

**Harbour Board****08 March 2012**

<b>Performance Overview</b>	
PH-08-12-F	
<b>Report Presented by Harbour Master</b>	<b>Ports and Harbours Operations</b>

## **1.0 Summary**

- 1.1 This report summaries the activity and performance of Ports & Harbours for the 9 months up to December 2011 against the objectives approved by the Harbour Board on June 2011 [Min. Ref. 20/11].

## **2.0 Decisions Required**

- 2.1 Members are requested to discuss the contents of this report and comment on progress against priorities to inform activity for the remainder of this financial year and to inform the planning process for next and future years.

## **3.0 Detail**

- 3.1 Committee's endorsed "service priority plans" on 23 June 2011 to guide activity following the Council's governance changes and through the current management restructuring activity.
- 3.2 The Council's Planning and Performance Management Framework and the Council's constitutional arrangements require periodic reporting of activity and performance to functional committees.
- 3.3 Reporting of financial performance is a separate item on this agenda and reporting of Council wide measures such as staffing numbers, absence rates, employee review and development and insurance claims will be reported on an integrated basis to the next Executive Committee.
- 3.4 This report sets out the key actions, core performance measures and key risk management activities of the Department so the Board can understand how its priorities are being delivered.

- 3.5 Summaries of the most significant actions, measures and risks are contained in Appendices 1-3. They are presented in an interim format, which will be superseded by the Covalent performance management system, which is currently being implemented.
- 3.6 A request was received for a summary of decisions and progress made throughout the term of this Harbour Board since 2007. The decisions, requests and status of each item are listed in Appendix 5.
- 3.7 Planning activity for next and subsequent years has already commenced and the Board is invited to comment on any issues, which they see as significant to sustaining and improving service delivery.

## **4.0 Implications**

### Strategic

- 4.1 Delivery On Corporate Priorities – Effective Planning and Performance Management are key features of the Councils Improvement Plan and part of the “Organising our Business” priority in the Councils Improvement Plan.
- 4.2 Community /Stakeholder Issues – NONE
- 4.3 Policy And/Or Delegated Authority –
  - 4.3.1 The Councils Constitution – Part C - Scheme of Administration and Delegations provides in its terms of reference for Functional Committees (2.3.1 (2)) that they;  
  
“Monitor and review achievement of key outcomes in the Service Plans within their functional area by ensuring –  
  
(a) Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework.  
  
(b) Best value in the use of resources to achieve these key outcomes is met within a performance culture of continuous improvement and customer focus.”
  - 4.3.2 The Scheme of Administration and Delegations sets out the role and authority of the Harbour Board under paragraph 2.7.  
  
In accordance with Section 2.3.1(2) of the Scheme of Administration and Delegations, the Harbour Board has delegated authority to monitor and review the achievements of key outcomes within its functional areas and to monitor the relevant Planning and Performance Management Framework.
- 4.4 Risk Management – Embedding a culture of continuous improvement and customer focus are key aspects of the Councils improvement activity. Effective performance management is an important component of that which requires the production and consideration of these

reports. Failure to deliver and embed this increases the risk of the Council working inefficiently, failing to focus on customer needs and being subject to further negative external scrutiny.

4.5 Equalities, Health And Human Rights – NONE

4.6 Environmental – NONE

#### Resources

4.7 Financial – The actions, measures and risk management described in this report has been delivered within existing approved budgets.

4.8 Legal – NONE

4.9 Human Resources - NONE

4.10 Assets And Property – NONE

## **5.0 Conclusions**

5.1 Ports & Harbours Operations has delivered the actions in the Appendices, which have resulted in the outcomes also contained there.

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*28 February 2012*

#### List of Appendices

Appendix 1 – Key Actions Undertaken

Appendix 2 - Core Performance Measures

Appendix 3 - Risk Register

Appendix 4 - JCAD risk report

Appendix 5 - Status of Decisions

#### Background documents:

Min. Ref. 20/11



**Action Plan on Main Priorities from Ports & Harbours Operations Priority Plans 2011-12**
**Appendix 1**

Objectives	Lead Responsibility	Action Required	Timescale	Desired Outcome	Progress
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1. Deliver Ports for the Future project and achieve goals from the review.	Executive Manager-Harbour Master & Port Operations	<ul style="list-style-type: none"> <li>• Detailed Project Plan developed.</li> </ul>	March /April 2012	More Efficient allocation of resources.	<ul style="list-style-type: none"> <li>• Ongoing efficiency savings have been made. However, work is continuing to embed and improve the changes.</li> </ul>
2. Deliver Port Services	Executive Manager-Harbour Master & Port Operations	<ul style="list-style-type: none"> <li>• Maintain Document of Compliance for towage service.</li> <li>• Maintain ISO accreditation.</li> <li>• Achieve necessary permits to continue Ship to Ship Transfer operations.</li> <li>• Pursue efficiencies across Ports and Harbours Service.</li> <li>• Attract new business to port facilities.</li> <li>• Establish a more settled Ports and Harbour Service.</li> </ul>	<p>Annual / Ongoing</p> <p>Annual / Ongoing</p> <p>March / April 2012</p> <p>March 2012</p> <p>March 2012</p> <p>Ongoing</p>	<p>Realise required return on Ports and Harbours service as required by the Council.</p>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Environmental statement currently out for second consultation.</li> <li>• Staff numbers reduced and systems of work changed in some areas.</li> <li>• Secured TOTAL related work, secured work in Scalloway in relation to oil pollution response. Discussing possible new StS operations. Attracting marine renewable interest.</li> <li>• Progress with the majority of the service, although some issues still outstanding. New Development Group has held its inaugural meeting with more meetings planned.</li> </ul>

**Action Plan on Main Priorities from Ports & Harbours Operations Priority Plans 2011-12**
**Appendix 1**

<b>Objectives</b>	<b>Lead Responsibility</b>	<b>Action Required</b>	<b>Timescale</b>	<b>Desired Outcome</b>	<b>Progress</b>
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3.Develop a prioritised port development strategy.	Executive Manager-Harbour Master & Port Operations	•	Summer 2012		<ul style="list-style-type: none"> <li>Harbour Board approved report in January 2012 that a member of Development Services with experience in marketing would be available to spend 50% of their time working directly for Ports &amp; Harbours.</li> </ul>
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# Operational Performance Report

## Service: Ports & Harbours

### 1. Delivery on Priorities (SOA, Corporate Plan, Strategic Document/Audit Scotland Report / SARA / Efficiencies Plan – i.e from Service Priority Plan)

Outcome / Target / Actions	Timescale	Progress
Target: Facilitate two significant potential projects	31-03-12	Secured work in relation to Total. Increased oil related business in Scalloway. Investigating additional work / income from oil related traffic.
Target: Savings and efficiencies through Ports for the Future	31-03-12	Progress on marine pilots and launch crews. Agreement reached with tug staff. Reduction in workshop and shore based staff.

