

**Harbour Board****18 November 2014****Ports and Harbours Service Plan Performance Report  
3 Month / 2<sup>nd</sup> Quarter 2014/15****PH-29-14F****Executive Manager- Ports and Harbours****Infrastructure Services  
Department****1.0 Summary**

- 1.1 This report summarises the activity and performance of the Ports and Harbours Service for the reporting period above. Progress reports are submitted to the Harbour Board on a quarterly basis to allow Members to monitor the delivery and progress of the plan.

**2.0 Decisions Required**

- 2.1 The Harbour Board should discuss the contents of this report and make any relevant comments on progress against priorities to inform further activity within the remainder of this year, and the planning process for next and future years.

**3.0 Detail**

- 3.1 Progress against the action plan key aims, objectives and actions, core performance measures and key risk management activities of the Service is set out in Appendices to this report.
- 3.2 The Harbour 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 Council's Improvement Plan.
- 4.2 Community /Stakeholder Issues – Consultation with customers and other stakeholders is on-going as an integral part of each aspect of service delivery.
- 4.3 Policy And/Or Delegated Authority –

4.3.1 The Council's 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.”

4.4 Risk Management – Embedding a culture of continuous improvement and customer focus are key aspects of the Council's 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 will be delivered within existing approved budgets and are aimed at ensuring delivery of the Council's agreed budget strategy.

4.8 Legal – None.

4.9 Human Resources - None.

4.10 Assets And Property – None.

## **5.0 Conclusion**

5.1 The Ports and Harbours Service Plan is the key performance management document for the Service. It sets out our aims, objectives and actions for the year. This report demonstrates good progress against the priorities identified in the Service Plan.

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For further information please contact:

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5 November 2014

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#### List of Appendices

Appendix 1 – Ports and Harbours Service Plan

# **PORTS AND HARBOURS SERVICE PLAN**

**2014/15**

Service		Ports And Harbours	
	Section Purpose <i>"Securing The Best For Shetland"</i> by;	Best Value Toolkits / Indicator Guidance	Responsible Officers
	Providing Safe, Complaint and Efficient Ports and Harbour Services	Port and Marine Safety Code, SOLAS, IMO	Paul Bryant - Executive Manager - Ports and Harbours Colin Reeves - Harbour Master Andrew Inkster - Port Engineering Team Leader Lee Coutts - Marine Engineering Team Leader Peter Morgan - Deputy Harbour Master/QA Manager Sheena Summers - Business Support Manager

**Service Action Plan**

**Note** each Action/Objective should be **SMART** e.g. **S**pecific - (says what the team will do/deliver). **M**easurable - (shows how you are going to measure the achievement). **A**ttainable - (accomplishing the objective is within the teams realm of authority and capabilities). **R**ealistic - (the objective/action is practical, results orientated, deliverable and relevant). **T**ime Bound - (specify when the action/objective needs to be completed).

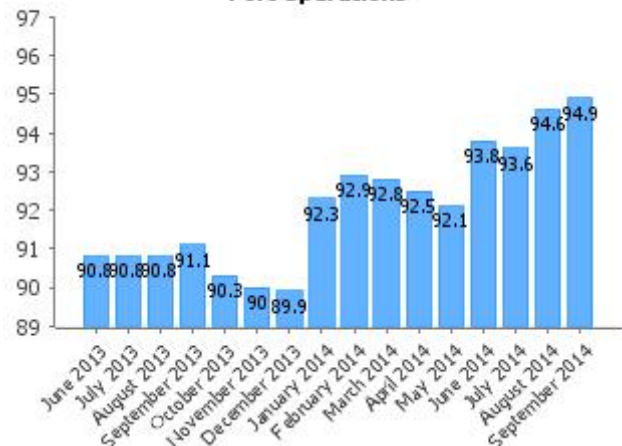
Business Activity Ref	Business Activity	Action Ref	Outcome for the Customer	Objective	Action	Alignment with Corporate Plans			Targets	Time Scales	Progress				Resources	
						SOA Ref	IP Ref	CP Ref			Q1	Q2	Q3	Q4	FTE	Budget
PHA1	Pilotage Operations, Sullom Voe		Port remains safe and compliant with PMSC	To ensure succession planning in view of age profile of existing pilots	Consider training of new pilots				Succession Plan In Place	Jan-15	g	g			6.93	-£301,081
			Port remains safe and compliant with PMSC	Provide a reliable service	Provide ongoing Pilotage service on request.				95% of service requests met	Mar-15	g	g				
			Port remains safe and compliant with PMSC	Ensure trained and competent Pilots	Undertake VTS and pilotage refresher training				Training completed	Mar-15	g	g				
PHA2	Pilotage operations, Scalloway		Port remains safe and compliant with PMSC	Provide a reliable service	Provide ongoing Pilotage service on request.				95% of service requests met	Mar-15	g	g			0.07	-£36,132
PHA3	Towage services, berthing, sailings, push-up, fire and stand by		Adequate resources for customers with appropriate contingency	Bring Solan and Bonxie into full service	Address directional stability issues with Solan and Bonxie.				Vessels Re Introduced	Jun-14	g	g			40.83	£2,743,510
			Port remains safe and compliant with PMSC	Provide a reliable service	Ensure availability of 4 tugs for harbour operations				95% of service requests met	Mar-15	g	g				
PHA4	Mooring / pilot boat activities including mooring, unmooring and pollution monitoring		Port remains safe and compliant with PMSC	To reduce the difficulties associated with shift change over's	Review System of work to ensure availability of launch service				Improved system of work agreed and implemented	Oct-14	a	a			16.00	£230,091
			Reliable pilotage service	Provide a reliable service	Ensure availability of Launch Service				95% of service requests met	Mar-15	g	g				
PHA5	Operation of Scalloway port, including Fish Market and pilot support		Reduced cost of operation and employment opportunities maximised.	Increase Income and safeguard employment opportunities for the future	Implement recommendations of the business development plan for Scalloway				Primary recommendations implemented or reported to Harbour Board / Gateway process as applicable	Mar-15	g	g			7.63	-£141,526
			Port remains safe and compliant with PMSC	Ensure continued safe and efficient operation in line with PMSC	Conclude and Implement Navigational Risk Assessment and SMS review				Revised SMS and Risk Assessments implemented	Jun-14	a	a				
PHA6	SV Harbour Ops inc VTS		Port remains safe and compliant with PMSC	Ensure continued safe and efficient operation in line with PMSC	Conclude and Implement Navigational Risk Assessment and SMS review				Revised SMS and Risk Assessments implemented	Jun-14	a	a			5.00	-£4,325,585
			Port remains safe and compliant with PMSC	Provide a reliable service	Ensure Availability of VTS service				100% availability	Mar-15	g	g				
PHA7	Support services, including accounts and reception		Creditors and Debtors receive a good service	Provide a clear picture of the financial position of the service	Ensure timely processing of financial records				95% of invoices paid within 30 days	Mar-15	g	g				
			Reduced cost of operation and employment opportunities maximised.	Increase Income and safeguard employment opportunities for the future	Develop and Commission a long term business development plan for Sullom Voe				Consultants commissioned by Dec 13, Study Completed by May 14 Reported to Harbour Board by July 14	Jul-14	a	a				

PHA8	Management function, including Harbourmaster, Port Engineer, Engineer Superintendent etc		Port remains safe and compliant with PMSC	Ensure trained and competent management staff (Harbourmaster and Deputy Harbourmaster	Ensure plans are in place to cover retirement of current HM and future retirement of DHM				New Harbourmaster to be in post to allow appropriate hand-over	Feb-15	g	g				
			Port is compliant with Council policies on purchasing	All contracts are let in line with Council procurement procedures	All contracts are let in line with Council procurement procedures				All contracts are compliant	Aug-14	a	a				
			Customers have easy access to information regarding facilities	Increase use of facilities.	Develop and Implement Marketing strategy using web site and social media where appropriate				Marketing strategy implemented	Mar-15	g	g				
PHA9	Jetty maintenance		Jetties are operational	Jetties continue to be maintained to required standards	Monitor effectiveness of contract for Jetty Maintenance				Monitor effectiveness of contract for Jetty Maintenance	Mar-15	g	g			3.16	£0
			Jetties are operational	Jetties continue to be maintained to required standards	undertake life extension works to jetty structures				Life extension works completed on jetty 3	Dec-14	g	g				
PHA10	Maintenance other than tugs		Customers are provided with facilities that are affordable and operating cost are reduced for the tax payer	To reduce the net operating costs of the Service	Review Balta Sound small craft berthing facility				Review recommendations reported to Harbour Board	Jun-14	a	a				
PHA11	Maintenance Team		Small ports and piers remain safe and operational where economical and appropriate.	Ongoing Maintenance costs are appropriately identified and risks are managed in line with available resources	Develop a 10 year asset management strategy and programme for small Ports and Piers				Strategy and programme reported to Council	Mar-15	g	g			5.63	£492,079
PHA 12	Small ports		In the long term this should lead to a fully restored historic dock	To allow for an improvement to the Historic Dock and appropriately manage risks to the Council	Transfer small dock at Symbister to Shetland Amenity Trust				Complete Transfer	Jun-14	r	r				
PHA13	Building maintenance, SV		Council's Assets maintained in effective and Efficient Manner	To Identify synergies across Infrastructure Services to deliver effective and efficient service.	Monitor Building Maintenance				Monitor Building Maintenance	Mar-15	g	g			3.59	£319,327
PHA14	Maintenance, other such as nav aids etc		Improved reliability in the longer term	Replace existing lights and light towers at Gluss with modern LED lighting	Progress discussions with supplier with a view to preparing an application for Capital funding				Complete Gateway process for consideration in a future years capital programme	Nov-14	g	a			3.77	£453,912
			Improved reliability in the longer term	Existing VTS radar system obsolete and spares no longer manufactured.	Obtain proposals for replacement within next 5 years				Complete Gateway process for consideration in a future years capital programme	Dec-14	g	r				
PHA15	Maintenance, plant and vehicles		Council's Assets maintained in effective and Efficient Manner	To maintain the life expectancy of the vessel	Shot Blast and Paint one mooring boat				works completed	Mar-15	g	g			3.59	£242,550
PHA16	Sella Ness Kitchen		Reduced costs to the Tax Payer	To provide appropriate welfare facilities for staff without providing subsidised meals.	Ensure that Kitchen operates without subsidy				Kitchen breaks even	Mar-15	g	g			1.10	£26,589
Progress Tracker:									Total	Red	1	2	0	0		
										Amber	6	7	0	0		
										Green	20	18	0	0		

