

**Harbour Board****17 November 2015****Harbourmaster's Report****PH-16-15F****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 resolve to consider the content of this report in its role as Duty Holder, and note that the necessary management and operational mechanisms are in place to fulfill that function.

**3.0 Detail**

- 3.1 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 18 August 2015 and is listed in the table below.

Incident	Date	Vessel	Incident	Examination Panel	Officers Actions	Status
Sullom Voe	14.09.2015	Navion Oslo	Minor spill at Jetty		To report to TWG	

- 3.3 Regs4Ships completed Port Marine Safety Code audit, await issue of report.

**4.0 Implications**Strategic

- 4.1 Delivery On Corporate Priorities – The actions in this report will contribute to the outcomes in the Council's Corporate Plan 2013/17 of:
- “Helping build a healthy economy and strong communities”
- “To be able to provide high-quality and cost-effective services to people and communities in Shetland, our organisation has to be run properly”
- “We are determined that we will be run to the very highest standards”
- 4.2 Community /Stakeholder Issues – Community and stakeholders have a vested interest in ensuring that 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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For further information please contact:  
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6 November 2015

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List of Appendices

Appendix 1 Designated Person Report – Captain Trevor Auld

Background documents: None



## Designated Person Report - 17 November 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 report to the Harbour Board meeting of 18 August 2015 I have maintained a regular dialogue on marine matters with SIC's Harbour Master through telephone calls and an exchange of emails. 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 telephone conversation with SIC's Harbour Master in which we discussed, in accordance with an agreed questionnaire: monitoring measures, assessing measures and effectiveness of the current Marine Safety Management System.

### SIC Marine Safety Management Systems (MSMS)

The first significant revision, Version 2, of the following MSMS top-level documents have been issued to key marine department personnel and posted on the Shetland Islands Council's website [www.shetland.gov.uk/ports](http://www.shetland.gov.uk/ports). In addition, reference copies have been positioned in Sella Ness and Scalloway port offices.

- SIC Marine and Quality Policy 2015 V2.0
- SIC Marine SMS 2015. V2.0
- SIC Marine SMS Sullom Voe 2015. V2.0
- SIC Marine SMS Scalloway 2015. V2.0
- SIC Marine SMS Small Ports 2015. V2.0
- SIC Marine SMS Engineering 2015. V2.0

Recent amendments to the lower tier manuals (*procedures/work instructions and forms*) include: Pilots Competence and Authorisation, Emergency Plans, Call Out (Adverse Weather) and VTS Annual Assessments.

**Reviewing Existing Powers** – The 'SIC Marine and Quality Policy 2015 V2.0 states in Section 3.1 that "*SIC keeps its powers and extent of its jurisdiction under review to ensure that they are appropriate for maintaining the overall safety of its Ports and Harbours, promoting changes where necessary through a range of means including Harbour Revision Orders, Bye-laws and General Powers of Direction.*' In this regard I would bring to the Harbour Board's attention that the Shetland Islands Council (Small Harbours and Piers) Byelaws 1987 have shown as being 'under review' on the SIC website [www.shetland.gov.uk](http://www.shetland.gov.uk) for a significant time period.

### Monitoring Measures

**Technical Working Group** – The draft minutes of the Technical Working Group (TWG) meeting held on 27 August 2015 record the ongoing good practice of bringing together SIC personnel from different disciplines and port stakeholders to discuss a range of safety and operational issues of common interest.

In matters arising the TWG discussed potential upgrades to the VTS radar system and to Gluss Leading lights, pilot recruitment and the new pilot boat shift system. As specific agenda items the TWG discussed arrangements for the external audit of SIC's Marine Safety Management Systems (MSMS), a VTS training book, a proposed change to the MSMS to cover pilots' continued competence requirements, the minutes of the Examination Panel meeting held on 28 July 2015 and marine incidents reports received between February and July 2015. Of note, the TWG meeting did not include a review of Marine Accident Investigation Branch (MAIB) reports received since the last TWG meeting of 20 November 2014.

The next meeting of the TWG is to be held on 4 November 2015. It is noted that the meeting agenda includes Port-Industry Incidents/Reports.

