

**Harbour Board****18 August 2015****Ports and Harbours Performance Report - 1st Quarter 2015/16 – April to June****PH-10-15F****Acting Executive Manager- Ports and Harbours****Infrastructure Services
Department****1.0 Summary**

- 1.1 This report summarises the activity and performance of the Ports & 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 of the Ports & Harbours service 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 The Ports and Harbours Service Plan 2015/16 is grouped under four main themes, a summary of overall progress on each is provided below.
- 3.2 **Effective Management Systems** – Regular Management Team and staff engagement meeting and other communication arrangements have been re-instated. ISO 9001, Port Marine Safety Code and Marine SMS audits have been carried out, or have been arranged. The “Designated Person” contract has been renewed.
- 3.3 **Technical Projects** – Refendering of Jetty 2 remains on schedule and essential maintenance on Scalloway Fishmarket refrigeration systems and doors is being undertaken.
- 3.4 **Workforce Planning and Development** – Interim arrangements for Harbourmaster are now in place, a Pilot recruitment exercise is under way and trials of amended shift patterns for VTS and Pilot Launch crews have commenced.

- 3.5 **Strategic Planning** – Members and staff have recently had a presentation on strategic options for the future of the port of Sullom Voe with a report to the next meeting cycle to follow. Seminars will be held in September on Scalloway Harbour Development business cases. A report on Toft Pier is at today's meeting and "Service Needs Cases / Business Cases" for other proposed port and ferry terminal works will be submitted to inform the upcoming budgeting exercises and reported to the Harbour Board in the next cycle.
- 3.6 Further details of progress on the Ports& Harbours Service Plan is set out in Appendix 1 to this report.
- 3.7 The Harbour Board is invited to comment on any matter 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 – Specialist legal advice is required for some actions included in the service plan, particularly the acquisition and disposal of vessels. The Council's appointed shipbrokers are closely involved in providing advice on these actions.
- 4.9 Human Resources - There are a range of actions in this service plan with staffing implications. Care is taken to ensure that staff are involved and informed about plans that might affect them, that HR are closely involved and that relevant Council policies are followed.
- 4.10 Assets And Property – There are a number of actions and projects that have significant asset implications, particularly in relation to boats, piers and other harbour infrastructure. Capital Programme Service is involved early in all capital project proposals and all proposals are subject to the Council's Gateway Process for capital prioritisation.

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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7 August 2015

Appendices

Appendix 1 – Progress on actions

Background Documents

Ports & Harbours Service Plan

http://www.shetland.gov.uk/about_performance/PerformanceReports.asp

Appendix 1 - Actions

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
Effective Management Systems							
Reinstate Technical Working Group	All Harbourmaster supported by Exe Manager and Clerical Assistant	June 2015	Aug 2015	Technical working group reviewed, updated and operational.	The Technical Working group was a key forum for multi-disciplinary monitoring and reporting of significant safety and other technical developments. This group has not met since November 2014.	Meeting planned for late August / early September	Technical working group reviewed, updated and operational by Sept 2015.
Hold regular Management team meetings	All Exe Manager supported by Admin Manager	June 2015		Management team meetings held regularly to monitor service plan and improve communications	No programme of regular management team meetings in place.	Management team meetings now scheduled and held at least twice every quarter to complement performance monitoring and reporting on the Ports & Harbours Service Plan	Completed
Review schedule of other systematic monitoring activities, groups and meetings.	All Exe Manager supported by Admin Manager	July 2015		List of groups, meetings and activities agreed including their remits, memberships and a forward diary of scheduled meetings developed	While there would appear to be a number of groups which meet on a periodic basis there is no concise list of these and no shared meeting diary. Groups would include; <ul style="list-style-type: none"> • Technical Working Group • Sullom Voe Association • SOTEAG • SVOSAC • Examination and Technical Group • Ports & Harbours Safety Forum Etc 	Develop a list or register of the key groups, who is on them, what they are supposed to do and when they are programmed to meet over the next 12 months.	Overview to be reported to next Management Meeting

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
Port Marine Safety Code External Audit	Harbour Ops Harbourmaster supported by Exe Manager and Port Safety Officer	April 2015	By Nov 2015	Auditor appointed, audit performed and any issues reported on with rectification actions agreed.	The Port of Sullom Voe PMSC was adopted in 2002 The last PMSC formal external audit was carried out by ABPmer in 2012. Northern Lighthouse Board audited our system in 2014 as part of their periodic assurance work We are required to have had a formal external re-audit before November 2015. Harbourmaster carried out market testing for a re-audit in May 2015	Audit brief to be agreed by Harbourmaster/Exec Manager by end July 2015	Tender August/September 2015 Appointed Auditor advised of priorities/risks September 2015 Audit September / October 2015 Action plan agreed by mid November 2015 and reported to Harbour Board at October 2015 meeting
ISO 9001 External Audit	Harbour Ops Port Safety Officer supported by Exe Manager	April 2015	By September 2015	DNV audit of Marine and Quality Policy, any issues reported on with rectification actions agreed.	ISO 9001 (then BS5750) was adopted in 1992/93 for Port of Sullom Voe only Last external audit was carried out July 2014 by Det Norske Veritas, this was an annual update audit. Next external audit will be in July 2015 it's a three yearly re-certification audit. DNV have been contracted to perform this re-certification audit.	Auditor provided background and advised of priorities/risks by end June 2015 Audit July 2015	Action plan agreed by mid September 2015 and reported to Harbour Board at October 2015 meeting
Tug OVID and ISM audits	Towage Ops TL-Ops & Eng supported by Exe Manager	June 2015	July 2015	Audits completed, any issues reported on with rectification actions agreed.	OVID Audit June 2015 ISM Audit July 2015	OVID Audit June 2015 ISM Audit July 2015	Action plan agreed by end July 2015

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
Port Marine Safety Code / ISO 9001 Internal Audits	Harbour Ops Port Safety Officer supported by Exe Manager and Harbourmaster	April 2015	By Sept 2015	Internal audits carried out to inform external audit	ISO 9001 was adopted in 1992/93 PMSC was adopted in 2002, building on and integrating with ISO9001 arrangements Internal audits are carried out on a rolling programme by Harbourmaster and the Port Safety Officer.	Internal audit summary to be prepared by the Port Safety Officer as briefing for the external auditors.	Options to add additional internal audit capability should be identified and assessed with recommendations by August 2015.
Renewal of Designated Person arrangements.	Harbour Ops Harbourmaster	April 2015	May 2015	"Designated Person" and appropriate supporting arrangements and reporting is in place	Designated Person contract agreed with ABPmer to run from 1 st June 2015 to 31 st May 2018.		Staff (and any relevant others) to be advised of the purpose of the "Designated Person" and contact information to be circulated by the end of August 2015.
Review Maint Mgement for Tugs.	Towage Ops TL- Ops & Eng	April 2015	TBA	Arrangements reviewed and recommendations agreed	Tugs plan and record maintenance using the Amos system. There would appear to be patchy usage of this system with gaps in important records and data sets		Arrangements reviewed and recommendations agreed by end August 2015.
Ensure all contracts are let in line with Council procurement procedures	All TL-Ops & Eng and TL – Eng supported by Exe Manager and Admin Manager	April 2015	Quarterly Objectives	Term contracts for key services	There have been Internal and External Audit comments about non-compliance with Council procurement regulations internal audit reports.	Discussions with Building Maintenance & Capital Programme held to understand how to best access Term Contracts.	Term contract for Electrical services to be in place by October 2015 Term contract for mechanical services to be in place by December 2015 Term contract for

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
							electronic services to be in place by December 2015 Term contract for SVT Electrical services to be in place by December 2015.
Ensure stores are managed in line with Audit recommendations.	Port Engineering TL – Eng supported by Exe Manager	April 2015	Oct 2015	All audit recommendations implemented	There have been Internal and External Audit comments about non-compliance with Council stock management regulations	New rolling stock take arrangements in place from April 2015 New annual stock take arrangements in place from April 2015	Further Audit comment anticipated April 2016
Review and Update Table of Dues	Business Support Admin Manager and Finance supported by Exe Manager	April 2015	Oct 2015	New Table of Dues developed and agreed	A number of current charges are either out of date or do not best reflect services provided. Recent updates have been ad-hoc and partial.		Short life team convened to review and update table of dues between Mid August 2015 and September 2015. New table of dues recommended for Council approval by end October 2015.
Monitor Revenue budgets and prepare for next year's budget exercise	Business Support Admin Manager supported by Exe Manager	April 2015	Oct 2015	Current budget monitored and reported. Next years budget developed and approved	It is unclear whether the budgets and targets set last year fully reflect current trading activity and plans for the rest of the year.	P&H and Finance intensively review Period 1 and Period 2 RMA to understand modelling assumptions. Improved understanding and analysis from surrounding projects is fed into the revenue estimates processes.	Revenue Estimates Timetable

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
Review long term capital investment requirements and make sure it is complete	Port Engineering – TL – Eng supported by TL – Ops & Eng	April 2015	Oct 2015	Updated / developed comprehensive P&H asset investment plans including Tugs, Pilot Launches and other key assets.	35 year capital investment plan prepared and submitted to Finance / Capital Programme in 2014	Improved understanding and analysis from surrounding is collated under an updated long term asset investment plan by August 2015.	All “Service needs cases” for anticipated expenditure in 2016/17 are available by end September 2015 to feed into the budget approval process.
Review all Risk management registers and make sure they are up to date	All Exec Manager and Harbourmaster supported by Port Safety Officer and Admin Manager	July 2015	Oct 2015	Up to date and complementary Risk Registers and supporting risk management arrangements.	Port & Harbours use RiskWeb and MarNIS risk management systems as well as having risks listed in the Infrastructure Directorate Plan, the Ports & Service plan and potentially other safety and quality management documentation. It is not clear that all of those risks are up to date, that all responsibilities are assigned and that all arrangements are complementary.	Arrangements reviewed, immediate updates performed ASAP	Other improvement recommendations implemented by end November 2015.
Harbour Board governance and management arrangements	All Director and Exe Manager	April 2015	Oct 2015	Arrangements reviewed and adapted if recommended	It is unclear whether current Harbour Board arrangements and managerial structures provide the best and most effective leadership and governance for P&H.		A short “best value” review of the Harbour Board and Ports & Harbours is drawn together by the Executive Manager and the Director and presented to a future Harbour Board Seminar. Further actions are then determined from there.

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
Technical Projects							
Complete Refendering of Jetty 2.	Port Engineering TL - Eng	2014	Sept 2015	Jetty 2 operational with new fenders	Refendering project was initiated in Feb 2015 All key milestones have been reached to date.	Currently on programme to complete the works by early September within budget.	The fendering project must be completed before the end of September 2015, to allow the jetty to return to service.
Replace VTS radar at Sullom Voe to maintain safe Ops.	Port Engineering TL-Eng supported by Senior Marine Elect Eng	2014	Sept 2016	New systems in place and operational	Existing systems installed in 1998 and partially upgraded in 2003. Support and spare parts availability has been withdrawn for current systems since 2012 Further Details in Harbour Board Report and Minute – 18 th November 2014. Approval given for Gateway Programme papers to be prepared and submitted. http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=16869 Gateway application made November 2014 – Capital Programme confirmed that lease was the appropriate procurement option.	Project brief updated by end June 2015. Specialist consultant engaged by end July 2015 to assist in production of tender documentation by September 2015.	Tendering exercise to be run between September 2015 and December 2015 New system to be implemented including training etc. by mid 2016
Replace Gluss Lights.	Port Engineering TL-Eng	May 2015	Dec 2015	New lights in place and operational	Leading lights on Gluss isle were installed 1970s when the terminal was constructed. Need for replacement was identified 2012	Project overview drafted by end June 2015.	Ground works completed by end September 2015 New leading lights installed and