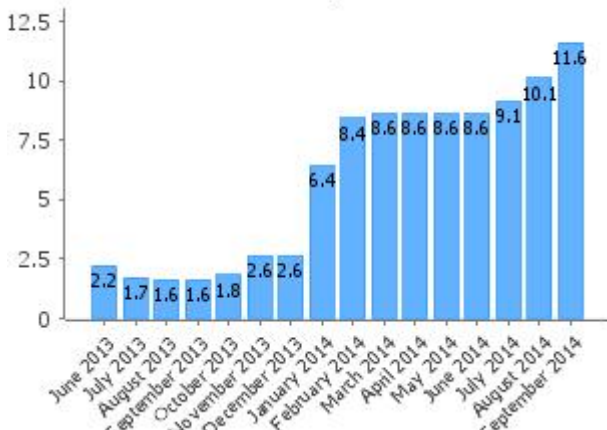


# Monthly Performance Indicators - Harbour Master & Port Operations

Generated on: 03 November 2014

Full-time equivalents in Harbour Master & Port Operations - Contracted Hours only				
September 2014 result 94.9	<p>OPI-4A-HM FTE (Contracted Hours) - Harbour Master &amp; Port Operations</p> 			
	Note	Short Trend	Getting Worse	↓
Service/Directorate	Harbour Master & Port Operations; Infrastructure Services Directorate	12-month Trend	Getting Worse	↓
Linked Performance Indicators	FTE (Contracted Hours) - Infrastructure Directorate	305	<b>Purpose &amp; Guidance</b> This PI is a measure of headcount, at the moment it only includes contracted hours. It does not include hours worked beyond contract (either straight-time or time-and-a-half overtime). It does not include hours worked by Relief staff, and it does not include hours worked by "passed-to" staff (those staff with multiple contracts who only receive one payslip). Work is ongoing to address these omissions.	
	Sick %age - Harbour Master & Port Operations	4.7%		

## Temporary Staff (FTE) in Harbor Mastr & Port Ops

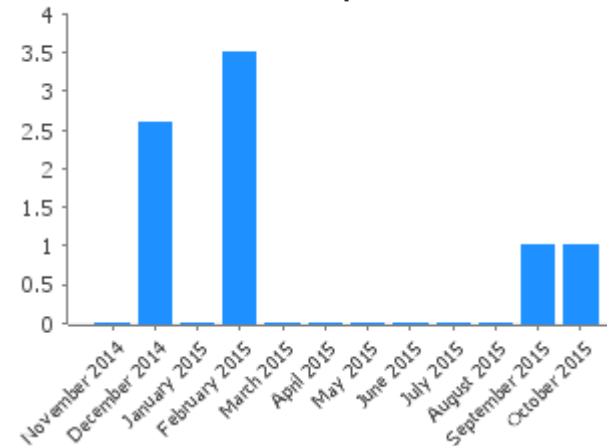
September 2014 result 11.6	<div>OPI-4At-HM Temporary Staff (FTE) - Harbor Mastr &amp; Port Ops</div>  <table><caption>Monthly Temporary Staff (FTE) Data</caption><thead><tr><th>Month</th><th>FTE</th></tr></thead><tbody><tr><td>June 2013</td><td>2.2</td></tr><tr><td>July 2013</td><td>1.7</td></tr><tr><td>August 2013</td><td>1.6</td></tr><tr><td>September 2013</td><td>1.6</td></tr><tr><td>October 2013</td><td>1.8</td></tr><tr><td>November 2013</td><td>2.6</td></tr><tr><td>December 2013</td><td>2.6</td></tr><tr><td>January 2014</td><td>6.4</td></tr><tr><td>February 2014</td><td>8.4</td></tr><tr><td>March 2014</td><td>8.6</td></tr><tr><td>April 2014</td><td>8.6</td></tr><tr><td>May 2014</td><td>8.6</td></tr><tr><td>June 2014</td><td>8.6</td></tr><tr><td>July 2014</td><td>9.1</td></tr><tr><td>August 2014</td><td>10.1</td></tr><tr><td>September 2014</td><td>11.6</td></tr></tbody></table>				Month	FTE	June 2013	2.2	July 2013	1.7	August 2013	1.6	September 2013	1.6	October 2013	1.8	November 2013	2.6	December 2013	2.6	January 2014	6.4	February 2014	8.4	March 2014	8.6	April 2014	8.6	May 2014	8.6	June 2014	8.6	July 2014	9.1	August 2014	10.1	September 2014	11.6
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Service/Directorate	Harbour Master & Port Operations	12-month Trend	Getting Worse	↓																																		
Linked Performance Indicators	Temporary Staff (FTE) - Infrastructure Directorate	19.4	<b>Purpose &amp; Guidance</b>  This PI is a measure of the number of FTE staff on temporary contracts. These temporary staff ARE also included in the total FTE (Contracted Hours) PI. It does not include the hours they work beyond their contract (either straight-time or time-and-a-half overtime). It does not include Relief staff, and it does not include hours worked by "passed-to" staff (those staff with multiple contracts who only receive one payslip). Work is ongoing to address these omissions.																																			





## Temp Contracts Ending in Harbor Mastr & Port Ops

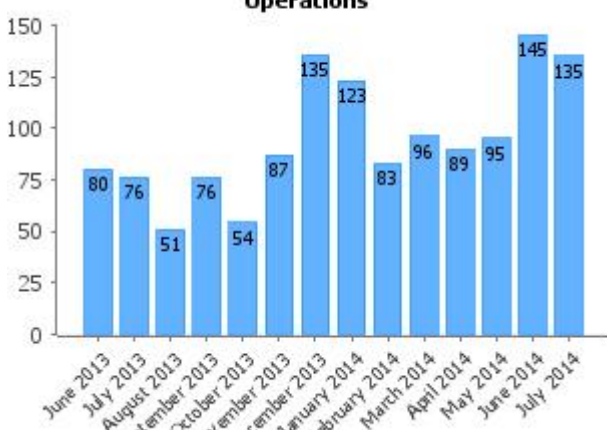
October 2015 result  
1

OPI-4Atl-HM Temp Contracts Ending - Harbor Mastr & Port Ops

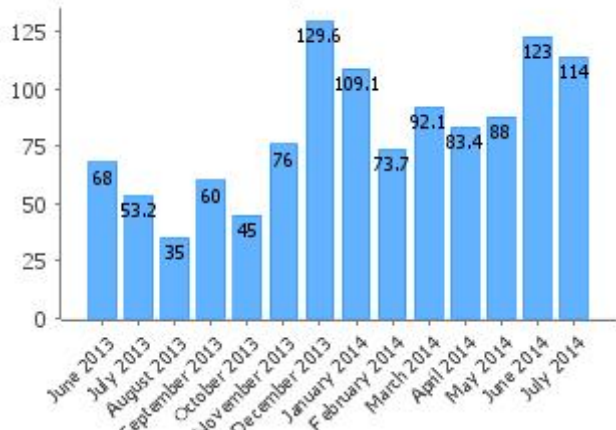


<b>Note</b>		<b>Short Trend</b>	No Change	
<b>Service/Directorate</b>	Harbour Master & Port Operations	<b>12-month Trend</b>	Getting Worse	
<b>Linked Performance Indicators</b>	Temp Contracts Ending - Directorate - Infrastructure Services	1	<b><u>Purpose &amp; Guidance</u></b> This PI shows when current temporary contracts are due to end. These temporary staff ARE included in the total FTE (Contracted Hours) PI.	

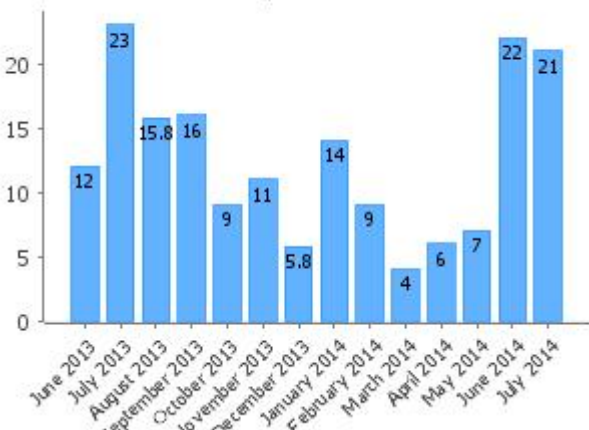


## Days lost due to sickness in Harbour Master & Port Operations

July 2014 result 135	<div>OPI-4B-HM Days Sick - Harbour Master &amp; Port Operations</div>  <table><caption>OPI-4B-HM Days Sick - Harbour Master &amp; Port Operations</caption><thead><tr><th>Month</th><th>Days Sick</th></tr></thead><tbody><tr><td>June 2013</td><td>80</td></tr><tr><td>July 2013</td><td>76</td></tr><tr><td>August 2013</td><td>51</td></tr><tr><td>September 2013</td><td>76</td></tr><tr><td>October 2013</td><td>54</td></tr><tr><td>November 2013</td><td>87</td></tr><tr><td>December 2013</td><td>135</td></tr><tr><td>January 2014</td><td>123</td></tr><tr><td>February 2014</td><td>83</td></tr><tr><td>March 2014</td><td>96</td></tr><tr><td>April 2014</td><td>89</td></tr><tr><td>May 2014</td><td>95</td></tr><tr><td>June 2014</td><td>145</td></tr><tr><td>July 2014</td><td>135</td></tr></tbody></table>				Month	Days Sick	June 2013	80	July 2013	76	August 2013	51	September 2013	76	October 2013	54	November 2013	87	December 2013	135	January 2014	123	February 2014	83	March 2014	96	April 2014	89	May 2014	95	June 2014	145	July 2014	135
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Note		Short Trend	Improving	↑																														
Service/Directorate	Harbour Master & Port Operations; Infrastructure Services Directorate	12-month Trend	Getting Worse	↓																														
Linked Performance Indicators	Days Sick - Infrastructure Directorate	330	Purpose & Guidance																															
	Sick %age - Harbour Master & Port Operations	4.7%	This indicator shows the number of CALENDAR days that are "absent due to sickness", it does not measure "working days". It does not include compassionate leave, Maternity/Paternity or any other leave other than sickness. It does not take into account whether a person is on full-pay, half-pay or zero-pay.																															

