

Shetland Islands Council



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Date 21 August 2019

Dear Sir/Madam

You are invited to the following meeting:

Harbour Board
Council Chamber, Town Hall, Lerwick
Wednesday 28 August 2019 2019 at 2pm

Apologies for absence should be notified to Leisel Malcolmson, at the above number.

Yours faithfully

Executive Manager – Governance and Law

Chair: A Manson
Vice Chair: D Simpson

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest - Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

- (d) Confirm minutes of the meetings held on 1 May 2019 (enclosed).
1. Infrastructure Directorate Performance Reporting – Harbour Board
Performance: Quarter 4 to 31 March 2019 and Quarter 1 to 30 June 2019
PH-08
 2. 2019/20 Capital and Revenue Projects Report
PH-06
 3. Harbourmasters Report
PH-09
 4. Ports & Harbours Business Programme
PH-07



MINUTE

A & B - PUBLIC

**Harbour Board
Council Chamber, Town Hall, Lerwick
Wednesday 1 May 2019 at 2.00 pm**

Present:

A Cooper S Leask
A Manson D Simpson
R Thomson

Apologies:

M Burgess S Coutts
A Duncan

In Attendance:

J Smith, Director of Infrastructure Services
R Gordon, Depute Harbour Master
G Maitland – Harbour Master
H Tait, Team Leader – Accountancy
C Anderson, Senior Communications Officer
P Wishart, Solicitor
L Malcolmson, Committee Officer

Also in Attendance:

Capt T Auld, ABPmer

Chair

Ms A Manson, Chair of the Board, presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

Minutes

The minutes of the meeting held on 26 February 2019 were approved on the motion of Mr Leask, seconded by Mr Cooper.

The minutes of the meeting held on 4 March 2019 were approved on the motion of Ms Manson, seconded by Mr Sandison.

8/19 **2018/19 Pilotage Accounts - Outturn at Quarter 4**

The Board considered a report by the Executive Manager – Finance (F-032-F) That presented the projected outturn position for 2018/19 as at the end of the fourth quarter.

The Executive Manager – Finance introduced, and the Board noted, the main terms of the report.

Decision:

The Board RESOLVED to review the Pilotage Accounts showing the projected outturn position at Quarter 4.

9/19

Capital Maintenance and Replacement Programme

The Board considered a report by the Executive Manager – Marine and Airport Infrastructure (PH-03-19-F) that sought approval for the projects in the Ports and Harbours Operations' Capital Maintenance and Replacement Programme for 2019/20

The Executive Manager – Marine and Airport Infrastructure introduced the report and advised that an update on progress would be provided, by the Executive Manager - Marine Infrastructure & Airports, at the next meeting of the Harbour Board.

Mr Leask approved the recommendations contained in the report, Mr Sandison seconded.

Decision:

The Board APPROVED the projects in the Ports and Harbours Operations' Capital Maintenance and Replacement Programme for 2019/20.

10/19

Harbourmaster's Report

The Board considered a report by the Harbour Master – Ports & Harbours (PH-04-19-F), that informed the Port Marine Safety Code (PMSC) Duty Holder of the professional concerns and the current status as reported by the Harbourmaster.

The Harbourmaster – Ports & Harbours introduced the report and highlighted the concern in regard to incidents with vessel ladders and poor pilot access. He said that the Port was taking the matter seriously and vessels were being declined to return to the port. The Harbourmaster – Ports & Harbours advised of measures in place to educate the industry and of his involvement in preparing guidance to demonstrate what equipment should be in place.

In responding to questions on the safety of ladders the Harbourmaster – Ports & Harbours explained that unfortunately there are repeat offenders and there have been reports of similar issues at other posts. He stressed that these were not minor issues and there have been fatalities across the world. The Harbourmaster – Ports & Harbours said that it was his job to ensure the safety of pilots and he would continue to take a firm approach on the matter. Members recognised that this was an issue that had been going on for many years and the Harbourmaster – Ports & Harbours was asked what contact was made with the vessels before they enter the port. The Harbourmaster – Ports & Harbours explained the procedure around the combination ladder arrangements required in certain sea conditions and the importance of ensuring the ladder is secure. He explained that when contact is made with the vessel the question is not just asked if they comply with the safety arrangements, but what they have done to comply. The Harbourmaster – Ports & Harbours informed the Board that the Port has a reputation for being strict and if the equipment is not to standard the vessel will not be allowed back.

During further discussion the Harbourmaster – Ports & Harbours explained the circumstances around the snagged spring on the fender chain and on the modification undertaken. He said that staff would monitor the fender and continue to liaise with the manufacturers on the issue.

Capt. Auld, ABPmer, the ports Designated Person, gave a verbal Annual Summary report, copy attached.