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							commissioned by December 2015
Develop understanding of new Tugs operational capability / support any marketing activity.	Towage Ops TL-Ops & Eng supported by Exe Manager	2012	TBA	Working up programme and milestones to be agreed	There have been issues with Tugs Solan and Bonxie which have this far limited their operational usage although it is hoped many of these have been addressed through post modifications. A decision was taken by Council in 2014 to require a four tug berthing operation rather than the three tug arrangement previously anticipated Solan and Bonxie have been advertised for sale since August 2014.	Ongoing actions to develop understanding of new Tugs operational capability / support any marketing activity.	Conclude understanding of new Tugs operational capability / marketing activity.
Plan for new Towage fleet.	Towage Ops TL-Ops & Eng supported by Ex Manager	June 2015	March 2016	Plan setting out medium and long term tug requirements and how they should be met.	The operational life of the Port of Sullom Voe is now expected to extend to c2050. That will require a full replacement of the Tug fleet.	Draft project initiation documentation under development. Lessons learned review being completed.	Draft PID / Business Needs Case to be completed by end of August. Recommendations on "preferred option" to be developed by March 2016.
Undertake essential maintenance at Scalloway Fishmarket.	Port Engineering TL - Eng	April 2015	Nov 2015	Maintenance works complete	Refrigeration equipment at Scalloway Fish market is out of all maintenance limits and operating with a coolant which is now unavailable. A number of the doors at the Fish market are at clear risk of early failure with service and safety implications.	Service needs case drafted and submitted 1 st June 2015. Infrastructure, P&H management, Capital Programme and Finance to agree funding sources and accounting treatment	Works to be carried out under Building Services contracts by October 2016

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					Fish markets in Shetland are very busy and an expanded Lerwick market will not be complete until 2017 Port Engineering and Building Services have established items of essential maintenance this financial year.		
Transfer small dock Symbister to Shetland Amenity Trust	Port Engineering Done	2014	June 2015	Transfer complete	Letter confirming terms sent to Shetland Amenity Trust by end May 2015		Conveyance etc. to be completed by end September 2015
New Port Control / Port Administration Building	Port Engineering TL- Eng supported by all	June 2015	TBA	New building completed or project stopped	Ports & Harbours have been approached regarding the possibility of a new Port Control / Port Admin building being constructed at Sellaness and the current building utilised for other purposes		Frame a clearer project plan by end August 2015.
Workforce Planning and Development							
Meeting the requirements of the new STCW qualification regime (Manila Training)	Harbour Ops & Towage Ops TL-Ops & Eng and Marine Supt supported by Admin Manager	April 2015	Full plan agreed by Sept 2015	A suitably trained and qualified workforce and arrangements to maintain qualification levels	The IMO Convention on Standards of Training Certification and Watchkeeping of Seafarers (STCW) adopted a new set of training and re-certification obligations called "The Manila Amendments". There is a		Implement the necessary training by December 2016 including arrangements to ensure Ops continue safely during periods of staff absence.

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
and ongoing revalidation for marine staff					transition period until 2017 when all seafarers must be certified and trained according to the new standards. Ferries, P&H, HR and other local staff have been working to understand the local impact of these obligations and the best way to meet the requirements		
Harbourmaster retirement	Harbour Ops Director & Exe Manager	April 2015	June 2015	Arrangements in place to continue to discharge harbourmaster duties.	<p>The current acting harbour master will retire on the 16th June.</p> <p>A recruitment exercise for a permanent harbourmaster closed on the 2nd June 2015</p> <p>Recruitment agencies were been contacted regarding an interim appointment</p> <p>Discussions held with current staff to investigate opportunities to reorganise duties</p>	<p>Interim arrangements to be in place before 16th June</p> <p>Update to Harbour Board members 7th/8th June by Director</p> <p>New arrangements agreed at Management meeting on 11th June</p> <p>New arrangements reported to Harbour Board seminar on Thursday 18th June</p> <p>New arrangements approved by Policy and Resources 22nd June .</p>	Completed
Marine Pilot Appointment (s)	Harbour Ops Harbourmaster supported by Exe Manager	April 2015	Sept 2015	Additional / Replacement Marine Pilot requirements reviewed and New Pilot(s) in Post	<p>P&H operating with one Pilot less than complement following retirement on October 2014</p> <p>Tanker movements are forecast to increase in 2016 & 2017 as</p>	<p>Complete update of Pilot job profile, person spec and career grade by end June 2015</p> <p>Run recruitment exercise during July / August 2015</p>	<p>New pilot(s) in post by November 2015</p> <p>Complete training between November 2015 and March 2017</p>

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
					<p>Schiehallion comes back on stream and Clare developments progress</p> <p>Pilot age profile requires succession planning arrangements to be in place</p>		
Launch Skipper & Launch Crew Appointments	Harbour Ops Done	April 2015	Dec 2015	Staff needs identified and new in Post as required	<p>Launches have been operating short of one skipper since October 2014</p> <p>Deckhand retirement on 13.08.14.</p>	<p>Appointed 6 month skipper secondment by end May 2015</p> <p>Appointed 6 month deck-hand cover by mid June 2015</p> <p>Appointed permanent deck-hand by end July 2015</p>	Completed
Pilot Launch shift arrangements	Harbour Ops Exe Manager	2010	Aug 2015	Arrangements reviewed and adapted if recommended	<p>Pilot launch shift arrangements were changed to 12 hours on 12 hours off around April 2010. Since then there have been a number of issues and complaints around the effectiveness and efficiency of the new shift system including safety concerns and proposals from staff for alternative arrangements to be implemented.</p>	<p>Establish a short-life team to review current arrangements and recommend any changes between June 2015 and July 2015.</p> <p>recommendations Implemented from August 2015.</p>	Monitor trial of new arrangements
Tug Crew Shift Arrangements	Towage Ops TL- Ops & Eng supported by Exe Manager	2010	Dec 2015	Arrangements reviewed and adapted if recommended	<p>Tug shift arrangements are still fundamentally based on the rotations used when Shetland Towage was brought into the Council.</p>		Establish a short-life team to review current arrangements and recommend any changes between

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
					A variety of modifications and adaptations of those arrangements have been implemented or emerged and it is an appropriate time to examine the overall set-up to consider whether it is best suited to support current and future operational needs.		September 2015 and December 2015. Implement any recommendations from March 2015.
VTS Shift Arrangements	Harbour Ops Harbourmaster supported by Exe Manager	2014	July 2015 for trial start Dec 2015 for evaluation	Arrangements reviewed and adapted if recommended	Members of staff have raised issues around the 6 x 12 hour days then 6 x 12 nights shift system and proposed an alternative "split shift" system of 3 days then 3 nights to see if that would be a better flexible working arrangement. Informal consultation has been carried out with all shift staff and a consensus reached that "split shifts" should be trialed to gather experience and evidence about whether it is better for staff and whether there are any unexpected operational consequences.	Proposed "split shift" flexible working arrangements to be documented and agreed with HR by 5 th June. Proposal for trial to be communicated to affected staff by 12 th June. Shifts to be trialed between 30 th June and End December 2015	Evaluation of new arrangements to be carried out during the period with a report of findings in December 2015 and way forward agreed depending on results.
Workshop supervision arrangements	Port Engineering TL- Eng supported by Exe Manager	2014	Oct 2015	Arrangements reviewed and adapted if recommended	A review of Workshop supervision arrangements including an update of Workshop Supervisor and Store Keeper job descriptions has been outstanding since 2013.		Report on proposed improved arrangements to be prepared by August 2015 including any updated job descriptions.

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
							Any job re-evaluations to be carried out by end September 2015 Updated arrangements to be implemented from October 2015
Port Safety / Pollution Control arrangements	Harbour Ops Port Safety Officer supported by Harbourmaster and Exe Manager	June 2015	Sept 2015	Arrangements reviewed and adapted if recommended	From 16 th June 2015 the Port Safety Officer will be the only member of staff at the Port of Sullom Voe with pollution certification and approved site access. It is likely that we would want wider cover for this arrangement and therefore need to review options.	Training arranged for other staff members during September.	Report on options to be prepared by end September 2015 with recommendations on actions.
Market Forces review / renewal	Exe Manager supported by Admin Manager	September 2015	Dec 2015	Updated Market Forces arrangements for Marine Pilots, Harbourmaster & HM/Pilot if required.	Existing Market Forces arrangements have to be re-evaluated this calendar year and any new arrangements implemented by 31 st March 2016.		Existing Market Forces arrangements have to be re-evaluated this calendar year and any new arrangements implemented by 31 st March 2016.
Workforce planning for coming years – Anticipated Traffic Increase	All Exe Manager supported by Management Team	May 2015	Dec 2015	Implications of increased traffic understood across all areas of Ports & harbours	Tanker movements are forecast to increase in 2017 & 2018 as Schiehallion comes back on stream and Clare developments progress		Shared approach to forecasting demand and availability of each staff area to be agreed by end October 2015 Demand and forecasts to be produced by end November 2015 Models reviewed and

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
							recommendations made by end December 2015 Recommendations implemented from March 2016.
Workforce planning for coming years – Aging workforce & training requirements	All Exe Manager supported by Management Team	May 2015	Dec 2015	Workforce development plan agreed for all areas of Ports and Harbours	STCW obligations for re-certification of marine staff are substantive over the next 18 months. Ports & harbours staff age profiles requires succession planning arrangements to be in place		Shared approach to forecasting demand and availability of each staff area to be agreed by end October 2015 Demand and forecasts to be produced by end November 2015 Models reviewed and recommendations made by end December 2015 Recommendations implemented from March 2016.
Strategic Planning							
Investigate and plan a sustainable future for Sullom Voe Harbour in partnership with Government and the Oil industry	All Director and Exe Manager supported by Management Team	2014	March 2016	A “Preferred Option” for implementation approved that best achieves the desired objectives through the development and option appraisal of long and short lists of options with accompanying business cases	The Council commissioned Scalloway and Sullom Voe Masterplans + Covering Report and Minute – Harbour Board, 8 th October 2014. http://www.shetland.gov.uk/coinsubmissiondocuments.asp?submissionid=16728 Price Waterhouse Coopers (PWC) were appointed in May 2015 to support the	Also see Port of Sullom Voe Development Plan - Project Brief Review Project Brief at Harbour Board Seminar on 18 th June	Present draft “Strategic Outline Case” at Staff Meeting, 11 th August 2012 Present draft “Strategic Outline Case” at members seminar, 12 th August 2012 “Service Needs Case” for anticipated expenditure in 2016/17

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
					development of a business case for the future of the port of Sullom Voe.		<p>submitted to Capital Projects/CMT by end September 2015 to feed into the budget approval process.</p> <p>Bring forward "Strategic Outline Case" report for Council to confirm short-list of options by members at Harbour Board 7th October followed by P&R on 26th October and Council on 4th November. if necessary.</p> <p>Develop "Outline Business Case" from Nov to January 2016.</p> <p>Bring forward "Outline Business Case" report for Council to agree "Preferred Option" by members in Q1 2015.</p>
Scalloway Harbour business plan for appropriate harbour infrastructure to support	All Director and Exe Manager supported by Management Team	2014	March 2016	A "Preferred Option" for implementation approved that best achieves the desired objectives through the development and	<p>The Council commissioned Scalloway and Sullom Voe Masterplans + Covering Report and Minute – Harbour Board, 8th October 2014.</p> <p>http://www.shetland.gov.uk/coin</p>	<p>Review Project Brief at Harbour Board Seminar on 18th June</p> <p>Present draft "Strategic Outline Case" at staff training seminar, 9th July.</p>	<p>Also see Scalloway Harbour Development Plan – Project Brief</p> <p>Hold All Member seminar & staff briefings mid September to review</p>

Title	Lead	Start	End	Output / Outcome	Background	Actions as @ 28 July 2015	Actions Planned
West of Shetland Oil & Gas and other future developments				option appraisal of long and short lists of options with accompanying business cases	s/submissiondocuments.asp?submissionid=16728 Since March 2015 a Scalloway development business case has been used by a SIC team as part of a "Better Business Case" training programme		<p>"Strategic Outline Case".</p> <p>"Service Needs Case" for anticipated expenditure in 2016/17 submitted to Capital Projects/CMT by end September 2015 to feed into the budget approval process.</p> <p>Bring forward "Strategic Outline Case" report for Council to confirm short-list of options by members at 7th October Harbour Board followed by P&R on 26th October and Council on 4th November if necessary.</p> <p>Develop "Outline Business Case" from November to March 2015.</p> <p>Bring forward "Outline Business Case" report for Council to agree "Preferred Option" by members March 2016.</p>

