

MINUTE

“B - PUBLIC”

Harbour Board

Council Chamber, Town Hall, Lerwick

Thursday 30 May 2013 at 10am

Present:

M Burgess	A Cooper
B Fox	R Henderson
F Robertson	A Westlake

Apologies:

A Manson	M Stout
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In Attendance:

P Crossland, Director - Infrastructure Services
B Davidson, Interim General Manager – Ports and Harbours Operations
C Reeves, Harbour Master
A Inkster, Team Leader – Port Engineering
K Marshall, Solicitor
B Robb, Senior Management Accountant
L Gair, Committee Officer

Also In Attendance

Capt. T Auld, Designated Person

Chair

Mr R Henderson, Vice-Chair, presided.

Circular

The circular calling the meeting was held as read.

Mr Henderson advised the Board that Ms Manson was unable to attend the meeting following the recent death of her father. Mr Henderson said that he would arrange for a letter of condolence to be sent to Ms Manson, expressing the Board's sympathy. The Members of the Board concurred.

Declarations of Interest

None

19/13 Minutes

The Board approved the minutes of the meetings held on i) 28 March 2013 on the motion of Mr Cooper seconded by Ms Westlake, and on ii) 9 May 2013 on the motion of Mr Robertson seconded by Mr Cooper, with the exception of the following:

9 May 2013 – Min. Ref.:18/13 “Incident Investigation – Solan and Loch Rannoch Collision”

Mr Fox requested that the last sentence on page 5 be changed to read “....in this case but he accepted that this should be addressed by the MAIB.....”.

20/13 2012/13 Pilotage Accounts

A report by the Executive Manager – Finance (F-029-F) presented the 2012/13 Pilotage Accounts in compliance with Section 14 of the Pilotage Act 1987.

The Senior Management Accountant introduced the report.

In response to a comment from Mr Cooper regarding the fact that the accounts continue to run at a deficit, the Director - Infrastructure Services confirmed that this matter had previously raised when the Quarter 3 accounts were considered and he had been included as an action in the Service Plan to be addressed and reported back during the budget setting process.

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

Decision:

The Board reviewed the 2012/13 Pilotage Accounts.

21/13 Infrastructure Services Quarter 4 Performance Overview

The Board noted a report by the Director - Infrastructure Services (P&H-18-13-F), which summarises the activity and performance of the Infrastructure Services Department as it pertains to the functional responsibilities of the Harbour Board for the fourth and final quarter of 2012/13 against the objectives and actions in the Infrastructure Services Directorate Plan.

The Director - Infrastructure Services introduced the report and advised that a report would be presented to the next Board meeting regarding the Boat Hoist. He explained that officers had revisited the cost involved to ensure that the facility was operated in a commercial manner. He also advised that the performance indicators at Appendix 3 would include the % of employees with in-date qualifications and he assured Members that measures were in place to address the current shortfall.

In responding to Member's questions, the Director - Infrastructure Services confirmed the upturn in sickness between September 2012 and January 2013. He explained that there had been an issue with Nora Virus in January and he expected the figures to have decreased since then, however he confirmed that the figures will continue to be monitored. The Director - Infrastructure Services added that the feedback from managers and officers indicated that the new policy and procedures were useful to help monitor staff sickness.

In discussing the overtime statistics, Members were advised that some overtime is required for the running of the port, and it was noted that the 4th tug is operated on an overtime basis which is cheaper than having 12 staff on full time pay. The Team Leader – Port Engineering advised that the bulk of overtime on the jetty is recharged to the Terminal.

Mr Cooper moved that the Board approve the recommendation contained in the report, seconded by Mr Fox.

Decision:

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

22/13 Capital and Revenue Project Progress Report

The Board considered a report by the Team Leader – Port Engineering (PH-17-13-F), which provided updates on issues pertaining to the projects relating to Ports and Harbours Operations.

The Team Leader – Port Engineering introduced the report.

Walls Pier – GCM2316

Members were advised that the work was progressing well with a completion date of 31 August 2013 and the project is within budget. In response to a comment, the Team Leader – Port Engineering advised that the project was far enough ahead for there to be any significant or unforeseen issues. In response to comments that the project should not go over budget, the Team Leader – Port Engineering said the contractor was content that the project would be achieved within budget, however regular meetings will continue to be held with the contractor to ensure the project is completed as per the specification.

At the request of Members, the Team Leader – Port Engineering agreed to find out whether the Capital Programme Service had set a date for the official opening of the pier and advise Members accordingly.

Skerries South Mouth Dredging – GCD7002

Work is due to start on 10 June 2013 with a 4 week programme. Mobilisation is to take place next week and the notice to stop the use of the south mouth had been advertised.

Navigational Aids – PCM2101

Members were advised that Fugla Ness was not on the list for the new LED lighting upgrades, however the upgrade could be carried out within existing budgets.

Small Ports - Condition Surveys

The Team Leader – Port Engineering advised that he now had volumes of technical information on the various assets from Baltasound to Fair Isle. Staff will go through the information and make up an Asset Management Plan and this would be reported with a priority list and indicative costs to allow Members to make informed decision on whether the asset should be maintained, made safe or demolished. He confirmed that the information provided to Members would be detailed and include usage and costs of repair or demolition.

During discussions, Members said that consideration should also be given to the possible transfer of Council piers to Trusts and whether there is the potential for future use.

Baltasound Small Craft Landing Facility

In response to a question, the Team Leader – Port Engineering explained that the pontoon does have a value and may be found to be useful in an alternative location. He said that although the pontoon had been damaged by being in an exposed position, it could be repaired.

Decision:

The Board **RESOLVED** to:

- Note the contents of the report and areas of progress made; and

- Discuss and highlight areas of concern.

23/13 **Harbourmaster's Report**

The Board considered and noted a report by the Harbourmaster (PH-16-13-F), which informed of the professional concerns and current status.

The Harbourmaster introduced the report.

In response to a query, the Harbourmaster confirmed that the investigation report and all appendices on the Solan and Loch Rannoch had been sent to the MAIB, the day after the last meeting of the Board.

The Designated Person, Capt. T Auld, provided a detailed overview of his report.

In responding to questions, Capt. Auld informed Members that there was a recording mechanism for incidents and accidents and these were documented. He also confirmed that following the Flying Phantom incident in the Clyde, the Technical Working Group had discussed the incident in detail.

Decision:

The Board **RESOLVED** to note the report in its role as Duty Holder, and that the necessary management and operational mechanisms are in place to fulfil that function.

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

24/13 **Commercial Report**

The Board considered and noted a report by the Harbourmaster, which informed 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.

The meeting concluded at 11.35am

Chair