

MINUTE

“PUBLIC”

Harbour Board
Council Chamber, Town Hall, Lerwick
Thursday 28 March 2013 at 10am

Present:

M Burgess	A Cooper
B Fox	R Henderson
A Manson	A Westlake

Apologies:

F Robertson	M Stout
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In Attendance:

P Crossland, Director of Infrastructure Services
B Davidson, Interim General Manager – Ports and Harbours Operations
C Reeves, Acting Harbour Master
A Inkster, Team Leader – Port Engineering
A Cogle, Team Leader - Administration
L Gair, Committee Officer

Chair

Ms A Manson, Chair, presided.

Circular

The circular calling the meeting was held as read.

The Chair ruled that due to special circumstances, namely that due to the timescales involved, the following item of business would be considered at this meeting as a matter of urgency in terms of paragraph 3.2.2 of the Council's Standing Orders for meetings.

Agenda item 6: Refit cover for Shalder – Appointment of Ship Broker

This item contains exempt information.

Declarations of Interest

None

10/13 **Minutes**

The Board approved the minutes of the meeting held on 7 February 2013 on the motion of Mr Cooper seconded by Mr Henderson

11/13 **Infrastructure Services Directorate Plan**

The Board considered a report by the Director of Infrastructure Services (Report No: PH-10-13-F), which presented the draft Infrastructure Services Directorate Plan as it pertains to the functional responsibilities of the Harbour Board, setting out the policy and performance management framework for the directorate and outlines the aim, objectives and actions for the financial year 2013/14.

The Director - Infrastructure Services summarised the main terms of the report and responded to Members questions.

Member noted a typographical error on page 7 under what was achieved last year 6th bullet on right hand column, “water exchnage” to read “water exchange”.

The Director - Infrastructure Services confirmed that the Marine Staff/Launch Crew issue was an ongoing matter and it was expected that it would be resolved this year and was shown on the plan as a specific action.

The Director - Infrastructure Services also confirmed that ISA11 - Long term business plan would be complete by March 2014 and confirmed that Master Plans for Scalloway and Sullom Voe were being developed. He added that the recent media report regarding the development of the Clair Field phase 3, West of Shetland could be good for business in Scalloway.

Members unanimously approved the recommendations contained in the report.

Decision:

The Board **RESOLVED** to:

- Review and discuss the contents of the Draft Directorate Plan as it pertains to the functional responsibility of the Harbour Board;
- Endorse the contents of the Plan; and
- Approved the priorities for the Infrastructure Services Directorate for the financial year 2013/14 as set out in the Plan.

12/13 Capital and Revenue Project Progress Report

The Board noted a report by the Team Leader – Port Engineering (Report No: P&H-06-13-F), which provided an update on issues pertaining to the Ports and Harbours Operations projects.

Officers provided updates on the following projects and responded to questions.

Dock Symbister – RCM 2309 - The Team Leader – Port Engineering advised that this item was presented as separate report on the agenda.

Walls – RCM 2316 – The Team Leader – Port Engineering advised Members of slippage from the original completion date of 29 June 2013. He advised that there were a number of factors that were considered legitimate as a result of the ground conditions and constraints placed on the site in terms of planning restrictions. He said that the new completion date would be the end of August resulting in a total 8 week extension, of which 3 weeks were considered unforeseeable at the start of the works. He confirmed that there was contingency within the budget to accommodate the legitimate 3 week extension. The Team Leader – Port Engineering advised that the capital programme service were monitoring the works closely and confirmed that the overall project was still within budget.

Skerries South Mouth Dredging – GCY 7215 – Members sought and were provided with a brief description of the improvements that would be made as a result of the dredging project, but were advised that although the contract had been awarded last year no work had started. Mr Henderson advised that he had spoken with the contractor who explained that the contract was signed at the end of August last year by which time it was too late in the year to move the barge into the exposed harbour. He

also advised that the barge would be free again at the end of June this year. In response to a query the Director - Infrastructure Services explained that dredging is weather dependent but no revised programme had been submitted by the contractor. He agreed to request that an update from Capital Programme Services be provided.

Sullom Voe Terminal Jetty Maintenance Contract – The Team Leader – Port Engineering advised that tenders were received for both contracts and were currently being analysed.

Small Ports – Condition Survey – The Team Leader – Port Engineering said that any works would be prioritised on sound objective evidence and Officers were preparing a standardised process for this. Members stressed the importance of only spending money when the income from the harbours allows. The Team Leader – Port Engineering confirmed that there are a total of 21 piers including the four Sullom Voe jetties.

The Director - Infrastructure Services advised that the asset management strategy would address some of these issues and look at the most cost effective solutions for managing the assets. It would consider whether the asset would be closed, disposed of or given to a trust. Members noted that the collection of dues is not always value for money and it was important to ensure that the income is greater than the cost of administration. The Director - Infrastructure Services added that there is also an action within the Directorate Plan to undertake a review of income collection for small piers and what the best method would be, ensuring the most cost effective solution is found.

Decision:

The Board **RESOLVED** to note the contents of the report.

13/13 **Harbourmaster's Report**

The Board considered a report by the Harbour Master – Ports and Harbours Operations (Report No: P&H-07-13-F), which informed Members and Port Marine Safety Code (PMSC) Duty holder of the professional concerns and current status as reported by the Harbourmaster.

The Harbourmaster summarised the main terms of the report.

In responding to Members questions, the Harbourmaster confirmed that the Risk Assessment for Scalloway would be completed by the Independent Person by July 2014 and could be used as part of the business development programme to reassure the industry that Scalloway is a safe port to use.

Decision:

The Board **RESOLVED** to consider the contents of the reports in its role as Duty Holder, and noted that the necessary management and operational mechanisms have been put in place to fulfil that function.

In order to avoid the disclosure of exempt information, Ms Manson moved, Mr Cooper seconded, and the Board RESOLVED to exclude the public in terms of the relevant legislation during consideration of the following item of business.

14/13 **Symbister Peerie Dock**

The Board considered a report by the Team Leader – Port Engineering which sought to provide an update on recent discussions held with Shetland Amenity Trust, and presented a number of options for the future of the Dock.

Mr Cooper moved that the Board approve the recommendations contained in the report, seconded by Ms Manson.

Decision:

The Board **RECOMMENDED** that the Executive Committee resolve to:

- Note the contents of the report; and
- Give delegated authority to the Director of Infrastructure Services to progress the conclusions set out in section 5 of the report.

15/13 **Commercial Report**

The Board considered a report by the Harbour Master – Ports and Harbours Operations, which informed Members of recent commercial activity in the Port.

The Harbourmaster summarised the main terms of the report and responded to Members questions on a number of business opportunities.

Decision:

The Board **RESOLVED** to note the potential business opportunities detailed in the report.

16/13 **Refit cover for Shalder – Appointment of Shipbroker**

The Harbour Board considered a report by the Harbour Master which sought authority to engage a shipbroker to obtain quotes, negotiate costs and manage implementation of industry standard MIMCO contract to provide cover for Shalder.

The Harbour Master introduced the report and responded to Members questions.

Mr Henderson moved that the Board approve the recommendations contained in the report, seconded by Ms Westlake.

Decision

The Board **RESOLVED** to approve the appointment of Clarkson Offshore as ship broker for the purpose of obtaining tug cover for Shalder and to exempt the contract for the replacement tug from the Council's Standing Orders Relating to Tenders and Contracts (Standing Orders), other than the requirement to advertise.

The meeting concluded at 11.40am.

Chair