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Small Ports Development/Maintenance plan	Port Engineering TL- Eng supported by Management Team	2014	Sept 2015	Small Ports Maintenance / Development plan sufficiently complete to allow individual projects to be timetabled and / or implemented for next year and future years as far as possible.	<p>A small ports condition survey and major maintenance works report was submitted to the Harbour Board on the 18th August 2014 http://www.shetland.gov.uk/coinsubmissiondocuments.asp?submissionid=16576</p> <p>A report on Toft pier was submitted to the Harbour Board on http://www.shetland.gov.uk/coinsubmissiondocuments.asp?submissionid=16868</p> <p>The Capital & Revenue Report to Harbour Board on the 24th Feb 2015 confirmed that a local consultant had been commissioned to provide Socio-Economic study information by “the end of Spring”.</p>		<p>Also Small Ports Development/Maintenance Plan – Project Brief</p> <p>Bring forward a report on Toft Pier with recommendations to 18th August Harbour Board.</p> <p>Update the August 2014 condition survey and maintenance report so that “Service Needs Case” for anticipated expenditure in 2016/17 can be submitted to Capital Projects/CMT by end September 2015 to feed into the budget approval process.</p>
Review / a Ferry Terminals Development/ Maintenance plan	Port Engineering TL-Eng supported by Management Team	2014	Sept 2015	Terminals Maintenance / Development plan sufficiently complete to allow individual projects to be timetabled and / or implemented for next year and future years as far as possible.	<p>Responsibility and budgets for Ferry Terminals was transferred to Ports and Harbours in 2014.</p> <p>A short term terminal maintenance / life extension plan accompanied the transfer of responsibilities but that needs to be reviewed and extended.</p>	Monitor budget v actual expenditure relating to this years work	Work with Capital Projects and Ferries staff so that “Service Needs Case” for anticipated expenditure in 2016/17 submitted to Capital Projects/CMT by end September have a forward plan of proposed works for future years to support the Capital

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							Programme and Revenue budget setting.
Deliver a marketing strategy for Scalloway Harbour to maximise the return on investments in infrastructure	Harbour Ops Exe Manager and Harbourmaster supported by Admin Manager and Scalloway Harbour staff	April 2015	March 2016	Increased business activity at Scalloway harbour		Attendance at Fishing exhibition Aberdeen – May 2015 Feature and advert in Times “Power of Scotland Supplement” June 2015	

**Harbour Board****18 August 2015****Management Accounts for Harbour Board:
2015/16 – Projected Outturn at Quarter 1****F-036-F****Report Presented by Executive Manager -
Finance****Corporate Services****1. Summary**

- 1.1 The purpose of this report is to enable the Harbour Board to monitor the financial performance of services within its remit to ensure that Members are aware of the forecast income and expenditure and the impact that this will have with regard to delivering the approved budget. This report shows the projected financial consequence of the service performance detailed in the Infrastructure Directorate Performance Report, and allows the Board the opportunity to provide early instruction to officers to address any forecast overspends or short-fall in income in order that the budget is delivered by the year-end.
- 1.2 This report describes the projected outturn position for the 2015-16 year as at the end of the first quarter for revenue and capital. The forecasts have been determined by Finance Services after consultation with the relevant Budget Responsible Officers.
- 1.3 The projected outturn position for services under the remit of the Harbour Board is a reduction in surplus of £512k on revenue and an underspend of £440k on capital.
- 1.4 The projected outturn position for the Total Gas Plant is a reduction in budgeted income of £1.320m.

2. Decision Required

- 2.1 That the Harbour Board RESOLVE to review the Management Accounts showing the projected outturn position at Quarter 1.

3. Detail

- 3.1 On 3 December 2014 (SIC Min Ref: 96/14) the Council approved the 2015/16 revenue and capital budgets for the Council (including the General Fund, Harbour Account, Housing Revenue Account and Spend to Save) requiring a draw from reserves of £7.646m. It is vital to the economic wellbeing of the organisation that the financial resources are managed effectively and expenditure and income is delivered in line with the budget, as any overspends will result in a further draw on reserves, and would be evidence that the Council is living beyond its means.
- 3.2 This report forms a part of the financial governance and stewardship framework that ensures that the financial position of the organisation is identified, understood and quantified on a regular basis. It provides assurance to the Corporate Management Team and the Board that resources are being managed effectively and allows corrective action to be taken where necessary.
- 3.3 Since the approval of the 2015/16 budget, revisions to the budget have been processed that take account of the carry forward scheme that is in place for the Council. Therefore the appendices to this report refer to the revised budget that is now in place for the relevant services. .

Revenue

- 3.4 The projected revenue outturn position for the Harbour Board is a reduction in surplus of £512k (13%) for Ports & Harbours Operational budgets, which means that the services under the remit of the Board are not on course to provide their budgeted surplus to reserves. There is also a projected reduction in income from the Total Gas Plant of £1.320m (92%).

Capital

- 3.5 The projected outturn position on Harbour Board capital project expenditure is an underspend of £440k (55%) which means that they are on course to spend less than their Council approved budget.

4. Implications

Strategic

4.1 Delivery On Corporate Priorities

There is a specific objective within the Corporate Plan to ensure that the Council is “living within our means” and the Council continues to pursue a range of measures which will enable the Council to manage its finances effectively and successfully now and over the medium to long term. This involves the Council aligning the allocation of its resources with its priorities and expected outcomes and maintaining a strong and resilient balance sheet..

The Medium Term Financial Plan also includes a stated objective to achieve financial sustainability over the lifetime of the Council.

4.2 Community /Stakeholder Issues – None.

4.3 Policy And/Or Delegated Authority

Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Board may exercise and perform all powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council. The Council approved both revenue and capital budgets for the 2015/16 financial year. This report provides information to enable the Board to ensure that the services within its remit are operating within the approved budgets.

4.4 Risk Management

There are numerous risks involved in the delivery of services and from a financial perspective risks are an integral part of planning for the future, as assumptions are made, internal and external factors and demand and supply all have an impact throughout the financial year, while unplanned or unexpected costs may arise without warning.

This report is part of the framework that provides assurance or provides the opportunity to correct any deviation from the budget that may be placing the Council in a financially challenging position.

The awareness of risks is critical to successful financial management and the Council makes provision within its budget for items that may or may not arise as cost pressures and in doing so ensures that funding at the corporate centre is available should it be necessary. This provides additional confidence that having taken account of the ever changing operating environment that the Council can continue to live within its means.

A strong balance sheet and the availability of usable reserves ensures that the Council is prepared for significant unforeseen events should they arise.

If the Council were to have to draw reserves in any one year that are beyond what has been deemed sustainable (£10m) then this would have an adverse impact on the value of Council long-term investments. This would have to be addressed to recover the position in future years. Drawing reserves of less than this value should enable the Council to build its investment value over the long term..

4.5 Equalities, Health And Human Rights – None.

4.6 Environmental – None.

Resources

4.7 Financial

The 2015/16 Council budget was set as a budget that reflects the fact that the Council can live within its means, as it does not require a draw on reserves in excess of the returns that the fund managers can make on average in a year.

For every £1m of reserves spent (in excess of a sustainable level) it will mean that the Council will have to make additional savings of £50k each year in the

future as a result of not being able to invest that £1m with fund managers to make a return.

It is therefore vital that the Council delivers its 2015/16 budget, and based on the information contained within this report the Harbour Board revenue operations are not projecting to achieve this. This is due in part to the operating environment at Sullom Voe and a number of budgeted assumptions not being met in actual operation during the first quarter. Furthermore it has been prudent to assume there may be a shortfall in income that had been anticipated from the opening of the Total Gas Plant. The Council's overall position is projected to mean that no additional draw from reserves will arise from this shortfall, however this will be kept under careful monitoring. The Harbour Board capital programme will achieve its budgeted position.

4.8 Legal – None.

4.9 Human Resources – None.

4.10 Assets And Property – None.

5. Conclusions

5.1 The projected outturn position for the operational services under the remit of the Harbour Board is a reduction in surplus of £512k on revenue and an underspend of £440k on capital projects. There is also a projected reduction in income from the Total Gas Plant of £1.320m.

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List of Appendices

Appendix 1 – Projected Revenue Outturn Position 2015/16

Appendix 2 – Projected Capital Outturn Position 2015/16

Background documents:

SIC Budget Book 2015-16, SIC 3 December 2014

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=16958>

Harbour Board

1. Projected Revenue Outturn Position 2015/16

Service Area	Annual Budget 2015/16 £000	Projected Outturn 2015/16 £000	Budget v Proj. Outturn Variance (Adv)/ Pos £000
Ports Management	21	21	0
Sullom Voe	(1,392)	(674)	(718)
Scalloway	(302)	(461)	159
Other Piers	164	116	48
Terminals	(2,402)	(2,402)	0
Marine Fund contribution	(138)	(137)	(1)
Total Ports & Harbours Operations Costs	(4,049)	(3,537)	(512)
Total Gas Plant	(1,430)	(111)	(1,320)
Overall Total	(5,479)	(3,648)	(1,832)

An explanation for the main variances by service is set out below.

1.1 Ports Management – projected outturn breakeven

1.2 Sullom Voe – projected outturn variance (£718k) (52%)

This variance relates to:

- a reduction in the Harbour Throughput Agreement payment from Sullom Voe Terminal users due to the low oil price and related Permanent Crude Oil Index which are used in the calculation (£266k);
- a reduction in tanker income as there have been 4 less tankers than anticipated in the first quarter, partly due to the extended maintenance shutdown of the Clair Field; a prudent estimate in the current climate of 8 less tankers has been used to predict outturn in lieu of any information from the Sullom Voe Terminal users (£786k);
- savings on the budgeted Tirrick and Shalder drydocking costs £192k; and
- reductions in management and engineering support charges due to vacant posts £138k.

1.3 Scalloway – projected outturn variance £159k (53%)

This additional surplus mainly relates to increased income from the accommodation barge and vessel which are remaining at Blacksness Pier for longer than anticipated £191k.

1.4 Other Piers - projected outturn variance £48k (29%)

This variance relates to minor underspending and increased income across all piers £48k.

1.5 Terminals – projected outturn breakeven

It is projected that all terminals revenue maintenance budgets will be spent.

1.6 Total Gas Plant - projected outturn variance (£1.320m) (92%)

The income budget was based on the Gas Plant being operational in 2015/16. It would appear prudent to assume at this stage that it may not be operational in the current year and only the non-operational land rent of £111k will be received.

Harbour Board

2. Projected Capital Outturn Position 2015/16

Service	Annual Budget 2015/16 £000	Projected Outturn 2015/16 £000	Budget v Proj. Outturn Variance (Adv)/ Pos £000
Ports & Harbours	804	364	440
Total Controllable Costs	804	364	440

2.1 Ports & Harbours Operations – projected outturn variance £440k (55%)

The projected outturn variance relates to the programme of Ferry Terminal life extension projects. The preparation work for contracts is ongoing but the majority of the work will slip to 2016/17 £440k.

The budget for the other capital rolling projects for Plant, Vehicles & Equipment and Navigational Aids will be fully spent.

**Harbour Board****18 August 2015****Pilotage Accounts for Harbour Board:
2015-16 - Quarter 1 (April – June 2015)****F-038-F****Report Presented by Executive Manager -
Finance****Corporate Services****1.0 Summary**

- 1.1 The purpose of this report is to enable the Harbour Board to monitor the financial performance of the pilotage services provided by the Council.
- 1.2 This report presents the outturn position for the 2015/16 year as at the end of the first quarter.
- 1.3 The outturn position shows a reduction in surplus of £86k (27%) against annual budget.

2.0 Decision Required

- 2.1 That the Harbour Board RESOLVE to review the Pilotage Accounts showing the outturn position at Quarter 1.

3.0 Detail

- 3.1 There is a requirement to prepare accounts relating to pilotage under Section 14 of the Pilotage Act 1987.
- 3.2 The details of what must be included in these accounts are set out in regulations (The Statutory Harbour Undertakings (Pilotage Accounts) (Regulations) 1988, SI 1988/2216).

The accounts must show the details of:

- revenue from pilotage charges and details of the use of pilotage exemption certificates; and

- total expenditure incurred in providing the service of a pilot, providing, maintaining and operating any pilot boats and administrative or other associated costs.
- 3.3 These accounts must be available for inspection by the public at the harbour authority's offices. Members of the public shall be able to buy a copy for a reasonable fee.
- 3.4 The Council is also under a duty to keep accounts in respect of the "harbour undertaking" in accordance with section 65 of the Zetland County Council Act 1974, (ZCC Act). Pilotage is part of the harbour undertaking and as such should appear in those accounts. Any surplus on the harbour undertaking is credited to the Reserve Fund set up under Section 67 of the ZCC Act.
- 3.5 The Pilotage Accounts for the period 1 April to 30 June 2015 are attached as Appendix 1.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities
This report contributes to the Corporate Plan by ensuring that good-quality information is provided regularly.
- 4.2 Community /Stakeholder Issues – None.
- 4.3 Policy And/Or Delegated Authority
Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Board may exercise and perform all powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council; more specifically referred to in paragraph 2.7.
- 4.4 Risk Management – Failure to keep Pilotage Accounts would place the Council in breach of its legal duties.
- 4.5 Equalities, Health And Human Rights – None.
- 4.6 Environmental – None.