During discussion assurance was sought in regard to the list of items concerning Board Members. The Director of Infrastructure Services commented on the staffing situation advising that there had been some staffing structure changes and recruitment necessary as well as the return of staff from long term absence. He explained that the staffing matters had been dealt with as a matter of priority and this would enable all the service to pick up on any outstanding items. He explained that a report would be presented that demonstrates that most outstanding items have been closed out and he stated that the ambition would be to close out all items in the next three months.

Decision:

The Board NOTED the content of the report.

11/19

Ports & Harbours Business Programme

The Board considered a report by the Executive Manager – Marine and Airport Infrastructure (PH-05-19-F) that provided an opportunity to consider the proposed Ports & Harbours business programme.

The Director of Infrastructure Services introduced the report and advised of the following additional items for the Business Programme:

August meeting

- SV Master Plan Update
- VTS
- Ports Project Update – Progress on Scalloway Fish Market
- Toft Pier Update

November Meeting

- MSMS system to be reported to see that the Director of Infrastructure Services is delivering as indicated.

Briefing

Financial outturn will be circulated to members

Decision:

The Board NOTED the content of the report.

The meeting concluded at 2.30pm.

Chair



Meeting(s):	Harbour Board	28 August 2019
Report Title:	Infrastructure Directorate Performance Reporting – Harbour Board Performance Report Quarter 4 to 31 March 2019 and Quarter 1 to 30 June 2019.	
Reference Number:	PH-08-19F	
Author / Job Title:	John R Smith - Director of Infrastructure Services	

1.0 Decisions / Action required:

1.1 The Harbour Board should **NOTE** the;

- achievements of the Directorate during 2018/19,
- plans and progress in 2019/20 and
- proposals for 2020/21

2.0 High Level Summary:

2.1 This report summarises the activity and performance of the Infrastructure Directorate with particular reference to the Harbour Board's remit. It is intended to help members to analyse performance against its key objectives and responsibilities and against Corporate Plan and Shetland Partnership Plan outcomes.

3.0 Corporate Priorities and Joint Working:

3.1 Effective Planning and Performance Management are key aspects of Best Value and features of "Our Plan", the Council's Corporate Plan 2016-2020.

"Our performance as an organisation will be managed effectively, with high standards being applied to the performance of staff and services. Poor performance will be addressed, and good service performance will be highlighted and shared."

4.0 Key Issues:

Progress on Corporate Plan Outcomes – Harbour Board Focus

- 4.1 The Directorate is leading on the Corporate Plan Commitment to clarify the Council's future role in the Port of Sullom Voe.
- 4.2 The Directorate are also contributing substantially to the Transport Planning projects to understand the options and investment required to create a sustainable internal transport system over the next 50 years and people booking and paying for journeys on our ferries using efficient and effective systems.

Harbour Board Key Objectives – Progress and Plans

- 4.3 Appendix 1 provides an update on the Council's strategic redesign priorities led by, or substantially contributed to by, the Infrastructure Services Directorate. Appendix 3 presents some highlights of Infrastructure Services activity as an Infographic.
- 4.4 The table below highlights some of the Infrastructure Ports and Harbour and Ferries activity most relevant to the Harbour Board remit. The Harbour Board is invited to comment on any of these. Further detail on individual project progress are also contained in the Projects Report on this agenda.

Item	Actions
Overall	<ul style="list-style-type: none"> Overall Financial targets substantially met. Strategic redesign programme agreed by Council.
	<ul style="list-style-type: none"> New management structure bedding in.
Scalloway and Small Ports	<ul style="list-style-type: none"> Fish landings and aquaculture traffic continue to show steady activity.
	<ul style="list-style-type: none"> New Scalloway fish market project progressing well, interim chill facility successfully implemented. New market completion targeting early 2020.
	<ul style="list-style-type: none"> Scalloway and Toft EMFF funding applications on track for consideration by Marine Scotland late summer / early autumn.
Port of Sullom Voe -	<ul style="list-style-type: none"> Financial targets largely met despite low traffic volumes.
	<ul style="list-style-type: none"> Handover to Enquest supported, activity to retain current business engaged on and business development discussions initiated.
	<ul style="list-style-type: none"> Jetty 2 & 3 "life extension" repairs progressed within time and budget.
	<ul style="list-style-type: none"> Shalder & Tirrick Tug replacement completed. Sea staff fully engaged throughout the process and enthusiastic about their new vessels which have performed well.
	<ul style="list-style-type: none"> Sullom Voe Harbour Area Masterplan development approved by Council.
Ferry Terminals	<ul style="list-style-type: none"> Maintenance works undertaken, linkspan and other maintenance, repair and life extension works. Ferry Services Outline Business Cases contributed to.

Infrastructure Risks and Service Challenges – Harbour Board Focus

- 4.5 Appendix 2 provides an update on the Infrastructure Services Risk Register. The Harbour Board should consider whether additional control measures could be applied to reduce the risk of circumstances giving rise to a negative impact on performance.