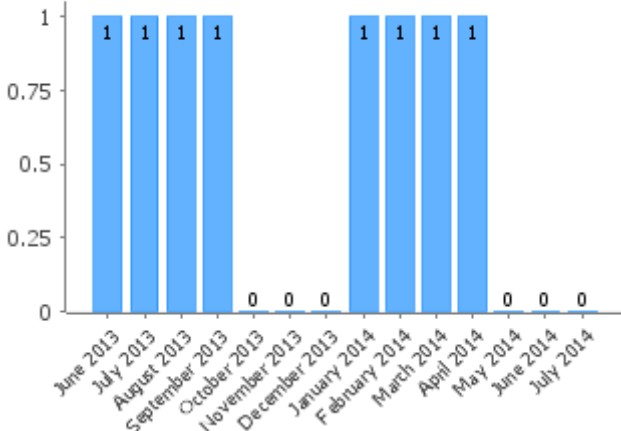


## Days lost due to long-term sickness in Harbour Master & Port Operations

July 2014 result 114	<div>OPI-4BI-HM Days Sick (Long-term) - Harbour Master &amp; Port Operations</div>  <table><caption>OPI-4BI-HM Days Sick (Long-term) - Harbour Master &amp; Port Operations</caption><thead><tr><th>Month</th><th>Days Sick</th></tr></thead><tbody><tr><td>June 2013</td><td>68</td></tr><tr><td>July 2013</td><td>53.2</td></tr><tr><td>August 2013</td><td>35</td></tr><tr><td>September 2013</td><td>60</td></tr><tr><td>October 2013</td><td>45</td></tr><tr><td>November 2013</td><td>76</td></tr><tr><td>December 2013</td><td>129.6</td></tr><tr><td>January 2014</td><td>109.1</td></tr><tr><td>February 2014</td><td>73.7</td></tr><tr><td>March 2014</td><td>92.1</td></tr><tr><td>April 2014</td><td>83.4</td></tr><tr><td>May 2014</td><td>88</td></tr><tr><td>June 2014</td><td>123</td></tr><tr><td>July 2014</td><td>114</td></tr></tbody></table>				Month	Days Sick	June 2013	68	July 2013	53.2	August 2013	35	September 2013	60	October 2013	45	November 2013	76	December 2013	129.6	January 2014	109.1	February 2014	73.7	March 2014	92.1	April 2014	83.4	May 2014	88	June 2014	123	July 2014	114
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Note		Short Trend	Improving	↑																														
Service/Directorate	Harbour Master & Port Operations; Infrastructure Services Directorate	12-month Trend	Getting Worse	↓																														
Linked Performance Indicators	Days Sick (Long-term) - Infrastructure Directorate	273	<b>Purpose &amp; Guidance</b>  This PI measures the number of days, in the overall total number of sick days, that are classed as part of a long-term sickness. Long-term sickness is sickness episode which lasts 4 weeks or more. All Executive Managers should already be aware of absences which last more than 4 weeks.																															

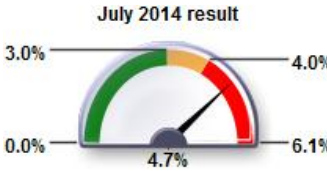
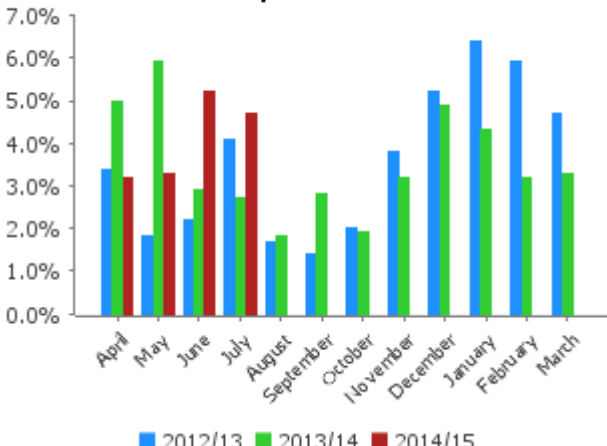
## Days lost due to short-term sickness in Harbour Master & Port Operations

<div>July 2014 result</div> <div>21</div>	<div>OPI-4Bs-HM Days Sick (Short-term) - Harbour Master &amp; Port Operations</div> <div></div>				
	Note		Short Trend	Improving	
	Service/Directorate	Harbour Master & Port Operations; Infrastructure Services Directorate	12-month Trend	Getting Worse	
	Linked Performance Indicators	Days Sick (Short-term) - Infrastructure Directorate	57	<div>Purpose &amp; Guidance</div> <div>This PI measures the number of days, in the overall total number of sick days, that are classed as part of a short-term sickness. Short-term sickness is sickness episode which lasts less than 4 weeks.</div>	

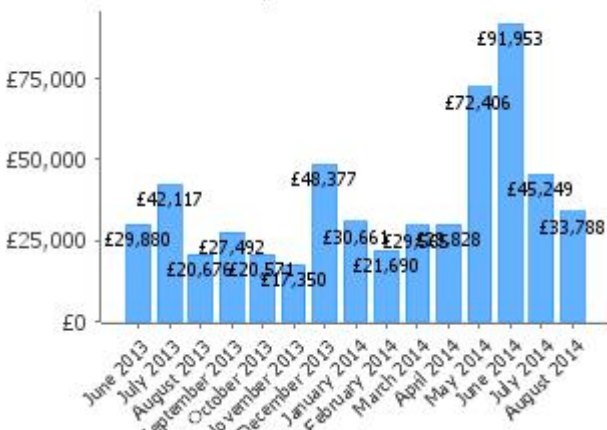
## Very Long-term Sick Headcount in Harbour Master & Port Operations

<div>July 2014 result</div> <div>0</div>	<div>OPI-4Bvl-HM Very Long-term Sick - Harbour Master &amp; Port Operations</div> <div><table><caption>Very Long-term Sick Headcount Data</caption><thead><tr><th>Month</th><th>Headcount</th></tr></thead><tbody><tr><td>June 2013</td><td>1</td></tr><tr><td>July 2013</td><td>1</td></tr><tr><td>August 2013</td><td>1</td></tr><tr><td>September 2013</td><td>1</td></tr><tr><td>October 2013</td><td>0</td></tr><tr><td>November 2013</td><td>0</td></tr><tr><td>December 2013</td><td>0</td></tr><tr><td>January 2014</td><td>1</td></tr><tr><td>February 2014</td><td>1</td></tr><tr><td>March 2014</td><td>1</td></tr><tr><td>April 2014</td><td>1</td></tr><tr><td>May 2014</td><td>0</td></tr><tr><td>June 2014</td><td>0</td></tr><tr><td>July 2014</td><td>0</td></tr></tbody></table></div>				Month	Headcount	June 2013	1	July 2013	1	August 2013	1	September 2013	1	October 2013	0	November 2013	0	December 2013	0	January 2014	1	February 2014	1	March 2014	1	April 2014	1	May 2014	0	June 2014	0	July 2014	0
Month	Headcount																																	
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Linked Performance Indicators	Very Long-term Sick - Infrastructure Directorate	0	<b><u>Purpose &amp; Guidance</u></b>  This PI measures the number individuals who have been sick for over 6 months. All Executive Managers and Directors should already be aware of staff in their areas that have been absent for extended periods of time.																															

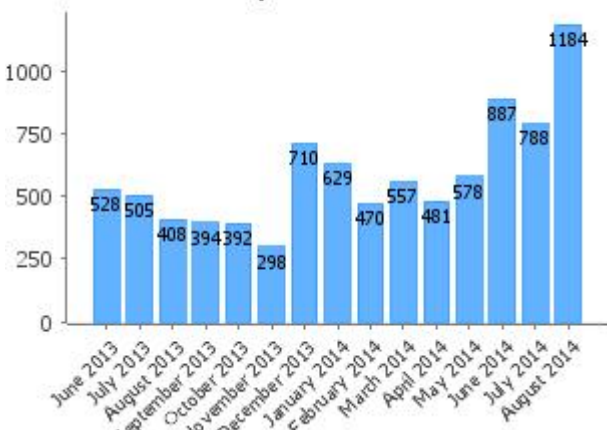


## Percentage Rate Of Sickness in Harbour Master & Port Operations

 <p>July 2014 result</p> <p>0.0% 3.0% 4.0% 6.1%</p> <p>4.7%</p>	<p><b>OPI-4C-HM Sick %age - Harbour Master &amp; Port Operations</b></p>  <p>■ 2012/13 ■ 2013/14 ■ 2014/15</p>			
<b>Note</b>		<b>Short Trend</b>	Improving	↑
<b>Service/ Directorate</b>	Harbour Master & Port Operations; Infrastructure Services Directorate	<b>12-month Trend</b>	Getting Worse	↓
<b>Linked Performance Indicators</b>	FTE (Contracted Hours) - Harbour Master & Port Operations	94.9	<p><b>Purpose &amp; Guidance</b></p> <p>This indicator shows the percentage of CALENDAR days that are "absent due to sickness", it does not measure "working days". It does not include compassionate leave, Maternity/Paternity or any other leave other than sickness. It does not take into account whether a person is on full-pay, half-pay or zero-pay.</p>	
	Days Sick - Harbour Master & Port Operations	135		
	Sick %age - Infrastructure Directorate	3.5%		

## Overtime Cost in Harbor Harbour Master & Port Operations (non-contractual)

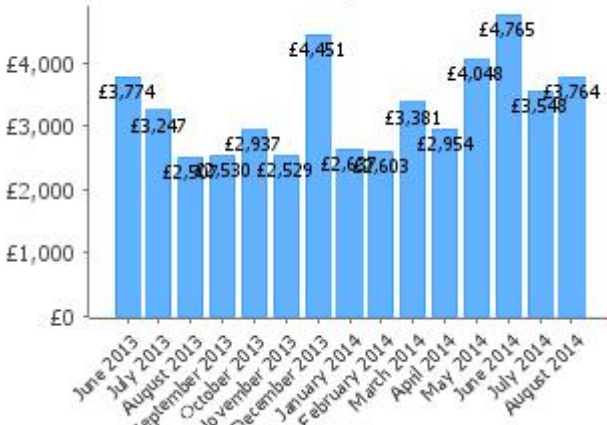
	<div><div>OPI-4D-HM Overtime Cost - Harbour Master &amp; Port Operations</div><table><caption>Overtime Cost Data (Estimated from Chart)</caption><thead><tr><th>Month</th><th>Overtime Cost (£)</th></tr></thead><tbody><tr><td>June 2013</td><td>£29,880</td></tr><tr><td>July 2013</td><td>£42,117</td></tr><tr><td>August 2013</td><td>£20,676</td></tr><tr><td>September 2013</td><td>£27,492</td></tr><tr><td>October 2013</td><td>£20,571</td></tr><tr><td>November 2013</td><td>£17,350</td></tr><tr><td>December 2013</td><td>£48,377</td></tr><tr><td>January 2014</td><td>£30,661</td></tr><tr><td>February 2014</td><td>£21,690</td></tr><tr><td>March 2014</td><td>£29,588</td></tr><tr><td>April 2014</td><td>£25,828</td></tr><tr><td>May 2014</td><td>£72,406</td></tr><tr><td>June 2014</td><td>£91,953</td></tr><tr><td>July 2014</td><td>£45,249</td></tr><tr><td>August 2014</td><td>£33,788</td></tr></tbody></table></div>				Month	Overtime Cost (£)	June 2013	£29,880	July 2013	£42,117	August 2013	£20,676	September 2013	£27,492	October 2013	£20,571	November 2013	£17,350	December 2013	£48,377	January 2014	£30,661	February 2014	£21,690	March 2014	£29,588	April 2014	£25,828	May 2014	£72,406	June 2014	£91,953	July 2014	£45,249	August 2014	£33,788
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Note		Short Trend	Improving	↑																																
Service/Directorate	Harbour Master & Port Operations; Infrastructure Services Directorate	12-month Trend	Improving	↑																																
Linked Performance Indicators	Overtime Cost - Infrastructure Directorate	£582,817	<b>Purpose &amp; Guidance</b>  This PI measures non-contractual, time-and-a-half, overtime costs and costs for unsocial and call outs. It includes an element of employer's NI contribution. It does NOT include hours worked beyond contract where these are straight time (eg a 0 hour per week person working 30 hours one week). It does NOT include contractual overtime (eg. The 5 hours contracted overtime that most ferry staff have).																																	