### 2 Revenue Budget Update

Year to date budget	Year to date actual	Year to date variance
-£2,266,000	-£1,485,000	(781,000)
Annual Budget	Projected Year End	Projected Variance
-£2,103,000	-£1,803,000	(300,000)

### 3a. Capital Accounts: from CMA, produced and circulated on monthly basis

Annual Revised Budget	Year to date actual	Estimated Outturn Variance
£7,125,000	£2,868,000	£4,092,000

### 3b. Summary of any Capital Programmes and Planning, as agreed by Council for 2011/12

Project	Timescale	Progress against timescales and cost
Scalloway Dredging	March 2012	On schedule and budget
Tug Jetty CP System	-	Under review
Walls Pier	April 2012 (anticipated start of works)	Re-Tendering to complete
Scalloway water main	Complete	Completed on schedule and within budget



## Operational Performance Report

4. Staffing: from CHRIS		
Description	%	Narrative
Employee sickness absence rate: breakdown of % of time lost and comparison with this time last year (Target of <4.5%)	2.8	Short Term: 1.8% Long Term: 1.0%

5. Internal Processes / Performance Indicators			
Description	Target End of Year	Actual	Actual - same point last year
Tankers Invoiced Within 5 Working Days	100%	93%	88%
Invoices processed on time	90%	N/A	N/A

6. External Processes/Performance Indicators			
Description	Target	Actual	Actual – same point last year
Navigational Aids	(Over 3 year rolling period)	(Over 3 year rolling period)	(Over 3 year rolling period)
• Category One Nav. Aids	99.8%	99.9%	99.9%
• Category Two Nav. Aids	99.0%	97.81%	98.82%
• Category Three Nav. Aids	97.0%	99.25%	99.25%





Shetland Islands Council

**Ports & Harbours Risk Register Updated**

Date	Risk Description	Residual Rating	Additional Actions to manage the risk	Residual Risk	Risk Owner	Standing Committee	Review Date
1/04/11	Changes to fishing industry results in downturn income or need to alter facilities	Medium	Improved communication with industry and Government to anticipate changes in demand.	Medium	Director	Harbour Board	01/04/12
1/04/11	Downturn in oil industry reduces income from Sullom Voe.	High	Improved communication with industry helps to plan for changes in demand	High	Director	Harbour Board	
1/04/11	Ship to Ship Legislation	Low	Applications for licence and environmental statement in progress	Low	Exec Manager Ports	Harbour Board	01/04/12
1/04/11	Municipal Ports Review	Low / Medium	No date set. Keep monitoring situation and contact with both other municipal ports, British Ports Association and Scottish Government	Low/ Medium	Exec Manager Ports	Harbour Board	01/04/12
1/04/11	International Convention for the Control and Management of Ships' Ballast Water and Sediments. <ul style="list-style-type: none"> <li>Awaiting full ratification at IMO by member states. As of the beginning of 2012, the total number of countries that have ratified the Convention has increased to</li> </ul>	Low	Monitoring guidelines and information sources such as MCA and IMO	Low	Exec Manager Ports	Harbour Board	01/04/12



Shetland Islands Council

	<p>31, representing 26.44% of the world's tonnage, but still leaves the tonnage percentage below the entry into force requirements.</p> <ul style="list-style-type: none"> <li>The Convention will enter into force 12 months after 35% of the world's tonnage has ratified the convention.</li> </ul>						
1/04/11	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers ( STCW ) as amended, including the 1995 and 2010 Manila Amendments	Low	Updated requirements for certification and training of sea staff	Low	Exec Manager Ports	Harbour Board	01/04/12
1/04/11	<p>Staffing reviews</p> <ul style="list-style-type: none"> <li>Risk of not being able to comply with statutory functions and industry best practice.</li> <li>Risk of industrial action.</li> </ul>	Medium	Keep monitoring. Good communication.	Medium	Exec Manager Ports	Harbour Board	01/04/12
1/04/11	<p>Consolidated European Reporting System (CERS)</p> <ul style="list-style-type: none"> <li>Increased level of reporting and administration. Failure to comply may result in fines levied against the Harbour Authority</li> </ul>	Low / Medium	Monitor	Low / Medium	Exec Manager Ports	Harbour Board	01/04/12

Dashboard

23 February, 2012






Frequency Impact Heatmap




Almost Certain	0	0	0	0	0
Likely	0	0	0	0	0
Possible	0	0	12	0	0
Unlikely	0	0	13	4	0
Rare	0	0	9	8	7
	Insignificant	Minor	Significant	Major	Catastrophic

Risk Profile Summary




Risk Profile Quarterly Movements

	No. of Risks	% of Total
	7	13.21%
	37	69.81%
	9	16.98%
<hr/>		
	53	

2012

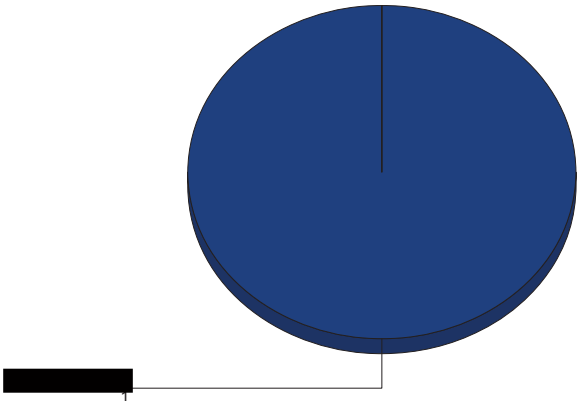
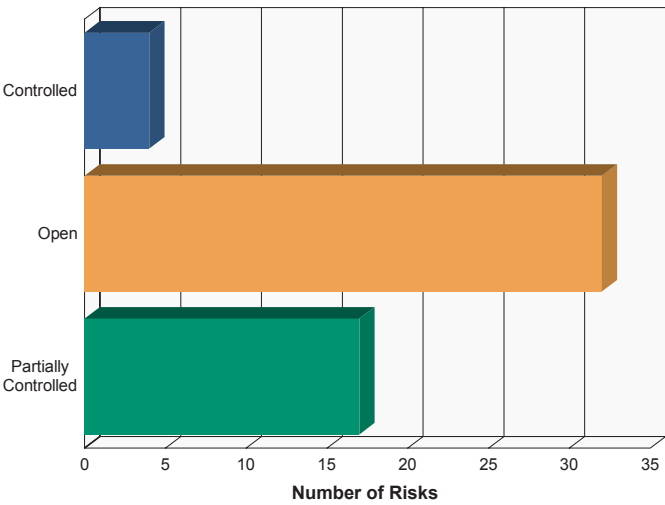
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	0	0	0	0
	53	0	0	0
	0	0	0	0