**Examination and Technical Group** – The minutes of the Examination and Technical Group held on 23 October 2015 record that the following items were discussed: marine safety concerns about shipboard operations on the vessel 'Solviken' on the vessel's recent arrival at Sullom Voe (Harbour Master to pursue with the vessel's owners), revised procedures for reporting defects or incidents involving pilot ladders, inaccurate mooring plans and the training of the recently appointed marine pilot.

**Safety Sub-Committee – Ports** – Since my last report there have been two Safety Sub-Committee – Ports meetings. The first, the 68th Meeting, was held on 29 July 2015 and the second, the 69th Meeting, was held on 21 October 2015. Both meetings continue to demonstrate the active involvement of marine personnel in all aspects of port safety.

A particular example of good practice noted in the minutes of the first Safety Sub-Committee meeting was the circulation to all SIC marine personnel of a safety alert issued by Port Skills and Safety highlighting the dangers of elongation and snap-back of synthetic mooring lines.

**Small Ports** – The table entitled 'Operational and Safety Visits to Small Ports & Harbours 2015' as posted on the website [www.shetland.gov.uk](http://www.shetland.gov.uk) records that visits to Toft, Mid Yell, Cullivoe, Uyeasound, Balta Sound, Easterdale, Toogs, Hamnavoe, Walls, West Burrafirth and Billister took place in May 2015, and visits to Billister and Collafirth took place in March 2015. Visits are not recorded for Symbister, Out Skerries or Fair Isle.

**Towage** – A tug masters' and chiefs' meeting was held on the 9 October 2015. The draft minutes of the meeting record a high level of attendance. Items discussed included enclosed space guidance, crew training, lone working, near misses or accidents/incidents (*none were reported*) and operational issues of concern. Of note, the minutes record that matters are now in hand to address the recent MCA audit report that various changes have to be made to bring the existing Towage Safety Management System (SMS) manual up to date.

**Incidents and Accidents** – The MarNIS Selected Ports Actual and Potential Incident Report Summary for the period 1 June 2015 to 23 October 2015 shows two recorded reports, both in the section headed Environmental Protection – Accidents/Incidents. The first report, covered in my last DP report, records the accidental discharge of diesel fuel oil from the tug 'Dunster at the tug jetty'. The second report records sheens observed around the vessel 'Navion Oslo'. In accordance with good practice the minor pollution incident was investigated and a comprehensive internal report completed. The MarNIS Accident/Incident report (attached to this report as Appendix 1) records the accident category as 'Pollution (minor)'. As the sheens were deemed to be light, a formal PolRep was not completed. Consequences (rated 0 to 4) to people, property, planet and port business were recorded as zero.

A further incident, not recorded in MarNIS, was reported by a pilot and relates to the failure of the vessel 'Liteyny Prospect' to correctly rig a pilot ladder for arrival at Sullom Voe. A letter regarding the incident has been sent to the ship's agent by the Harbour Master for forwarding to the ship's management company.

Of note, future incident and accident reports entered into MarNIS will now make a clear distinction between 'human error' and 'fatigue' as a likely cause.

**Audits** – Det Norske Verita's (DNV's) audited SIC's Ports and Harbours management system ISO certification on 7 and 8 July 2015. In their summary DNV made four observations and identified two minor non-conformities and zero major non-conformities. With regard to audit Focus Area 1: Navigation Risk Assessment and Port Safety Management System. Review as part of Port Marine Safety Code (PMSC) DNV auditors' made the following comment: *'Management should review on-going inputs and outputs from the review and ensure the integrity of the Quality Management System is maintained when changes to the Safety Management System are planned and implemented e.g. Risk assessments are due for renewal in October 2015 with management/pilots and VTS input and Engineering and Stores will review their own.'*

Internal audits of existing MSMS procedures continue to be undertaken on a regular basis.

It is noted that an external PMSC audit of SIC's MSMS commenced on 26 October 2015.

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

Board members 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:

- September 2015                      British Ports Association (BPA) 2015 Conference, Stornoway
- September 2015                      SOTEAG meeting.

**Harbour Board Meetings** - The public agenda for the Harbour Board meeting of 18 August 2015 and the accompanying Decision Notes were posted on the website [www.shetland.gov.uk](http://www.shetland.gov.uk) in a timely manner.

