

**Harbour Board****29 August 2016****Management Accounts for Harbour Board:
2016/17 – Projected Outturn at Quarter 1****F-043-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 Ports & Harbours 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 2016/17 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 an increase in surplus of £486k on revenue and an underspend of £378k on capital.
- 1.4 The projected outturn position for the income from the Shetland Gas Plant is a reduction of £143k.

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 10 February 2016 (SIC Min Ref: 2/16) the Council approved the 2016/17 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 £8.106m. It is vital to the economic wellbeing of the Council 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 which ensures that the financial position of the Council is acknowledged, 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 2016/17 budget, revisions to the budget have been incorporated for Council's budget carry-forward scheme. Therefore this report refers to the revised budget that is now in place for each of the services.

Revenue

- 3.4 The projected revenue outturn position for the Harbour Board is an increase in surplus of £486k (5%) for Ports & Harbours Operational budgets, which means that the services under the remit of the Board are collectively on course to provide their budgeted surplus to reserves. There is a projected reduction in income from the Shetland Gas Plant of £143k (21%). See Appendix 1 of this report for further detail.

Capital

- 3.5 The projected capital outturn position for the Harbour Board is an underspend of £378k (13%) which means that the services under the remit of the Board are collectively on course to spend less than their Council approved budget. Of the total underspend £128k relates to slippage and will be required in 2017/18. All other underspending is one-off for the current year. See Appendix 2 of this report for further detail.

4. Implications

Strategic

4.1 Delivery On Corporate Priorities

There is a specific objective within the Corporate Plan to ensure that the Council is “continuing to keep to a balanced and sustainable budget, and are living within our means” and the Council continues to pursue a range of measures which will enable effective and successful management of its finances 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 2016/17 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

4.4.1 There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management.

4.4.2 From a financial perspective, risks are an integral part of planning for the future as assumptions are required to be made. These assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.

4.4.3 The main financial risks for services under the Board's remit are:

- reduction in tanker traffic at Sullom Voe; and
- reliance on oil and gas prices for the throughput rental agreements for both Sullom Voe Terminal and the Shetland Gas Plant.

4.4.4 This report is part of the framework that provides assurance, or recognition of any deviation from the budget that may place the Council in a financially challenging position and require remedial action.

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

4.4.6 Any draw on reserves beyond the Council's sustainable level would have an adverse impact on the level of returns from the Council's long term investments. This situation would require to be addressed quickly to ensure no long term erosion of the investments.

4.5 Equalities, Health And Human Rights – None.

4.6 Environmental – None.

Resources

4.7 Financial

4.7.1 The 2016/17 Council budget does not require a draw on reserves in excess of the returns that the fund managers can make on average in a year, and therefore demonstrates that the Council is living within its means. To achieve this, a one-off underspend from the 2015/16 budget has been used to balance the General Fund. This is a one-off solution for 2016/17.

4.7.2 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 £73k each year in the future as a result of not being able to invest that £1m with fund managers to make a return.

4.7.3 It is therefore vital that the Council delivers its 2016/17 budget, and this report demonstrates that the services under the remit of the Harbour Board are projecting to achieve this.

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 an increased surplus of £486k on revenue and an underspend of £378k on capital projects. There is also a projected reduction in income from the Shetland Gas Plant of £143k.

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List of Appendices

Appendix 1 – Projected Revenue Outturn Position 2016/17

Appendix 2 – Projected Capital Outturn Position 2016/17

Background documents:

SIC Budget Book 2015-16, SIC 10 February 2016

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=18870>

Harbour Board

1. Projected Revenue Outturn Position 2016/17

Service Area	Revised Annual Budget 2016/17 £000	Projected Outturn at Quarter 1 £000	Budget v Proj. Outturn Variance (Adv)/ Pos £000
Sullom Voe	(8,948)	(9,258)	310
Scalloway	(154)	54	(208)
Other Piers	527	523	4
Terminals	(1,956)	(2,336)	380
Total Ports & Harbours Operations	(10,531)	(11,017)	486
Shetland Gas Plant	(693)	(550)	(143)
Overall Total	(11,224)	(11,567)	343

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

1.1 Sullom Voe – projected outturn variance £310k (3%)

This variance relates to:

- more works required than originally anticipated on tug vessels resulting in extended drydocks (£759k);
- additional consultants costs for shuttle tanker study which is part of the Port Strategic Review project (£100k);
- additional tanker income due to larger tankers than anticipated £429k; offset by
- budgeting error on Towage salary costs £77k.