2011

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	0	0	0	0
	53	53	53	53
	0	0	0	0

Risk Status Summary

Overdue Risk Actions by Owner





<b>Jun-07</b>	
Reviewed General directions and Pilotage Directions for Scalloway	Completed
Sullom Voe Strategic Plan – To produce by Nov 2007	August 2008: Board introduced to Professor A Kemp followed by a presentation on the Future Development of the Port of Sullom Voe and a question and answer session.
Appointed J Grant as Client Contact	Completed
Amended project to include SVT within stage 1	Completed
Harbour Board selected as steering group	Completed
New pilotage system approved for Scalloway using pilots from Sullom Voe	Completed
Requested report of Cullivoe re Designated Landing Port status	August 2007: Report presented on Cullivoe regarding progress on Designated Landing Port status [Note 22 August Cullivoe granted Designated Landing Port status]
<b>Aug-07</b>	
Considered dredging at Scalloway. Board recommended looking at –10.0m and asked for a report for next cycle.	Completed
Requested report on Mid Yell Amount of mussels landed How often there are problems due to SW gales	
Request for a report on weather radar for Shetland	October 2007: The General Manager advised Members that he had a positive meeting with the Operations Director of the Met Office, and said that a weather radar in Shetland would also benefit Orkney and the Highlands. He said that he had written to 23 Companies and 6 had responded, and he expected to receive more. The General Manager said that all responses received to date had indicated support for the radar, which included Scottish and Southern Energy and the Lerwick Port Authority.
Walls Pier Board members were shown a drawing produced as a result of consultation between the users proposing the facility, the local member, and the Capital Programme Service. The option presented met the requirements of the port users and the next stage was to request a budget from CPRT to carry out the detailed design work and mathematical modeling. The Chairperson advised that a report would be presented to the next meeting regarding the costs and the socio-economic impact.	

Dock – Symbister The General Manager advised that this project had been hindered through the lack of a report from the conservation engineer but this was now moving ahead, and that he would circulate an update to Board members by email after the meeting.	Circulated
Uyeasound The General Manager advised that the tender documents had now been issued. The planning and other statutory consents could not be applied for until the Harbour Revision Order was in place.	
Scalloway Board members noted that completion of the new warehouse was imminent.	
The Chairperson noted that the port operations report included financial information for Scalloway Harbour and he requested that similar information relating to Sullom Voe was presented to the Board, on an occasional basis.	Completed
Oct-07 Appointed Mr N McCracken and Mr C Smith to the board as external members.	
Dock Symbister Informed that the Conservation Engineer's draft report had been received. The Port Engineer advised that once the formal report was received, Arch Henderson would be able to proceed with a fresh planning application. Project would have to be redesigned and costs estimated, to suit the revised method of repair, and once the anticipated costs were provided, Capital Programme Review Team would be approached for funding.	
Scalloway Advised that the warehouse is now complete and in use.	
Tug Replacement Programme The General Manager advised that the programme was on schedule and on budget and the General Arrangements had been agreed and signed off.	
Uyeasound The General Manager advised that a contractor had been appointed, and that the funding for the current year would be spent on the steel work. He said that once the steel had been delivered it would be coated and the work would begin in the spring.	
Sullom Voe Strategic Plan	

The General Manager advised that Part 1 - Professor Alex Kemp would complete a study on the Sullom Voe Oil Terminal by 31 March 2008 and would provide monthly updates on progress. Part 2, other harbour related new business opportunities, the General Manager said he hoped that this work would be complete by the end of April, and Members would be kept up-to-date on progress.	August 2008: Board introduced to Professor A Kemp followed by a presentation on the Future Development of the Port of Sullom Voe and a question and answer session.
Viking Energy Members were advised that the General Manager had attended a productive meeting with regard to the use of piers and laydown areas within the Sella Ness complex. In addition, offices and the use of an accommodation vessel were also discussed. Close touch would be maintained with Viking Energy during the planning process.	Completed
SVT Jetties – Permit to Work The Chairman advised Members that Port Operations were taking over the permitting of jetties from BP. In response to a request, the Port Engineer agreed to prepare a report for the next meeting to inform Members of what this involves.	Jan 2008: Report presented on revised Permit to Work arrangements on jetties.
Dec-07	
Appointment of Mr J Tait and Mr A Polson to the board as external members.	
Jan-08	
Report presented on port security. New fence required for Scalloway	Completed
Scalloway Dredging pricing came in over budget. Agreed to get consents in place so work could go out to tender. Changes to navigation lights in Scalloway SLAP proposed warehouses – a few concerns raised by planning. Board approved change in manning at Scalloway.	Completed Completed Completed Completed
Dock Symbister – Board agreed that MSP, Tavish Scott, should be contacted to see if he could speak to Historic Scotland on the Board's behalf.	Completed
Sullom Voe Strategic Plan Tender documents returned within budget Review of tenders to take place Work to commence with a few weeks of appointment and conclude by mid May	Completed Completed Tenders returned over budget
Table of dues set	
Feb-08	
Board agreed new VTS manning structure.	
Apr-08	
Dock Symbister. Informed that Historic Scotland accepted proposals for repairing the collapsed section.	

Board requested that all options be considered and costed.	August 2008: Report on options with indicative costings provided.
Uyeasound Board requested up to date costings in order that the board could monitor the situation in the face of rising steel prices.	Included in Ports Project report
Plant Vehicle and Equipment Chair requested that a short report be presented to the board whenever there was need for a vehicle to be replaced. Request that a report on potential port capital projects be presented to the Board at the next meeting.	Included in Ports Project report  Completed - included in Ports Project report
May-08	
IMO Area to be Avoided Scheme, Shetland – MCA STS Consultation Board approved report. Requested a report from Emergency Planning be presented to the Council on StS	Report presented August 2008
Budgets Requested that Service Manager Management Accountancy provide a report on recharges and a quarterly Outturn report.	Completed
StS and Tankage at Sullom Voe Request for General Manager to contact Terminal Operators and discuss releasing 2 tanks and matter to be taken to SVA. Request for a report on whether StS equipment could be based at Sullom Voe full time.	Completed - no tanks available  Report: August 2008
Aug-08	
StS Recommend that General Manager, Ports and Harbours Operations, write to the MCA in support of their proposals regarding STS transfers of oil and bunkers with the additional comment outlined in section 1.3 (as per Min. Ref. 15/08) Include in the letter to the MCA a recommendation that the Secretary of State be given the powers to recall licences to conduct transfers where such transfers are not being conducted in a satisfactory and safe manner.	Completed    Completed as part of response to consultation
Budgets Report presented from Service Manager Management Accountancy. Board requested Management Accountant to look at ICT recharge. Expressed a desire to revisit subject matter in the future.	Completed  Completed
Dock Symbister Report on options with indicative costings provided. External funding to be investigated once the project has moved forward in the capital programme.	Completed  Completed
Sep-08	
Fair Isle	