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

It is noted that a comprehensive VTS annual assessment workbook has been compiled and added to the MSMS procedures. Annual assessments for the five VTSOs have been completed and arrangements are in hand to complete the annual assessments of all pilots trained to V103 level and the relief VTSO.

Marine simulator training (Shiphandling) for two pilots and the trainee pilot has yet to be scheduled.

It is noted that a former SIC Harbour Master has been appointed formally by the Director – Infrastructure Services on a temporary basis to act, as required, as Harbour Master. The appointee is not included in the training matrix or the training KPI.

**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>.

- Latest Marine Circular: No2/2015 - SMS Update.
- Latest Notice to Mariners: No4/2015 - Bathymetric Seafloor Survey – Sullom Voe.

**Safety Plan for Marine Operations** – An approved three year Safety Plan for Marine Operations 2015 - 2018, prepared in accordance with the requirements of paragraphs 3.20 to 3.22 of the current Port Marine Safety Code (2015), has been posted on SIC's ports specific website [www.shetland.gov.uk/ports](http://www.shetland.gov.uk/ports)

### Assessing Measures

#### Key Performance Indicators (KPI):

#### 1 Open Incident KPI Report (from the MarNIS database) for Sullom Voe, Scalloway and the Small Ports: Open Incident status on the 29 October 2015.

	Open NS Reports	Open PE Reports	Open EP Reports	Open CM Reports	Open PS Reports
Sullom Voe	2	2	0	0	0
Scalloway	1	0	0	0	0
Small Ports	0	0	0	0	0

'Open' reports are reports which have yet to be closed formally by the Examination and Technical Group.

- NS = Nautical Safety
- PE = Port Efficiency
- EP = Environmental Protection
- CM = Crisis Management
- PS = Personnel and Public Safety

#### 2 Risk assessments KPIs (from the MarNIS database) for Sullom Voe, Scalloway and the Small Ports for the period 1 August 2015 to 29 October 2015.

	Nautical Safety Assessments	Port Efficiency Assessments	Environmental Protection Assessments	Crisis Management Assessments	Mean Assessment Score*
Sullom Voe	23	5	6	0	3.71
Scalloway	18	6	5	0	3.86
Small Ports	16	3	4	0	3.85
<b>Totals</b>	<b>57</b>	<b>14</b>	<b>15</b>	<b>0</b>	

\* 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

All **86** risks assessments currently recorded in MarNIS for Sullom Voe, Scalloway and the Small Ports were reviewed by stakeholder groups (comprising the Harbour Master, a Marine Pilot, the Port Safety Officer, a Pilot Boat Skipper and a Small Ports Officer) on 24 September 2015. The next full review is scheduled for 24 September 2016.

**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 **35** 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 October 2012 to 30 October 2015**

IALA Category	No of Aids	No of Failures	Availability	Target Availability
Category 1	50	3	99.95%	99.80%
Category 2	71	3	99.98%	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