1.2 Scalloway – projected outturn variance (£208k) (135%)

This variance is due to:

- reduced period dues on commercial shipping and related pilotage dues for loss of accommodation vessel earlier than anticipated and reduction in oil related vessels in current climate (£300k); offset by
- new procedure for collection of fish and shellfish landing dues resulting in increased income £59k.

1.3 Other Piers - projected outturn variance £4k (1%)

There are no significant variances in this service area.

1.4 Terminals – projected outturn variance £380k (19%)

This variance is due to a reduction in funding requirement for the capital terminal painting works for Toft, Ulsta and Hamarsness which are being postponed to future years as they are in better condition than originally anticipated.

1.5 Shetland Gas Plant - projected outturn variance (£143k) (21%)

This variance is due to the low oil and gas prices which are used in the calculation of the throughput rental, therefore it is anticipated that only base rental will be received this year.

Harbour Board

2. Projected Capital Outturn Position 2016/17

Service	Revised Annual Budget 2016/17 £000	Projected Outturn at Quarter 1 £000	Budget v Proj. Outturn Variance (Adv)/ Pos £000
Ports & Harbours Operations	2,808	2,430	378
Total Controllable Costs	2,808	2,430	378

2.1 Ports & Harbours Operations – projected outturn variance £378k (13%)

The projected outturn variance relates to the programme of Ferry Terminal life extension projects. On completion of detailed condition surveys, Toft, Ulsta and Hamarsness Terminals' condition are better than anticipated so full painting works postponed to 2017/18 for Hamarsness and 2019/20 for Toft and Ulsta.

**Harbour Board****29 August 2016****Pilotage Accounts for Harbour Board:
2016-17 - Projected Outturn at Quarter 1****F-044-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 projected outturn position for 2016/17 as at the end of the first quarter.
- 1.3 The projected outturn position is a favourable variance of £29k (2%) against net income budget of £1.301m which results in a projected net surplus of £1.330m.

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 are available for inspection by the public at the harbour authority's offices and on the Council's website.
- 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 projected outturn Pilotage Accounts at Quarter 1 are attached as Appendix 1.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities
Excellent financial management arrangements will make sure we are continuing to keep to a balanced and sustainable budget, and are living within our means.
- 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 The projected outturn position shows a favourable variance of £29k against annual budget.
- 4.7.2 The main reasons for the variance are
- an increase in pilotage dues from tankers at Sullom Voe due to larger tanker gross tonnage than budgeted £38k;

- overtime cover required for acting Harbour Master duties (£15k); and
- reduced pilotage dues at Scalloway due to the loss of the accommodation vessels (£10k).

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 projected outturn Pilotage Accounts at Quarter 1. The projected outturn position is a favourable variance of £29k (2%) against annual budget of £1.301m which results in a projected net surplus of £1.330m.

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List of Appendices

Appendix 1 – 2016/17 Quarter 1 Pilotage Accounts

Background documents:

None

END

2016/17 Pilotage Accounts - Projected Outturn at Quarter 1

F-044 - Appendix 1

	Sullom Voe			Scalloway			Overall		
	Annual Budget	Projected Outturn	Variance (Adv)/Fav	Annual Budget	Projected Outturn	Variance (Adv)/Fav	Annual Budget	Projected Outturn	Variance (Adv)/Fav
Charges in respect of :	£	£	£	£	£	£	£	£	£
Boarding & Landing	-723,184	-738,472	15,288	-11,336	-11,336	0	-734,520	-749,808	15,288
Pilotage Services provided as authorised by section 10(1) of the Use of PEC issued as authorised by section 10(3) of the Pilotage Act 1987	-1,815,639	-1,853,569	37,930	-35,000	-25,000	(10,000)	-1,850,639	-1,878,569	27,930
	0	0	0	0	0	0	0	0	0
TOTAL INCOME	-2,538,823	-2,592,041	53,218	-46,336	-36,336	(10,000)	-2,585,159	-2,628,377	43,218
Boarding & Landing	427,127	425,249	1,878	3,205	3,205	0	430,332	428,454	1,878
Pilotage	641,228	656,591	(15,363)	28,927	28,927	0	670,155	685,518	(15,363)
Sub-Total Employee Costs	1,068,355	1,081,840	(13,485)	32,132	32,132	0	1,100,487	1,113,972	(13,485)
Boarding & Landing	13,236	13,236	0	1,692	1,692	0	14,928	14,928	0
Pilotage	4,596	4,596	0	94	94	0	4,690	4,690	0
Sub-Total Supplies & Services	17,832	17,832	0	1,786	1,786	0	19,618	19,618	0
Boarding & Landing	55,318	55,411	(93)	6,610	6,610	0	61,928	62,021	(93)
Pilotage	4,139	4,152	(13)	22	22	0	4,161	4,174	(13)
Sub-Total Transport & Mobile Plant	59,457	59,563	(106)	6,632	6,632	0	66,089	66,195	(106)
Boarding & Landing	23,293	23,293	0	2,672	2,672	0	25,965	25,965	0
Pilotage	196	196	0	4	4	0	200	200	0
Sub-Total Property & Fixed Plant	23,489	23,489	0	2,676	2,676	0	26,165	26,165	0
Meeting Liabilities under Part III of the Act	0	0	0	0	0	0	0	0	0
Boarding & Landing	14,039	14,144	(105)	89	89	0	14,128	14,233	(105)
Pilotage	53,577	53,741	(164)	4,300	4,300	0	57,877	58,041	(164)
Sub-Total Admin and Other Costs	67,616	67,885	(269)	4,389	4,389	0	72,005	72,274	(269)
TOTAL EXPENDITURE	1,236,749	1,250,609	(13,860)	47,615	47,615	0	1,284,364	1,298,224	(13,860)
NET TOTAL	-1,302,074	-1,341,432	39,358	1,279	11,279	(10,000)	-1,300,795	-1,330,153	29,358