4.6 Key risks and service challenges with most direct relevance to the Harbour Board are;

- While the updated management structure and arrangements have been implemented, they will require time to become fully resilient **Corrective Action** - Periodic review of effectiveness and implementation of any further adjustments required.
- The handover of SVT operation from BP to Enquest has meant changes from an arrangement which has been in place for some 40 years. This continues to present associated risk as well as opportunity. **Corrective Action - Continue** close communications with Enquest and active involvement in relevant work streams.
- Significant activity is being undertaken to work with SVT and other partners to retain existing Oil business and examine opportunities for new business around the “Sullom Voe Hub”. **Corrective Action - Active** engagement with all partners to promote the case for existing and new business for Shetland.
- There is an increasing risk of operating ferry services with aging vessels and terminals in both escalating costs and service interruptions. This creates an ongoing budget pressure on the service and directorate budgets. **Corrective Action** - A comprehensive link span repair and life extension programme is being finalised and the Council is pursuing capital funding for a vessel replacement programme from the Scottish Government.

Harbour Account Financial Performance

- 4.7 The draft outturn for 2018/19 Harbour Account performance is attached as Appendix 4, Revenue, and 5, Capital. Revenue outturn shows that Harbour Account surplus targets have been met while Capital outturn shows some slippage of intended activity due to workload and tendering constraints.
- 4.8 2019/20 Q1 financial monitoring reports for the Harbour Account is attached as Appendix 6, Revenue and 7, Capital. Revenue projections are for Harbour Account surplus targets to be achieved this year, Capital spend this year to date is within budget.

2020/2121 Look Ahead – Harbour Board and Harbour Account

- 4.9 A number of Ports & Ferries key projects and actions will continue into future years as they require sustained activity to deliver their objectives. Most significantly among those are;
- Future of the Port of Sullom Voe, activity to retain existing business and support for new business development through the “Sullom Voe Hub” initiative.
 - Scalloway Harbour and Small Port development including the completion and commissioning of the new Scalloway Fishmarket and the rebuilt Toft pier.
 - Ferry linkspan life extension programme and Ferry terminal waiting room / toilet programme including Foula, Skerries and Ulsta facilities.
 - Ferry terminal redevelopment within Ferry Service Review

4.9	These projects will continue to report to relevant Council Committees for decisions as required and feature in the upcoming financial planning and budgeting activity for 2020/21, which the Council will embark on shortly.
4.10	Key financial issues for the Harbour Account going into 2020/21 will be the Medium Term Financial Plan arrangements for the Harbour Account and the position reached on Fair Ferry Funding in relation to terminal maintenance, life extension and redevelopment. Further discussion and reporting on these matters will be part of the Councils 2020/21 budget planning activity.
5.0 Exempt and/or confidential information:	
5.1	None

6.0 Implications :	
6.1 Service Users, Patients and Communities:	Effective performance management and continuous improvement are important duties for all statutory and voluntary sector partners in maintaining appropriate services for the public. The Directorate uses customer feedback and complaint analysis to drive service change and service improvement.
6.2 Human Resources and Organisational Development:	There are a number of actions in this service plan with potential staffing implications. Care is taken to ensure that staff are involved and informed about changes that might affect them, that HR are closely involved and that relevant Council policies are followed. Ensuring staff feel valued and supported especially through periods of challenge and change is a key consideration for the Directorate Management team.
6.3 Equality, Diversity and Human Rights:	The Directorate uses equalities impact assessment to ensure its services are supporting those most in need and not making inequalities worse;
6.4 Legal:	The Directorate delivers statutory services, monitoring performance provides assurance that statutory requirements are met and the Council complies with its duties in delivering Services.
6.5 Finance:	The actions, measures and risk management described in this report within the remit of Harbour Board are projected to be achieved within existing approved budgets.
6.6 Assets and Property:	A number of the actions in the Directorate Plan relate to maintenance and replacement of Infrastructure and Council assets to maintain delivery of services to the people of Shetland. The aging infrastructure, skills shortage and pressure on capacity in the private sector are creating challenges to maintain service delivery within budget.
6.7 ICT and new technologies:	Harbour facilities will increasingly have to include robust wi-fi and mobile coverage to support service users, cctv and remote monitoring and control facilities.

