

MINUTE

B - PUBLIC

Harbour Board
Council Chamber, Town Hall, Lerwick
Thursday 15 August 2013 at 10am

Present:

A Manson	M Burgess
A Cooper	B Fox
R Henderson	F Robertson
M Stout	

Apologies:

A Westlake

In Attendance:

P Crossland, Director - Infrastructure Services
C Reeves, Harbour Master
K Marshall, Solicitor
A Cogle, Team Leader, Administrative Services

Chair

Ms A Manson, Chair, presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

25/13 **Minutes**

The Board approved the minutes of the meeting held on 30 May 2013 on the motion of Mr Henderson, seconded by Mr Robertson.

26/13 **Infrastructure Services Quarter 1 Performance Overview**

The Board considered a report by the Director of Infrastructure Services (P&H-24-13-F) which summarised the activity and performance of the Infrastructure Services Department as it pertains to the functional responsibilities of the Harbour Board for the first quarter of 2013/14 against the objectives and actions in the Infrastructure Services Directorate Plan.

Decision:

The Board noted the contents of the report.

27/13 **Capital and Revenue Project Progress Report**

The Board considered a report by the Team Leader – Port Engineering (PH-23-13-F), which provided updates on issues pertaining to projects relating to Ports and Harbours Operations.

After hearing the Director of Infrastructure Services summarise the terms of the report Members questioned whether the Skerries South Mouth could now be used by the Filla, or whether access was dependent upon the completion of further survey work. The

Director advised that it was now technically open for use by the Filla in certain circumstances, although unlikely, but it would only be used if it was safe and appropriate to do so.

Members referred to the Baltasound small craft landing facility, and noted that discussions were being held with the community and that a report on this would be brought to the Board. Members also requested that the report also provide advice, in general terms, on the risks associated with community ownership of small craft landing facilities at Council-owned piers.

In response to a question, the Director said it was hoped that the asset management plan, following the small ports condition surveys, would be available by the end of October.

Some discussion took place regarding the provision of power at piers, and associated risks. Members noted that, for example, the Walls Pier was being constructed with the necessary ducting to allow power to be installed, but there was some concern over the residual liability towards the Council, particularly as the pier was not manned. This was in comparison to Scalloway where power was provided, but risks were reduced through provision of CCTV and staffing, but this was unlikely to be a feasible control measure at smaller piers. Given these concerns, the Board agreed that a report be presented to a future meeting with a view to achieving a policy position on the provision of power/electricity at Council-owned piers.

Decision:

The Board noted the contents of the report and areas of progress made.

28/13 Harbourmaster's Report

A report by the Harbourmaster (PH-21-13-F) informed on current issues in the operation of the Ports and Harbours within Shetland.

Decision:

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

29/13 Port Marine Safety Code

A report by the Harbourmaster (PH-22-13-F) enabled consideration of the issues pertaining to the Port Marine Safety Code in relation to the Shetland Islands Council harbour undertakings.

Members of the Board were provided with up to date copies of the Port Marine Safety Code and associated Guide, noting that the last update was July 2013, to ensure that Members understood their roles and responsibilities.

In response to questions, the Harbourmaster agreed there were various checks and audits required to ensure both a safe and efficient port operation and retention of ISO9001:2008 compliance, but these could not be merged as there were distinct legislative requirements to ensure compliance, as well contractual requirements with the Terminal operators. He went on to confirm that the Code had evolved over time to include small ports and leisure marinas, and therefore covered all activities that the Council does, or would intend to, carry out as a harbour authority. Members were reassured that all departments within Port Operations were involved in the review, monitoring and implementation of the Code and staff had opportunities through various meetings to have their views known.

Decision:

The Board noted the content of the report in its role as Duty Holder.

30/13 Report on the Solan and Bonxie Directional Instability

The Board considered a report by the Harbour Master (PH-19-13-F) which informed on progress in modifying Solan and Bonxie in respect of the vessel's directional stability.

The Harbourmaster and Director provided an update on the technical aspects of the modifications that had been made, and summarised the results of trials. It was noted that crews would undergo a further period of familiarisation, followed by a programme of re-integration and training. Regarding costs, the board noted that the final invoice for the modifications had not yet been presented, but it was expected to be within the £60k budget. Members discussed the possible savings in fuel consumption, and asked for a briefing note to Members comparing the fuel consumption and costs of the return trip between Shetland and Leith. After further technical questions, the Board noted the report.

Decision:

The Board noted the content of the report.

31/13 Boat Hoist Service – Revised Terms and Conditions and Pricing Schedule

A report by the Director of Infrastructure Services (PH-25-13-F) sought approval from the Board for the revised terms and conditions and schedule of charges for small boat lifting services at Sella Ness.

Members were in support of the revised terms, conditions and pricing, but asked that advice be sought regarding the minimum level of public liability insurance required by the Council, and the possible impact this may have on small boat owners having to increase their cover from £3m to £5m.

The Board approved the proposals contained in the report, on the motion of Mr R Henderson, seconded by Mr A Cooper.

Decision:

The Board **RESOLVED** to approve the proposed terms and conditions of the Board Hoist Service and **RECOMMEND** approval of the revised schedule of charges by the Executive Committee and Council.

32/13 Director of Infrastructure

The Chair advised that this would be the last meeting of the Harbour Board attended by the Director of Infrastructure, Mr Phil Crossland, who was leaving the Council shortly. On behalf of the Board, the Chair thanked Mr Crossland for the invaluable work he had done for the Board, during difficult times, and his common sense approach. Mr Crossland thanked all members of the Board for their support, challenge and scrutiny, and for their good wishes.

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

33/13 Commercial Report

The Board considered and noted a report by the Harbourmaster, which informed of recent commercial activity in its ports.

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 11.30 a.m.

Chair