**Harbour Board****29 August 2016****Ports and Harbours Performance Report – 1st Quarter 2016/17****PH-13-16F****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 the planning process for next and future years.

3.0 Detail

- 3.1 The Ports and Harbours Service Plan 2016/17 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**

- Programme of SMS, ISM audit, review, update and training activity ongoing.
- Review and update of dues in consultation with users.
- Towage & multi-agency emergency live exercise planned for Autumn 2016.

3.3 Technical Projects

Highlights

- Tug bare boat charter tender ready to be advertised.
- Breakdown and dry dock cover contracts in place to provide cover for current vessels.
- New Gluss lights in transit.
- Toft Pier business case close to completion, reporting to October meeting cycle.

Issues

- VTS Radar contract tender issued delayed, new target end August 2016.

3.4 Workforce Planning and Development –

Highlights

- Management review proposals approved by Council, June 1016, now being implemented.
- STCW (Manila) training programme is being carried out.
- Future workforce planning activity continues in light of possible SVT operational changes, projected tanker movement numbers and the strategic review of the Port of Sullom Voe.

3.5 Strategic Planning

Highlights

- Members updated on strategic review of Port of Sullom Voe, June 2016. Further actions now being undertaken to seek additional information and clarification on key areas of uncertainty.
- Scalloway Fishmarket business case close to completion, reporting to October meeting cycle.

Issues

- Continued Oil & Gas sector uncertainty makes forward planning complex.

3.6 Details of progress on the actions set out in the 2015/16 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

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 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 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.

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11/08/2016

Appendices

Appendix 1 – Progress on actions

Background Documents

Ports & Harbours 2016/17 Service Plan

Item	Status	
Management Systems		
Programme of SMS & ISM audit, review, update and training	Short term plan in place, Implementation of PMSC external review recommendations by end 2016.	G
Review Tug Maintenance Management	Immediate maintenance actions being undertaken, drydocks May to August 2016.	G
Ensure all contracts are let in line with Council procurement procedures	Regular Procurement staff engagement. Tender documents for term contract for Electrical & Mechanical services with Procurement & Legal, to be issued by end of August 2016.	G
Review and Update Table of Dues in consultation with users.	Panel B “kickoff” meeting 26 th April 2016. Short life team convened to review and update table of dues. New table of dues recommended for Council approval November 2016.	G
Monitor Revenue budgets and prepare for next year’s budget exercise	Quarterly Budget meetings with Finance. 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.	G
Review Risk management registers and make sure they are up to date	Arrangements reviewed, immediate updates performed ASAP Other improvement recommendations implemented by end November 2016.	G
Technical Projects		
Replace VTS radar at Sullom Voe to maintain safe Ops.	Tender documents with Procurement & Legal, to be issued by end of August 2016.	G
Replace Gluss Lights.	New lights in transit from supplier, to be installed on arrival.	G
Develop arrangement for future Tug Fleet requirements	Tender documents for bare boat charter with Procurement & Legal, to be issued start September 2016.	G
Toft Pier	Business Case to be reported October Cycle for Asset Investment Plan submission.	G
Workforce Development		
Meeting the requirements of the new STCW qualification regime	Training programme ongoing. Implement the necessary training by December 2016 including arrangements to ensure Ops continue safely during periods of staff absence.	G