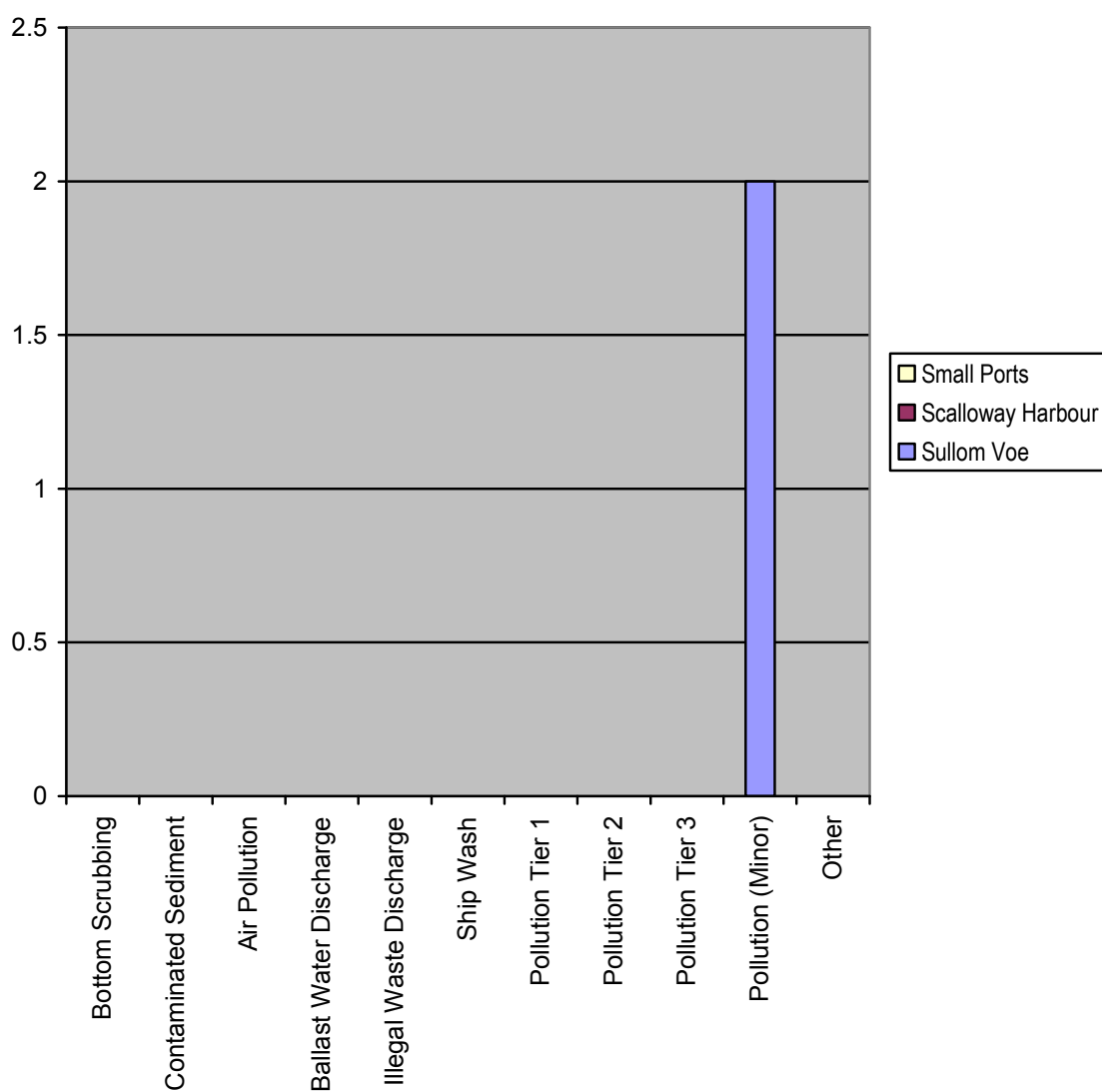
The monitoring and assessing measures described above provide assurance that the Marine Safety Management Systems for Sullom Voe, Scalloway and the Small Ports of West Burra (Hamna Voe); West Burrafirth; Housa Voe, Papa Stour; Mid Yell, Yell; Cullivoe, Baltasound; Unst; Uyeasound, Unst; Hamars Ness, 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 MarNIS Accident / Incident Report

### 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	2	0
Scalloway 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



Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
07/07/2015	SUV0027ACT	I	N	Pollution (Minor)	<p>Accidental Discharge from Tug Dunter</p> <p>Spillage of Diesel Fuel Oil From" Dunter"</p> <p>Primary Cause - Human error/fatigue - Tug Personnel</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Reportable</p>
14/09/2015	SUV0028ACT	I	N	Pollution (Minor)	<p>Sheens from Navion Oslo</p> <p>Sheens noted around the Navion Oslo</p> <p>Primary Cause - Unknown</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Reportable</p>

Number of Accidents listed = 2

For the period 01 June 2015 to 23 October 2015.



**Harbour Board****17 November 2015****Ports and Harbours Performance Report – 2<sup>nd</sup> Quarter 2015/16 – July to September****PH-17-15F****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 along with an indication of where issues have arisen.

**3.2 Effective Management Systems****Highlights**

- Regular Management Team and staff engagement meeting and other communication arrangements have been re-instated.
- ISO 9001 accreditation has been re-validated,
- Tri-annual MCA audit of the Towage ISM, SMS done
- 5 yearly external review of the Port SMS has been performed.
- Port Budgets for 2016/17 have been prepared and will be considered by the Harbour Board at it's meeting on the 25<sup>th</sup> November, 2015.
- Updated tables of dues prepared, consultative meetings with Harbour Users are being conducted.

