 Scalloway Dredging – RCM 2208

- 7.1.1 This project was retendered following the decision of the Ports and Harbours Committee on 25 August 2010 (Min Ref 37/10).

- 7.1.2 Tenders were returned on 16 December 2010. The lowest tender is within budget and the contract has been awarded to Articon from Faroe. In line with the Council aspiration to reduce the capital programme by around £5.2million in 2011/12, and the favourable tender sum received a reduction of £100k has been made to this projects budget.
- 7.1.3 Dredging has started on site with the removal of overburden using the backhoe excavator. The drilling barge will arrive from Faroe within the next few weeks to work on the hard areas that require drilling and blasting prior to removal. Work is expected to be complete by the end of February 2012.
- 7.1.4 At the Council meeting on the 27 October 2010 (Min. Ref. 156/10) Members agreed to increase the grant to the North Atlantic Fisheries College to upgrade their seawater intake and filtration system to a maximum of £193.8k funded from the Scalloway dredging budget. The NAFC have completed installation of the intakes, plant room and pipe work. The new pumps and filters still have to be delivered by the manufacturers. When they arrive the new system can be completed. The NAFC have submitted their first request for payment in line with the agreement with the Council.
- 7.1.5 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 All the pre commencement planning consent conditions have been met. Agreement has also been reached with the Planning Department to permit working between 10th April and 31st July through the bird-breeding season.
- 7.2.2 Work on the breakwater is on schedule. The breakwater is now out to its full length. Work has been progressing on the dredged area in front of the berth and will be followed by the start of the pier construction. Piles and reinforcing steel are on site and orders have been placed for the precast concrete units. Installation of the primary armour stone will begin within the next week. Completion is expected by the end of December 2011.
- 7.2.3 All land issues have been resolved and the boundary fence has been erected around the site.
- 7.2.4 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.
- 7.2.5 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. Hamars Ness is a designated Harbour Area for which the Council has jurisdiction as harbour authority under the ZCC Act 1974.



Recent picture of progress on building breakwater

7.3 Ports & Harbours Projects

Project	2011/12	2012/13	2013/14	2014/15	Total
Tug Replacement	1,214,297				1,214,297
Tug Replacement	1,214,297	0	0	0	1,214,297
Fish Market Roof, Scalloway		150,000			150,000
Old Breakwater, Symbister		150,000			150,000
Skerries Pier			100,000		100,000
Essential Maintenance	0	300,000	100,000	0	400,000
Dredging	2,673,185				2,673,185
Walls Pier	2,642,946	100,000			2,742,946
Service Improvements	5,316,131	100,000	0	0	5,416,131
Plant Vehicles & Equipment	70,000	70,000	70,000	70,000	280,000
Navigational Aids	70,000	70,000	70,000	70,000	280,000
Tug Jetty CP System	200,000				200,000
Maintenance	340,000	140,000	140,000	140,000	760,000
Overall Total	6,870,428	540,000	240,000	140,000	7,790,428

7.4 Future Projects Not Currently on Approved Capital Programme.

- Peerie Dock, Symbister
- Administration Building, Sella Ness - Refurbishment of fire doors, lighting, suspended ceilings and flooring
- West Pier, Scalloway.
- Sella Ness Pier.

8 **Revenue – Significant Maintenance in Other Areas**

8.1 No significant maintenance has yet commenced in this financial year.

9 **Financial Implications**

9.1 There are no financial implications arising from this report.

10 **Proposals**

10.1 The elements of an effective planning and performance framework are already in place. The framework has been shared with the Sounding Board, which expressed broad support for the proposals, the Sounding Board agreed that the framework has the potential to deliver the following benefits:

- Clear accountability.
- Clear roles and responsibilities.
- Ensure that corporate priorities are actioned and resourced.
- Members have more time to spend on strategic issues, policy development and constituent matters.
- There will be less public funds available, so focus can be on what matters the most.

It is the framework against which the Council will be tested through best value scrutiny and other inspection frameworks; it is the expected way in which local government carries out its business.

10.2 The new governance and reporting guidelines promote the use of information bulletins to update Members. Following guidance from the corporate centre it is proposed that updates on ports projects, which will include pictures, budgetary information and an overview of the project, will be promulgated through this method. More detailed information will be displayed on the Ports & Harbours website. This also has the added advantage of promoting transparency and reducing time spent processing Freedom of Information requests.