Item	Status	
Management Review & Engineering workshop supervision arrangements	Updated job descriptions agreed, proposals approved by Council.. Harbourmaster post advertised July 2016.	G
Workforce planning for coming years – Anticipated Traffic Changes / Port Operations Changes / Aging Workforce / Effective Management and Supervision Arrangements	Traffic forecasts in place subject to review with Finance. Now considering proposals from BP on future operational requirements, Potential for Shuttle Tanker and other traffic forecast evaluations to inform additional demand and options.	G
Strategic Planning		
Investigate and plan a sustainable future for Sullom Voe Harbour in partnership with Government and the Oil industry	Members seminar May 2016 Update report June 2016 Further evidence gathering and evaluation ongoing. Update to Council Jan/Feb 2016	G
Scalloway Harbour	Business Case for Scalloway Fish Market to be reported October Cycle for Asset Investment Plan submission.	G
Small Ports Development/Maintenance plan	2016/17 works being carried out. Work so anticipated expenditure in 2017/18 and future years can be submitted to Capital Projects/CMT in September to support the Capital Programme and Revenue budget setting.	G
Ferry Terminals Development/ Maintenance plan	2016/17 works being carried out. Work with Capital Projects so anticipated expenditure in 2017/18 and future years can be submitted to Capital Projects/CMT in September to support the Capital Programme and Revenue budget setting.	G
Marketing strategy for Scalloway Harbour	Attendance at Fishing exhibition Aberdeen – May 2016. Feature and advertise in relevant publications. Progress joint working with LPA where possible.	G
Establish the potential for future shuttle tanker operations using Port of Sullom Voe	ITT on shuttle tanker operations issued May 2016, Wood Mackenzie appointed. Engage with Terminal, OGA, other shipping service partners and potential customers to investigate options and opportunities. 2016.Report to Council Oct / Dec 2016.	G

**Harbour Board****29 August 2016****Harbourmaster's Report****PH-12-16F****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.

There has been one reported incident since the last board meeting, the tanker Alfa Britannia, whilst in the final stages of berthing, main engine failed to start. The vessel was under control of pilot and tugs and proceeded to safely complete the berthing, there was no injury to personnel or damage to equipment. An investigation as to cause was initiated. The matter will be raised at the next Technical Working Group.

3.3 Sullom Voe.

It was noted that the Sullom Voe Harbour Area, General Directions and Pilotage Directions 2001, did not reflect the trade now at the port, with the increase in the aquaculture industry. The publication is in the process of being reviewed and a draft will shortly go out to stakeholders for comment, prior to coming to the Harbour Board for approval.

- 3.4 Meetings attended
Harbourmaster attended the BPA Fisheries seminar in Peterhead on 22nd and 23rd June and the Shetland Fisherman's Association at the Stewart Building on 21st July.
- 3.5 Captain Steven Jamieson
Has now completed his trips for Scalloway and has received his Licence for that port.
- 3.6 Towage, Mr Kevin Main has completed a report as DPA to the towage fleet, this is an appendix to this 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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30. Oct. 2015

List of Appendices

Appendix 1 Designated Person Report – Captain Trevor Auld

Appendix 2 Towage DPA report – Kevin Main

Background documents: None

Designated Person Report – 29 August 2016

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 23 May 2016 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 port 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 Systems.

Port Marine Safety Code

It is anticipated that the revised Port Marine Safety Code will be published in August 2016 and the revised Guide to Good Practice on Port Marine Operations will be released later in 2016.

In a recent presentation to the UK Harbour Masters' Association, the MCA's Ports Liaison Policy Lead advised that the role of the Duty Holder had been discussed (during the consultation phase) with particular emphasis on whether the MCA could do anything to highlight and better describe the Duty Holder role. Little change was suggested, but an additional responsibility was highlighted and included, namely 'submitting notification to the MCA every 3 years regarding PMSC compliance'.

Monitoring Measures

Technical Working Group – No meetings of the Technical Working Group (TWG) have been held since my last report. The next meeting of the TWG is scheduled for the 18 August 2016.

Examination and Technical Group – No meetings of the Examination and Technical Group (E&TG) have been held since my last report. The next meeting of the E&TG is scheduled for the 15 August 2016.

Safety Sub-Committee: Ports – The 70th meeting of the Safety Sub-Committee 'Ports' was held on 4 May 2016. The draft minutes of the meeting continue to demonstrate the active involvement of marine personnel in all aspects of port safety. However, it was noted in the minutes that no Tug or Launch crew representatives were present.

In matters arising, the meeting discussed an update to the Emergency Plan. Reviewing and revising the Emergency Plan is in full accordance with SIC's Marine Safety Management System (V2. 2015. Para 4.2.3 and 6.4.1) and demonstrates good practice. The minutes also record, as further evidence of good practice, a discussion on the lessons to be learned from the findings of a recent casualty report concerning a passenger ship's crewman who had been crushed between his ship and the quay.