Approved a new beacon to be installed in Fair Isle	Completed
Approved provision of a safe means of access to be installed for cruise passengers and report back to board in November.	Completed
Report requested on current Walls Pier	Completed
Nov-08	
Symbister Dock	
Request to identify owner of landing craft and request it's removal from the Peerie Dock to help stop potential further damage to structure.	Completed
Agreed to erecting of safety barriers as soon as possible.	Completed
Port Capital Projects	
Request to present a report to a Special Harbour Board prior to the next Infrastructure Committee to discuss the prioritisation of Ports and Harbours projects	Completed
Report presented and Board considered future Ports capital projects.	Completed
Feb-09	
Trust & Community Piers – Board approved a policy procedure for which determines the criteria under which the Council would agree to accept the transfer of ownership of a pier from a Community or Pier Trust.	
Considered Table of Dues for 2009	
Report requested on where Ship to Ship business was going and why	
Request that reports are provided in a written format.	
Requested a regular report on New Business	June 2009: Report on New Business presented to the Harbour Board and successive meetings.
Uyeasound – requested that next report include information on solutions for disposing of material.	Completed
Zoning plan for Scalloway requested in 3 cycles	Presented report August 2009
Report requested on the business case for dredging at Scalloway in 2 cycles	Presented report Sept 2009
Fair Isle	
Provision of a Harbour Assistant discussed	
Report on landing facility at Fair Isle to be presented at a later date.	Completed - Ports Project report
Cullivoe Pier	
Fendering replaced in region of previous problems	
Upgrade of fendering scheduled for 2010	
Consideration of full time post for Cullivoe.	
Budgets	
Request for updated financial information each cycle.	Completed
Apr-09	
Board considered report from Head of Economic Development on Potential Diversification of Uses for Sullom Voe Terminal and Port	Completed

Request for a report for the next meeting showing progress, timescales and resources available for getting the work done.	Report presented June 2009
Uyeasound Pier – opened	
<p>Walls Pier</p> <p>Request for a report on the cost of the design and seabed survey and if the funds could be obtained. The Chairperson also queried whether the resources were available in-house for the work to be carried out.</p> <p>Agreed to defer tender to look at cost implications of linking with the Whalsay link project and more clarity on slippage in accounts.</p>	
<p>Vehicles</p> <p>Board advised that there had been a reduction of four 4x4 vehicles over the last year, with a one further 4x4 being removed and replaced with a smaller vehicle since the last meeting.</p>	
<p>Scalloway – West Pier</p> <p>No further ships to berth at pier – full report to be presented at next board meeting.</p>	June 2009: Report on West Pier presented to Harbour Board
Report requested on staffing for next meeting	June 2009: Staffing report presented to the Board
Report that 1 financial member of staff would leave Ports & Harbours, following a change to the financial systems.	
<p>StS</p> <p>Report requested for next meeting.</p>	June 2009: Ship to Ship report presented
Jun-09	
<p>Potential Diversification of Uses for Sullom Voe Terminal and Port</p> <p>The Chairperson said that it was important for there to be formal links between the NAFC Marine Centre and the Head of Ports and Harbours with reports being presented to the Board every two cycles.</p>	Completed
<p>Port Marine Safety Code</p> <p>Chair signed Letter of Compliance.</p> <p>Special meeting of the Board on 9 July 2009 to inform members of their responsibilities under the code and safety management systems.</p> <p>DNV report be submitted to the next Harbour Board</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
Revenue Monitoring Report presented	
<p>StS</p> <p>Request that any indication that Fendercare were to remove equipment should be reported to the Harbour Board.</p>	StS equipment still based at Sella Ness
<p>Dock Symbister</p> <p>Board agree that no decision on the Peerie dock be made at present</p> <p>Port Engineer pursue Grove Raines for their final report</p>	Completed

Port Operations Manager and the Port Engineer visit the Peerie Dock to assess its condition	Completed
Uyeasound Chair of Waterfront Trust consulting with Community with regard to the old pier.	
<p>Walls</p> <p>The Board agreed that in order to respond to the Whalsay Link Tendering process, it was important to establish a way forward. The Board agreed that the Executive Director – Infrastructure should seek, from Council on 1 July 2009, the delegated authority required to allow him to administer the allocated budget.</p> <p>The Board also agreed that a report be brought to the Special Harbour Board meeting, to be held on 9 July 2009, providing clarity on the way forward with costs and what can be spent on design and seabed survey</p> <p>Chairperson advised that he and the Vice Chairperson would liaise with the Executive Director – Infrastructure and the Board agreed that the Executive Director should be given scope to carry on as outlined and that he report to Members with proposals.</p>	<p>July 2009: Report from Executive Director – Infrastructure on Walls Pier and Survey costs</p>
Jul-09	
Presentation to Board to inform members of their responsibilities under the Port Marine Safety Code and safety management systems.	
Aug-09	
Scalloway Zoning Report	
<p>Vessels Anchoring Off Gulberwick Report</p> <p>The Head of Ports &amp; Harbours Operations agreed to contact emergency planning with a view to arranging a tabletop exercise</p>	<p>Jan 2010: Report on Exercise Coast Watch Jan 2011 - Exercise Coast Watch evaluation report</p>
<p>Dock Symbister</p> <p>Final report received from Groves Raines Board advised of an expert in cofferdam erection that could be brought up to check a possible proposal.</p> <p>Board agreed expert should not be brought up until the plans for the Whalsay Link had been decided.</p>	
<p>Walls</p> <p>The Port Engineer advised that Arch Henderson had carried out a closer look at the pier and said that the deterioration continued as expected but there was no requirement to reduce traffic on the pier at present. He said that the overall recommendation was that the pier be repaired or replaced in the next 2 years to ensure its continued use</p>	
<p>Cullivoe</p> <p>Port engineer to look at pros and cons of Yokohama fenders on the ferry berth.</p>	Completed