## Overtime Hours in Harbour Master & Port Operations (non-contractual)

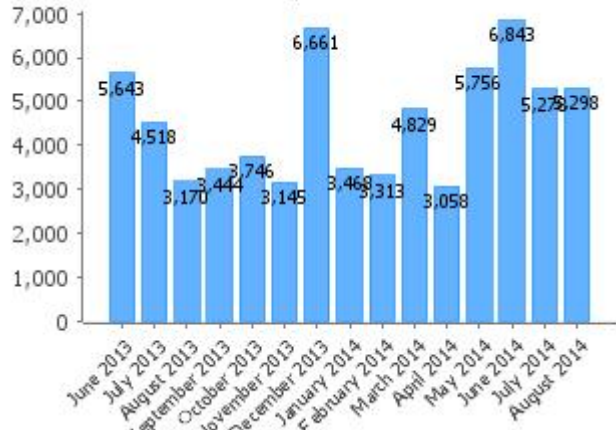
<div>August 2014 result</div> <div>1184</div>	<div>OPI-4E-HM Overtime Hours - Harbour Master &amp; Port Operations</div>  <table><caption>Overtime Hours Data (June 2013 - August 2014)</caption><thead><tr><th>Month</th><th>Overtime Hours</th></tr></thead><tbody><tr><td>June 2013</td><td>528</td></tr><tr><td>July 2013</td><td>505</td></tr><tr><td>August 2013</td><td>408</td></tr><tr><td>September 2013</td><td>394</td></tr><tr><td>October 2013</td><td>392</td></tr><tr><td>November 2013</td><td>298</td></tr><tr><td>December 2013</td><td>710</td></tr><tr><td>January 2014</td><td>629</td></tr><tr><td>February 2014</td><td>470</td></tr><tr><td>March 2014</td><td>557</td></tr><tr><td>April 2014</td><td>481</td></tr><tr><td>May 2014</td><td>578</td></tr><tr><td>June 2014</td><td>887</td></tr><tr><td>July 2014</td><td>788</td></tr><tr><td>August 2014</td><td>1184</td></tr></tbody></table>				Month	Overtime Hours	June 2013	528	July 2013	505	August 2013	408	September 2013	394	October 2013	392	November 2013	298	December 2013	710	January 2014	629	February 2014	470	March 2014	557	April 2014	481	May 2014	578	June 2014	887	July 2014	788	August 2014	1184
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## Employee Mileage/Vehicle Cost in Harbour Master & Port Operations

<div>August 2014 result</div> <div>£3,764</div>	<div>OPI-4F-HM Employee Mileage/Vehicle Cost - Harbour Master &amp; Port Operations</div>  <table><caption>Monthly Data for OPI-4F-HM Employee Mileage/Vehicle Cost</caption><thead><tr><th>Month</th><th>Cost (£)</th></tr></thead><tbody><tr><td>June 2013</td><td>£3,774</td></tr><tr><td>July 2013</td><td>£3,247</td></tr><tr><td>August 2013</td><td>£2,900</td></tr><tr><td>September 2013</td><td>£2,530</td></tr><tr><td>October 2013</td><td>£2,937</td></tr><tr><td>November 2013</td><td>£2,529</td></tr><tr><td>December 2013</td><td>£4,451</td></tr><tr><td>January 2014</td><td>£2,607</td></tr><tr><td>February 2014</td><td>£2,603</td></tr><tr><td>March 2014</td><td>£3,381</td></tr><tr><td>April 2014</td><td>£2,954</td></tr><tr><td>May 2014</td><td>£4,048</td></tr><tr><td>June 2014</td><td>£4,765</td></tr><tr><td>July 2014</td><td>£3,548</td></tr><tr><td>August 2014</td><td>£3,764</td></tr></tbody></table>				Month	Cost (£)	June 2013	£3,774	July 2013	£3,247	August 2013	£2,900	September 2013	£2,530	October 2013	£2,937	November 2013	£2,529	December 2013	£4,451	January 2014	£2,607	February 2014	£2,603	March 2014	£3,381	April 2014	£2,954	May 2014	£4,048	June 2014	£4,765	July 2014	£3,548	August 2014	£3,764
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Linked Performance Indicators	Employee Mileage/Vehicle Cost - Infrastructure Directorate	£9,010	<b>Purpose &amp; Guidance</b>  This measures the cost to the Council, of Car Allowances and mileage done in employee's own vehicles. This PI includes Essential Car Allowance plus the cost of mileage claimed. It includes an element of employers NI. It does not include any costs for Council owned vehicles.																																	
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## Employee Miles Claimed in Harbour Master & Port Operations

August 2014 result 5,298	<div>OPI-4G-HM Employee Miles Claimed - Harbour Master &amp; Port Operations</div>  <table><caption>OPI-4G-HM Employee Miles Claimed - Harbour Master &amp; Port Operations</caption><thead><tr><th>Month</th><th>Miles Claimed</th></tr></thead><tbody><tr><td>June 2013</td><td>5,643</td></tr><tr><td>July 2013</td><td>4,518</td></tr><tr><td>August 2013</td><td>3,170</td></tr><tr><td>September 2013</td><td>3,444</td></tr><tr><td>October 2013</td><td>3,746</td></tr><tr><td>November 2013</td><td>3,145</td></tr><tr><td>December 2013</td><td>6,661</td></tr><tr><td>January 2014</td><td>3,468</td></tr><tr><td>February 2014</td><td>3,313</td></tr><tr><td>March 2014</td><td>4,829</td></tr><tr><td>April 2014</td><td>3,058</td></tr><tr><td>May 2014</td><td>5,756</td></tr><tr><td>June 2014</td><td>6,843</td></tr><tr><td>July 2014</td><td>5,278</td></tr><tr><td>August 2014</td><td>5,298</td></tr></tbody></table>				Month	Miles Claimed	June 2013	5,643	July 2013	4,518	August 2013	3,170	September 2013	3,444	October 2013	3,746	November 2013	3,145	December 2013	6,661	January 2014	3,468	February 2014	3,313	March 2014	4,829	April 2014	3,058	May 2014	5,756	June 2014	6,843	July 2014	5,278	August 2014	5,298
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Linked Performance Indicators	Employee Mileage/Vehicle Cost - Harbour Master & Port Operations	£3,764	<b>Purpose &amp; Guidance</b>  This is the number of miles claimed by employees for mileage done in their own vehicles. Some mileage may have been done in earlier months, this is usually due to late mileage claims by employees.																																	
	Employee Miles Claimed - Infrastructure Directorate	12,774																																		

**Harbour Board****18 November 2014****Capital and Revenue Project Progress Report****PH-28-14F****Team Leader – Port Engineering****Infrastructure Services Department****1.0 Summary**

- 1.1 This report updates the Board on progress of capital and revenue projects for Ports & Harbours Operations.

**2.0 Decision Required**

- 2.1 That the Harbour Board resolves to:
- 2.1.1 Note the contents of the report and areas of progress made; 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 Projects****3.1 Small Ports**

- 3.1.1 A report on proposed major refurbishment and maintenance works at various small ports was presented to the Board at its last meeting.
- 3.1.2 At that meeting, it was agreed that revenue information and the socio-economic benefits of the small ports in question would be presented to Board members, before any decisions are taken.
- 3.1.3 A local Consultant has been employed to provide the socio-economic information, and this should be provided by the end of January 2015.

- 3.1.4 A further report will be provided once the information has been provided.
- 3.2 Plant, Vehicles and Equipment
  - 3.2.1 This budget will be utilised to continue major servicing of Harbour vessel engines and the replacement of vehicles, plant and equipment where absolutely necessary.
- 3.3 Navigational Aids
  - 3.3.1 This budget has been used to continue the upgrade of navigational aids and in particular, the adoption of new LED technology. Incorporation of LED lanterns has already proved to be a complete success, with availability much increased through the dark winter months.
  - 3.3.2 The new LED light for Queyfirth has been installed.
  - 3.3.3 Quotations for LED lanterns to replace the sector lights at Point of Pund and North Havra in the approaches to Scalloway Harbour have been received and an order will be placed in the very near future.
  - 3.3.4 Surveys of the Gluss towers have commenced, with a view to arranging repair and maintenance of these structures as soon as possible.
- 3.4 Ferry Terminal Refendering Contract
  - 3.4.1 With effect from 01 April 2014, all ferry terminals became Ports and Harbours assets.
  - 3.4.2 A contract to replace badly worn and damaged fenders was awarded to Tulloch Developments.
  - 3.4.3 Works are planned for Lerwick, Bressay, Laxo, Vidlin, Gutcher and Belmont Terminals, with completion programmed for September 2014.
  - 3.4.4 Works have slipped against an original programmed completion date of the end of September 2014. However, all works remain within budget, and a verbal update on progress will be provided by the Team Leader – Port Engineering.

#### Revenue Projects

- 3.5 Sullom Voe Terminal Jetty Maintenance Contract
  - 3.5.1 Malakoff Limited won the three year Contract, and work is progressing well over a number of work areas.
  - 3.5.2 The Contract is now nearing the end of year two of three.

- 3.5.3 Work to replace the “slops” drainage system on Jetty Three is now substantially complete, with some minor platform and handrail repairs outstanding. The new drains however are pressure tested and back in service. This element of the works is proceeding within agreed programmes and within agreed budget.
- 3.5.4 Particular emphasis is being placed on the Schiehallion shut-down, and works in 2014 are being directed on Jetty Three to ensure that future delays and disruption to this Jetty are minimised.
- 3.5.5 Work to replace the berthing fenders on Jetty Three is also substantially complete, with only minor works left which will be completed in the very near future. This work has been completed within agreed budgets and timescales.
- 3.5.6 Jetty Three will remain out of service until planned BP repairs and maintenance to their equipment is completed.
- 3.5.7 General fabric maintenance on all four jetties also continues in line with agreed work scope, programme and budget.
- 3.5.8 The work scope for 2015 has been drawn up and will consist of standard fabric maintenance works, such as blast cleaning and spray painting of steelwork.

### 3.6 Baltasound Small Craft Landing Facility

- 3.6.1 As reported verbally at the last Board meeting, in line with discussion and agreement with community groups in Unst, the pontoon will be removed and transported back for storage at Sella Ness.

## 4.0 Implications

### Strategic

- 4.1 Delivery On Corporate Priorities – The actions in this report will contribute to the SOA outcomes 1, 3, 13, 14 and 15 in the Council’s Action Plan 2012/13 of

“Shetland has sustainable economic growth with good employment opportunities”

“We have financial sustainability & balance across all sectors”

“Our internal and external transport systems are efficient, sustainable, flexible and affordable, meet our individual and business needs and enable us to access amenities and services”

“We live and work in a renowned natural and built environment which is protected and cared for”

“We deliver sustainable services and make decisions, which reduce harmful impacts on the environment “

- 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 states that the role and authority of the Harbour Board is:
    - 4.3.1 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;
    - 4.3.2 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; and
    - 4.4.3 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council
  - 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 - All current projects remain on course to be completed within the approved budget.
  - 4.8 Legal – There are no known legal issues arising from this report. Governance and Law provide advice and assistance on the full range of Council services, duties and functions including those in 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.

