

MINUTE

A&B

Harbour Board
Council Chamber, Town Hall, Lerwick
Wednesday 23 June 2011 at 2pm

Present:

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

Apologies:

L Boswell	A T Doull
E L Fullerton	A Polson

In Attendance:

R Moore, Head of Ports & Harbours Operations/Harbour Master
J R Riise, Head of Legal & Administration
J Williamson, Design Manager
L Gair, Committee Officer

Chair

Mr R S Henderson, Chair, presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None.

19/11 **Minutes**

The minutes of the Harbour Board meeting held on 27 April 2011 were confirmed.

20/11 **Planning and Performance Management Framework**

A report by the Executive Director – Infrastructure (Report No: P&H-14-11-F) presented the work plan and performance measures for Ports and Harbours Operations within its remit in order to determine the relative priority and targets to deliver for the year ahead.

The Board noted the service statement attached as Appendix 1, and during discussions a number of Members expressed concern that the Best Value challenge options listed under “Options for Change – 2011/12” would be given serious consideration by officers without Member input. Members were reassured by the advice received that any such proposals would be following a full assessment of the scope of review and detailed option appraisal that would be presented to the Board.

Significant impetus was given to the development and marketing of the Council's harbours and Mr R C Nickerson moved the recommendations contained in the report with the addition that the Board task the Head of Ports and Harbours Operations to bring a report, within one cycle, on how these objectives would be resourced, taking account of a suggestion by Mr Cooper that this could be carried out on a consultant/agency basis (perhaps with commission or performance related rewards). Mr Nickerson added to his motion that reference to “no major incidents”, should be

amended to read “no incidents” within the table under “Service Standard” in Appendix 1. Mr J Tait seconded.

The Head of Legal and Administration and the Head of Ports and Harbours Operations are to establish whether a letter was sent to the Ministers regarding the adoption of the International Convention for the Control and Management of Ships Water and Sediments. It was believed that discussions regarding the tug decommissioning had overtaken this but Members felt it important to pursue.

Members agreed that management should take such steps to improve staff morale, which is understood to be at a low ebb.

Members questioned whether assurances of 100% cover for Launch crews would be realisable given the hand over times between shifts and the Head of Ports and Harbours Operations was asked to see if this needed to be worded differently.

The Head of Ports and Harbours Operations was tasked to liaise with the Communications Office with regard to producing the priorities listed, in a booklet form for the Members, Officers and staff to use as a reference.

Members sought clarification on the comment made under “Safer and Stronger” and were advised that the 2% increase would be achieved by striving to secure further cost reductions and/or increasing revenue. Members asked that this be made clear in the document.

Decision:

The Board **RESOLVED** to:

1. Note the Service Statement included in Appendix 1
2. Approve the documents as the work plan to develop policy initiatives and manage performance over the next period.
3. have a report, on the development and marketing of the Council’s harbours and how that would be resourced to be presented within 1 cycle.
4. change the reference made to “no major incidents”, within the table under “Service Standard” in Appendix 1, to read to read “no incidents”

21/11 **Safety Management**

The Board considered a report by the Harbour Master (P&H-16-11-F) that updated Members on issues pertaining to Safety Management Systems for which the Board bears a responsibility.

Members were notified on a number of audits/inspections to be carried, particularly the major 5 year MCA audit that would be carried out before the end of the summer. Members noted that there were no non-conformances for Scalloway. There are a number of minor non conformances for Sullom Voe and Towage Operations and their current status is either resolved or are in the process of being resolved.

The Head of Ports and Harbours Operations was asked to explore a notice board that shows the number of days where there have been no incidents or injury. This is a practice carried out in the public sector and it is important to encourage staff to applaud

a good safety record. The Head of Ports and Harbours Operations advised that this was already being explored and a board would be brought into operation in due course.

The Board were overall content to accept that, with the minor non conformances almost resolved, there was full adherence to the Safety Management system and agreed to add a qualification to that effect in the letter proposed at Appendix A, for signature by Mr R S Henderson as Chair of the new Harbour Board in the role of duty holder.

The Board unanimously agreed to approve the recommendations contained in the report.

Decision:

The Board noted the contents of the report and areas of progress and **RESOLVED** to:

- Authorise the Chair to sign the compliance letter to the MCA with the qualification that the Board were overall content to accept that, with the minor non conformances almost resolved, there was full adherence to the Safety Management Systems.

22/11 **Ports Project Monitoring Report**

The Board noted a report by the Harbour Master (P&H-15-11-F) that provided the most up to date information on all projects as well as capital budget monitoring information.

The Head of Ports and Harbours Operations confirmed that correspondence had been received regarding an application of savings on the Fetlar Breakwater project. He advised however that the main project lay within the remit of Environment and Transport Committee and the letter would be passed on to the project team for consideration.

Scalloway Dredging – the Board were happy to hear that the filtration system had arrived for installation before the dredging works neared the critical location near to the College.

Walls Pier – The Board expressed some concerns regarding the delay in commencing the project and the Head of Ports and Harbours Operations said that he had received assurances that the project was now well underway and would be completed on time (indeed some indications that the contract may be delivered well within time). Members wished to see a detailed programme setting out key milestones of the project explaining how work would be compressed in the remaining time available.

Broadly on the subject of the Port Project Monitoring Report, Members wished to see it continue to be presented in order to maintain their reputation for bringing in projects on time and within budget.

Members were pleased to adopt the new procedures of information bulletins between board meetings to provide updates. Mr R C Nickerson agreed with the views of all Members and moved that there was still a requirement for project information to be brought before the Board and the report should continue to be presented.

Decision:

The Board noted the content of the report and areas of progress and **RESOLVED** that:

- The Ports Project Monitoring Report would continue to be presented to the Board.

The meeting concluded at 3.25pm.

Chair