Resources

4.7 Financial

4.7.1 Projected Outturn

The projected overall outturn position shows a reduction in surplus of £86k against annual budget. This is due to a reduction in tanker income as there have been 4 less tankers than anticipated in the first quarter, partly due to the extended maintenance shutdown of the Clair Field; a prudent estimate in the current climate of 8 less tankers has been used to predict outturn in lieu of any information from the Sullom Voe Terminal users.

4.7.2 Year to date

For further information, the year to date position for the first three months of 2015/16 shows a reduction in surplus of £99k against year to date budget. This is due to the timing of receipt of Pilotage Dues for Sullom Voe, and a reduction in tanker income as there have been 4 less tankers than anticipated in the first quarter.

4.8 Legal – The Council has statutory obligations to keep separate accounts in respect of the harbour undertaking and also separate pilotage accounts. Section 3(1) of the ZCC Act states that the harbour undertaking means "the harbour undertaking for the time being of the Council authorised by this Act". This means that the harbour undertaking must be considered only in terms of what the Council is authorised or duty bound to do under the ZCC Act. Pilotage is part of the harbour undertaking and income and expenditure is accounted for accordingly.

4.9 Human Resources – None.

4.10 Assets And Property – None.

5.0 **Conclusions**

5.1 This report presents the Quarter 1 Pilotage Accounts for 2015/16 to the Board for review. The overall outturn position is a reduction in surplus of £86k (27%) against annual budget which results in an overall net surplus of £232k.

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Appendix 1 – 2015/16 Quarter 1 Pilotage Accounts

Background documents:

None

END

	Sullom Voe Year to Date			Scalloway Year to Date			Overall Year to Date			Overall Projected Outturn		
	Year to Date Budget	Year to Date Actual	Variance (Adv)/Fav	Year to Date Budget	Year to Date Actual	Variance (Adv)/Fav	Year to Date Budget	Year to Date Actual	Variance (Adv)/Fav	Annual Budget	Projected Outturn	Variance (Adv)/Fav
Charges in respect of :	£	£	£	£	£	£	£	£	£	£	£	£
Boarding & Landing	-118,255	-82,140	(36,115)	-3,208	-626	(2,582)	-121,463	-82,766	(38,697)	-507,268	-449,878	(57,390)
Pilotage Services provided as authorised by section 10(1) of the Pilotage Act 1987	-289,949	-224,054	(65,895)	-8,750	0	(8,750)	-298,699	-224,054	(74,645)	-1,244,096	-1,170,357	(73,739)
Use of PEC issued as authorised by section 10(3) of the Pilotage Act 1987	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INCOME	-408,204	-306,194	(102,010)	-11,958	-626	(11,332)	-420,162	-306,820	(113,342)	-1,751,364	-1,620,235	(131,129)
Boarding & Landing	111,844	109,184	2,660	653	605	48	112,497	109,789	2,708	452,085	441,997	10,088
Pilotage	166,610	166,422	188	5,273	3,477	1,796	171,883	169,899	1,984	689,400	689,400	0
Sub-Total Employee Costs	278,454	275,606	2,848	5,926	4,082	1,844	284,380	279,688	4,692	1,141,485	1,131,397	10,088
Boarding & Landing	2,022	619	1,403	211	631	(420)	2,233	1,250	983	8,930	8,930	0
Pilotage	1,116	80	1,036	30	3	27	1,146	83	1,063	4,586	4,566	20
Sub-Total Supplies & Services	3,138	699	2,439	241	634	(393)	3,379	1,333	2,046	13,516	13,496	20
Boarding & Landing	17,537	14,404	3,133	2,422	1,715	707	19,959	16,119	3,840	87,503	57,503	30,000
Pilotage	546	1,806	(1,260)	6	0	6	552	1,806	(1,254)	2,767	2,767	0
Sub-Total Transport & Mobile Plant	18,083	16,210	1,873	2,428	1,715	713	20,511	17,925	2,586	90,270	60,270	30,000
Boarding & Landing	1,383	1,135	248	0	0	0	1,383	1,135	248	7,734	7,734	0
Pilotage	162	9	153	2	0	2	164	9	155	652	652	0
Sub-Total Property & Fixed Plant	1,545	1,144	401	2	0	2	1,547	1,144	403	8,386	8,386	0
Meeting Liabilities under Part III of the Act	0	0	0	0	0	0	0	0	0	0	0	0
Boarding & Landing	18,969	13,525	5,444	50	9	41	19,019	13,534	5,485	91,491	92,339	(848)
Pilotage	10,338	16,032	(5,694)	9,923	5,028	4,895	20,261	21,060	(799)	87,744	82,216	5,528
Sub-Total Admin and Other Costs	29,307	29,557	(250)	9,973	5,037	4,936	39,280	34,594	4,686	179,235	174,555	4,680
TOTAL EXPENDITURE	330,527	323,216	7,311	18,570	11,468	7,102	349,097	334,684	14,413	1,432,892	1,388,104	44,788
NET TOTAL	-77,677	17,022	(94,699)	6,612	10,842	(4,230)	-71,065	27,864	(98,929)	-318,472	-232,131	(86,341)

**Harbour Board****18 August 2015****Harbourmaster's Report****PH-11-15D****Interim Harbourmaster****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 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 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.
- 3.2 Incidents. One incident is reported since the last report was presented to the Harbour Board on 24 February 2015 and is listed in the table below.

Incident	Date	Vessel	Incident	Examination Panel	Officers Actions	Status
Sullom Voe	07.07.2015	Dunter	Minor spill at Sella Ness	28.07.2015	To report to Technical Working Group	

- 3.3 Det Norske Veritas - Germanischer Lloyd (DNV-GL) completed a three yearly ISO 9001 re-certification audit and renewed certification for a further three years.

4.0 ImplicationsStrategic

- 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 port operations are 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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List of Appendices

Appendix 1 Designated Person Report – Captain Trevor Auld

Background documents: Port Safety Management System and Associated Plans

<http://www.shetland.gov.uk/ports/contingencyplans/default.asp>

Designated Person Report – 18 August 2015

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 and oral reports to the Harbour Board meeting of 26 May 2015 I have maintained a regular dialogue on marine matters with SIC's then Acting Harbour Master through telephone calls and an exchange of emails until his retirement on 18 June 2015. Following his appointment on 24 June 2015 I have maintained contact with the new Harbour Master by email. I have also monitored both 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 meeting with SIC's Harbour Master in Sella Ness in which we discussed, in accordance with an agreed questionnaire: monitoring measures, assessing measures and effectiveness of the current Marine Safety Management System.

Port Marine Safety Code

The Harbour Board should be aware that the Port Marine Safety Code was updated and reissued on 23 March 2015. The most significant revisions to the 2012 edition of the Code include:

- The introduction of a 'Contents' section
- A revised Introduction
- A renumbering of the paragraphs in Chapter 1. Background
- A new paragraph 3.5 *"Conversely, there may be circumstances where a risk assessment concludes that a harbour authority should relinquish powers, for example pilotage functions, or status as a statutory harbour authority. The Marine Navigation Act, 2013 has provided simplified processes for this to be done."* and renumbering of the remaining paragraphs within Chapter 3.
- A new paragraph 5.6 *"The Marine Navigation Act 2013 created a new power of harbour directions, similar to general directions in that they can be used to regulate the movement, mooring, equipment and manning of ships within the harbour. They also must be consulted on before being made. To obtain this power, harbours must be designated in an order made by the appropriate Government Minister. A non- statutory Code of Conduct on the use of this power has been agreed between representatives of the ports, commercial shipping and recreational sailing sectors."* and renumbering all paragraphs up to paragraph 5.23 within Chapter 5.
- An additional sentence at the end of paragraph 5.20 *"Each competent harbour authority should provide such pilotage services as is necessary. Authorities are encouraged to implement the international recommendations on the training and certification and operational procedures for pilots contained within IMO resolution A960 43"*

- A new paragraph 5.23 *"Authorities may suspend or revoke a person's pilotage exemption certificate if they cease to be satisfied that the person possesses the required skill, experience and local knowledge, or in cases of professional misconduct or misuse of the exemption."* and renumbering of the remaining paragraphs within Chapter 5.

Copies of the updated Port Marine Safety Code, dated March 2015, may be downloaded from the www.gov.uk website.

Monitoring Measures

Technical Working Group – The last meeting of the Technical Working Group (TWG) was held on 20th November 2014. The meeting scheduled for 22nd January 2015 was cancelled. It is intended that the next meeting of the TWG will be held in the first week of September 2015.

The Harbour Board should be aware that in accordance with working procedure G-SMSP-2023 of the Sullom Voe Marine Safety Management System, the duties and functions of the Technical Working Group (which covers both Sullom Voe and Scalloway Harbour Areas) includes a requirement (in paragraph 4.2) to 'Annually review and report on the SMS's ability to comply with the PMSC'. It is therefore necessary for the TWG to convene at least once in every twelve month period.

Examination and Technical Group – The minutes of the Examination and Technical Group (formerly the Pilot Examination Panel) held on 28th July 2015 record that the group considered the following issues:

- Changes to the qualifying requirements for pilot authorisation within the Marine Safety Management System.
- Recommendations from the external investigation report into a recent incident in which a tanker could not be brought into Sullom Voe.
- Review of the operational requirements of Gluss leading lights.
- Review of recent incident reports.
- Review of delegated authority and call out procedure for senior marine department personnel.

Safety Sub-Committee – Ports – The 67th meeting of the Safety Sub-Committee – Ports was held on 28th July 2015, however the draft minutes were not available at the time of compiling this report.

Towage – A tug masters' and chiefs' meeting was held on the 3rd July 2015. The meeting agenda included the following items: offshore vessel information database (OVID) reports and responses, enclosed spaces, hazardous areas operations including oil spill response and fire fighting, an update on the Bonxie and Solan, and the Ports and Harbour Action plan 2015 – 2016.

Incidents and Accidents – The MarNIS Selected Ports Actual and Potential Incident Report Summary for the period 1st June 2015 to 30th July 2015 records that there was only one entry and that was in the section headed Environmental Protection – Accidents/Incidents. The MarNIS Accident/Incident report (attached to this report as Appendix 1) records the accident category as 'Pollution (minor)' and the details to be 'accidental discharge of diesel fuel oil from the tug 'Dunster' at the tug jetty, the primary cause of which was attributed to 'human error' by tug personnel.

In accordance with good practice the minor pollution incident was investigated and a comprehensive Accident/Incident Report completed. Recommended action was recorded as 'review of valve markings on tug'. The consequences (rated 0 to 4) to people, property, planet and port business were recorded as zero.

Audits – Det Norske Verita's (DNV's) audited SIC's Ports and Harbours management system ISO certification on 7th and 8th July 2015. DNV's audit report was not available at the time of compiling this report.

On 27th May 2015 I accompanied the then Acting Harbour Master on his operational and safety visits to the following small ports and harbours: Cullivoe, Mid Yell, Baltasound, Uyeasound, West Burra (Hamnavoe) and the piers at Walls, Billister, Toft, Toogs, Easter Dale and West Burrafirth. From these visits I was able to confirm that the small ports safety inspections are carried out wholly in accordance with the applicable Small Ports Marine Safety Management System procedure. An observation from these visits was the absence of signs or notices at many of the smaller piers indicating to port users that the Harbour Board was responsible for the safe operation of these facilities.

It is noted that an external audit of SIC's Marine Safety Management Systems is to be undertaken in November 2015.

Consultation – Active engagement with port and harbour stakeholders by members of the Harbour Board and it's 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 and the Harbour Master continue good lines of communication, with attendance at a range of meetings in 2015 as a stakeholder and Harbour Authority representative, these include:

July	SIC Full Council meeting
July	Oil and Gas Forum
July	Scalloway Development Plan

Harbour Board Meetings - The public agenda for the Harbour Board meeting of 26th May 2015 and the accompanying Decision Notes were posted on the website www.shetland.gov.uk in a timely manner.

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

It is noted that the issue of VTS annual assessments, as mentioned in my previous report, has yet to be resolved. Currently the annual assessments for four of the five VTSOs, all the marine pilots and the relief VTS officer remain overdue. The Maritime and Coastguard Agency (MCA), as the Competent Authority for VTS in the UK, provide the following guidance on this matter:

"Annual Assessment - The continual assessment of all VTS personnel by their respective VTS Authorities is recommended as good practice. Documented evidence of on-the-job formal assessment should be recorded in the VTS Certification Logbook at intervals not exceeding one year. If occasions arise where VTS Operators are found to be no longer competent, they should be removed

from operational duties and given appropriate remedial training until such time as they are considered competent.” [Paragraph 12.2: Marine Guidance Note MGN 434 (M+F) Navigation: Vessel Traffic Services (VTS) - Training and Certification of VTS Personnel (published in July 2011)]

Marine simulator training (Shiphandling) for pilots was completed by three pilots in May 2015 but the training matrix has not been updated pending receipt of formal certification from the training provider. Simulator training is overdue for the remaining two pilots.