### 3.3 Technical Projects

#### Highlights

- Council managed works to refender Jetty 2 as part of our management contract for BP has been completed on schedule and at some £500,000 inside budget.
- The essential maintenance on Scalloway Fishmarket refrigeration systems is close to completion and the door replacement is under way.
- Adverts have been placed seeking expressions of interest for the supply of an upgraded VTS radar and associated communications systems.
- Tenders are due back shortly for replacement Glass lights

#### Issues

- Uncertainty over Bonxie & Solan and knock on effects on forward planning.

### 3.4 Workforce Planning and Development –

#### Highlights

- Interim arrangements for Harbourmaster cover have settled into place well.
- A new Marine Pilot has been recruited and is working through the familiarisation and training programme.
- Trials of amended shift patterns for VTS and Pilot Launch crews are continuing.

#### Issues

- The local sourcing of training to meet STCW (Manila) training requirements has proved difficult.
- Future workforce planning activity needs to be revised in light of recent changes to projected tanker movements.

### 3.5 Strategic Planning

#### Highlights

- Members have approved next stages in the Port of Sullom Voe and Scalloway Harbour review projects.

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 aspects of Best Value values and features of “our Plan”, the Council’s Corporate Plan.

Shetland is a group of islands and Our Plan identifies transport links to and from, and within, the islands as our life blood. Shetland’s Ports and Harbours are the conduit for much of that activity. People, products, goods and supplies go in and out of Shetland and move around the islands by sea. If we do not have the right Ports & Harbours infrastructure in place that cannot happen and new business opportunities and wealth creation cannot take place.

If we are to enjoy a strong economy with well-paid jobs we have to make sure that we have the Port infrastructure required to support key business sectors, especially those depending on the utilisation of local resources, meet individual and business needs and deliver economic growth.

- 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.”

### **Harbour Board**

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. Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function. 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 – 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 are projected to be unable to be delivered within existing approved harbour operations budgets in 2015/16. The terminal berthing charge to Ferry Operations Service is unaffected. This means that the reduced projected surplus on the Harbour Account is not from external sources but from other Council budgets in the General Fund.

4.8 Legal – Specialist legal advice is required for some actions included in the service plan, particularly the acquisition and disposal of vessels. The Councils 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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6 November 2015

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#### Appendices

Appendix 1 – Progress on actions

#### Background Documents

Ports & Harbours Service Plan

[http://www.shetland.gov.uk/about\\_performance/PerformanceReports.asp](http://www.shetland.gov.uk/about_performance/PerformanceReports.asp)



## Ports & Harbours 2015/16 Action Plan – November Update

Item	Status	
<b>Management Systems</b>		
Reinstate Technical Working Group	Up and running again	G
Hold regular Management team meetings	Monthly meetings happening	G
Port SMS External review for PMSC	Carried out last week in October	G
Port SMS ISO 9001 External Audit	Done in August, accreditation revalidated	G
Tug OVID Audit	Done in July	G
Towage SMS - ISM audits	Performed last week in September, action plan agreed.	G
Port SMS –ISO 9001 Internal Audits	New schedule drafted - More internal auditors required	A
Towage SMS – ISM Internal Audits	New schedule needed - More internal auditors required	A
Renewal of Port Designated Person	Done in June	G
Review tug maintenance management	Arrangements being reviewed for end December 2015.	A
Make sure contracts are let in line with procurement procedures	Term contract for Electrical services being advertised 2015 Mechanical & Engineering services by January 2016	A
Make sure stores are managed in line with Audit recommendations	Done - Further Audit comment anticipated April 2016	G
Review and Update “Table of Dues”	New table of dues prepared for Harbour Board, 25 <sup>th</sup> November and Council approval 2nd December 2015.	G
Budgets and next year’s budget exercise	Prepared in line with revenue estimates timetable	G
Review long term capital needs	Prepared in line with Capital Programme method	G
Review all Risk management registers	RiskWeb and MarNis updated for Port SMS. Still some work to do to transfer Towage SMS risks to MarNis.	G
Update Business Continuity Plan	To be updated by end November 2015	G
Plan emergency exercises	Appoint an exercise planning team and have plan drawn up by end November 2015	G
Harbour Board governance and management arrangements	Part of “In House” option within strategic review project. Initial recommendations by March 2016	G
Grocery procurement	Fresh Meat and Fish now being supplied under Council wide contract.	G
<b>Technical Projects</b>		
Complete Refendering of Jetty 2.	On time & under budget	G
Replace VTS radar at Sullom Voe to maintain safe Ops.	Tendering between October 2015 and December 2015 New system to be implemented by mid 2016	G
Replace Gluss Lights.	Tender returns awaited. New leading lights installed and commissioned by April 2016	G
Solan/Bonxie at operational capability /	Conclude understanding of new Tugs operational	A