The next meeting of the Safety Sub-Committee will include a review of the Marine Accident Investigation Branch's (MAIB's) accident investigation report (10/2016) on the girting/capsizing of the mooring launch 'Asterix' at Fawley in 2015.

Small Ports – The table entitled ‘Operational and Safety Visits to Small Ports & Harbours 2016’, as posted on the website www.shetland.gov.uk, records that visits to Easterdale, Toogs, Hamnavoe, Mid Yell, Cullivoe, and Baltasound took place on 5 July 2016; visits to Walls, West Burrafirth, Sandness and Billister took place on 1 July 2016; a visit to Collafirth took place on 4 July 2016, and a visit to Out Skerries took place on 15 July 2016. A visit to Fair Isle has yet to be arranged.

Towage –Tug masters’ and chief engineers’ meetings were held on 10 June 2016 and 15 July 2016. All meetings were well attended. Items discussed included: crew training; ISM Code; near misses, accidents and incidents; operational issues of concern and an update on the Ports and Harbours action plan which included a review of the future tug fleet.

With reference to the Towage Operations Designated Person Ashore’s report (DPA report), submitted as Appendix 2 to the Harbour Master’s May 2016 report to the Harbour Board, it is noted that reference was made to out-of-date towage risk assessments and the extensive time and resource that must be allocated to achieve better performance in Safety Management. It is acknowledged that matters are in hand to address these issues but, as they relate directly to compliance with the Port Marine Safety Code, I will continue to monitor and report upon progress.

Incidents and Accidents – One incident report was recorded in the MarNIS database in the period 1 February 2016 to 28 July 2016. The incident records that the main engine of the tanker ‘Alfa Britannia’ (99,222 DWT) failed to maintain slow astern whilst swinging off Jetty 2, at Sullom Voe. After three attempts were made the main engine maintained slow astern. The incident was categorised as a ‘potential incident’ and was not reported to the Marine Accident Investigation Branch (MAIB). [A copy of the MarNIS Selected Ports Actual and Potential Incident Summary is attached in Appendix A]

Audits

Internal audits – Internal audits of existing SIC Marine Safety Management Systems’ (MSMS) procedures continue to be undertaken on a regular basis.

MSMS	Number of Procedures Audited	Date
Scalloway	7	May 2016
Small Ports	1	May 2016
Sullom Voe/General	41	June 2016

The internal audit reports for Sullom Voe/General include two non-conformances, namely: [G-SMSP-2004] Management Review Procedures and [G-SMSP-2002] Audit Procedures.

External audits – Many of the recommendations of the external audit of the MSMSs undertaken in October 2015 have been closed on the basis that they have been reviewed and, where necessary, appropriate action has been taken. The following recommendations remain open:

- Recommendation 1: Succession planning for senior officers continues to remain under review.
- Recommendation 2: A bridging document between the Port and the Terminal (*at Sullom Voe*) has yet to be discussed.
- Recommendation 3: The relationship between the Harbour Master and the Tug Manager in the management structure continues to remain under review.

- Recommendations 8: Running the pilot launch with blacked out windows has been deemed an unacceptable risk and an alternative training programme has yet to be agreed. As a consequence, the launch crew training matrix has not been updated to include training to operate in fog.
- Recommendation 9. A safety drill matrix for pilot boat crews has yet to be produced.
- Recommendation 13. The recommendation that all personnel throughout SIC should be equipped with lifejackets fitted with crutch straps and that they should be worn correctly fitted at all times will be discussed at the next safety sub-committee meeting.

Det Norske Veritas (DNV) audited SIC's Ports and Harbours management system ISO certification in July 2016. DNV's audit report was not available at the time of compiling this report.

Following my presentation to the Harbour Board on 23 May 2016, I met with three of the Small Ports Officers in Scalloway and completed an audit of SIC's Small Port MSMS Safety Inspection procedure (SP-SMSP-0001). Compliance was satisfactory. An observation was that further consideration should be given to the inclusion in the published record of 'Operational and Safety Visits to Small Ports & Harbours 2016' of reports on the status of all the ferry piers and terminals inside and outside the Statutory Harbour Authority areas of jurisdiction, as listed in Section 2.2.14 of SIC's Small Ports MSMS (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 meetings as a stakeholder and Harbour Authority representative, these include:

- June 2016 Shetland Shellfish Fishermen's meeting.
- June 2016 Scottish Fishermen's meeting.
- July 2016 Brent Decommissioning Seminar
- July 2016 Shetland Fishermen's Association meeting.
- July 2016 BP Pollution meeting.