Staffing report presented by Executive Director – Infrastructure Services	
Sep-09	
Potential New Business report Request that opportunities followed up and reported back to Harbour Board	Completed
The Executive Director – Infrastructure advised that the he would request a report from the Economic Development Unit on master planning and he would clarify the named people to the next Board	Nov 2009: Presentation of report from Head of Economic Development - Analysis – Potential Developments and Activities Utilising Sullom Voe Terminal and Port
Dock Symbister The Board were advised that following the decision of the Board at the last meeting, nothing would progress until the Council had made a decision on the Whalsay Terminal. With regard to the dredging of the pelagic berths, raised at the Infrastructure Committee on 1 September, Members agreed that a report be brought to the next meeting of the Harbour Board, to ensure that the Board is aware of what would be required, before the necessary equipment becomes available during the construction of the Terminal	
Walls The Chairperson requested that a Gantt Chart be provided to the next meeting of the Board to show that timescales have to be met	Completed
Cullivoe Nothing further on Cullivoe on re-fendering.	
Fair Isle Post not filled Cruise ship landing facility progressing	
Scalloway Previous dredging business case to be updated and reported to the Board.	Completed
Staffing report presented by Executive Director – Infrastructure Services.	
Nov-09	
Request for report on throughput for Board in March / April	Included in estimates report
Jan-10	
Oil Vetting Scheme BP to retain Problems to be reported to Board	Completed As required

The Chairperson explained that at the last cycle of meetings the matter had been considered at the Harbour Board and Development Committee and agreed to go to Scottish Natural Heritage to know that they were progressing in the correct way. He advised that the land had to be Zoned for development and then a business case would be required for decommissioning and ship lift business. The Chairperson confirmed that the ship lift work was being investigated but that work on decommissioning had not yet started. He said that the development plan would be progressed to ensure the business cases could be done properly. The Chairperson said that a report from the Economic Development Unit would be required in two cycles	Report presented March 2010
Fishing Exhibition – Glasgow Agreed to retain own stand and not share with BPA	Glasgow exhibition cancelled. Attended exhibition in Aberdeen
Walls Request for budget information on project for next Harbour Board	Completed
Nav Aids Report to next Board on maintenance programme of masts and towers	
Scalloway Dredging – report for next board	March 2010: Report on Scalloway Dredging presented
Fair Isle Landing facility complete Request to re-advertise the post at Fair Isle	April 2010: Letter sent to all households in Fair Isle to advertise post
Feb-10	
Dues set	
Interim Report on Ports for the Future Project presented by Exec Director	
Mar-10	
Fair Isle Advertise post and report back	April 2010: Letter sent to all households in Fair Isle to advertise post
Burravoe Issues over any potential transfer of ownership.	Ongoing
Tall Ships	
MCA Consultation – StS	
Report on Scalloway Dredging presented Unable to achieve 10 or 9.5m for budget Further report requested	June 2010: Scalloway Dredging Business Case
Zoning report on Sella Ness	
Financing of Ports for the Future	
Jun-10	
StS transfer licence	
Application to be made	In progress. Environmental statement due shortly
Membership of NSIG Approved	Completed
Port & Harbour Agreement report presented	

Zoning for Land Development at Sella Ness & Scatsta	
Updated Report on Ports for the Future	
Aug-10	
Dock Symbister Report presented and further information requested	Nov 2010: Report presented
Scalloway Tenders for dredging received were over budget, re tender	
Fish Market Roof The Chairperson referred to the proposed new Fish Market in Lerwick and said that it was important for Scalloway to operate to the same standards as Lerwick. He said that the product has to be well handled in order to achieve a premium price and to keep its high standards it may be prudent to carry out the works at the same time as the Scalloway Fish Market Roof.	
Fair Isle Speak to Bird Observatory staff	Completed
Sullom Voe monitoring The Chairperson asked that a report be brought to the Board in two cycles on what monitoring is in place and what the impending regulations are.	Jan 2011: Report presented
Pool Crews Induction of crews – to be agreed with union and management	On going
Oct-10	
Peerie Dock update	
Stanechakker sold	
Oil Corporate responsibility and whether the SIC or the Harbour Board have this responsibility. He said that he would report this to the next meeting of the Board	November 2010: Report on pollution responsibilities
Nov-10	
Report next cycle- Officer to market the port	Jan 2011: Marketing Post – Exec Director to report as part of wider review
Symbister Dock Board had to be sure it was acting in a proper and legal manner and advised that a report from Grove Raines would be provided to the next meeting of the Board together with a report on the insurance position, which would be presented by the Executive Director – Infrastructure, with an indication of what will happen to the dock	Ongoing
Ports for the Future report	
Jan-11	
Briefing note to be prepared by HM for Convenor for visit of Shipping Minister	Completed
Invite Schiehallion officials to HB	Meeting August 2011 - Lerwick
Environmental Monitoring Bring up at SOTEAG Contact LPA to discuss their monitoring Clarification of International Convention	Completed Completed Completed

<b>Feb-11</b>	
<p>Harbour Dues</p> <p>The Board agreed to a 5% increase in charges as detailed in the report with the addition that the Board recommend to the Council that;</p> <p>the £4m p.a. income target be reduced to £3m</p> <p>the Chief Executive investigate and look into an Equalisation Account.</p> <p>an early report be presented on the valuation of the Marine Fund to establish what additional funding may be required to meet its contingent liabilities</p>	<p>Completed</p> <p>Now superseded by report on Harbour Accounts Feb 2012</p>
<b>Mar-11</b>	
<p>Symbister Dock</p> <p>Members agreed that it was important to continue with discussion in order that when the Whalsay Harbour situation becomes clear, decisions can be made on the Dock.</p> <p>BP provisionally accept invitation to meet Board</p> <p>Request for an update report on Burravoe pier</p>	<p>Meeting August 2011 - Lerwick</p> <p>Outstanding</p>
<b>Apr-11</b>	
<p>Presentation on KIMO International and Maritime Safety</p> <p>Scalloway</p> <p>Dredging is anticipated to start on 1 May.</p> <p>The College are to confirm that filters are in place before operations start</p>	
<b>Jun-11</b>	
<p>Planning and Performance Management Framework</p> <p>Provide a report, on the development and marketing of the Council's harbours and how that would be resourced to be presented within 1 cycle</p>	<p>Sept 2011: Report presented. The Board <b>RESOLVED</b> that a further report be presented, to the next meeting of the Board, to provide more details in order to consider further the recommendations in paragraph 2.1.2 and 2.1.4, before making a final decision</p>
<p>Members agreed that management should take such steps to improve staff morale, which is understood to be at a low ebb</p> <p>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</p>	<p>In hand</p> <p>Outstanding</p>
<p>Scalloway</p> <p>Filtration fitted at NAFC prior to dredging</p> <p>Walls</p> <p>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</p>	<p>Completed</p> <p>Completed and posted on website</p>

