

# MINUTE

# B - PUBLIC

**Harbour Board**  
**Council Chamber, Town Hall, Lerwick**  
**Tuesday 24 February 2015 at 2.00pm**

**Present:**

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

**Apologies:**

A Cooper

**In Attendance:**

M Sandison, Director of Infrastructure Services  
P Morgan, Harbour Master  
A Inkster, Team Leader – Port Engineering  
B Robb, Management Accountant  
P Wishart, Solicitor  
C Anderson, Senior Communications Officer  
L Gair, Committee Officer

**Chair**

Ms A Manson, Chair of the Board, presided.

**Circular**

The circular calling the meeting was held as read.

**Declarations of Interest**

None

**Minutes**

The Board approved the minutes of the meetings held on i) 18 November 2014 on the motion of Mr Henderson seconded by Ms Westlake, and ii) 26 November 2014 on the motion of Mr Fox seconded by Mr Henderson.

01/15 **Management Accounts for Harbour Board: 2014/15 – Projected Outturn at Quarter 3**

The Board noted a report by the Executive Manager – Finance (F-006-F), which enabled the monitoring of the financial performance of services within its remit to ensure that Members were aware of the forecast income and expenditure and the impact that this will have with regard to delivering an approved budget.

**Decision:**

The Board **RESOLVED** to review the Management Accounts showing the projected outturn position at Quarter 3.

02/14 **Pilotage Accounts for Harbour Board 2014/15 Quarter 3 (April – December 2014)**

The Board noted a report by the Executive Manager – Finance (F-002-F), which enabled the monitoring of the financial performance of the Pilotage services provided by the Council.

**Decision:**

The Board **RESOLVED** to: review the Pilotage Accounts showing the projected outturn position at Quarter 3.

03/14

**Ports and Harbours Service Plan Performance Report**  
**3 Month/3<sup>rd</sup> Quarter 2014/15**

The Board considered a report by the (PH-03-15-F), which summarised the activity and performance of the Ports and Harbours Service for the reporting period above.

The Director of Infrastructure Services introduced the report and highlighted the red and amber actions still to be progressed. In response to a question relating to progress on the Peerie Dock at Symbister, Officer advised that the structure remains the responsibility of the Council as long as it continues to have ownership. Members were also advised that the matter is currently in the hands of the Amenity Trust's solicitor.

The Director of Infrastructure Services drew attention to the performance indicators and provided a summary of the current situation relating to staff vacancies, temporary staff, sickness, overtime and mileage.

A Member questioned whether the activity of the Port still required a 24/7 operation and sought clarification on whether this was a local or national requirement. The Director of Infrastructure Services explained that BP as the Council's customer sought the 24/7 service, however she informed Members that the Council and the Sullom Voe Association are in discussions on what has to be provided. She advised that BP were also discussing storage requirements and after that has been determined they will be able to identify what level of service they require from the Council. The Director of Infrastructure Services confirmed that tug operations do take place after 12am at the time of darkness however she was aware that BP are keen to reduce risk in the hours of darkness and this may change their port requirements once those risk assessments are complete. She concluded by stating that the Council cannot change its operation until BP decide what they need.

In response to a query regarding the peak in overtime costs in June and September, the Director of Infrastructure Services advised that these peaks were attributed to inspections and maintenance works that are carried out during the summer in better weather and also to a period of staff turnover where Pilots were used to cover VTS operations on overtime.

**Decision:**

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

04/14

**Capital and Revenue Project Progress Report**

The Board considered a report by the Team Leader – Port Engineering (PH-04-15-F), which provided an updated on progress of capital and revenue projects for Ports and Harbours Operations.

The Team Leader – Port Engineering introduced the report and in responding to questions he confirmed that the terminal operators were discussing maintenance for the long term. He also confirmed that of the four jetties three were currently operational but two out of service for maintenance, and explained that from a maintenance point of view he had confidence in the condition of the structures going into the future. The Team Leader – Port Engineering explained that a lot of work had been undertaken recently in terms of maintenance and the application of cathodic protection. The ongoing maintenance also included a programme of remedial concrete work.

**Decision:**

The Board **RESOLVED** to note the contents of the report and areas of progress made.

05/15 **Harbourmaster's Report**

The Board considered a report by the Executive Manager – Ports and Harbours Operations (PH-01-15-F), which briefed and informed the Port Marine Safety Code (PMSC) Duty Holder of the professional concerns and current status as reported by the Harbourmaster.

The Director of Infrastructure Services introduced the report and advised that the Designated Persons report set out the good practice of the Technical Group on safety and operational matters. She also highlighted the final paragraph and advised that she had prepared a letter to be signed by the Chair of the Board and herself, as Director, that would be sent to the MCA providing assurance of the Ports compliance.

A Member referred to page 43 and queried what the original concerns had been. The Director of Infrastructure Services explained that this related to the launch crew shift changes in particular and a full risk assessment was carried out. Whilst not ideal operationally the shift pattern does not cause any safety hazard. The outcome of the risk assessments has been fed back to staff. A Member comment on the importance of ensuring that staff are listened to. The Director of Infrastructure Services agreed stating that the process was also looked at by Safety Officer from outside Ports and Harbours and feedback was received last week which would be passed on to the staff member who raised the concern. She said that Capt. Auld deems the process appropriate and that this was not a safety issue. She said that it was important to do what was right for the operation and to ensure that the set up is driven by operational need, so the arrangement for the shifts need to be reviewed, but not on safety grounds. The Director of Infrastructure concluded by stating that she would however continue to have discussions with staff about their concerns, if they still remain.

**Decision:**

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

06/15 **Committee Business Programme – 2015/16**

The Board considered a report by the Team Leader – Administration (GL-10-15-F), which informed of the planned business to be presented for the financial year to 31

March 2016 and sought discussion with Officers regarding any changes or additions required to that Programme.

**Decision:**

The Board considered its business planned for the financial year to 31 March 2016 and **RESOLVED** to approve any changes or additions to the Business Programme.

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

07/15 **Commercial Report**

The Board considered a report by the Executive Manager – Ports and Harbours Operations, which informed of recent commercial activity in the ports.

The Director of Infrastructure Services introduced the report and responded to Member's questions.

**Decision:**

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

The meeting concluded at 2.45pm.

Chair