The Sullom Voe General/Pilotage Directions 2001 are currently being updated. In accordance with good practice, it is intended that all personnel and organisations likely to be affected by the updated Directions will receive a copy of the draft and be invited to comment upon the proposed changes.

Harbour Board Meetings – The public agenda for the Harbour Board meeting of 23 May 2016 and the accompanying Decision Note 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. The requirement for all Marine Pilots to hold and maintain IALA VTS qualification V/103 has been withdrawn after review. Arrangements have been made for Launch crews, Small Ports Officers and Relief Small Ports Officers to received training in harbour towage for workboats.

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 Notice to Mariners
 - Latest Marine Circulars

No3/2016
No4/2016
No5/2016
No6/2016

No2/2016
No3/2016
No4/2016

Sullom Voe VTS – Reduced level of service
Scalloway Harbour – VHF Radio Channel 12
Approach Channel – Tronda Bridge
Hydrographic Survey – Sullom Voe.

Pilots' Rooms
Small Boats berthing at Sellaness
Pollution Response

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 28 July 2016

	Open NS Reports	Open PE Reports	Open EP Reports	Open CM Reports	Open PS Reports
Sullom Voe	2	0	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 ending 28 July 2016.

	Nautical Safety Assessments	Port Efficiency Assessments	Environmental Protection Assessments	Crisis Management Assessments	Mean Assessment Score*
Sullom Voe	23	6	7	0	3.7
Scalloway	18	6	5	0	3.9
Small Ports	16	3	4	0	3.85
Totals	57	15	16	0	

* 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 ending 28 July 2016.

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.

Marine Pilots (including Harbour Master)	6
Vessel Traffic Service Officers (including relief VTSOs)	8
Small Ports Officers (including relief SPOs)	7
Launch Crews	15
Total	36

Of the 36 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 4 August 2013 to 4 August 2016

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

**Category 1. An aid to navigation that is considered by the NLB to be of primary navigation significance. It includes the lighted aids to navigation and racons that are considered essential for marking landfalls and primary routes.*

***Category 2. An aid to navigation that is considered by the NLB to be of navigational significance. It includes lighted aids to navigation and racons that mark secondary routes and those used to supplement the marking of primary routes.*

****Category 3. An aid to navigation that is considered by the NLB to be of less navigational significance than Cat 1 and 2*

Effectiveness of the Marine Safety Management Systems

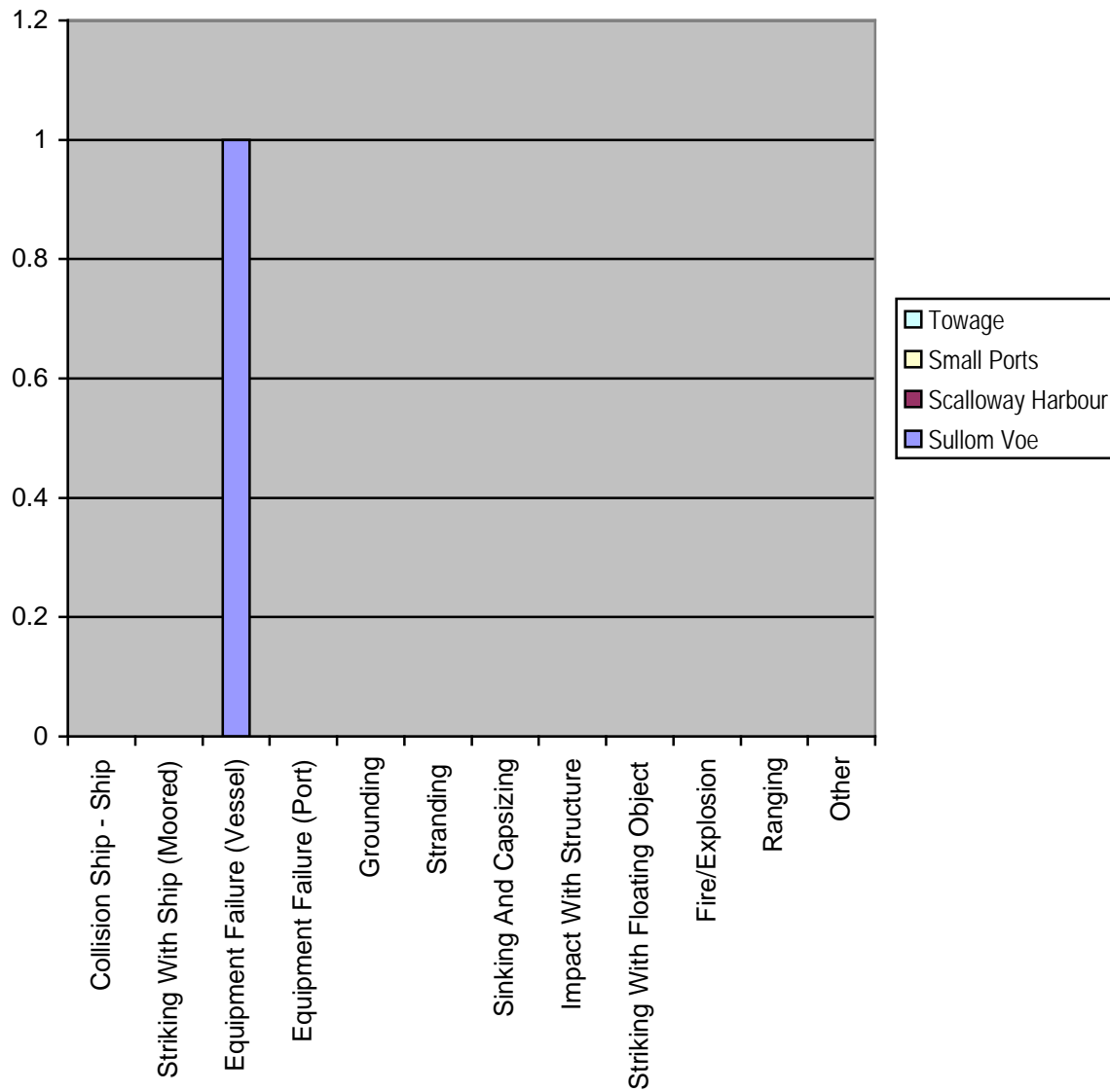
The monitoring and assessing measures described above provide assurance that the Marine Safety Management Systems for Sullom Voe, Scalloway and the Small Ports of West Burra (Hamna Voe); West Burrafirth; Housa Voe, Papa Stour; Mid Yell, Yell; Cullivoe, Baltasound; Unst; Uyeasound, Unst; Hamars Ness,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