	The Ferry Service is continuing to develop and implement electronic ticketing and customer communications technology to make booking ferries quicker and easier and keep users up to date with any service issues.	
6.8 Environmental:	The Directorate leads the delivery of the Council's Carbon Management Plan and delivers a programme of works to reduce energy usage across the Council's assets including Harbours.	
6.9 Risk Management:	<p>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 negative external scrutiny.</p> <p>Risk management is a key component of the performance cycle and the Directorate Plan actions are determined to be priorities to manage the Directorate risks.</p>	
6.10 Policy and Delegated Authority:	<p>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;</p> <p>“Monitor and review achievement of key outcomes in the Service Plans within their functional area by ensuring –</p> <p>(a) Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework.</p> <p>(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.”</p>	
6.11 Previously considered by:	None	

Contact Details:

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Appendices:

Appendix 1 – Progress on Strategic Redesign Projects
Appendix 2 – Risk Register
Appendix 3 – Infrastructure Infographic
Appendix 4 – Financial Outturn Q4 2018/19 – Revenue
Appendix 5 – Financial Outturn Q4 2018/19 – Capital
Appendix 6 – Financial Monitoring Q1 2019/20 – Revenue
Appendix 7 – Financial Monitoring Q1 2019/20 – Capital

Background Documents:

Our Plan 2016-2020

Council Medium Term Financial Strategy

Infrastructure Directorate Plan 2018/19

Appendix 1


Service Redesign Programme - Infrastructure Services



Generated on: 30 July 2019

Code & Title	Description	Desired Outcome	Dates		Progress	Progress Statement
DP111 Waste Strategy & Recycling Collection		Establishment of a comprehensive long-term waste disposal strategy that includes: • cost effective household and commercial recycling • cost effective and appropriate energy recovery from waste, in line with legislation and waste permits • reduction in waste to landfill in line with national targets and legislation	Planned Start	01-Apr-2015		A Strategic Outline Case for the future of the ERP was approved by Environment and Transport Committee and Policy and Resources Committee in May 2019. An Outline Business Case will now be developed for future arrangements for the operation of the plant.
			Actual Start	14-Nov-2016		
			Original Due Date	31-Mar-2016	Expected success	
			Due Date	31-Mar-2020		The new recycling shed is progressing well and targeting completion in September 2019. Commercial recycling scheme is being implemented in line with the completion of the shed.
Lead	Implement recycling collection across Shetland and redesign the waste service to prepare for further legislative changes		Completed Date		Likely to meet target	A Zero Waste Shetland Partnership - a community based approach to waste awareness and prevention activities - was approved by Environment and Transport Committee on 26 April 2019 and a preferred candidate has been identified as project officer to support this initiative under the new graduate scheme. .
Colin Bragg; Carl Symons						

Code & Title	Description	Desired Outcome	Dates		Progress	Progress Statement
DP208 The Council's future role in the port of Sullom Voe	Work with the Sullom Voe Terminal owners, Shetland gas Plant, and Oil & Gas Authority to develop future plans for the terminal	Maximise the economic life of the Terminal and the port of Sullom Voe.	Planned Start	31-Mar-2018		The Oil & Gas Authority (OGA) identify Shetland and Sullom Voe as a key hub for East of Shetland, West of Shetland and North of Shetland Oil and Gas developments. They also recognise the potential that the Sullom Voe Hub (The Sullom Voe Terminal, The Port of Sullom Voe and Shetland Gas Plant) could have for diversification and development to participate in significant new energy opportunities.
			Actual Start	31-Mar-2018		
			Original Due Date	01-Sep-2020	Expected success	
			Due Date	01-Sep-2020		All parties involved in the East, West and North of Shetland are now looking at medium and long
Lead			Completed Date		Likely to meet target	
John Smith						

					<p>term issues and options as North Sea Oil production declines, West of Shetland crude oil production is increasing whilst West of Shetland, and potentially North of Shetland, Gas exploration and production options are being investigated actively.</p> <p>Major energy companies are now also increasingly looking to understand how their businesses can migrate toward lower carbon futures and to develop their understanding and capabilities in these emerging sectors.</p> <p>Developing an effective partnership between all relevant parties is potentially one of the most effective outcomes from current SVT-Clair review activity.</p> <p>Areas of potential interest already identified include:</p> <ul style="list-style-type: none"> • Support for transferable energy skills, research activity and energy skills development • Further potential for the “Sullom Voe Hub” and new business development • Support for the migration of Oil & Gas energy activity to a lower carbon future • Development of best practice in environmental monitoring, environmental protection and environmental impact mitigation. • Development of skills and capability in onshore decommissioning and infrastructure redevelopment <p>4.6 Realising these opportunities will be best achieved through effective partnership working.</p>
Code & Title	Description	Desired Outcome	Dates	Progress	Progress Statement
DP224 Scalloway	Major capital project	Cost effective and	Planned Start		The redevelopment of Scalloway Fishmarket is