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For further information please contact:  
*Andrew Inkster – Team Leader – Port Engineering*  
01806 244 264

List of Appendices

None

Background documents:

None





**Harbour Board****18 November 2014****Toft Pier****PH-30-14F****Team Leader – Port Engineering****Infrastructure Services Department**

## **1.0 Summary**

- 1.1 This report advises the Board on the current condition of Toft pier, and presents some options for its replacement, along with indicative costs.

## **2.0 Decision Required**

- 2.1 That the Harbour Board resolves to:
- 2.1.1 Note the contents of the report; and
- 2.1.2 Discuss the options for the future of this asset and highlight any areas of concern.

## **3.0 Detail**

- 3.1 The original pier at Toft was built in 1951 and altered around the early 1970's to accommodate the introduction of the North Isles Ro/Ro ferry system.
- 3.2 The pier is of typical construction, using steel sheet piling driven into the seabed, with a reinforced concrete capping beam and bitumen macadam surfacing.
- 3.3 The pier was constructed utilising steel sheet piling with a low original thickness of 11.7mm. The structure is now significantly weakened with numerous holes at the low-mid water level.
- 3.4 The existing structure is now very close to the end of its working life, and is past the point where repairs can be made economically.
- 3.5 Photographs of this damage and other photos showing the general condition of the pier will be presented at the Board meeting.

- 3.6 Concerns about the structural condition of the pier, combined with a recent small collapse in the deck surface have led to the installation of a barrier across the root of the pier. Whilst this barrier restricts access onto the pier by vehicles, pedestrian access has been maintained, and pier users can still moor and access their vessels at the pier.
- 3.7 This pedestrian access must be seen as a short term measure, and there is no doubt that consideration will have to be given to closing the pier completely in the near future.
- 3.8 This will create problems for the vessels using the pier, as there is very little berthing space at other piers in the North mainland.

#### **4.0 Current Pier Users**

- 4.1 Records and reported landings indicate that at present, the pier is used by around 5 local shellfish vessels on a regular basis, with another three vessels using the pier more infrequently.
- 4.2 Average income revenue for the pier over the last three years is approximately £2,300k per annum.

#### **5.0 Options and estimated costs**

- 5.1 As the pier is now beyond economic repair, there are three main options for the future of the asset:
- Do nothing
  - Demolish
  - Replace with new structure of similar size.
- 5.2 Should the Council decide to do nothing, access to the pier will at some point be restricted completely. Mooring equipment, fenders and ladders would have to be removed, and permanent signage and barriers erected. There would be an ongoing requirement to monitor and manage the structure from an environmental and health and safety point of view. Estimated costs are £50k.
- 5.3 To demolish the structure would entail removing the deck and infill from inside the sheet piled box, which would then be cut at seabed level and removed in sections. The estimate for this option is in the region of £500k-£750k.
- 5.4 To replace the existing structure with similar in the same position would entail removing part or all of the existing structure, and this option is estimated to have a cost of £1.5 –£2 million pounds at today's rates.
- 5.5 It should be noted that the estimates for these options are very preliminary, and would be subject to engineering design to give more reliable figures once the future of the facility has been decided.

## 6.0 Implications

### Strategic

- 6.1 Delivery On Corporate Priorities – The actions in this report will contribute to the outcomes in the Council's Corporate Plan 2013/17 of:

“Helping build a healthy economy and strong communities”

“To be able to provide high-quality and cost-effective services to people and communities in Shetland, our organisation has to be run properly”

“We are determined that we will be run to the very highest standards”

- 6.2 Community /Stakeholder Issues – Community and stakeholders have a vested interest in ensuring that the port operation is managed and operated safely and in accordance with legislation and industry best practice.

- 6.3 Policy And/or Delegated Authority – The Scheme of Administration and Delegations states that the role and authority of the Harbour Board is:

6.3.1 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; and

6.3.2 Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfill that function; and

6.3.3 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council.

- 6.4 Risk Management – There are significant challenges in maintaining the safe and appropriate use of Council Port assets. Failure to effectively maintain these assets could increase risk to both the public and the Council.

- 6.5 Equalities, Health And Human Rights – None.

- 6.6 Environmental – None.

### Resources

- 6.7 Financial – The three options presented in this report have cost implications ranging from £50k to £2m. If any of these options are to be progressed a fully costed business case will require to be produced for consideration under the Council's Gateway Process for capital project prioritisation. It should be noted that even if these proposals do proceed to be assessed under the Gateway Process they may not ultimately be progressed if deemed not to be sufficiently high in the Council's priorities against other capital projects..

- 6.8 Legal – Any works resulting from this report will be tendered and awarded in strict adherence to Council Standing Orders..
- 6.9 Human Resources – Detailed design, Tendering and Supervision of any works would be carried out in-house by Capital Programme staff.
- 6.10 Assets And Property – Failure to maintain its structures in a safe and operational condition could result in further costs to make safe or remove dangerous structures.

## **7.0 Conclusions**

- 7.1 Toft pier is very close the end of its operational life.
- 7.2 Vehicular access has been removed, and it is likely that pedestrian access and the mooring of vessels alongside the pier will be restricted at some point in the near future.
- 7.3 The Capital cost of any of the three detailed options is much greater than the amount currently recovered in charges per annum.

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For further information please contact:  
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01806 244 264  
[andrew.inkster@shetland.gov.uk](mailto:andrew.inkster@shetland.gov.uk)  
05 November 2014

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### List of Appendices

None

### Background documents:

None

**Harbour Board****18 November 2014****Sullom Voe Harbour Radar System****PH-31-14F****Team Leader – Port Engineering****Infrastructure Services Department****1.0 Summary**

- 1.1 This report advises the Board on the current condition of the radar system at Sullom Voe and the urgent requirement to replace the system in 2015.

**2.0 Decision Required**

- 2.1 That the Harbour Board resolves to:
- 2.1.1 Recognise the urgent nature of the radar replacement; and
  - 2.1.2 Instruct officers to prepare necessary documentation for the Councils Capital Gateway application process.

**3.0 Detail**

- 3.1 Sullom Voe Harbour Authority operates a Vessel Traffic Service (VTS) in accordance with guidelines laid down by international rules. These are as follows:
- 3.1.1 The International Maritime Organisation (IMO) is a United Nations body which governs international shipping by the use of conventions, signed up to by contracting Governments. The relevant convention in respect of VTS is SOLAS 1974 as amended (Safety of Life at Sea Convention). Specifically SOLAS Chapter V-12 Regulation 12.2 states “Contracting Governments undertake to arrange for the establishment of VTS where, in their opinion, the volume of traffic or the degree of risk justifies such services.” The United Kingdom Government have ratified the SOLAS Convention.

- 3.1.2 The Maritime & Coastguard Agency (MCA) compile a list of all VTS areas around the UK, and the port authorities responsible for ensuring VTS operational compliance are listed in a Merchant Shipping Note, the current one being MSN 1796 (M+F) as amended. Merchant Shipping Notes contain the technical detail of regulations. MSN 1796 (M+F) contains detail of the Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirement) Regulations 2004. Sullom Voe is listed as providing an INS and TOS service (Information Service and Traffic Organisation Service). The TOS requires the provision of radar information to laid down levels (detail can be found in the IALA VTS Manual).
- 3.2 Accordingly, Ports & Harbours are required to provide these services. The failure of one or more of the radars (either the radar itself or the transmission of the data to VTS) would compromise this provision.
- 3.3 In addition to these, Para 2.5 of the Port Marine Safety Code (PMSC) includes “The role of the duty holder includes maintaining strategic oversight and direction of all aspects of the harbour operation, including marine safety ... (and) ... ensuring that assessments and reviews are undertaken as required to maintain and improve marine safety .. “ Para’s 3.5 to 3.7 relate to the requirement to undertake risk assessments.
- These risk assessments have been done, but the control measures for many of the navigational risk assessments include the provision of a VTS service. If this control measure is removed, the risk increases. Accordingly, alternate control measures need to be considered. These considerations could include the prevention of tanker movements during hours of darkness and/or restricted visibility.
- 3.4 In 1996 the tanker “Sea Empress” ran aground in the approaches to Milford Haven. The incident was investigated by the MAIB (Marine Accident Investigation Branch) and this investigation looked at all factors. One element of the port operation investigated was the provision of port radar. It was found that parts of the port radar system had failed at two locations in October 1995 after a period of erratic operation. A contract for the installation of a new system was let in the same month as the Sea Empress casualty. The MAIB quoted in their report “The period of about a year when large loaded tankers were entering this major oil port with no effective and reliable radar monitoring is clearly unsatisfactory.”
- 3.5 There are currently three radar scanner sites, one at Sella Ness, one at Vats Houlland within Sullom Voe Terminal, and one at Brough.
- 3.6 In addition to radar, these sites support telecommunications, VHF radio and ship Automatic Identification System (AIS) hardware.
- 3.7 These three sites provide essential radar coverage of the inner harbour, the main Northern entrance and also the South East entrance to Sullom Voe. Information from each of the sites is relayed to Vessel Traffic Services (VTS) at Sella Ness, where the duty operator can monitor all movements and operations within the Harbour.

- 3.8 The system is now approximately 15 years old, and has become obsolete. Spares are very difficult to source if available at all, and where available, could prove to be very expensive with long lead times.
- 3.9 Should major components within the system fail, significant disruption to shipping operations at Sullom Voe would be experienced.

#### **4.0 Risk**

##### **4.1 Operational risks**

- 4.1.1 With a fully operational VTS system the port can berth and sail tankers at any time of day or night so long as the wind limits allow. If the VTS service was compromised by inadequate or no radar information then limits would need to be placed on operations.

A result of this could be a delay to a tanker berthing or sailing. If these delays were lengthy enough (and this would depend on the charter party agreement between the shipper and consignee) then a claim for demurrage could be made against the terminal. It would then be expected that the terminal would, in turn, claim against the Port Authority. It should be noted that in most charter parties, delays solely due to weather will incur lower rates of demurrage, typically 50% (for costs see Commercial Risks below).

During the winter months, weather conditions are such that tankers frequently berth during “weather windows” of a few hours. In the above scenario, it may well be that successive weather windows occur during darkness hours and, hence, the delay to a tanker could easily be measured in days or greater. As the delay would be caused by operational reasons rather than solely due to weather, this could trigger a full rate demurrage claim.

##### **4.2 Commercial risks**

- 4.2.1 Currently P&H charge about £150,000 per tanker visit, the exact sum being dependant on the vessel’s gross tonnage. If the lack of a functioning VTS results in a tanker not berthing then there is a potential to lose this income. However, this scenario is unlikely as there is a finite amount of oil coming to the terminal which needs to be exported at some time.

The greater risk is in delay to a tanker resulting in a claim for demurrage. This varies significantly but the 2014 World Scale rate for an Aframax tanker, the size currently using Sullom Voe, is in the order of £29,000 per day and the demurrage rate is a factor of this. Already this year this rate has varied from just over 100% to 57%, resulting in a potential claim for between £16,000 and £29,000 per day.

##### **4.3 Financial Risks**

Failure to achieve the Harbour Account surplus carries a significant risk of the Council's financial policies not being adhered to and will require a further draw from Reserves which is unsustainable.