The Ports Project Monitoring Report would continue to be presented to the Board.	Completed
Sep-11	
Development and Marketing of Council's Ports and Harbours The Board <b>RESOLVED</b> that a further report be presented, to the next meeting of the Board, to provide more details in order to consider further the recommendations in paragraph 2.1.2 and 2.1.4, before making a final decision	Jan 2012: Report presented and approved
VTs report The Board <b>RESOLVED</b> to approve the recommendations contained in the report, for one cycle, in order that the Head of Ports and Harbours Operations can investigate and instigate any reasonable further options to provide appropriate cover and to include in the report the implications of training additional staff and the possibility of Pilots having VTS accreditation to provide cover for the Port	Nov 2011: Report presented and endorsed the operational and management arrangements that had been proposed and implemented for manning the Vessel Traffic Service.
Nov-11	
Northern Lighthouse Board report approve the retention of the navigational light at Vaila Sound; accept responsibility for the navigational light at Vaila Sound following the completion of the formal process; and support the Harbour Master's view that Eshaness Lighthouse should remain operational and continue to be maintained by the Northern Lighthouse Board	Retained Process underway NLB contacted and light retained
Jetty Maintenance Contract The Harbour Board <b>RESOLVED</b> to: authorise the Director of Infrastructure Services, or his nominee, to enter into negotiations with the existing contractor to extend the current Jetty Maintenance Contract; and approve, subject to successful completion of negotiations, the extension of the current three-year jetty maintenance contract for one additional year.	Completed Completed



**Harbour Board****08 March 2012**

<b>Port Projects</b>	
PH-05-12-F	
<b>Report Presented by Harbour Master</b>	<b>Ports and Harbours Operations</b>

## **1.0 Summary**

- 1.1 This report updates the Board on issues pertaining to the projects relating to Ports and Harbours Operations and the Planning, Performance Management Framework.

## **2.0 Decision Required**

- 2.1 The Harbour Board are recommended to:
- 2.1.1 Note contents and areas of progress; and
- 2.1.2 Discuss and highlight any areas of concern.

## **3.0 Detail**

Ports and Harbours currently has an interest in the following projects:

### Capital

- 3.1 Scalloway Dredging – RCM 2208
- 3.1.1 This project was retendered following the decision of the Harbour Board on 25 August 2010 [Min Ref 37/10].
- 3.1.2 Drilling and blasting within the dredged area is complete. The dredger has suffered from engine failures on its main engine, which has delayed progress while repairs have been carried out. During the time that the machine has been working progress on removing the blasted material has been good. It is expected that the contract will be complete by Mid March. Surveyors will be arriving in Scalloway during week commencing 27<sup>th</sup> February 2012 to begin checking that the required depth has been achieved.

- 3.1.3 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. To date £177,451.81 has been claimed and paid to the NAFC Marine Centre.
  - 3.1.4 All the required consents are in place and agreement has been reached with the Crown Estate.
- 3.2 Dock Symbister – RCM 2309
  - 3.2.1 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.
  - 3.2.2 Engineering surveys are being arranged to update the current understanding of the structures condition.
- 3.3 Walls – RCM 2316
  - 3.3.1 It was reported to the last Harbour Board that a retendering exercise would be required. The retendering process is currently underway. An advert was placed for interested contractors and a shortlist has been drawn up.
  - 3.3.2 Tender documents will be issued at the end of February with a return date of 22<sup>nd</sup> March 2012.
  - 3.3.3 It is anticipated that work can start on site by the end of April provided that an acceptable tender is received.
- 3.4 Fetlar Breakwater – GCY 7214
  - 3.4.1 The breakwater is being brought up to its final level over the area between its outer end and the pier. The armouring below water has been inspected and approved. Further blasting in the quarry has been carried out to obtain armour to complete the protection.
  - 3.4.2 The pier construction is continuing with the rear beam and one side beam complete up to the underside of the deck slab. Construction of the stair section has been delayed by tidal and weather conditions.
  - 3.4.3 The quarry area has been tidied up over half the area and reinstatement of the quarry face has begun. Materials stored near the slipway have been brought up in to this area to allow work on the slipway construction to begin.

3.4.4 An updated project programme is currently being prepared. It is now expected that the project will be complete by the end of May 2012.

3.4.5 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.

### 3.5 Skerries South Mouth Dredging – GCY 7215

3.5.1 This is a Development Services transport project, however since it is located within a Harbour Area this item has been included in this report for information to Members.

3.5.2 This project falls within the protected Historic wreck site of the Kennemerland. Consent to undertake the dredging within this protected area has been granted by Historic Scotland together with Dredging consent from Marine Scotland.

3.5.3 The project was retendered however the offer received remained over budget. The Council at its meeting on 7<sup>th</sup> December 2011 [SIC Min. Ref 112/11] agreed to increase the budget by £40k to allow the project to proceed.

3.5.4 The Stage 1 application for ERDF grant funding has been approved and the Stage 2 application is currently under preparation. The indicative value of ERDF funding from the Stage 1 application is £71.5k.

3.5.5 It is anticipated that work can begin on site in April / May 2012.

### Harbour Account

#### 3.6 Plant, Vehicles and Equipment – PCM 2101

3.6.1 The budget for 2011/12 will be fully utilised. A replacement van is expected to be delivered by the end of February.

3.6.2 The contract for overhauling the pilot launch engine was awarded to HNP. Work is due to commence overhauling the engine in the first week of March.

#### 3.7 Navigational Aids – PCM 2104

3.7.1 A further visit from the VEGA representatives is planned for week commencing 12 March to further discuss new LED light

technology on Gluss. Work will continue with the Marine Pilots and staff to assess the practicality and risk before presenting findings to the Technical Working Group.

- 3.7.2 The replacement and fitting of the new LED lights at Gluss is taking longer than expected. Other works have been brought forward in the interim. These include new LED lights at Linga, Lamba and Skerries along with general upgrades to navigational buoys around the harbour.

### Revenue Projects

#### 3.8 Sullom Voe Terminal Maintenance Contract

- 3.8.1 Malakoff Limited currently holds the Jetty Maintenance Contract. Negotiations, as approved by the Harbour Board on 22 November 2011 [Harbour Board Min. Ref 31/11], have now been completed with the maintenance contract now extended into late autumn 2012. The work scope is being drawn up in conjunction with BP and Malakoff and should be completed by the end of the financial year.