Harbour - Capital Project	responding to industry needs	sustainable arrangements for Scalloway Harbour which cover costs, generate income and enable access to other funding. Infrastructure in place which meets users' needs and promotes further economic activity.	Actual Start	21-Mar-2019	<div><div>50%</div></div>	progressing well with a projected completion date of late 2019 / early 2020. Small boat landing crane pilot has been installed at Scalloway (next will be Symbister). A Strategic Business Case for the Scalloway West Pier / any other recommended development will be developed for reporting December 2019 accompanied by a marketing plan for Scalloway and Shetland's small ports.
Lead			Original Due Date	31-Mar-2022	Expected success	
Andrew Inkster; John Smith			Due Date	31-Mar-2022	<div><div>✓</div></div>	
			Completed Date		Likely to meet target	

Code & Title	Description	Desired Outcome	Dates		Progress	Progress Statement
SP179 Fleet Review	Following the successful implementation of vehicle telematics a fleet review will be carried out which looks into the distribution, operation and utilisation of the Council's entire vehicle fleet.	A flexible, fit for purpose and appropriately sized Council vehicle fleet, which meets service delivery needs, and which is cost effective.	Planned Start	01-Oct-2018	<div><div></div></div>	Navman vehicle information system is now installed across the fleet. Opportunities will continue to be sought to maximise the use of the management information this generates to improve safety and efficiency in the use of the fleet.
Lead			Actual Start	15-Aug-2018	<div><div>80%</div></div>	
			Original Due Date	31-Mar-2019	Expected success	
Carl Symons			Due Date	31-Mar-2020	<div><div>✓</div></div>	Fleet replacement profiled to ensure most efficient replacement timetables A consistent policy is in place for replacement of vehicles across the fleet. Pilots of pool car availability for cost effective and safer employee travel have commenced and will be evaluated.
			Completed Date		Likely to meet target	

Code & Title	Description	Desired Outcome	Dates		Progress	Progress Statement
SRP01.1 Internal Ferries	The proposed development would be to establish a means of ensuring revenue and capital funding is available to support the continued provision of inter-island ferry services and, where proven to be a viable alternative, the provision of	Sustainable services providing transport links between the islands currently without fixed links	Planned Start	14-Feb-2018	<div><div></div></div>	Shetland Transport Programme Board' has been formed to manage help co-ordinate this and other Transport Projects. Funding ask for Revenue and Capital has been provided to Scottish Government and Transport Scotland as agreed. (Ferries Fair Funding Sounding Board meets regularly to pursue this matter with Government.)
Lead			Actual Start	14-Feb-2018	<div><div>60%</div></div>	
			Original Due Date	31-Mar-2022	Expected success	
Neil Grant			Due Date	31-Mar-2020		
			Completed Date			

(Director); John Smith	fixed links.				Matters are also being progressed through Inter-island Transport Group meetings with SG, TS, SIC, OIC, HiTrans and ZetTrans Outline Business Cases are being progressed for (i) Revenue costs (ii) Fair isle route (iii) Whalsay route
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Code & Title	Description	Desired Outcome	Dates		Progress	Progress Statement
SRP01.2 Internal Flights	The proposed development would be to establish what is required in terms of a sustainable network of inter-island air services and supporting infrastructure in the longer term, and to make the case for fare funding for these.	Sustainable system of inter-island air services which complements other transport systems, and which are fairly funded.	Planned Start	14-Feb-2018	<div><div></div></div>	'Shetland Transport Programme Board' has been formed to help co-ordinate this and other Transport Projects Inter-island Air Service OBC has been prepared, and was presented to Council and ZetTrans in June. Tingwall airstrip was confirmed as the preferred mainland location for Inter Island flights. Business cases for resurfacing of Tingwall Airstrip and consideration of any other capital investment requirements are now being investigated for future reporting to Council. A business case for the licensing of Foula Airstrip, is now also being progressed to the same timeline
			Actual Start	14-Feb-2018	<div><div>40%</div></div>	
Original Due Date			31-Mar-2022	Expected success		
Due Date			31-Mar-2020	<div><div></div></div>		
Completed Date				Experiencing issues, risk of failure to meet target		
Lead						
Neil Grant (Director); Andrew Inkster						

Code & Title	Description	Desired Outcome	Dates		Progress	Progress Statement
SRP20 Energy Efficiency	Efficient and cost effective energy arrangements across Council assets - Public buildings and ferry, tug, bus and car fleets	Efficient and cost effective energy arrangements are in place across all Council assets.	Planned Start	01-Apr-2019	<div><div></div></div>	A strategic overview on Climate Change and Carbon Reduction and the Councils objectives, role and proposed actions is being prepared and will be reported to Council in September 2019.
			Actual Start	15-Apr-2019	<div><div>20%</div></div>	
			Original Due Date	31-Mar-2022	Expected success	Member briefing and a members information sharing event are programmed for late August.
Lead			Due Date	31-Mar-2020	<div><div></div></div>	
Mary Lisk; Carl Symons			Completed Date		Likely to meet target	A project officer has been appointed to support this initiative.

