

MINUTE

B – PUBLIC

Harbour Board
Council Chamber, Town Hall, Lerwick
Thursday 16 January 2014 at 10am

Present:

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

Apologies:

None

In Attendance:

M Sandison, Director of Infrastructure Services
B Davidson, Interim General Manager – Ports and Harbours
C Reeves, Harbour Master
A Inkster, Team Leader – Port Engineering
B Robb, Management Accountant
P Wishart, Solicitor
C Anderson, Senior Communications Officer
L Adamson, Committee Officer

Chair

Ms A Manson, Chair of the Board, presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

01/14 **Minutes**

The Board approved the minutes of the meetings held on i) 20 November 2013 on the motion of Mr Stout, seconded by Mr Henderson; and on ii) 28 November 2013 on the motion of Mr Fox, seconded by Mr Henderson.

02/14 **Harbourmaster's Report**

A report by the Harbour Master (PH-02-14-F) informed of the professional concerns and current status of the operation of the Ports and Harbours within Shetland.

The Harbour Master introduced the report and updates were provided as follows:

Navigational Risk Assessment (NRA)/SMS review

The new Manuals are to be submitted for formal approval, and following which, will be signed off by the Chair of the Harbour Board and the Council's Chief Executive before the end of January 2014.

Designated Person

In reporting on the 4 instances in December when the VTS was not fully operational, Members were advised that these breaks in operation had been due to a combination of reasons.

In response to a question, the Harbour Master advised the Board on the circumstances of the near miss incident involving the pipe laying vessel “Calamity Jane”, which is being reported to the Examination Panel. A Member made comment that Members of the Harbour Board had not received information in regard to the incident.

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, 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.

03/14 **Commercial Report**

The Board considered and noted a report by the Harbour Master, 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 10.50am.

Chair