10.3 It is proposed that there will be no further routine Ports Project Monitoring Reports presented. However when one of the following occur, a report will be made to the Harbour Board:

- A significant delay or progress in a project that may affect the completion date.
- Any indication of significant over or under spends.
- Any request for a significant deviation from the original plan or concept.
- Any significant legal or environmental issues impacting on the project.

11 Policy and Delegated Authority

The Harbour Board:

- 11.1 Has Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code.
- 11.2 Acts as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function; and
- 11.3 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council.

12 Recommendations

I recommend that the Harbour Board:

12.1 Consider this report and note its contents and areas of progress.

14 June 2011
Our Ref: RM/EJ RO-PP

Report No: P&H-15-11-F

PORTS & HARBOURS - CAPITAL PROGRAMME

Appendix A

Funding Source	Code	Project	2011/12 Original Budget £	2011/12 Revised Budget £	Actual to 7th June 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2101	Plant, Vehicles & Equipment Equipment Vehicle Purchase Plant Purchase	70,000	0 35,000 35,000	50 0 0	(50) 35,000 35,000
		Project Total	70,000	70,000	50	69,950

Funding Source	Code	Project	2011/12 Original Budget £	2011/12 Revised Budget £	Actual to 7th June 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2104	Navigational Aids, Sullom Voe Equipment Other Repair and Maintenance	70,000	70,000 0	3,803 2,159	66,197 (2,159)
		Project Total	70,000	70,000	5,962	64,038

Funding Source	Code	Project	2011/12 Original Budget £	2011/12 Revised Budget £	Actual to 7th June 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2140	Tug Jetty CP System Works Contract	200,000	200,000	0	200,000
		Project Total	200,000	200,000	0	200,000

Funding Source	Code	Project	2011/12 Original Budget £	2011/12 Revised Budget £	Actual to 7th June 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2208	Scalloway Dredging Consent Works Contract Building Warrants Recharges	2,673,185	2,649,951 0 23,234	0 3,500 0	2,649,951 (3,500) 23,234
		Project Total	2,673,185	2,673,185	3,500	2,669,685

Funding Source	Code	Project	2011/12 Original Budget £	2011/12 Revised Budget £	Actual to 7th June 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2313	Tugs for Sellaness Works Contract External Consultants Recharges	1,214,297	1,169,051 0 45,246	0 199 0	1,169,051 (199) 45,246
		Project Total	1,214,297	1,214,297	199	1,214,098

Funding Source	Code	Project	2011/12 Original Budget £	2011/12 Revised Budget £	Actual to 7th June 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2315	Scalloway Water Main External Consultants	0	0	3,466	(3,466)
		Project Total	0	0	3,466	(3,466)

Funding Source	Code	Project	2011/12 Original Budget £	2011/12 Revised Budget £	Actual to 7th June 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2316	Walls Pier Basic Pay Pension - Employers Cont. NI - Employers Cont. Islands Allowance Works Recharges	2,642,946		2,738 480 197 153 181,676 0	(2,738) (480) (197) (153) 2,406,391 54,879
		Project Total	2,642,946	2,642,946	185,244	2,457,702

Funding Source	Code	Project	2011/12 Original Budget £	2011/12 Revised Budget £	Actual to 7th June 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2101	Plant, Vehicles & Equipment	70,000	70,000	50	69,950
Harbour Account	PCM2104	Navigational Aids, Sullom Voe	70,000	70,000	5,962	64,038
Harbour Account	PCM2140	Tug Jetty CP System	200,000	200,000	0	200,000
Reserve Fund	RCM2208	Scalloway Dredging Consent	2,673,185	2,673,185	3,500	2,669,685
Debt Charges on Harbour Account	RCM2313	Tugs for Sellaness	1,214,297	1,214,297	199	1,214,098
Reserve Fund	RCM2315	Scalloway Water Main	0	0	3,466	-3,466
Reserve Fund	RCM2316	Walls Pier	2,642,946	2,642,946	185,244	2,457,702
SUMMARY		Projects Total	6,870,428	6,870,428	198,421	6,672,007