Risk Assessment for Excel

Appendix 2

Risk & Details	Current			Risk Profile	Current and Planned Control Measures	Controlled			Risk Profile	Responsible Officer				
	Likelihood	Impact				Likelihood	Impact							
F0021 - Accidents /Injuries - Staff/Pupils/ Clients/OthersInfra delivers front line services across Shetland, employing a large number of staff delivering a range of heavy engineering and transport services, including ferries.	Unlikely	2	Major	4	Medium	8	• Systems in place e.g. Risk Assessments, staff trained and competent to deliver duties. Managers trained in Health & Safety.PIN forms reviewed regularly. Safety culture to flag concerns.	Unlikely	2	Significant	3	Medium	6	John Smith
F0022 - Escape of pollutantPollution incident at Port, Landfill/Waste to Energy Plant/ Airport	Unlikely	2	Extreme	5	High	10	• Management systems in place, regular audit, staff trained and competent, maintenance plans in place.	Unlikely	2	Extreme	5	High	10	John Smith
F0023 - Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etcServices must be delivered within a statutory framework	Possible	3	Significant	3	Medium	9	• Policies and procedures applied to ensure compliance. Effective risk assessments with suitable control measures. Staff trained and suitably experience and competent to fulfill appropriate roles and responsibilities.	Unlikely	2	Significant	3	Medium	6	John Smith
F0024 - Key staff - loss ofLoss of key staff, failure to recruit to key roles (Airport/Harbour/Ferries/Roads/Estates/Env Health) means service cannot continue or fails to deliver statutory duties	Likely	4	Significant	3	High	12	• Workforce planning undertaken, key roles identified and training plans to build resilience. Career grades developed.Working in partnership with HR/ Workforce to address.	Likely	4	Significant	3	High	12	John Smith
F0025 - Loss of revenue/incomeBudget target is not delivered due to loss of income, uncontrolled spending or failure to deliver savings	Possible	3	Extreme	5	High	15	• Contingency built into budget setting for extraordinary, regular budget monitoring to establish and respond to trends.Management trained and regular communications to finance staff. Systems in place to monitor, consider and mitigate significant financial risks from all strands of services.	Unlikely	2	Significant	3	Medium	6	John Smith
F0028 - Policies - effect ofFailure to plan for the future investment required in infrastructure replacement, repairs or maintenance	Likely	4	Significant	3	High	12	• Developing maintenance programe, long term financial plan, Asset/Investment Plan - contingency budgets for breakdowns.Strategic long term asset investment / long term service development plans	Rare	1	Significant	3	Low	3	John Smith
F0030 - Legislation changesChanges in legislation for Fuel, waste, Carbon, emissions levels.	Possible	3	Significant	3	Medium	9	• Various steps Identification of climate change and carbon management, fuel efficiency, waste management - kev service redesion proiects in prooress	Possibl e	3	Significant	3	Medium	9	John Smith
F0026 - Storm, Flood, other weather related, burst pipes etcExtreme weather events cause flooding, costal erosion, loss of key infrstructure lost sailings, increased snow conditions additional repairs	Likely	4	Major	4	High	16	• Various - Contingency budget for weather eventsEmergency plans, BC plans services.	Likely	4	Significant	3	High	12	John Smith