## Ports & Harbours 2015/16 Action Plan – November Update

Item	Status	
support marketing activity.	capability / marketing activity completed.	
Plans for next steps with Tug fleet.	Draft PID / Business Needs Case completed. Options to be developed within Port Strategic review project.	A
Essential maintenance at Scalloway Fishmarket.	Works to be carried out under Building Services contracts by end 2016.	G
Transfer small dock Symbister to Shetland Amenity Trust	Done	G
Sellaness Industrial Site Development	Monitor any developments	G
<b>Workforce Development</b>		
STCW qualifications (Manila Training)	Implement the necessary training by December 2016	A
Harbourmaster replacement	Completed June	G
Marine Pilot appointment	Appointment made September	G
Launch Crew appointments	Completed July	G
Tug Crew temporary appointments	Process of moving from temporary contracts to permanent ones underway.	G
Pilot Launch shift arrangements	Monitor trial of new arrangements	G
VTS shift arrangements	Evaluation of new arrangements by December 2015	G
Workshop supervision arrangements	Under review.	G
Port Safety / Pollution Control arrangements	Report on options to be prepared by end December 2015 with recommendations on actions.	G
Workforce planning for coming years	Demand and forecasts to be produced as part of strategic review project by March 2016.	A
<b>Strategic Planning</b>		
Investigate strategic options for the future of the port of Sullom Voe	Work on "Outline Business Case" from November into 2016 with regular update reports to Council. Recommendations anticipated mid 2016.	G
Develop Scalloway Harbour business plan	Work on "Outline Business Case" from November into 2016 with regular update reports to Council. Recommendations anticipated Q1 2016.	G
Small Ports Development/Maintenance plan	Update re Toft Pier to Feb Harbour Board. Regular progress reporting on other actions.	A
Ferry Terminals Development/Maintenance plan	Regular progress reporting on approved actions.	G
Marketing strategy for Scalloway Harbour	Executive manager to review options and prepare report as part of Scalloway Harbour review.	G

**Harbour Board****17 November 2015**

<b>Harbour Board Business Programme – 2015/16</b>	
GL-46-15-F	
<b>Team Leader – Administration</b>	<b>Governance and Law Corporate Services</b>

## **1.0 Summary**

- 1.1 The purpose of this report is to inform the Board of the planned business to be presented to the Board 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 Harbour 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/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/Boards 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 If approved, the Business Programme for 2015/16 will be presented by Committee Services to the Council and each Committee/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/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.

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For further information please contact:

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*9 November 2015*

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#### List of Appendices

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

#### Background documents:

Council 17 December 2014 - 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 Monday, 09 November 2015

Harbour Board			
<i>D= Delegated R=Referred</i>			
Quarter 1 1 April 2015 to 30 June 2015	<b>Date of Meeting</b>	<b>Business</b>	
	<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 &amp; 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	<b>Date of Meeting</b>	<b>Business</b>	
	<i>PPMF &amp; 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 Monday, 09 November 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 Harbour – Strategic Options – Progress and Next Steps	R P&R 26 Oct
		Strategic Options for the Port of Sullom Voe – Progress and Nest Steps	R P&R 26 Oct
		Service Needs Case Applications – Ports and Harbours	D
	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 2pm	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 Monday, 09 November 2015

tbcc = 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 Monday, 09 November 2015