## **4.0 Implications**

### Strategic

- 4.1 Delivery On Corporate Priorities – This report supports the aspirations in the Corporate Plan in making sure we organise and carry out all our business properly.
- 4.2 Community /Stakeholder Issues – The community and stakeholders of the Ports and Harbours operation have an interest in ensuring that new capital projects are properly monitored and ensuring that they are completed within budget and on schedule.
- 4.3 Policy And/Or Delegated Authority – The Scheme of Administration and Delegations sets out the role and authority of the Harbour Board under paragraph 2.7.

In accordance with Section 2.3.1(2) of the Scheme of Administration and Delegations, the Harbour Board has delegated authority to monitor and review the achievements of key outcomes within its functional areas and to monitor the relevant Planning and Performance Management Framework.

- 4.4 Risk Management – None arising from this report.
- 4.5 Equalities, Health And Human Rights – None arising from this report.
- 4.6 Environmental – None arising from this report.

### Resources

- 4.7 Financial – None arising from this report.

4.8 Legal – There are no known legal issues arising from this report.

4.9 Human Resources – None arising from this report.

4.10 Assets And Property – None arising from this report.

## **5.0 Conclusions**

5.1 Projects in this report continue to be monitored in line with Council procedures and guidelines.

For further information please contact:

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*roger.moore@shetland.gov.uk*

*28 February 2012*

### List of Appendices

None

### Background documents:

Min Ref 37/10

SIC Min. Ref. 156/10

SIC Min. Ref. 131/10

SIC Min. Ref. 142/09

SIC Min. Ref 112/11

Minute Ref 31/11

Capital Project Information available on the Ports and Harbours [website](#)



**Harbour Board****08 March 2012**

<b>Delegated Authority</b>	
PH-09-12-F	
<b>Report Presented by Director</b>	<b>Infrastructure Services Department</b>

## **1.0 Summary**

- 1.1 This report requests that Members grant delegated authority to the Director of Infrastructure Services, or his nominee, to continue to progress and take all necessary action required to resolve the situation concerning the tugs.

## **2.0 Decisions Required**

- 2.1 Members are asked to RESOLVE that
- 2.1.1 Delegated authority be granted to the Director of Infrastructure Services, or his nominee, to take all necessary steps during the election period to protect the interests of the Harbour Board and the Council in progressing solutions for the new tugs; and
- 2.1.2 That a report be presented to a future meeting providing an update on progress made and actions taken.

## **3.0 Detail**

- 3.1 At the last Harbour Board meeting on 8 February 2012, Members were briefed on progress with the new tugs and on current harbour works.
- 3.2 The Harbour Board has taken proper steps to ensure that harbour operations continue in a safe and efficient manner, compliant with the appropriate codes and legislation.
- 3.3 Work is continuing to seek to investigate and report on potential solutions that will bring the new tugs into full and productive use. However it is not possible to predict the actions required from the awaited report. It is entirely possible that most of those decisions would already fall under delegated authority but I have a shared concern with the Chair that if there is any doubt regarding the extent of

the necessary authority to take action in the period between now and June 2012 that that is resolved by the Board, providing me, for the avoidance of doubt, with such necessary authority as may be required to take matters forward.

- 3.4 The Council is approaching an election period, and there is recognition that following the Council meeting on 21 March 2012, that there will be a cessation of meeting within the political management framework including the Harbour Board until after the elections. The first meeting to be called, by statute, in the term of the newly elected councillors will not be until the Council meeting on 23 May 2012 and the purpose of that meeting will be solely to make appointments to the new committees/boards. The purpose of this report is to cover the interregnum with the necessary delegated authority granted to officers.
- 3.5 As Duty Holder the Board is required to ensure that the necessary management and operational mechanisms are in place.
- 3.6 Members should be assured that any actions taken would only be after appropriate technical and legal advice has been sought and that a report on any actions taken will be presented to a further meeting, as soon as practicable in June 2012.

## **4.0 Implications**

### Strategic

- 4.1 Delivery On Corporate Priorities – This report supports the aspirations in the Corporate Plan in making sure we organise and carry out all our business properly.
- 4.2 Community /Stakeholder Issues – The community and stakeholders of the Ports and Harbours operation have an interest in ensuring that the decisions and recommendations of the Harbour Board are carried out to ensure projects and works are progressed in a timely and proper manner.
- 4.3 Policy And/Or Delegated Authority – The Scheme of Administration and Delegations sets out the role of the authority of the Harbour Board under paragraph 2.7

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;

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.

- 4.4 Risk Management – Failure to authorise officers to make decisions and take actions, during the election period, to progress the aspirations of the Harbour Board may leave the Board and Harbour Authority in a difficult legal position, further delay resolution and pose a risk to continuity of service.



4.5 Equalities, Health And Human Rights – NONE

4.6 Environmental – NONE

#### Resources

4.7 Financial – NONE

4.8 Legal – NONE

4.9 Human Resources - NONE

4.10 Assets And Property – NONE

### **5.0 Conclusions**

5.1 There is a requirement for the Members of the Harbour Board to authorise the Director of Infrastructure Service, or his nominee, to take all necessary action required to speedily resolve the situation concerning the tugs and optimise the opportunity to bring them into productive use.

For further information please contact:

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*03 March 2012*

#### List of Appendices

None

#### Background documents:

None



**Harbour Board****8 March 2012****Management Accounts for Harbour Board – April – December 2011****F-020-F****Report Presented by Head of Finance****Corporate Services****1.0 Summary**

- 1.1 The purpose of this report is to enable the Harbour Board to monitor the financial performance of services within their remit, on the revenue and capital accounts, in order to determine that the expenditure levels and income generated will be delivered within the approved budget for the current financial year. There are no specific actions to take, at this stage in the year beyond ensuring that the budgeted return to Reserves is achieved.

**2.0 Decision Required**

- 2.1 The Harbour Board is asked to RESOLVE to:

- review the Revenue Management Accounts, from 1 April 2011 – 31 December 2011;
- review the Capital Management Accounts, from 1 April 2011 – 31 December 2011; and
- review the progress on ensuring that the budgeted return to Reserves is achieved in the current financial year.

**3.0 Detail**

- 3.1 This Report presents the first 9 months' Management Accounts from 1 April 2011 to 31 December 2011. The Report shows the overall position on:
- the revenue account (which includes the Harbour Account, the Reserve Fund, the Support Services ledger and any rechargeable costs);
  - the capital programme.

- 3.2 The Report describes any changes to expenditure or income which has occurred since the budget was set in February 2011. The Harbour Board has responsibility for Port Operations finances.
- 3.3 The position is summarised in Table 1 below, showing the revised budget and a comparison of the actual spend and income against what was expected at the time the budget was set.