## **5.0 Options and estimated costs**

- 5.1 As the system can now be considered obsolete and unsupported, the only option is a complete replacement with new hardware and software. This will provide a total system, which includes radar, AIS and telecommunication links between the various sites.
- 5.2 Work to identify replacement options and estimates commenced in late 2012, and the existing system manufacturer Kongsberg Norcontrol attended site in January and October 2013. A representative from another supplier Transas, who provided Orkney Harbours system, also visited Sella Ness in June 2013 to discuss options.
- 5.3 As a result of these visits, both Companies have provided initial estimates, based on their assumption of our requirements. Of course, these estimates are preliminary, and would be subject to work scopes and requirements being confirmed at the design/tender stage.
- 5.4 Based on these estimates, it is likely that the total cost for replacement of the radar system will be in the region of £750k - £1m.
- 5.5 Ongoing annual manufacturer support costs will be in the region of £20k -£50k depending on the level of service and support required.
- 5.5 Norcontrol has provided a second option, which involves the lease of a system for a twenty year period. The cost of such an arrangement is estimated to be in the order of £200k per annum, with costs rising annually against a mutually agreed benchmark.

## **6.0 Implications**

### Strategic

- 6.1 Delivery On Corporate Priorities – The actions in this report will contribute to the outcomes in the Council's Corporate Plan 2013/17 of:

“Helping build a healthy economy and strong communities”

“To be able to provide high-quality and cost-effective services to people and communities in Shetland, our organisation has to be run properly”

“We are determined that we will be run to the very highest standards”

- 6.2 Community /Stakeholder Issues – Community and stakeholders have a vested interest in ensuring that the port operation is managed and operated safely and in accordance with legislation and industry best practice.



6.3 Policy And/or Delegated Authority – The Scheme of Administration and Delegations states that the role and authority of the Harbour Board is:

6.3.1 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; and

6.3.2 Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfill that function; and

6.3.3 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council.

6.4 Risk Management – There are significant challenges in maintaining the safe and appropriate use of Council Port assets. Failure to effectively maintain these assets could increase risk to both the public, harbour users and the Council.

6.5 Equalities, Health And Human Rights – None.

6.6 Environmental – Any shipping incident that occurred as a result of system faults or breakdown could have catastrophic consequences for the environment.

Resources

6.7 Financial – As noted in paragraph 5 above, the estimated capital cost of replacement of the radar system is £750k - £1m with ongoing revenue support costs of £20k-£50k per annum thereafter. The estimated leasing option would cost a minimum of £4m over a period of 20 years.

A fully costed business case will be required to ensure that funding of this project will be achieved in line with the Council's Medium Term Financial Plan.

6.8 Legal – Any works resulting from this report will be tendered and awarded in strict adherence to Council Standing Orders.

6.9 Human Resources – None.

6.10 Assets and Property – Failure to maintain its systems in a safe and operational condition could result in further costs to repair or replace these systems at a later date.

## 7.0 **Conclusions**

7.1 The existing Sullom Voe Harbour radar system is now obsolete and unsupported.

7.2 Spare parts will be very difficult to source for future breakdowns, which become more likely as time passes.

7.3 To avoid impacts on the operational ability of the Harbour, the system must be replaced as soon as possible.

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For further information please contact:  
*Andrew Inkster – Team Leader – Port Engineering*  
01806 244 264  
*andrew.inkster@shetland.gov.uk*  
06 November 2014

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Background documents:

Appendix One – Installation Photographs.

**Appendix One**

1. Brough Radar Installation



Appendix One continued.

2. Vats Houlland Radar installation





**Harbour Board****18 November 2014****Harbourmaster's Report****PH-27-14F****Harbour Master, Ports & Harbours Operations****Infrastructure Services Department****1.0 Summary**

- 1.1 The purpose of this report is to brief and inform the Port Marine Safety Code (PMSC) Duty Holder of the professional concerns and current status as reported by the Harbourmaster.

**2.0 Decision Required**

- 2.1 That the Harbour Board resolve to consider the content of this report in its role as Duty Holder, and note that the necessary management and operational mechanisms are in place to fulfill that function.

**3.0 Detail**

- 3.1 Navigational Risk Assessment / SMS review.

The navigational risk assessments have been put into an electronic version to ease the method of review and change. This project is now complete and will not feature in future reports.

- 3.2 Designated Person. Captain Trevor Auld, appointed as the designated person (Harbour Board Min. ref. 29/12), provides independent assurance directly to the Duty Holder that the marine safety management system, for which the duty holder is responsible, is working effectively. Captain Auld's report is attached as appendix 1.

- 3.3 Incidents. Seven incidents have been reported since 12<sup>th</sup> July 2014. These are:

Valfoggia, 28 July 2014

Vessel entered the Area to be Avoided. This was reported to HMCG and the Master interviewed once alongside. He cited unfamiliarity with newly fitted navigational equipment.

Sullom Spray, 29 July 2014

Pilot vessel at Scalloway made heavy contact with incoming vessel – some damage to boat fendering. Boat skipper still gaining experience.

Shalder / Eide Barge, 17 August 2014

Shalder damaged whilst making fast to barge in transit in heavy weather.

Eide Lift 7, 22 August 2014

Self-propelled carne barge working at Sullom Voe suffered propulsion failure. Sullom Voe tug used to allow crane to complete works.

Thora, 6 October 2014

Inter-island ferry broke free from moorings in heavy weather.

Searanger, 12 October 2014

Mooring line failure when alongside – vessel currently banned from Terminal.

Kronviken, 17 October 2014

Mooring line snagged on fender on departure – delay of 20 minutes to sailing.

3.4 Audits.

DNV conducted an annual audit of the ports ISO9001 certification on July 8<sup>th</sup> and 9<sup>th</sup> 2014. The full report was received on 10<sup>th</sup> July 2014 and contained no non-conformities and four observations. As such there is no requirement to close these out, but it is good management to aim to do so.

No	Detail	Comment
1	Engineering section of manual requires a formal review	On-going
2	Induction procedures and pilotage recertification requires revision	On-going discussions by officials and Pilots, particularly in respect of authorisation procedures for new pilots
3	Navigational risk assessment software to be reviewed once installed	Complete
4	Recommended that a formal hand-over log be created for VTS staff	Draft system now in place, to review prior to next DNV audit for effectiveness

3.5 Flying Phantom. On 19 December 2007 the tug “Flying Phantom” was engaged in escorting a large vessel “Red Jasmine” up the River Clyde in dense fog. Three of the tug’s four crew perished when the tug “girted” (was pulled over by the line to Red Jasmine).

The MAIB investigated and came up with a number of recommendations, some in relation to the tug’s procedures and management, others in relation to the port’s procedures.

In 2013 the tug’s owners pleaded guilty to failing to assess risks and provide a safe system of work. They were fined £1.7m. In September 2014 the port authority were fined £650,000 for the same offences.

The MAIB raised concerns that there were no defined limits or procedures for operation of tugs in fog. Another concern was that the port's reliance on ISO audits was insufficient. In particular, the port had no individual to fulfil the role of "designated person" to oversee the management system. As a result of the original MAIB report, these was discussed at both the Technical Working Group and at Tugmasters meetings to ensure that our procedures were suitable and sufficient.

Accordingly, whilst keeping the Harbour Board advised, the Harbourmaster is content that existing procedures meet all the recommendations of the MAIB.

- 3.6 Port Marine Safety Code - compliance. The Port Marine Safety Code requires (paras 3.23 and 3.24) that all duty holders are required to submit a "letter of compliance" to the MCA every three years. The MCA are consolidating the dates of these so whilst the last compliance letter sent by the Harbour Board was in July 2012, the next letter is due on or before 31<sup>st</sup> March 2015.

A draft letter is attached as Appendix 2.

## **4.0 Implications**

### Strategic

- 4.1 Delivery On Corporate Priorities – The actions in this report will contribute to the outcomes in the Council's Corporate Plan 2013/17 of:

"Helping build a healthy economy and strong communities"

"To be able to provide high-quality and cost-effective services to people and communities in Shetland, our organisation has to be run properly"

"We are determined that we will be run to the very highest standards"

- 4.2 Community /Stakeholder Issues – Community and stakeholders have a vested interest in ensuring that the port operation is managed and operated safely and in accordance with legislation and industry best practice.

- 4.3 Policy And/Or Delegated Authority – The Scheme of Administration and Delegations states that the role and authority of the Harbour Board is:

- 4.3.1 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; and
- 4.3.2 Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfill that function; and
- 4.3.3 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council.

4.4 Risk Management – Failure to comply with the requirements of the PMSC could lead to regulatory action.

4.4 Equalities, Health And Human Rights – None.

4.5 Environmental – None.

#### Resources

4.6 Financial – There are no direct financial implications to this report.

4.7 Legal – None.

4.8 Human Resources – None.

4.9 Assets And Property – None.

### **5.0 Conclusion**

5.1 This report is an update of current issues in the operation of Ports and Harbours within Shetland.

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For further information please contact:

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3 November 2014

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#### List of Appendices

Appendix 1 Designated Person Report – Captain Trevor Auld

Appendix 2 Draft Letter of Compliance

#### Background documents:

None



## Designated Person Report –18 November 2014

This Designated Person report is provided as an independent view on Shetland Islands Council's (SIC) performance against the requirements and standards under the latest edition of the Port Marine Safety Code (PMSC). The report is submitted to the SIC Harbour Board, and copied to the Harbour Master for information.

### Introduction

Since my written report to the Harbour Board meeting of 19 August 2014 I have maintained a regular dialogue on marine matters with the SIC's Harbour Master through an exchange of emails. I have also monitored both the SIC's website <http://www.shetland.gov.uk> and SIC's ports specific website <http://www.shetland.gov.uk/ports> for items relating to the reported actions, involvement and decisions taken by the Harbour Board and SIC's appointed officers. Prior to writing this report I had a telephone conversation with SIC's Harbour Master, Deputy Harbour Master and Executive Manager in which we discussed, in accordance with an agreed questionnaire: monitoring measures, assessing measures and effectiveness of the current Marine Safety Management System.

### MarNIS Port Assessment Toolkit

In all previous Designated Person reports to the Harbour Board reference has been made to the absence of a mechanism to review and manage marine risk assessments. This omission has been addressed effectively by the recent installation of a 'MarNIS Port Assessment Toolkit' provided by ABP Marine Environmental Research Ltd (ABPmer). The software now enables the Harbour Master's team to create and organise marine risk assessments, log accidents/incidents and produce key performance indicators as report outputs. This provides a greater level of transparency to the Marine Safety Management System.

### Monitoring Measures

**Technical Working Group** – The draft minutes of the Technical Working Group (TWG) held on 31 July 2014 record the ongoing good practice of bringing together SIC personnel from different disciplines and port stakeholders to discuss a range of safety and operational issues of common interest.