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 have been posted and maintained on SIC’s ports specific website: <http://www.shetland.gov.uk/ports/notices.asp>.

Safety Plan for Marine Operations – A draft Safety Plan for Marine Operations has been prepared in accordance with the requirements of paragraphs 3.20 to 3.22 of the current Port Marine Safety Code (2015). On final approval the Safety Plan for Marine Operations will be posted on SIC’s ports specific website.

Assessing Measures

As reported in my last Designated Person’s report, the Key Performance Indicator (KPI) measuring the number of hours in which Sullom Voe’s Traffic Organisation Service VTS functioned as a fully operational service expressed as a percentage of the total number of operational hours has been discontinued.

A new KPI entitled ‘Risk Assessments for Shetland’ for each reporting period has been introduced using information taken directly from the MarNIS database.

The KPI measuring the 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 assessment has been replaced by a new KPI entitled ‘Overdue Risk Assessment KPIs for Shetland’ for each reporting period, which also uses information taken directly from the MarNIS database.

Key Performance Indicators (KPI):

- 1 **Number of completed marine incident/accident reports for Sullom Voe and Scalloway Harbour reviewed by the Examination and Technical Group (formerly Pilot Examination Panel) 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%

***Note:** This KPI will be replaced in future reports by Incident KPIs taken from the MarNIS database showing, in tabular format, the number of incident reports and open reports against the assessment*

areas of nautical safety, port efficiency, environmental protection, crisis management and personnel and public safety.

- 2 Risk Assessments KPIs (from the MarNIS database) for Shetland (including Sullom Voe, Scalloway and the Small Ports) for the period 1 June 2015 to 29 July 2015.

Risk Assessment KPIs	Total Shetland
Nautical Safety Assessments	57
Port Efficiency Assessments	14
Environmental Protection Assessments	15
Crisis Management Assessments	0
Max Mean Assessment Score*	3.85

*A risk assessment score between 3 and 5.99 means that the risks are as low as reasonably practicable (ALARP).

- 3 Overdue Risk Assessments KPIs (from the MarNIS database) for Shetland (including Sullom Voe, Scalloway and the Small Ports) for the period 1 June 2015 to 29 July 2015.

Overdue Risk Assessment KPIs	Total Shetland
Overdue Nautical Safety Assessments	0
Overdue Port Efficiency Assessments	0
Overdue Environmental Protection Assessments	0
Overdue Crisis Management Assessments	0

- 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.

Of the 34 SIC staff undertaking port marine activities all those requiring 'essential' job specific qualifications hold the necessary in-date qualifications.

KPI = 100%

- 5 Availability of Aids to Navigation (in three classification bands) expressed as a percentage of total availability over the three year period 30 July 2012 to 30 July 2015

IALA Category	No of aids	No of failures	Availability	Target Availability
Category 1	50	3	99.95%	99.80%
Category 2	71	3	99.86%	99.00%
Category 3	14	1	99.55%	97.00%

Note: The availability of all aids to navigation 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 Marine Safety Management Systems for 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 working effectively and in compliance with the Port Marine Safety Code.

Captain Trevor Auld
Designated Person (PMSC)

Appendix 1



Selected Ports Actual and Potential Incident Report
Summary
 01 June 2015 to 30 July 2015

Environmental Protection - Accidents / Incidents

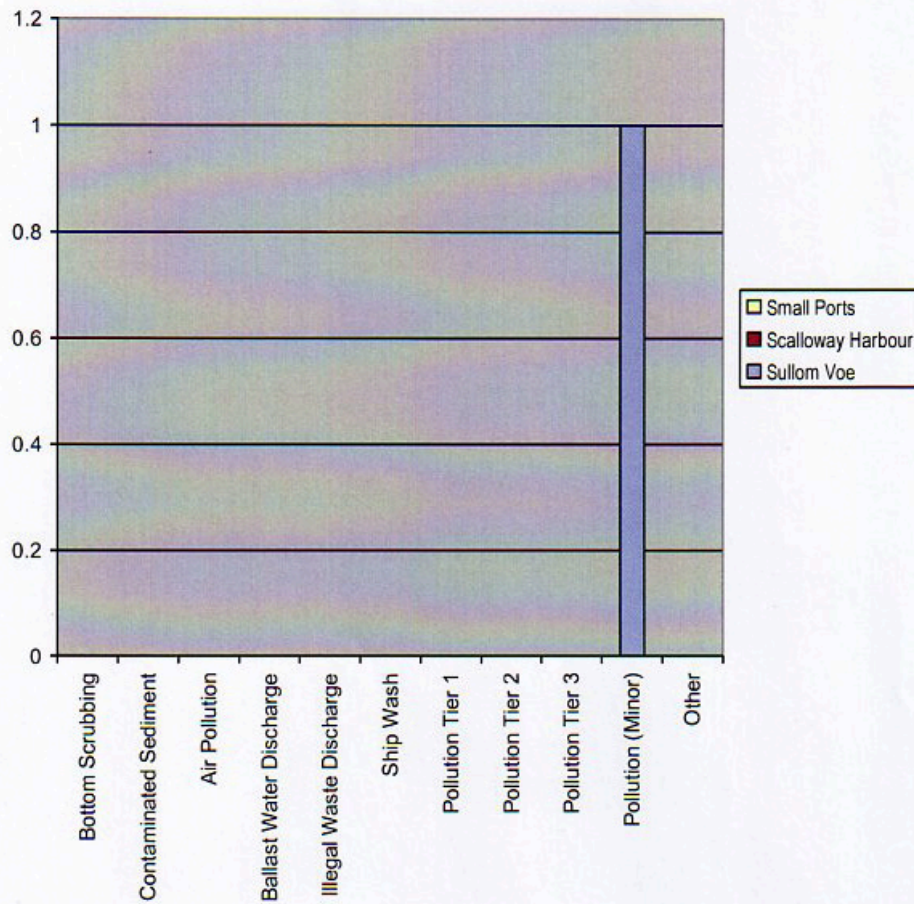
	Bottom Scrubbing	Contaminated Sediment	Air Pollution	Ballast Water Discharge	Illegal Waste Discharge	Ship Wash	Pollution Tier 1	Pollution Tier 2	Pollution Tier 3	Pollution (Minor)	Other
Sullom Voe	0	0	0	0	0	0	0	0	0	1	0
Salloway Harbour	0	0	0	0	0	0	0	0	0	0	0
Small Ports	0	0	0	0	0	0	0	0	0	0	0

Reported on 30/07/2015





**Selected Ports Actual and Potential Incident Report
Summary**
01 June 2015 to 30 July 2015



Reported on 30/07/2015





Selected Ports Actual and Potential Incident Report Summary 01 June 2015 to 30 July 2015

Accident / Incident Details

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
07/07/2015	SUV0027INV	I	N	Pollution (Minor)	Accidental Discharge from Tug Dunter Spillage of Diesel Fuel Oil From "Dunter" Primary Cause - Human error/fatigue - Tug Personnel Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0)

Number of Accidents listed = 1

For the period 01 June 2015 to 30 July 2015.

Reported on 30/07/2015



**Harbour Board****18 August 2015****Toft Pier****PH-12-15F****Team Leader – Port Engineering****Infrastructure Services Department**

1.0 Summary

- 1.1 This report further advises the Board on the current condition of Toft pier, building on information previously presented to the Board in report number PH-30-14F. Additional repair options and socio-economic information for the facility have been included as requested by the Board at its meeting on 18 November 2014.

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 Consider and comment on the options contained within this report, and make recommendations on which if any of these options are to be progressed to a fully costed business case for consideration under the Council's Gateway Process for capital project prioritisation.

3.0 Detail

- 3.1 The original concrete pier at Toft was built in 1951 and the sheet piled finger was constructed in 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 to the entire structure can be made economically.
- 3.5 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.
- 3.6 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.
- 3.7 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 Socio Economic Report

- 4.1 A socio economic report on five small ports was commissioned from local company A B Associates Ltd. The section of this document pertaining to Toft is attached as appendix one to this report.
- 4.2 The findings of this study will be presented at the Board meeting by Mr Andrew Blackadder of A B Associates Ltd.

5.0 Current Pier Users

- 5.1 The socio economic report on Toft Pier indicates that there are five fishing vessels using the pier on a regular basis, two of these vessels are scallop boats, and three are creel boats.
- 5.2 In addition to these regular users, there are twelve other vessels which could be classed as occasional users.

6.0 Options and estimated costs

- 6.1 Since the original report was presented to the Board, further investigation of the structure has taken place, and it is now considered that a partial repair of the structures inner quay face could be completed. There are now considered to be four main options for the future of the asset:
- Do nothing
 - Demolish
 - Repair inner quay face and rock armour outer face.
 - Replace with new structure of similar size.
- 6.2 Should the Council decide to do nothing, access to the pier will at some point in the near future 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.

- 6.3 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.
- 6.4 The inner quay face could be repaired, utilising a combination of welded steel face panels, with a concrete infill behind. This is similar to repair options used in Lerwick Harbour in recent years. However, the outer face of the structure has deteriorated too far, and this repair option could not be completed on this face. A rock armour embankment could be installed, providing support to this side of the structure. This option is shown in appendix two of this report, and is estimated to have a cost of £950k.
- 6.5 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 at today's rates.
- 6.6 An addition to any of these options could include the installation of a 30m x 3m pontoon, and this is shown in appendix three of this report. This pontoon would preclude vehicular access to vessels and the estimated cost of installing such a pontoon would be £100k.
- 6.7 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.

7.0 Implications

Strategic

- 7.1 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”

- 7.2 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.

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

- 7.3.1 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

- 7.3.2 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
- 7.3.3 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.
- 7.4 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.
- 7.5 Equalities, Health And Human Rights – None.
- 7.6 Environmental – None.

Resources

- 7.7 Financial – The estimated financial implications for the four options presented in this report are detailed in the table below:

Option	Estimated Capital Cost	Installation of Pontoon
Do nothing	£50,000	£100,000
Demolish	£500,000 - £750,000	£100,000
Repair inner quay face and rock armour outer face	£950,000	£100,000
Replace with new structure of similar size	£1,500,000 - £2,000,000	£100,000

This report does not seek approval at this stage for the construction of any of the proposed options. 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. The revenue implications from the progression of any of these options would also need to be taken into consideration.

- 7.8 Legal – Any works resulting from this report will be tendered and awarded in strict adherence to Council Standing Orders.
- 7.9 Human Resources – Detailed design, Tendering and Supervision of any works would be carried out in-house by Capital Programme staff.
- 7.10 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.

8.0 Conclusions

- 8.1 Toft pier is very close the end of its operational life.

- 8.2 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.
- 8.3 The Capital cost of any of the four detailed options is much greater than the amount currently recovered in charges per annum.
- 8.4 If any of these options are to be progressed, the capital and revenue implications will need to be fully considered.
- 8.4 The socio economic report commissioned on the facility indicates that the pier directly supports five shellfish businesses which have a turnover of around £500k per annum and employ 9 persons.