Nautical Safety - Accidents / Incidents

	Collision Ship - Ship	Striking With Ship (Moored)	Equipment Failure (Vessel)	Equipment Failure (Port)	Grounding	Stranding	Sinking And Capsizing	Impact With Structure	Striking With Floating Object	Fire/Explosion	Ranging	Other
Sullom Voe	0	0	1	0	0	0	0	0	0	0	0	0
Scalloway Harbour	0	0	0	0	0	0	0	0	0	0	0	0
Small Ports	0	0	0	0	0	0	0	0	0	0	0	0
Towage	0	0	0	0	0	0	0	0	0	0	0	0



Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
30/06/2016	SUV0031INV	P	N	Equipment failure (vessel)	<p>Alfa Britannia M.E. False start whilst Berthing</p> <p>Main Engine failed to maintain slow astern whilst swing was carried out off Jetty 2. After 3 attempts were made the main engine maintained slow astern.</p> <p>Primary Cause - Mechanical Failure</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0)</p> <p>Marine incident / MAIB Report not applicable</p>

Shetland Islands Council
Towage Operations Designated Persons' Report
SIC Harbour Board
August 2016



Under the ISM (International Safety Management) Code the responsibilities and the minimum authority of the Designated Person Ashore (DPA) is: To ensure the safe operation of each ship and to provide a link between the Company and those on board, every Company, as appropriate, should designate a person or persons ashore having direct access to the highest level of management. The responsibility and authority of the designated person or persons should include monitoring the safety and pollution prevention aspects of the operation of each ship and ensuring that adequate resources and shore-based support are applied, as required.

Review of Training / Future Training

Refresher Training to meet the requirements of STCW 10 Manila convention has been undertaken by all Towage sea staff.

Refresher training is required in:

- Personal Survival Techniques (PST)
- Survival Craft and Rescue Boats (PSC&RB)
- Fire Fighting and Fire Prevention (FP&FF)
- Advanced Fire Fighting (AFF)

Moving forward I would suggest Towage Operations are to develop and adopt a practice that will proactively identify training needs in Masters and Crew to ensure development requests and requirements are met as well as statutory levels maintained. The Council's Employee Review and Development or equivalent is a good starting point.

In conjunction with NAFC training providers, delivery options for bespoke training in ISM and SMS is being explored. It is hoped that a one-day course can be delivered to Towage Masters and Crew covering the important points of ISM and how Masters implement them onboard. The objective of the training is to better prepare Masters and Crew for future internal and external ISM Audits.

Representations To / From Designated Person

There has been no contact made to the Towage DPA since the previous Harbour Board on 23 May 2016.

The role of DPA has been shared between Marine Superintendent Ferries Kevin Main and Assistant Marine Superintendent Ferries, Ian Pearson, throughout.