The following evidence of good practice is noted:

- Tug masters and pilots have been involved, through regular (minuted) meetings, in all stages of the decision making process regarding deployment of Bonxie. This is wholly in accordance with Section 9.3.9 of the Guide to Good Practice on Port Marine Operation regarding the need for active liaison and coordination between stakeholders.
- Operational procedures in Scalloway are to be reviewed to consider wind strength limits and tug requirements for berthing bitumen tankers and for vessels alongside. This is wholly in accordance with Section 6.1 of the Guide to Good Practice on Port Marine Operations regarding the requirement to take into account the effect of prevailing conditions.

- Whilst discussions about an amendment to the applicable Admiralty Chart have been ongoing with the UK Hydrographic Office, a scale drawing showing the limits of the dredged channel in Scalloway has been issued to all vessels entering the port and also posted on SIC's ports specific website. This action is wholly in accordance with Paragraph 4.3 of the Port Marine Safety Code in that it is a Harbour Authority's duty to provide users with adequate information about conditions in the harbour.

**Examination & Technical Group** – Meetings of the Examination & Technical Group were held on 4 August 2014 and 17 October 2014.

The purpose of the first meeting was to review all incident reports and ascertain whether any additional action was required to close out the incidents. Of the eleven incidents reviewed only one involving the *Calamity Jane* and *Dunter* was left open for further input from the Port Engineer. A review of navigational risk assessments was deferred pending the installation of the MarNIS Port Assessment Toolkit.

The second meeting, in an good demonstration of stakeholder involvement, addressed four specific topics:

1. Pilot authorisation – All pilots requiring reauthorisation were required to complete a reauthorisation checklist and answer a series of questions regarding pilotage operations. All candidates were successful and re-authorised for a period of two years, effective from 25 October 2014.
2. Berthing of Part Loaded VLCCs at Jetty 4, Sullom Voe – Discussion included: maximum permissible speed when coming alongside, stopping distances, effectiveness of tugs, safe working load of the tanker's mooring facilities and simulator trials.
3. Pilots Job Descriptions – A draft job description for a Class 1 marine pilot was discussed and some changes made and agreed. This action is wholly in accordance with Section 11 of the Guide to Good Practice on Port Marine Operations in that Harbour Authorities should ensure that everyone, who has responsibilities or is involved in the safety of navigation, is qualified and competent to do the job.
4. New buoy position, Scalloway – As a consequence of the berthing position of *MV Gemini* (164m in length, 22m beam) alongside the South Quay at Blacksness Pier, the approximate location of a new buoy to aid vessels arriving at, or departing from, the eastern berths in Scalloway was discussed and agreed (subject to Northern Lighthouse Board sanction).

**Safety Sub-Committee – Ports** – The 64<sup>th</sup> meeting of the Safety Sub-Committee – Ports was held on 21 October 2014. A full agenda was distributed in a timely manner but the draft minutes were not available at the time of compiling this report.

**Incidents and Accidents** – The following marine incident or accident reports have been submitted formally to the Harbour Master and entered onto the MarNIS Port Assessment Toolkit database:

- |                |                    |  |
|----------------|--------------------|--|
| • 28 July 2014 | <i>Valfoglia</i>   | Entered the area to be avoided.                                  |
| • 29 Jul 2014  | <i>Jade</i>        | Contact with pilot vessel off Scalloway.                         |
| • 17 Aug 2014  | <i>Eide Rex</i>    | Contact with Shalder in heavy weather.                           |
| • 22 Aug 2014  | <i>Eide Lift 7</i> | Loss of power; taken in tow by <i>Dunter</i> and berthed safely. |

- 6 Oct 2014      *Thora*              Inter-island ferry on the tug jetty broke its moorings in high winds.
- 12 Oct 2014    *Searanger*           Line failure on moored tanker.
- 17 Oct 2014    *Kronviken*           Mooring line caught on fendering.

In accordance with the requirements of the Marine Safety Management System, all of the incidents have been investigated by the Harbour Master and are agenda items for discussion at the 76<sup>th</sup> meeting of the Technical Working Group to be held on 6 November 2014.

**Audits** – No audits have been completed since Det Norske Verita's (DNV's) audit of the ports ISO certification on 8/9 July 2014.

**Consultation** – Active engagement with port and harbour stakeholders by members of the Harbour Board and its appointed officers continues to provide evidence of SIC's commitment to the importance of meaningful and ongoing consultation with local and national organisations.

Board members, Harbour Master, Deputy Harbour Master and Executive Manager continue good lines of communication with attendance at a range of meetings as a stakeholder and Harbour Authority representative, these include:

4 August	Tug Masters
11 August	Proposed tidal farm infrastructure locations
3 September	HSE Open Day on fishing safety
15 September	Shetland Oil Terminal Environmental Advisory Group (SOTEAG)
15 September	Scottish Society for the Prevention of Cruelty to Animals (SSPCA)
2 October	Potential new fish factory and harbour implications, Whalsay
7 October	MCA Ship Registry
13 October	HSE consultation on port safety
22 October	Shetland Marine Spatial Plan

**Harbour Board Meetings** – The public agenda for the Harbour Board meetings of 19 August 2014 and 8 October 2014 and the accompanying Decision Notes were posted on the website [www.shetland.gov.uk](http://www.shetland.gov.uk) in a timely manner.

**Training** – The three training matrices continue to be reviewed regularly and updated as training courses are completed and qualifications obtained or revalidated.

**Small Ports and Harbours** – The following small ports and harbours have been the subject of operational and safety visits by the Deputy Harbour Master and Port Safety Officer in July and August 2014: Toft, Mid Yell, Cullivoe, Uyea Sound, Baltasound, Easterdale, Toogs, Hamnavoe, Walls, West Burrafirth, Billister and Collafirth.

**Marine Circulars and Notices to Mariners** – Stakeholder information regarding marine and operational safety has been posted in a timely manner through the issue of marine circulars and notices to mariners. The latter has been posted and maintained on SIC's ports specific website: <http://www.shetland.gov.uk/ports/notices.asp>

## Assessing Measures

### Key Performance Indicators (KPI):

- 1 Number of completed marine incident/accident reports for Sullom Voe and Scalloway Harbour reviewed by the Technical Working Group expressed as a percentage of all completed marine incident/accident reports.

All incidents and accidents have been entered onto the MarNIS Port Assessment Toolkit and reviewed in accordance with the applicable Marine Safety Management System procedure.

KPI = 100%

- 2 Number of hours in which Sullom Voe's Traffic Organisation Service (TOS) VTS functioned as a fully operational service expressed as a percentage of the total number of operational hours.

In all previous reports the start date for this KPI has been 1 January 2013. In agreement with the Harbour Master the time frame has been changed to consider only the 12 months prior to the date of each DP report.

VTS has functioned continuously as a Traffic Organisation Service (TOS) VTS<sup>1</sup> from 00:00 hours on 28 October 2013 to 00:00 hours on 28 October 2014.

KPI = 100%

- 3 Number of Marine Risk Assessments for Sullom Voe, Scalloway Harbour and the Small Ports exceeding the review date as a percentage of the total number of marine risk assessments.

All risk assessments for Sullom Voe, Scalloway and the Small Ports have been entered onto the MarNIS Port Assessment Toolkit database. No assessments are overdue.

KPI = 100%

- 4 Number of port marine employees with in date qualifications required for their job role, expressed as a percentage of the total number of employees undertaking port marine activities and requiring job specific qualifications.

All 39 employees undertaking port marine activities and requiring 'essential' job specific qualifications hold the necessary in-date qualifications.

KPI = 100%

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<sup>1</sup> TOS = A service to prevent the development of dangerous maritime traffic situations and to provide for the safe and efficient movement of vessel traffic within the VTS area MGN 238 (M+F) Vessel Traffic Services (VTS) and Port Information in the United Kingdom

5 **Availability of Aids to Navigation (in three classification bands) expressed as a percentage of total availability over the three year period 28 October 2011 to 28 October 2014**

KPI	IALA Category 1	Availability	99.99%	Target	99.8%
KPI	IALA Category 2	Availability	99.22%	Target	99.0%
KPI	IALA Category 3	Availability	99.55%	Target	97.0%

The availability of all aids to navigation now exceeds the target set by the Northern Lighthouse Board (NLB).

## Effectiveness of the Marine Safety Management Systems

The monitoring and assessing measures described above provide assurance that the ports and harbours of Sullom Voe, Scalloway and the Small Ports of West Burra (Hamna Voe); West Burrafirth; Housa Voe, Papa Stour; Mid Yell, Yell; Cullivoe, Baltasound; Unst; Uyeasound, Unst; Hamars Ness, Fetlar; Symbister, Whalsay Out Skerries (two separate areas: West Voe and South North-East Mouth); and North Haven (Fair Isle) are functioning safely and efficiently and in full accordance with good practice.

Following the recent installation of the MarNIS Port Assessment Toolkit I am now able to determine, through the process of monitoring and assessment described in this report, the manner in which the newly published Marine Safety Management Systems for Sullom Voe, Scalloway and the Small Ports are implemented and maintained to ensure that all marine risks are controlled.

In this regard, I am very pleased to be able to give the Harbour Board an assurance that the new SIC Marine Safety Management System is working effectively and in full compliance with the Port Marine Safety Code.

**Captain Trevor Auld**  
Designated Person (PMSC)



## APPENDIX 2

Executive Manager: Paul Bryant  
**Executive Director: Maggie Sandison**

Navigation Safety  
Maritime & Coastguard Agency  
Spring Place  
105 Commercial Road  
Southampton SO15 1EG

Ports and Harbours Operations  
**Infrastructure Services Department**  
Port Administration Building  
Sella Ness  
Sullom Voe  
Shetland ZE2 9QR

Telephone: 01806 244200  
Fax: 01806 242237  
port.reception@shetland.gov.uk  
www.shetland.gov.uk

If calling please ask for  
**Colin Reeves**  
Direct Dial: 4202

Our Ref:  
Your Ref:

Date:

**For the attention of the Chief Executive, Maritime & Coastguard Agency**

Dear Sir,

### **PORT MARINE SAFETY CODE – STATEMENT OF COMPLIANCE**

Following the recent change to the Chair of the Harbour Board, I, Councillor Andrea Manson, the Chairperson and I, Maggie Sandison, Director - Infrastructure Services, on behalf of the Shetland Islands Council Harbour Authority having considered all the requirements of the Port Marine Safety Code and aware of an external health check and review instigated by the Harbour Authority, certify that the Port of Sullom Voe and Scalloway Harbour meets the standards required by the Port Marine Safety Code. We will also ensure that the appropriate officers continually monitor and update the Safety Management System in line with best practice and audit findings.

Yours faithfully

Andrea Manson  
Chairperson of the Board

Maggie Sandison  
Director of Infrastructure Services







**Harbour Board****18 November 2014****Commercial Report****PH-26-14F****Harbour Master, Ports & Harbours Operations****Infrastructure Services Department****1.0 Summary**

- 1.1 The purpose of this report is to inform Members of recent commercial activity in the port.

**2.0 Decision Required**

- 2.1 That the Harbour Board note the commercial activity in the ports detailed in this report.

**3.0 Detail****3.1 Sullom Voe**

- 3.1.1 Tanker traffic has been averaging six Brent and one Clair tankers at Sullom Voe each month, in line with budget expectations. However, there is a problem with Clair shipments as there has been a fault on the field. The last export of Clair product was in early October and the next will not be before January 2015, and may be later still if weather restricts repair operations.