**Table 1:**  
**Revenue Account - Revenue Management Accounts for 9 Months**  
**(April – Dec 2011)**

**Harbour Master & Port Operations**

Description	Annual Revised Budget 2011/12 £000	9 Months Budget 2011/12 £000	9 Months Actual 2011/12 £000	9 Months Variance 2011/12 (Adv)/Fav £000	Est Outturn 2011/12 £000	Est Outturn Variance 2011/12 (Adv)/Fav £000
Ports Management	25	810	611	199	-175	200
Sullom Voe	-2,523	-3,496	-2,456	(1,040)	-1,578	(945)
Scalloway	170	38	-182	220	-50	220
Other Piers	225	92	-69	160	65	160
Port Engineering		388	324	65	-65	65
Jetties & Spur Booms	0	-98	287	(385)	0	0
<b>Reserves Contribution</b>	<b>-2,103</b>	<b>-2,266</b>	<b>-1,485</b>	<b>(781)</b>	<b>-1,803</b>	<b>(300)</b>

- 3.4 The table above shows that there is a reduction in budgeted income of £1.040m on Sullom Voe in the 9 month period due to less tanker traffic than expected, and reduced income of £0.385m on Jetties & Spur Booms maintenance due to timing of payments, as this service is fully funded by BP. These negative variances are offset by general underspending and increased income across the remaining service areas resulting in an overall reduction in budgeted income against 9 month budget of £0.781m (34%).
- 3.5 Under the Port Operations service there is a budgeted requirement to achieve a £2.1m return to Reserves in 2011/12. The Executive Manager - Harbour Master & Port Operations has indicated that the estimated outturn is a £1.8m return, which is a shortfall of £0.3m. This is due to fewer tankers, of a smaller average gross tonnage, arriving at Sullom Voe than predicted. Traditionally the summer season does show a fall in traffic that normally picks up in the autumn. However, both Clair and Schiehallion have not realised expected throughput.
- 3.6 The Executive Manager Harbour Master & Port Operations has intimated the following actions to mitigate the reduction in return to Reserves:-

- cessation of all but essential training;

- tighter controls on overtime;
- re-assessment of works to identify projects and work that can be put on hold or cancelled; and
- renew attempts to increase income.

3.7 For the services within the remit of the Harbour Board, the summary capital management accounts are set out in Table 2 below with further detail included at Appendix 1. This covers the services provided by Harbour Master & Port Operations.

**Table 2:**  
**Capital Management Accounts for 9 Months (April – Dec 2011)**

**Harbour Master & Port Operations**

Description	Annual Revised Budget 2011/12  £000	9 Months Actual 2011/12  £000	Estimated Outturn 2011/12  £000	Estimated Outturn Variance 2011/12 (Adv)/Fav £000
Port Operations	7125	2868	4092	3032

3.8 There is an estimated overall project underspend of £3.032m (43%) against annual budget for 2011/12. This underspend is due mainly to slippage on Sellaness Tugs with outstanding work to be completed, and the Walls Pier as a result of delays in the project and a mutually agreed termination of the original contractor's contract.

## **4.0 Implications**

### Strategic

- 4.1 Delivery On Corporate Priorities – There is a specific objective within the Corporate Improvement Action plan to ensure that, “the Council has established a rigorous process to ensure that its use of resources is on a footing consistent with implementing and sustaining its financial strategy, and demonstrate that it delivers services in a way which achieves Best Value”.
- 4.2 Community /Stakeholder Issues – None.
- 4.3 Policy And/Or Delegated Authority –The Scheme of Administration and Delegations sets out the role and authority of the Harbour Board under paragraph 2.7.
- 4.4 Risk Management – There is a risk that the budgeted return to Reserves will not be delivered resulting in reduced funds available for future service provision.
- 4.5 Equalities, Health And Human Rights – None.
- 4.6 Environmental – None.

## Resources

- 4.7 Financial – There is a need to secure the budgeted return to Reserves of £2.1m to ensure that the budget set in February 2011 is met.
- 4.8 Legal – None.
- 4.9 Human Resources – None.
- 4.10 Assets And Property – None.

## **5.0 Conclusions**

- 5.1 This report presents the revenue and capital management accounts under the remit of the Harbour Board for the first 9 months of the year (1 April 2011 – 31 December 2011).
- 5.2 On the capital account, for the first 9 months spending is below target at 40% and has been estimated to be underspent by the end of the year as detailed in paragraph 3.8 above.
- 5.3 On the revenue account, there is a reduction in income on the core budgets for the first 9 months as described in paragraph 3.4 above, resulting in an estimated reduction in the budgeted return to Reserves.

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23 February 2012

## List of Appendices

Appendix 1 – Capital Management Accounts, 1 April 2011 – 31 December, for Harbour Board

## Background documents:

Approved Budget Report, SIC February 2011  
<http://www.shetland.gov.uk/coins/agenda.asp?meetingid=3195>  
Financial Policy Report, SIC March 2011  
<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=11959>  
Financial Planning & Budgeting Framework Report, SIC July 2011  
<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=12344>  
Reserves Policy Update, Executive October 2011  
<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=12580>  
Strategic Budget Plan 2012/13 Onwards, Executive October 2011  
<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=12561>  
Reserves Policy Update, Executive December 2011  
<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=12839>

END

**Capital Management Accounts**  
**1 April 2011 - 31 December 2011 for Harbour Board**

**F-020 Appendix 1**

<b>Cost Centre</b>	<b>Description</b>	<b>Annual Revised Budget £</b>	<b>P9 Actual £</b>	<b>Estimated Outturn £</b>	<b>Est Year End Variance (Adv) / Fav £</b>	<b>Actual Spend as a %</b>
PCM2101	Plant Vehicles & Equip	70,000	7,269	70,000	0	
PCM2104	Nava Aids - Sullom Voe	70,000	6,012	70,000	0	
PCM2135	Mooring Winches	0	0		0	
PCM2138	Tystie Re-engine	27,387	40,064	27,387	0	
PCM2139	Dunter Re-engine	27,387	37,520	27,387	0	
PCM2140	Tug Jetty CP System	200,000	0	20,000	180,000	
RCM2208	Scalloway Dredging	2,872,663	1,821,507	2,872,663	0	
RCM2313	Tugs for Sellaness	1,214,297	47,186	70,000	1,144,297	
RCM2316	Walls Pier	2,642,946	908,235	935,000	1,707,946	
<b>PORT OPERATIONS TOTAL</b>		<b>7,124,680</b>	<b>2,867,793</b>	<b>4,092,437</b>	<b>3,032,243</b>	40%