External DOC Audit

SIC Towage Operations Safety Management System (SMS) is to undergo audit by MCA ISM Surveyor on 17 August 2016.

Internal ISM Audits

There have been no internal ISM Audits since the previous Harbour Board meeting

Shetland Islands Council
Towage Operations Designated Persons' Report
SIC Harbour Board
August 2016



Accidents/Incidents

There have been no reportable occurrences made to the DPA since the previous Harbour Board meeting

SMS Review

The SMS has not been reviewed since the previous Harbour Board meeting. Next review date is November.

Risk Assessments

A comprehensive review of all adopted generic Risk Assessments in Towage Operations has resulted in the need to review several work practices onboard, with the aim to ensure all hazards are managed and controlled effectively. This is currently being carried out with a completion date by the end of August.

**Harbour Board****29 August 2016**

Harbour Board Business Programme – 2016/17	
GL-40-16-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 Board for the financial year 1 April 2016 to 31 March 2017, 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 1 April 2016 to 31 March 2017, and RESOLVES to approve any changes or additions to the Business programme.

3.0 Detail

- 3.1 The Council approved the schedule of meetings for 2016/17 at its meeting on 16 December 2015 (Min Ref: 79/15).
- 3.2 It was agreed that the Business Programmes for each Committee/Board would be presented to the Planning and Performance Management Framework (PPMF) meetings scheduled to be held week beginning 29 February 2016.
- 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 two 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 2016/17 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' 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 2016/17 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:

Leisel Gair

Tel Ext: 4599, email: leisel.gair@shetland.gov.uk

22 August 2016

List of Appendices

Appendix 1 – Harbour Board Meeting Dates and Business Programme 2016/17

Background documents:

Report GL-60-F: SIC Diary of Meetings 2016/17

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4785>



Harbour Board - Meeting Dates and Business Programme 2016/17 as at Monday, 22 August 2016

Harbour Board			
D= Delegated R=Referred			
Quarter 1 1 April 2016 to 30 June 2016	Date of Meeting	Business	
	<i>Ordinary</i> 13 April 2016 10 a.m. Cancelled	Scalloway – Project Update	D
		Sullom Voe – Project Update	D
	<i>PPMF & Ordinary</i> 23 May 2016 3.30 p.m.	Management Accounts – Quarter 4	D
		Pilotage Accounts – Quarter 4	D
		Harbourmaster's Report	D
		Ports and Harbours Service Plan – Performance Overview – Quarter 4	D
		Harbour Board Business Programme 2016/17	D
		Solan and Bonxie – Conclusion of Sale	R P&R 24/5 AC 25/5
Quarter 2 1 July 2016 to 30 September 2016	Date of Meeting	Business	
	<i>Ordinary</i> 15 June 2016 10 a.m.	Scalloway – Project Update	R P&R 28/6 SIC 29/6
		Sullom Voe – Project Update	R P&R 28/6 SIC 29/6
		Ports & Harbours Management Review	R P&R 28/6
	<i>PPMF & Ordinary</i> 29 August 2016 3.30 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
		Harbour Board Business Programme 2016/17	D



Harbour Board - Meeting Dates and Business Programme 2016/17 as at Monday, 22 August 2016

Harbour Board - continued			
<i>D= Delegated R=Referred</i>			
Quarter 3 1 October 2016 to 31 December 2016	Date of Meeting	Business	
	Ordinary 5 October 2016 10 am.	Small Ports and Terminals Update and 2017/18 Capital Works	D
		Scalloway Fishmarket Business Case	D
		Toft Pier Business Case	D
	PPMF, Budgets & Ordinary 7 December 2016 10 a.m.	Harbourmaster's Report	D
		Ports and Harbours Service Plan – Performance Overview – Quarter 2	D
		Management Accounts – Quarter 2	D
		Pilotage Accounts – Quarter 2	D
		2016-17 Budget Proposals and Charges	R P&R 7 Dec SIC 14 Dec
		Harbour Board Business Programme 2016/17	D
Quarter 4 1 January 2017 to 31 March 2017	Date of Meeting	Business	
	Ordinary 8 February 2017 10 a.m.	Port of Sullom Voe Strategic Review Update	
	PPMF & Ordinary 6 March 2017 3.30 p.m.	Management Accounts – Quarter 3	D
		Pilotage Accounts – Quarter 3	D
		Harbourmaster's Report	D
		Ports and Harbours Service Plan - Performance Overview Q3	D
		Harbour Board Business Programme 2017/18	D

Planned Committee business still to be scheduled - as at Monday, 22 August 2016:

tbc = 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, 22 August 2016