**3.2 Scalloway**

- 3.2.1 In early October 2014 the cruise vessel "Gemini" berthed at the South Quay in Scalloway and is being used by Petrofac as accommodation for their workforce. The duration of this arrangement is currently open, indications are that Gemini will remain in Scalloway until the New Year, but may well extend beyond that.
- 3.2.2 The port of Scalloway is benefitting from income as a result of the berthing operation, on-going berthage and hire of an area of the quayside (for access tower, coach turning area, car parking etc). In addition, in case of severe weather, particularly from the north to north-

east direction, one of the Sullom Voe tugs “Tirrick” is stationed in Scalloway and is being charged at a commercial rate.

- 3.2.3 To achieve the above there have been some costs by way of providing additional bollards. The South Quay is the normal bunkering quay and this cannot be achieved at present. Discussions are on-going with Petrofac to lay a pipeline towards the West Quay to allow bunkering to take place on that quay. The estimated income is £114,500 per month.

### 3.3 Tugs

- 3.3.1 Revenue from “Tirrick” at Scalloway has been included in 3.2.3 above.
- 3.3.2 In addition, “Shalder” was despatched to stand-by the inter-island ferry “Linga” after the vessel had a fire on board. The escort was provided from Laxo to Lerwick as a matter of prudence. Revenue from this was £9400 as part of the insurance claim.
- 3.3.3 Lastly, “Tystie” was contracted to tow a disabled vessel “Myrte” from near Fair Isle to Lerwick after a fire had disabled the vessel. “Myrte” was not drifting into danger and an emergency tow was not required. Ports & Harbours bid for the work and were given the contract. Owing to a fire at Holmsgarth where “Myrte” was supposed to berth, the towage time was extended, but as the contract was based on an hourly rate, this was to the Towage Services advantage. Revenue from this will be £37,600 less fuel and crew costs.

## 4.0 **Implications**

### Strategic

- 4.1 Delivery On Corporate Priorities – The actions in this report will contribute to the outcomes in the Council’s Corporate Plan 2013/17 of:

“Helping build a healthy economy and strong communities”

“Shetland has many resources and a lot of talent. We need to work together to make the best of these.”

“If everyone has the opportunity to work, improve their skills and make a positive contribution to the islands’ increasing prosperity, we will create a wealthier, fairer and smarter Shetland.”

“We will make the best economic, efficient and effective use of our buildings and other physical assets.”

- 4.2 Community /Stakeholder Issues – None

- 4.3 Policy And/Or Delegated Authority – The Scheme of Administration and Delegations states that the role and authority of the Harbour Board is:

- 4.3.1 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;

- 4.3.2 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; and
- 4.3.3 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council
- 4.4 Risk Management – Failure to secure new business to the port may impact on the net ongoing running costs of the Council, carrying a significant risk of the Council's financial policies not being adhered to and requiring a draw on Reserves.
- 4.5 Equalities, Health And Human Rights – None.
- 4.6 Environmental – The safe operation of the harbour by appropriately trained and competent staff is essential to the protection of Shetland's marine environment. Sullom Voe is designated by the European Commission as a Special Area of Conservation (SAC).

#### Resources

- 4.7 Financial – It is estimated that the actions in this report have resulted in additional income, above budget, in excess of £150,000 to date.
- 4.8 Legal – Any formal contracts beyond the normal fees will require an input from legal. Any changes to existing Council decisions will require input from legal.
- 4.9 Human Resources – None.
- 4.10 Assets And Property – have been involved in discussions.

## **5.0 Conclusions**

- 5.1 This report is an update of current commercial activity in the operation of Ports and Harbours within Shetland.

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For further information please contact:  
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3 November 2014

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List of Appendices  
None

Background documents:  
None



**Harbour Board****18 November 2014**

<b>Harbour Board Business Programme – 2014/15</b>	
GL-19-14-HB-F	
<b>Team Leader – Administration</b>	<b>Governance and Law Corporate Services</b>

## **1.0 Summary**

- 1.1 The purpose of this report is to inform the Board of the planned business to be presented to the Board over the remaining quarters of the current financial year to 31 March 2015 and discuss with Officers any changes or additions required to that programme.

## **2.0 Decision Required**

- 2.1 That the Harbour Board considers its business planned for the remaining quarters of the current financial year to 31 March 2015 and RESOLVE to approve any changes or additions to the Business programme.

## **3.0 Detail**

- 3.1 The Council approved the Council's Meeting Dates and Business Programme 2014/15 at its meeting on 26 March 2014, (Min. Ref. 21/14).
- 3.2 It was agreed that the Business Programme for 2014/15 would be presented by Committee Services to the Council and each Committee/Board, on a quarterly basis, for discussion and approval.
- 3.3 The manner in which meetings have been scheduled is described below:
- Ordinary meetings have been scheduled, although some have no scheduled business at this stage. Where there is still no scheduled business within 2 weeks of the meeting, the meeting will be cancelled;
  - Special meetings have been called on specific dates for some items – other agenda items can be added, if time permits;
  - PPMF = Planning and Performance Management Framework meetings have been called for all Committees and Council once per quarter. These meetings are time restricted, with a specific focus on

PPMF only, and therefore no other business will be permitted on those agendas;

- Budget = Budget setting meetings – other agenda items can be added, if time permits, or if required as part of the budget setting process; and
- In consultation with the Chair and relevant Members and Officers, the time, date, venue and location of any meeting may be changed, or special meetings added.

3.4 In relation to the planned business for the year ahead, the lead strategic Director reporting to this Board will provide the Board with any information, comment or observations on the planned business, at the meeting.

## **4.0 Implications**

### Strategic

4.1 Delivery On Corporate Priorities – The recommendation in this report is consistent with the following corporate priorities:

#### Our Corporate Plan 2013-17

- To be able to provide high quality and cost effective services to people in Shetland, our organisation has to be run properly.
- Fully align the timetables, time spans and approaches for financial planning relating to the medium term yearly budgeting with Council, directorate and service planning.

4.2 Community /Stakeholder Issues – The Business Plan provides the community and other stakeholders with important information, along with the Council's Corporate and Directorate Plans, as to the planned business for the coming year.

4.3 Policy And/Or Delegated Authority – Maintaining a Business Programme ensures the effectiveness of the Council's planning and performance management framework. The Business Programme supports each Committee/Board's role, as set out in paragraph 2.3 of the Council's Scheme of Administration and Delegations, in monitoring and reviewing achievements of key outcomes within its functional areas, whilst ensuring best value in the use of resources is met to achieve these outcomes within a performance culture of continuous improvement and customer focus.

4.4 Risk Management – The risks associated with setting the Business Programme are around the challenges for officers meeting the timescales required, and any part of the business programme slipping and causing reputational damage to the Council. Equally, not applying the Business Programme would result in decision making being unplanned and haphazard and aligning the Council's Business Programme with the objectives and actions contained in its corporate plans could mitigate against those risks.

4.5 Equalities, Health And Human Rights – None.

4.6 Environmental – None.

#### Resources

4.7 Financial – The there are no direct financial implications in this report, but indirect costs may be avoided by optimising Member and officer time.

4.8 Legal – None.

4.9 Human Resources – None.

4.10 Assets And Property – None.

### **5.0 Conclusions**

5.1 The presentation of the Business Programme 2014/15 on a quarterly basis provides a focussed approach to the business of the Board, and allows senior Officers an opportunity to update the Board on changes and/or additions required to the Business Programme in a planned and measured way.

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For further information please contact:

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*7 November 2014*

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#### List of Appendices

Appendix 1 – Harbour Board Meeting Dates and Business Programme 2014/15

#### Background documents:

Report GL-02-F - Presented to Council on 26 March 2014: Titled “Meeting Dates and Business Programme 2014/15”

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4317>





Harbour Board			
D= Delegated R=Referred			
Quarter 1 1 April 2014 to 30 June 2014	<b>Date of Meeting</b>	<b>Business</b>	
	Ordinary 30 April 2014 10 a.m.	Cancelled - No Business	
	PPMF & Ordinary 27 May 2014 2 p.m.	Management Accounts – Quarter 4	D
		Pilotage Accounts – Quarter 4	D
		Harbourmaster's Report – Quarter 4	D
		Capital and Revenue Project Progress Report - Quarter 4	D
		Commercial Report – Quarter 4	D
		Infrastructure Directorate – Performance Overview – Quarter 4	D
		Tug Charter	D
		Capital Spending – Solan/Bonxie	R SIC 2 July
		Compliance with Standing Orders – Ports & Harbours	D
		Harbour Board Business Programme2014/15	D
	Ordinary 30 June 2014 10 a.m.	Cancelled- No Business	
Quarter 2 1 July 2014 to 30 September 2014	<b>Date of Meeting</b>	<b>Business</b>	
	PPMF & Ordinary 19 August 2014 2 p.m.	Management Accounts – Quarter 1	D
		Pilotage Accounts – Quarter 1	D
		Harbourmaster's Report – Quarter 1	D
		Capital and Revenue Project Progress Report – Quarter 1	D
		Commercial Report – Quarter 1	D
		Ports and Harbours Service Plan – Performance Overview – Quarter 1	D
		Small Ports Survey – Conditions Survey and Future Major Maintenance	D
		Harbour Board Business Programme2014/15	D

Harbour Board - continued			
D= Delegated R=Referred			
Quarter 3 1 October 2014 to 31 December 2014	<b>Date of Meeting</b>	<b>Business</b>	
	Ordinary 8 October 2014 10 am.	Scalloway and Sullom Voe Masterplans	D
		BP Developments in Sullom Voe	D
	PPMF & Ordinary 18 November 2014 2 p.m.	Toft Pier	D
		Legal Advice Litigation	D
		Harbourmaster's Report – Quarter 2	D
		Capital and Revenue Project Progress Report – Quarter 2	D
		Commercial Report – Quarter 2	D
		Ports and Harbours Service Plan – Performance Overview – Quarter 2	D
		Harbour Board Business Programme 2014/15	D
	Budget 26 November 2014 10 a.m.	Management Accounts – Quarter 2	D
		Pilotage Accounts – Quarter 2	D
		Harbour Modelling Report	R P&R 26 Nov
		2015-16 Budget Proposals and Charges	R P&R 26 Nov
Quarter 4 1 January 2015 to 31 March 2015	<b>Date of Meeting</b>	<b>Business</b>	
	Ordinary 4 February 2015 10 a.m.	tbc	
	PPMF & Ordinary 24 February 2015 2 p.m.	Scalloway Detailed Action Plan	
		Shore Power	
		Working Patterns and Safe Operations	
		Small Ports Survey	
		Management Accounts – Quarter 3	D
		Pilotage Accounts – Quarter 3	D
		Harbourmaster's Report – Quarter 3	D
		Capital and Revenue Project Progress Report – Quarter 3	D
		Commercial Report – Quarter 3	D
		Ports and Harbours Service Plan - Performance Overview Q3	D
		Harbour Board Business Programme 2015/16	D

Planned Committee business still to be scheduled - as at Wednesday, 12 November 2014

Harbour Board - END