For further information please contact:
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06 August 2015

List of Appendices

- 1. Socio economic report by A B Associates
- 2. Drawing showing proposed repair option as detailed in para. 6.4
- 3. Drawing showing proposed pontoon, as detailed in para. 6.5

Background documents:
None



**SOCIO ECONOMIC ASSESSMENT
OF
SELECTED HARBOURS
IN
SHETLAND

FINAL DRAFT**

3rd August 2015

Prepared for	Prepared by
Ports and Harbours Operations	A B Associates Ltd
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Executive Summary

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1. INTRODUCTION

1.1 Remit

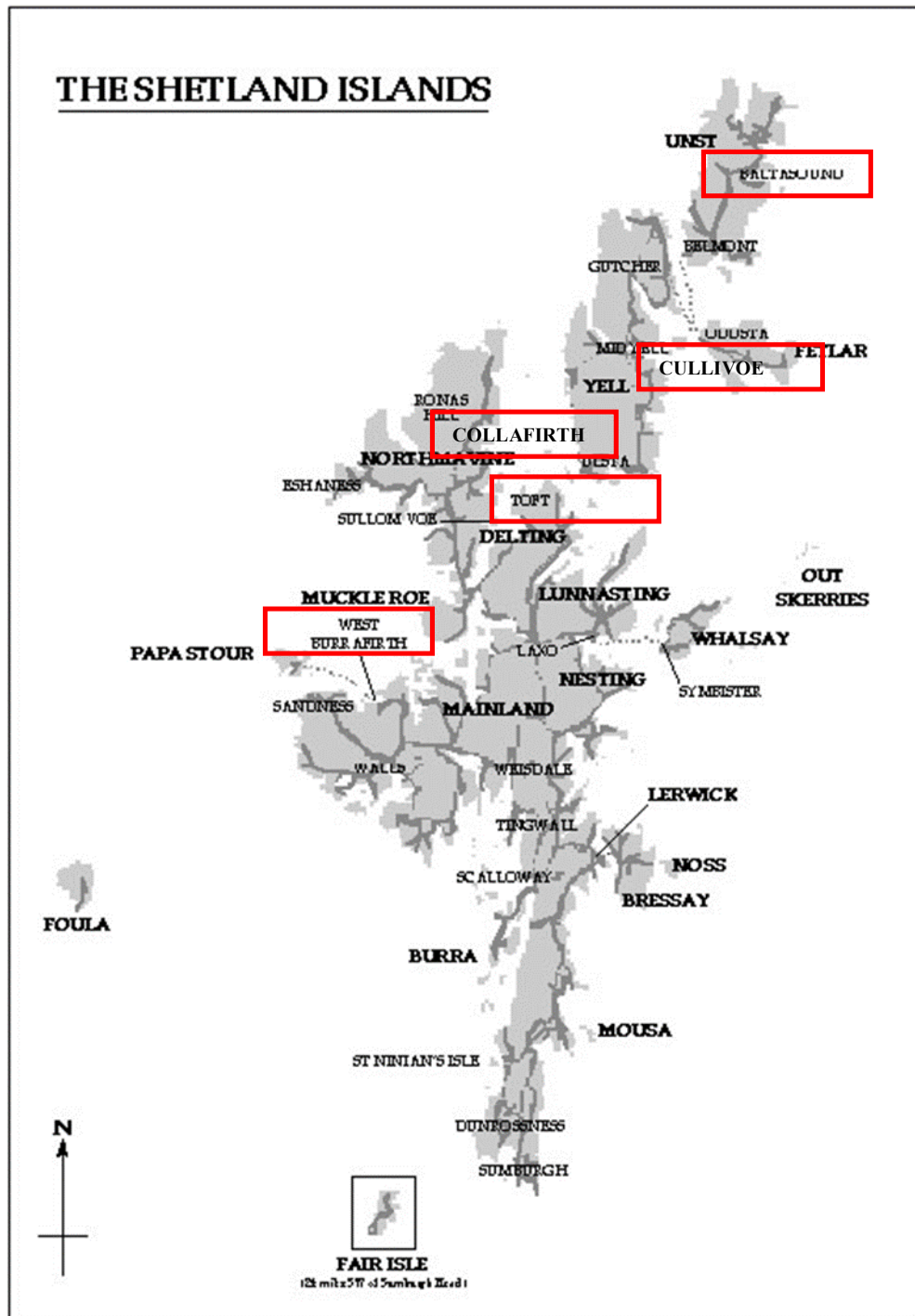
A B Associates Ltd (ABA) were commissioned by Ports and Harbours Operations of Shetland Islands Council (SIC) to undertake an analysis of the socio economic impact and benefits assessment of a selected number of small piers around Shetland.

The Council is having to prioritise its expenditure on piers and needs to be able to have some evidence of the benefits of the piers to the local community and businesses to help inform its decisions on expenditure.

The Council owns and is responsible for 19 “small ports” around Shetland. The majority of these are constructed with sheet piling which is facing severe corrosion problems and are thus in need of major investment over coming years if they are to remain useable. Condition surveys have been carried out and six priorities have been identified. These include:-

- Scalloway
- Baltasound
- Cullivoe
- West Burrafirth
- Collafirth
- Toft

Scalloway is being examined separately, thus this study is to undertake assessments of the remaining five. (see map below)



1.2. Methodology and Approach

The main purpose of this project is to undertake a socio economic impact assessment of the five piers around Shetland. It focuses primarily on the direct impact on the users that include fish catching and aquaculture sectors as well as cargo, tourism and recreational use and the benefits that the piers bring to the fleet and other users in terms of savings and efficiencies if they were to be displaced to another location.

In addition it identifies the wider impacts on local businesses and the community of the activity generated at the port. As a result the methodology chosen has been selected to achieve the best possible output and meet the requirements of the Council.

1.2.1 Baseline Information Collection and Analysis

The first task of the impact assessment was to produce a socio economic baseline situation for the areas involved, including the numbers, sizes, and frequency of boats/users at each of the 5 piers with activity throughout the year, income and expenditure, numbers of businesses, and access to other facilities. This exercise also identified if there are any other potential users and beneficiaries and provide basic socio economic data for the local area e.g. on employment and population.

The areas for presentation of data has been determined largely by the availability of data at different geographic levels such as community council areas, census parish data, Scottish Index of Multiple Deprivation data zones, and are as follows:-

- Baltasound – Island of Unst
- Cullivoe – Island of Yell
- West Burrafirth – Sandness and Walls Community Council Area
- Collafirth – Northmavine Community Council Area
- Toft – East Delting and Delting wide

Various reports and studies have been consulted for relevant data. These could include:- Port and Harbours reports, Shetland Marinas report, Shetland Employment Survey 2014, SSMO Review by ABA, and other impact of fishing and aquaculture studies.

Some relevant data from the 2005 study of Small Ports by ABA has been used to provide background context.

1.2.2 Key Consultations

The main parties and stakeholders have been consulted and include:-

- Shetland Islands Council:
 - Andrew Inkster - Ports and Harbours Operations
 - Sheena Summers – Ports and Harbours Operations
- Aquaculture Users and Trade Bodies (Seafood Shetland and SFPO)
- Shetland Fishermen's Association and SSMO
- Other local businesses e.g. engineers, shops, haulage, processors
- Community Councils and Council Members
- Other community organisations e.g. Unst Partnership, North Yell and Northmavine Development companies
- Other individuals or bodies

Most of those on the list were contacted by phone and/or email to get appropriate feedback on the current and potential use, though a few involved face to face meetings.

1.2.3 Socio Economic Impact Appraisal

The data gathered was collated and analysed and the financial costs and benefits fed into a spreadsheet for analysis. Given likely uncertainties, a range of assumptions were used to give a range of results. Several scenarios have been generated and considered such as – impact of continuing current use levels (i.e. what are the benefits and costs from current levels of activity), possible impact of increased level of usage where evidence is available, and the impact of what may be lost, or extra costs incurred (such as extra steaming time, or fuel, or “dead time” for fishing boats) if the pier had to be closed along with consideration of alternatives and mitigating action that could be taken.

The direct impact of businesses and users reliant on the pier was calculated in terms of jobs, turnover and income. Indirect impacts were estimated from contact with businesses and/or application of appropriate multipliers. Induced impacts on other businesses through the spending of income, were derived from multipliers (using the Shetland Regional Accounts (study by Hutton Institute and ABA in 2012) to arrive at a figure for gross impacts.

Wider benefits and more qualitative impacts within the local communities were identified where possible as well as further afield within Shetland.

1.2.4 Outcomes and Conclusions

Finally all the results were summarised and conclusions drawn regarding the overall impact of each pier in turn and the possible effect of closure if no investment undertaken to prolong it life.

2. ASSESSMENTS FOR EACH PIER

This section assesses each of the five ports in turn.

2.1 Toft

2.1.1 General Baseline

Toft pier is located in Delting Community Council Area in the North Mainland of Shetland. It is an area with around 1900 people in 2013. The numbers could be even higher at the moment due to the contract work and additional operation staff at SVT, and workers based at the Sella Ness Accommodation Block, hotels, and rented houses throughout the area.

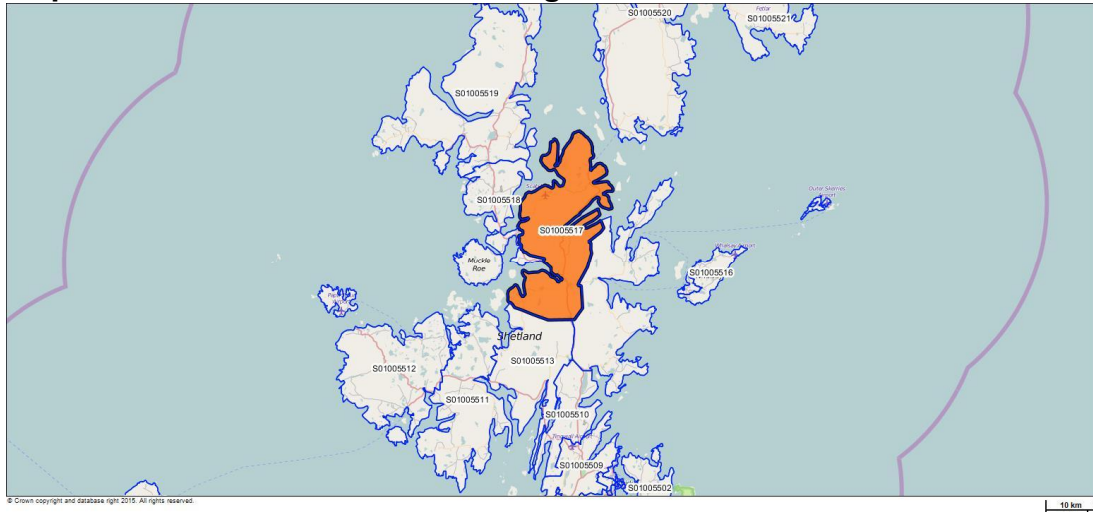
Population

Table 2.1.1: Population in Delting

	1991	2001	2011	2013
Civil parish	1976	1734	1864	
Brae	756	660	856	1066
Rest of Delting	1105	970	931	896
total	1861	1630	1787	1962

Source: Population Census and SIS; the 2013 figures are from Scottish Neighbourhood Statistics and have slightly different boundaries e.g. the south end of Northmavine is included with the Brae figure

Map 1 :Data Zone S01005517 Delting



It should be noted that this data zone does not include Brae, but the data presented does include Brae

Activity levels

Table 2.1.2: Economic Activity Levels:

	Total population	All people 16+	all people 16-74	Econ active	Inactive
Delting	1864	1479	1397	1119	278
Shetland	23200	18806	17126	13000	1700

Source: Shetland Nomis 2013/14; 2011 Census

The age structure in Delting is very close to that for Shetland as a whole with for example 20% of the population under 16 as against 19% in Shetland. However the numbers economically active appear to be higher at 75% of the 16+ population as against 69% for Shetland as a whole.

Employment

The total jobs in the area was around 1200 according to an SIC survey in 2007. This may have been on the high side due to the number of part time jobs recorded. The overall number of jobs will have increased due to higher activity levels at SVT and two new accommodation facilities (Moorfield and Sella Ness). In 2014 the Terminal, Scatsta and accommodation facilities employed around 720 operational staff, mainly full time; while the rest of the economy employed 529 people to give 1249 overall.

Table 2.1.3: Employment in Delting

	2007	2014
Employment	Total	total
FT	812	937
PT	397	312
Total	1209	1249
FTE	994	1041

Source: SIC Employment Surveys

It should be noted that these figures do not include crofters and some self employed

Unemployment

Unemployment across Shetland is currently at a low level (less than 1%). Delting is expected to be at a similar levels as Shetland as a whole.

2.1.2 Pier Baseline

General

The pier, which is located 60.46N 1.20W and has 66m of berthage and a water depth of up to 6m, was built originally in 1951. However it was rebuilt in 1971 with the current sheet pile structure, since when it has received little or no maintenance. It ceased to be used by the ferries when the new ferry terminal was built alongside.

Currently access to the pier is restricted to pedestrians as there are holes in the boardwalk and infill is washing out of the steel piling. The operational lifespan of the pier in its current state is now estimated to be 3 years.

Photo 1: Restricted Access to Toft Pier



The Council owns the whole pier complex and the approaches to the pier. This includes a waiting room and toilets as well as some land around it.