F0027 - Publicity - badService has to manage response to Animal or infectious disease outbreak , management of the response fails to prevent further damage to public health or animal health	Rare	1	Significant	3	Low	3	• Emergency plans exercisedstaff well trained and supported by professional groups and agencies. Communication plans in place for emergencies.	Rare	1	Significant	3	Low	3	John Smith
P0050 - Policies - effect ofFailure to plan for the future investment required in infrastructure replacement, repairs or maintenance	Unlikely	2	Significant	3	Medium	6	• SIC Borrowing policy and strategy agreed in December 2013, fleet review ongoing, Infrastructure asset replacement...strategy in place and climate change planning being undertaken.	Unlikely	2	Minor	2	Low	4	John Smith
P0052 - Economic - OtherEngagement and contribution to the transfer of SVT operations from BP to Enquest.	Possible	3	Significant	3	Medium	9	• Appropriate engagement in handover workstreams	Unlikely	2	Minor	2	Low	4	John Smith
FTF0001 - Failure of Key supplierFailure of major supply of parts/equipment/fuel to the point that vessels can't operate.	Unlikely	2	Significant	3	Medium	6	• Contractual Agreement, Company Audits, Stock in store, Alternative suppliers	Rare	1	Minor	2	Low	2	Andrew Inkster
FTF0004 - Escape of pollutantFerry or vehicle accident/incident leads to significant pollution incident.	Rare	1	Significant	3	Low	3	• SOPEP • Qualified personnel • Effective Planned Maintenance System • Safety Management System in operation • Use of legal services • Operational proceduresBased on industry standard	Rare	1	Significant	3	Low	3	Andrew Inkster
FTF0005 - Professional Errors and OmissionsMaster error leads to incident causing damage to ferry/linksman/cargo/environment.	Unlikely	2	Major	4	Medium	8	• Team meetings	Rare	1	Major	4	Medium	4	Andrew Inkster
FTF0008 - Damage to vehicles, mobile plant and equipmentDamage caused by ferry or vehicle accident/incident.	Rare	1	Major	4	Medium	4	• Full compliance with Safety Management System onboard, adherence to cargo securing manual, adequately trained staff.	Rare	1	Minor	2	Low	2	Andrew Inkster
FTF0011 - Plant/Equipment - breakdown/failure disruptionFailure of plant / machinery / equipment that results in Service disruption	Likely	4	Minor	2	Medium	8	• Identifying these as critical equipment and inspecting / maintaining accordingly	Possible	3	Minor	2	Medium	6	Andrew Inkster
FTF0014 - Staff number/skills shortageShortage of staff because of alternative employment, low unemployment locally and in the industry	Unlikely	2	Significant	3	Medium	6	• Annual training program, Review and Development policy, Ferry Services competency appraisal scheme, Welfare support	Unlikely	2	Significant	3	Medium	6	Andrew Inkster
FTF0015 - Riot, strike & civil commotionIndustrial action with service consequences	Possible	3	Significant	3	Medium	9	• Effective support / management intervention by regular dialogue with unions,	Rare	1	Significant	3	Low	3	Andrew Inkster
FTF0017 - Economic / Financial - OtherInsufficient funds to meet service needs.	Possible	3	Significant	3	Medium	9	• Internal financial auditing, regular team meetings, periodic budgetary meetings, adherence to financial procedures.regular monitoring of impact legislation.	Possible	3	Minor	2	Medium	6	Andrew Inkster
FTF0019 - Intervention by regulatory and statutory bodiesRemoval of Document of Compliance as a result of professional errors onboard or by Management,	Rare	1	Extreme	5	High	5	• Maintain full compliance with requirements of ISM CodeRemoval of Document of Compliance as a result of professional errors onboard or by Management, This will be prevented by Audits, Inspections and Evidence stored onboard and at Sella Ness	Rare	1	Extreme	5	High	5	Andrew Inkster


FTF0020 - Stress Absentism, illness, stress and impact on staff welfare caused by conditions at work.	Likely	4	Minor	2	Medium	8	• Ensure not too much strain is put on individuals at their work, learn how to spot signs of stress early and take steps to help • Acceptable working patterns, shared workloads, Training in stress mediators, Awareness of indicators, awareness of assistance - ERD's, monthly team meetings, maintain a list of relief staff	Unlikely	2	Minor	2	Low	4	Andrew Inkster
FTF0021 - Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etc Data protection (maritime labour convention) and other legislation places significant requirements on the service	Unlikely	2	Minor	2	Low	4	• Maintain good working relationship with legislative bodies to ensure changing requirements are proactively implemented Working groups (DPSSG)	Rare	1	Minor	2	Low	2	Andrew Inkster
FTF0022 - Defective Title/restrictive covenants Some bits of terminals/ facilities are built on land that might not be owned by the organisation	Unlikely	2	Significant	3	Medium	6	• Maintain long term lease with robust legal controls	Rare	1	Minor	2	Low	2	Andrew Inkster
P0032 - Industrial action Industrial action by a staff group leading to suspension of operations	Rare	1	Significant	3	Low	3	• Council HR Management arrangements in place, effective workforce development	Rare	1	Minor	2	Low	2	John Smith
P0001 - Escape of pollutant Pollution incident from shore or operations, collision, grounding, uncontrolled release from vessels.	Rare	1	Major	4	Medium	4	• Safety Management System, Vessel Traffic Service, Compulsory pilotage, Qualified and competent staff.... Robust operational procedures and emergency response plan	Rare	1	Significant	3	Low	3	John Smith
P0005 - Staff number/skills shortage Service relies on a range of specialist staff with different skills, experience and qualifications	Rare	1	Significant	3	Low	3	• Workforce planning project, restructure being implemented.	Unlikely	2	Minor	2	Low	4	John Smith
P0009 - Storm, Flood, other weather related, burst pipes etc Severe weather stops staff getting to/from place of work	Rare	1	Significant	3	Low	3	• Adverse weather policy, Business continuity plans in place	Rare	1	Minor	2	Low	2	John Smith
P0022 - Loss of IT facilities ICT link is between Sella Ness and Lerwick, and had been known to fail for up to two days. Service relies on ICT link for email, forecasts, etc to deliver service to customers safely, communicate with customers etc Link is now fibre optic with an ADSL back-up - likely more robust than previous infrastructure. Servers are in Lerwick with local expertise	Unlikely	2	Minor	2	Low	4	• Adverse weather policy, Business Continuity Plans in Place	Unlikely	2	Minor	2	Low	4	John Smith
P0026 - Fire, lightning, aircraft, explosion Loss of facilities due to fire or other incident	Rare	1	Major	4	Medium	4	• SMS, Business Continuity Planning, Fire Risk Assessment	Rare	1	Significant	3	Low	3	John Smith
P0028 - Terrorism/Activists Port services cover a large geographic, dispersed area which cannot have 24 hour security. Ships are often unmanned	Rare	1	Major	4	Medium	4	• SMS, ISPS, BP's security plan, SIC business continuity plan and approved security plan	Rare	1	Major	4	Medium	4	Andrew Inkster