Photo 2: Boats tied up at Toft Pier



Facilities and Services at Pier

Water yes	Transport Public service bus available at the ferry terminal, and access to head of pier for lorries
Fuel/Fuel Bunkering No storage facility, delivered by road tanker when required	Forklift no
Ice No	Electricity No

Fish Boxes no	Ground for Development none
Net Handling Limited space	Industrial land and buildings no
Net Repair Can be obtained	Communications VHF; broadband courtesy of SIC
Engineering Services Can be obtained	Public Phone no
Slipway Yes, only for very small boats	Parking yes
Floating Pontoon Yes a small one used for transferring sheep to and from Yell Sound islands	Public Toilet yes
Ro-ro Terminal Yes alongside	Other

Users and Vessels Present Records

The main users include the following:-

Table 2.1.4a: Toft Boats and Vessels Present Records

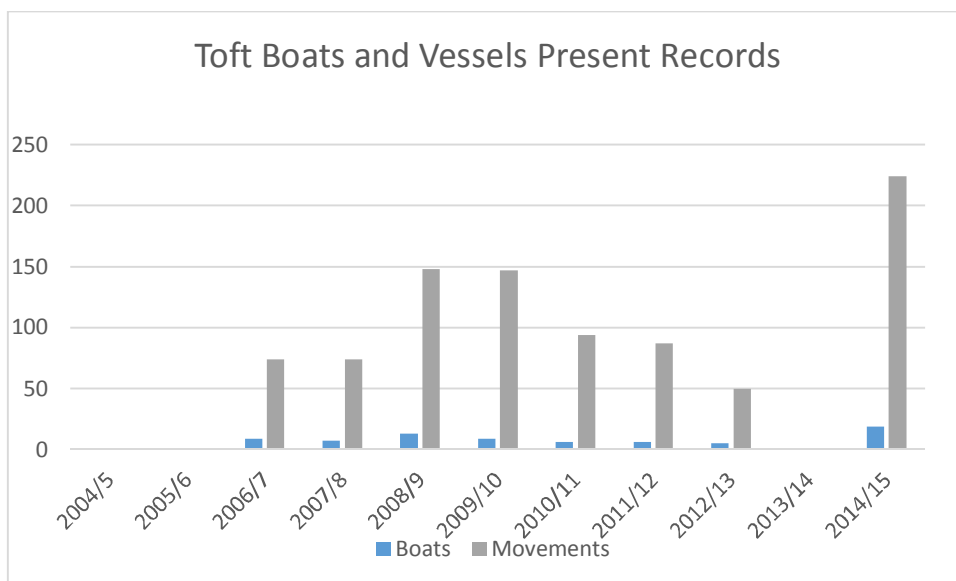
	05/06		06/07		07/08		08/09		09/10	
	boats	Vessel	boats	Vessel	boats	boats	boats	Vessel	boats	Vessel
Fishing boats			5	45	6	6	10	136	6	138
Salmon boats			4	29			3	12		
Mussels boats					1	1			1	3
Other					1	1			1	4
Yacht/pleasure										
Cargo					1	1			1	2
Cruise ship										
Total	n/a	n/a	9	74	9	9	13	148	9	147

Source: P&H Operations, no data available for 04/05, 05/06

Table 2.1.4b: Toft Boats and Vessels Present Records

	10/11		11/12		12/13		13/14		14/15	
	boats	Vessel	boats	Vessel	boats	Vessel	boats	vessel	boats	Vessel
Fishing boats	4	83	5	84	4	48			12	189
Salmon boats	1	2	1	3	0	0			3	19
Mussels boats	0	0	0	0	0	0			3	15
Other -	1	9	0	0	1	2			1	1
Yacht/pleasure										
Cargo										
Cruise ship										
Total	6	94	6	87	5	50	n/a	n/a	19	224

Source: P&H Operations, no data available for 2013/14



The usage of the pier fluctuates from year to year with a peak of 19 vessels in 2014/15 and 224 vessels present records in 2014/15; to 5 vessels in 12/13 and 50 vessels present records in 12/13. The average over the last 8 years is 9 vessels and 112 vessel present records per annum.

Current regular fishing usage is by:-

Table 2.1.5: Main Fishing Users at Toft Pier 2009-2014

boat	owner	type	usage	length	Registered port
Regular					
Golden Shore LK540	Sidney Johnson	scallop	Everything, main base at Toft	9.95m	Toft
Mari Dawn LK605	Billy Anderson, Voe	creels	Lands and lies overnight	9.9m	Collafirth
Craignair LK331	K Flaws (Sidney)	scallop dredge	Berthing and landing	10.0m	Sullom Voe
Liberty LK365	E Johnson Mossbank, home port Collafirth	creels	Berthing and landing	8.32m	Toft
Majestic LK678	K Dalziel Scalloway, home port Collafirth	crabber	Berthing and some landing	16m	Scalloway
Occasional					
Planet LK79	Peter Reid, Burra	scallop, dredge	berthing	11.98m	Sullom Voe
Atlantia LK502	NAFC, Scalloway	shellfish	berthing	12.19m	Scalloway
Radiance LK101		scallop	berthing	12m	Symbister

Maggie J KY 271	Robert Hutchison, Orkney	scallop	berthing	9.8m	Toft
Very Occasional					
Alaska LK707, now replaced by Josie Ann	Brian Smith, Unst	scallop	berthing	8m	Baltasound
Brilliant LK1	Michael Watt, home port Collafirth	scallop dredge	berthing	11m	Sullom Voe
Kestral 11 LK268	G Leask Lerwick	shellfish	berthing	13.76m	Symbister
Radiant Star LK71	V Laurenson, Burra	Whitefish trawl	berthing	23.07m	Burra
Arctic Solitaire LK40	Maurice Gray, Yell	scallop	berthing	9.95m	Not on list
Fidelitas LK45	M Anderson, Skeld		berthing		Not on list
Sharon Louise LK250	Skerries		berthing	18.8m	Skerries

Source: P&H Records, SSMO and SPO member records; entries with yellow highlight indicate the boats that also regularly use another port such as Collafirth

There are 5 fishing vessels who are the most regular users of this port, 2 of which are scallop boats, and 3 creel boats. They employ 9 people. and 3 pay compounded annual dues at Toft. In addition there are 4 other fishing boats that could be called occasional users and 7 more very occasional, who employ a further 22 people. Three of these boats are registered at Toft, 3 at Sullom Voe, 1 at Collafirth, 2 at Scalloway, and 2 at Symbister.

2 scallop boats regularly berth at the facility. It is estimated that the value of landings at Toft over the last few years was as follows:-

Table 2.1.6: Fish Landings at Toft/Sullom

	2009	2010	2011	2012	2013	2014
		value	value	value	value	Value
Shellfish MS	n/a	£578,558	£250,231	£318,600	£246,043	£317,792
Shellfish MMO	£885,835	£571,252	£284,628	£327,651	£246,043	£319,665
Other fish MS	n/a	£17,327	£47,976	£27,667	n/a-	£2,887
Other fish MMO	£47,717	£7,307	£13,579	£27,604	n/a	£292
MS Total	n/a	£595,885	£298,207	£346,267	£246,043	£320,679
MMO Total	£933,552	£578,559	£298,207	£355,255	£246,043	£319,957

Source: MS is Marine Scotland, MMO is Marine Management Organisation

The data from these two sources are very similar. The Marine Management Organisation figures show that the total value of fish landings over this period was £2,740,633 and could have generated over £68,000 in landing dues (using 2.5% results in £68,289). However landing dues income over the same period came to just under £1,500 (£1,473).

It is interesting to note that the value of landings over the last few years at Toft is second only to Cullivoe and exceeds the other four ports being considered.

Table 2.1.7: Other Boats using the Toft Pier 2009-2014

boat	owner	type	usage	length
Steadfast and Harvester	Blueshell	Mussel farm		19m
Nelli	C&S Mussels	Mussel farm		14m
	Hunter shellfish	Mussel farm		
	C&A Thomson for Hunter Shellfish	Mussel farm		
Gerda Saele	Hjaltland Seafarms	Salmon workboat		
Harvest Anne	Ewos	workboat		
Geraldine Mary	Cooke Aquaculture	workboat		20m
Centaur	Demlane	workboat		13m
	Johnson Marine	Marine transport	Transfer goods	
		Standby boats		
		Inshore survey vessels	shelter	

Source: P&H records

There is occasional use of Toft by both mussel and salmon farms, particularly by those located in the voes to the east. However their use tends to be limited to situations where they have a problem with boats or at their own shore bases. Most harvesting of salmon is now done either by transferring directly into wellboats that go straight to the processing facilities, or are taken to the nearest pier where the fish are transferred to trucks to be taken to the factory.

Little or no recreational use recorded at Toft.

Other business users of the port include Shetland Crab at Ronas Voe and QA Fish to collect shellfish, several engineering service firms, haulage, and fuel suppliers.

Income and Expenditure

Table 2.1.8: Toft Income and Expenditure

	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15
Income								
fisheries								
Comp annual dues	183.7	589	1122	1161	854.8	824	372	881
Fish landing dues			360		387.4	70		475
Shellfish landing dues	184			144	37.5			
Salmon landing dues								
Recreational dues		7			57.4			37

Commercial dues	8		476	447	1638.9	98		1622
storage								
electricity								
wharfage	13	32	76	108	60.0		2445	5351
other						18		
TOTAL Income	205	628	2034	1860	3036	1010	2817	8366
Operating Expend								
labour	507	519	531	531	533	570		
Property and plant					618	1210	387	
Supplies and services	1	60	149	29	11105	33112	1	
transport								
Maintenance cost	2830	23880	10	559				
TOTAL Expenditure	3338	24459	690	1119	12257	34891	388	
Balance	-3133	-23831	1344	741	-9221	-33881	2429	

Source: P&H Operations, SIC

The income from usage of Toft does not cover the expenses. The average annual income over the last 8 years was £2,500 while average expenditure was £11,000. Over a 7 year period the balance between income and expenses is negative (-£65,552). However there is evidence to suggest that income could have been higher e.g. from fish landings that could have been well in excess of this figure over the last 7 years. This could have cleared the deficit on running costs. This is without taking into account anecdotal evidence of some unrecorded significant salmon and mussel landings at Toft in recent years.

Services and Facilities Nearby

Shop and Post Office Firth, Mossbank, Brae, Voe	Bus yes
Pub Mossbank, Brae, Voe	Taxi yes
Hotel Brae	Eat-in/Takeaway Brae

2.1.3 Potential and Scope for Development/Expansion

The limited space available for berthing is fairly fully used by existing vessels. In its present state the pier has no scope for development or expansion. If it was refurbished and extended then it is expected more use would be made of it, especially by shellfish boats for berthing as well as landings plus mussel and salmon boats on an occasional basis.

There is no additional land within SIC ownership, available for development, but land could be available for the development of a marina to the north of the toilet and waiting room for the ferry service. There was an active marina group that had plans and tried to secure funding but when they did not succeed due to the shortage of SIC funds they did not continue. This could be revisited though funds are likely to be more difficult to access.

Some working and storage space could be developed on the land near the toilet area.

There could be potential to provide a bunded fuel tank with access to fuel by card and remote monitoring. However given the current restrictions this is unlikely to be feasible at this stage.

2.1.4 Consultation

Some of the main comments received were as follows:-

Salmon Farming: The pier is considered strategically important but not used that much except when there is a problem with the alternatives or boats. For example it was used for transferring feed recently when one boat was out of action.

It is thought there is occasional landing of salmon and mussels.

Fish Catching: The pier has an important role in Yell Sound for the shellfish sector. If it was not available it would add significantly to operating costs for boats that would have to land elsewhere. Outside Lerwick and Scalloway, Toft is seen by the industry as the 2nd priority after Cullivoe.

The current arrangements are considered dangerous due to lack of space and mooring ropes in the way of moving boxes. There is not enough berthing space.

Mussel Farming: the pier is used from time to time by several companies though they have their own shore bases elsewhere e.g. Blueshell, Hunter Shellfish, and C&S Mussels, so not wholly reliant on it.

2.1.5 SWOTs

Strengths <ul style="list-style-type: none"> • Good access to head of pier • Attached to ferry terminal that provides shelter 	Opportunities <ul style="list-style-type: none"> • Strategic location in Yell Sound for shellfish
Weaknesses <ul style="list-style-type: none"> • Lack of shelter limits berthing use of east side of pier especially in winter • Limited access due to weight restriction 	Threats <ul style="list-style-type: none"> • Closure due to poor physical state

2.1.6 Impact Appraisal

The economic impact is considered in terms of direct, indirect and gross effects, i.e. to include the wider effects as well as that which is directly created by the activity at the pier.

Direct –Regular usage is by 5 shellfish businesses that generate both employment and income.

Turnover and Employment:

It is estimated that the fishing businesses could have a turnover of around £500,000 and employ 9 people.

Data has been gathered by Seafish on overall income and expenditure broken down for different types of boats. Average figures from the different sectors have been used to derive likely impact of the direct income or turnover generated by the businesses using the pier. The total income of regular users is attributed to Toft but some are split with other ports, especially Collafirth e.g. Mari Dawn, Majestic, and Golden Shore. If 100% of the income from regular users was attributed to Toft it would come to £780,000, otherwise it is likely to be around £500,000.

turnover	Spend on fuel 12%	Spend on stores 2.5%	Crew share 30%
£500,000	£60,000	£15,500	£150,000

Notes: The %s are based on Seafish average figures

Indirect: -In addition to the direct effects there will be spend on haulage, engineering, fuel, and other services in the local economy. It is likely that there are around 6 businesses that are indirectly dependent on the pier for part of their income. These include:-

1. Blueshell mussels as buyer and processor
 2. QA Fish shellfish buyer and processor
 3. LHD fuel supplier and fishermen's agent
 4. one local shop for supplies
 5. one engineering company for repairs and supplies
 6. one haulage company in relation to salmon farming activities
- Also the harbour authority receives landing fees and berthing dues.

It is clear that usage and activity at the pier is no longer wholly rooted in the local community and has benefits over a much larger area both from the business indirectly effected above, and indirectly from those working on the boats that do not all live locally e.g. one regular lives in Scalloway while several of the occasional users are from different parts of Shetland.

All this spend will have knock on effects in the local economy which can be quantified using multipliers from various Input Output studies of the Shetland economy.

Table 2.1.8: Gross Impact of the Pier

	direct	indirect	Type 2 multiplier	Gross impact
employment	9		1.933	17
Businesses regular	5	6		
Businesses occasional	11			
Output from businesses	£500,000		1.485	£742,500
Harbour av. income p/a	£2,500		1.472	£3,680
Earnings from businesses	£150,000		1.558	£233,700

Source: Multipliers have been taken from Regional Accounts/Input Output studies in 2003 and 2010

This gross impact is spread across Shetland, as already mentioned not all the fishermen live locally i.e. in Delting, and services are provided by different businesses from different locations. It is therefore not so feasible to isolate the impact on Delting itself.

Social Impact

There is very little recreational or other community use of the pier by the local population therefore it has very little social or community impact.

Impact of Closure

If the pier were to close it would pose most difficulty for the 5 shellfish boats that use it on a regular basis. The nearest alternative is Sella Ness or Collafirth Pier but there is not much space there for more boats to berth. Two of the boats that use Toft already use Collafirth for part of the year. Boats could face extra costs to steam to Collafirth in terms of fuel and dead time (1-1 1/2 hours). Plus extra distance to transport fish to QA (15 miles from Brae to Collafirth if coming from Scalloway). It would of course be closer for the Ronas Factory.

It is unlikely that they could all move to Collafirth without more space being provided. The other alternatives could be Symbister or Lerwick depending on where they are fishing and type of fishing. Sella Ness is not considered suitable given the level of activity there and the fact that part of the pier is too high.

Other Impacts and Potential

The impact on salmon and mussel farms of closure is not considered significant as they are not reliant on the pier except on a few occasions in the year.

There would appear to be some possibilities for additional business and income through the pier, especially if there were improved facilities for working and landing and fuel was available. There is evidence of under collection of dues for landings of fish and shellfish as well as salmon and mussels, and thus potential to increase income with the status quo.

Yell Sound and areas close by have one of the richest grounds for creels and pots.

If improvements were carried out and the pier extended, several additional berths could be provided and more use made of both sides of the pier. This could mean scope for attracting more regular and occasional users. Displacement is unlikely as the alternatives are already fully used.

2.1.4 Options

If the pier closed it could cost the SIC around £500,000 to demolish it and there could be additional costs on regular users by having to travel to alternatives. It would also reduce the ability of the industry to fish certain grounds in Yell Sound and could result in reduced income in that sector.

If the pier stays open it will need money spent on it to maintain the status quo and current usage in the order of £1m. The return to the SIC would be likely to stay at similar levels as currently with the possibility of some increase with full collection of dues.

If the pier were to be replaced it could cost £1.5 - £2m. Income could increase through more effective collection of dues and increased usage. If it were to be upgraded and extended to increase capacity, it could attract more regular and occasional users. The cost to the SIC could be well in excess of £2m and the expected return with additional usage and full collection of fees could be in the order of £22,000 per annum (instead of £2500 at the moment).

2.1.5 Conclusions

Due to proximity and overlapping use it is suggested that there is a need to consider Collafirth when drawing any conclusions about the future of Toft.

There is clear evidence for the need for a good landing and berthing port in Yell Sound to support the shellfish industry, given the proximity of grounds and fishing effort, as well as providing shelter and a place to berth to deal with any problems for other local and non local fishing boats on an occasional basis.

The case for need from the fish farming sector, both mussels and salmon, is less strong due to the alternatives, and restrictions within the SVT port area, though from time to time the existence of Toft has been invaluable.

It would appear that both Collafirth and Toft are well used and have little capacity for increased fishing usage, indeed there are problems of congestion.

Toft has some positive points, especially from its strategic, convenient and accessible location with direct access to the strategic road network and thus to markets and services. Collafirth is a less accessible being 15 miles further north, partly by single track road. However the facilities at Collafirth are better than at Toft and the space and potential for expansion and development is greater. Toft is restricted due to proximity to the ferry pier and even with major investment it would be difficult to develop to meet all the needs in the Yell Sound area.

There would appear to be 4 main physical options:-

1. Create one new pier to meet all needs or move all boats to Sella Ness. The latter is not considered feasible and the former would depend on finding a site, and is likely to be very expensive
2. Develop Collafirth and close Toft: There would be savings on Toft but a need for maintenance (£250,000) and capital spend on Collafirth to accommodate the displaced boats. There would be a risk of losing around £750,000 in gross output if the boats were unable to move to another port.

3. Develop Toft and close Collafirth: There would be savings on Collafirth but a need for capital spend at Toft. There would be a risk of losing around £1.25m in gross output currently arising from Collafirth, without taking the Altaire into account.
4. Keep and improve both ports: This would mean spend on maintenance at both ports, in the order of £1m at Toft and £250,000 at Collafirth, to keep the status quo and retain current levels of activity and gross output (£2m). Further capital works could be considered if improvements were likely to be beneficial to the industry and the community.

A further option could be for the Council to lease or sell the assets to another party to run the facilities such as the SPO/SSMO, or local fishermen, or a local community organisation.

Neither Toft or Collafirth are heavily rooted in the local economy as those working on the boats are from a much wider area and the businesses deriving benefit from the boats are also from a wider area. Thus the benefits are more Shetland wide than just focussed on the local economy. This reflects the seasonal patterns and changing nature of the industry and the changing nature of communities arising from improved communications. The economic activity at Collafirth pier generates greater economic benefits throughout the Shetland economy than Toft

Collafirth does have much greater local community use and involvement in the pier than Toft.

In terms of socio economic impact of these options there is not much to divide them though there is potentially more for Northmavine to lose if Collafirth closes and Toft is developed. If Collafirth stayed open it would help to secure some local business such as the Ollaberry shop and enable more links with the Ronas factory. This would suggest that it would be better from a local socio economic perspective to ensure that Collafirth stays open, but if Toft closed there would be a need to enhance facilities at Collafirth to cope with additional usage.

If the activity at Collafirth could be transferred to an enhanced Toft then the Shetland wide benefit could be maintained. If not there would not be enough space and some of the output could be lost.

The case for retaining Toft, as well as Collafirth, and securing the gross benefit of 17 jobs and nearly £750,000 of output, can be based on its strategic location in relation to the fishing grounds at the east end of Yell Sound, and its ability to provide an alternative for both mussel and salmon farms also located to the east. Collafirth may not be a practical alternative for these users given its location much further north and west.

It is suggested that a full cost benefit analysis would need to be carried out based on more precise costings for the options set against the benefits and

potential income over the life of the asset, to inform a decision on the best way forward.



**Harbour Board****18 August 2015**

Harbour Board - Business Programme – 2015/16	
GL-34-15-F	
Team Leader – Administration	Governance and Law Corporate Services

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 for the financial year to 31 March 2016 and discuss with Officers any changes or additions required to that programme.

2.0 Decision Required

- 2.1 That the Board considers its business planned for the financial year to 31 March 2016 and RESOLVES 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 2015/16 at its meeting on 17 December 2014 (Min Ref: 108/14).
- 3.2 It was agreed that the Business Programme would be presented by Committee Services to the Council and each Committee and 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 may be 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, and if required according to the circumstances, the time, date, venue and location of any meeting may be changed, or special meetings added.
- 3.4 The Business Programme for 2015/16 will be presented by Committee Services to the Council and each Committee and Board, on a quarterly basis, for discussion and approval, particularly in relation to the remaining projects and reports which are listed at the end of the business programme page for each Committee/Board, as still to be scheduled.

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 Committees and 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 – 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 2015/16 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.

For further information please contact:

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6 August 2015

List of Appendices

Appendix 1 – Harbour Board Meeting Dates and Business Programme 2015/16

Background documents:

Report GL-20-F: SIC Business Programme and Diary of Meetings 2015/16

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4382>



Harbour Board - Meeting Dates and Business Programme 2015/16 as at Thursday, 06 August 2015

Harbour Board			
<i>D= Delegated R=Referred</i>			
Quarter 1 1 April 2015 to 30 June 2015	Date of Meeting	Business	
	<i>Ordinary</i> 29 April 2015 10 a.m.	Scalloway Harbour Business Case Update	D
		Ports & Harbours Management Structure and Harbour Master Recruitment	D
		Sullom Voe Financial & Operating Model.	R SIC 13 May
	<i>PPMF & Ordinary</i> 26 May 2015 2 p.m.	Management Accounts – Quarter 4	D
		Pilotage Accounts – Quarter 4	D
		Harbourmaster's Report	D
		Port and Harbours – Service Plan	D
		Ports and Harbours – Performance Overview – Quarter 4	D
		Harbour Board Business Programme 2015/16	D
Quarter 2 1 July 2015 to 30 September 2015	Date of Meeting	Business	
	<i>PPMF & Ordinary</i> 18 August 2015 2 p.m.	Management Accounts – Quarter 1	D
		Pilotage Accounts – Quarter 1	D
		Harbourmaster's Report	D
		Ports and Harbours Service Plan – Performance Overview – Quarter 1	D
		Small Ports Development/Maintenance – Toft Pier	D
		Harbour Board Business Programme 2015/16	D



Harbour Board - Meeting Dates and Business Programme 2015/16 as at Thursday, 06 August 2015

Harbour Board – continued			
<i>D= Delegated R=Referred</i>			
Quarter 3 1 October 2015 to 31 December 2015	Date of Meeting	Business	
	Ordinary 7 October 2015 10 am.	Scalloway Business Plan – Strategic Outline Case	R P&R 26 Oct
		Sullom Voe Future Operating Models	R P&R 26 Oct
		Small Ports Development/Maintenance Plan	R P&R 26 Oct
		Ferry Terminal Development/Maintenance Plan	R P&R 26 Oct
		Other Service Needs Cases	R P&R 26 Oct
	PPMF & Ordinary 17 November 2015 2 p.m.	Harbourmaster's Report	D
		Ports and Harbours Service Plan – Performance Overview – Quarter 2	D
		Harbour Board Business Programme 2015/16	D
	Budget 25 November 2015 10 a.m.	Management Accounts – Quarter 2	D
		Pilotage Accounts – Quarter 2	D
		2016-17 Budget Proposals and Charges	R P&R 25 Nov
Quarter 4 1 January 2016 to 31 March 2016	Date of Meeting	Business	
	Ordinary 10 February 2016 10 a.m.	Scalloway Business Plan – Outline Business Case	R P&R 15 Feb
		Sullom Voe Future Operating Models	R P&R 15 Feb
	PPMF & Ordinary 1 March 2016 2 p.m.	Management Accounts – Quarter 3	D
		Pilotage Accounts – Quarter 3	D
		Ports and Harbours Service Plan - Performance Overview Q3	D
		Harbour Board Business Programme 2016/17	D

Planned Committee business still to be scheduled - as at Thursday, 06 August 2015

tbv = to be confirmed

PPMF = Planning and Performance Management Framework meetings – no other business to be added

Budget = Budget setting meetings – other items can be added if time permits

Ordinary = Ordinary meetings – other items can be added

Special = Special meetings arranged for particular item(s) – other items can be added if time permits

END OF BUSINESS PROGRAMME as at Thursday, 06 August 2015