P0030 - Professional Errors and Omissions Professional error of judgement anywhere in ports and harbours.	Rare	1	Significant	3	Low	3	• Training, Workforce Development, Audit	Rare	1	Significant	3	Low	3	John Smith
P0048 - Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etc Failure to deliver a statutory duty or comply with legislation including EU procurement legislation. Carbon reduction	Rare	1	Significant	3	Low	3	• Awareness raising, training and monitoring in place, staff have a better understanding of requirements, more pre-planning for...large expenditure Development of Carbon management plan and climate change planning. Comply with procedures.	Rare	1	Significant	3	Low	3	John Smith
P0051 - Accidents /Injuries - Staff/Pupils/ Clients/Others Safe Operations - Ports and Harbours delivers a range of heavy engineering and transport services.	Unlikely	2	Significant	3	Medium	6	• Health and Safety systems, safe systems of work in place, restructure being implemented which will ensure permanent staff are...appointed to significant posts which impact on management of health and safety. Risk Assessments and Hazard Identification systems are in place	Rare	1	Significant	3	Low	3	John Smith
P0035 - Failure of Key supplier Port operations rely on various suppliers and services including fuel, key components, sub-contractors	Unlikely	2	Significant	3	Medium	6	• Financial Controls, existing council procedures in place	Unlikely	2	Minor	2	Low	4	John Smith
ORG0047 - Loss of revenue/income There is a challenge to sustain current business and developing new business activity at Sullom Voe Terminal. Sullom Voe Terminal employs some 400 staff directly and many more indirectly. Exports from SVT through the Port of Sullom Voe (PoSV) earn c£6m - £8m contribution to Council reserves annually, an income level which is a key component of the Councils MTFP.	Possible	3	Extreme	5	High	15	• The Council has recognised that there is a significant review process being carried out at the moment between Clair and SVT. Discussions have been held with both parties and further discussions sought with the UK Oil & Gas Authority (OGA). An internal/ external project team has been established to focus on this issue and specific items of technical advice are being considered with legal, financial and technical advisors. Engagement has been initiated through the Sullom Voe Association and Council SVA directors are being kept informed of developments as a sounding board. Further reports on progress and plans will be brought to Council through appropriate channels to ensure commercial confidentiality."	Unlikely	2	Significant	3	Medium	6	John Smith
P0016 - Loss of revenue/income Loss of income from downturn in business	Unlikely	2	Major	4	Medium	8	• Budget controls, monthly monitoring, ongoing attention to markets, working with customers to maintain demand.	Unlikely	2	Significant	3	Medium	6	John Smith

INFRASTRUCTURE SERVICES REVIEW OF THE YEAR 2018/19

Council's carbon footprint was
25,818 tCO₂e
down from **27,000 tCO₂e**
in the previous year
the equivalent of taking
232 cars off the road



3.8 tonnes of explosive 
to produce **66,893 tonnes** of rock
the equivalent of **2 family cars** to
produce almost **6 Northlink** ferries

1,311 Health Certificates
processed for
fish exports

250,660m² of road surface dressed
the equivalent to
17 Tingwall runways

34,271m² of road resurfaced
the equivalent to
2.5 Tingwall runways

of the **4,000** streetlights
have been changed
to LEDs
1800

77 OIL TANKERS
with **600,000 barrels** of oil each
moved by the **Port of Sullom Voe**

1.5t  Domestic
batteries
collected

6,172 tonnes of general
waste collected
the equivalent
to **881.7 Adult
Male African
Elephants**

137+ Abandoned
vehicles
collected

556  **tonnes**
of glass
collected
the equivalent to
2,647,619
empty jam jars

305 **emergency works**
dealt with by
Building Services staff

Revenue Outturn Position for 2018/19 at Quarter 4

Projected Outturn Variance at Quarter 3 (Adv)/Pos £000	Service Area	Revised Annual Budget at Quarter 4 £000	Outturn at Quarter 4 £000	Budget v Outturn Variance Quarter 4 (Adv)/Pos £000
(63)	Sullom Voe	(9,452)	(10,203)	751
(172)	Scalloway	64	166	(102)
(147)	Other Piers	(2)	(264)	262
566	Terminals	(1,431)	(2,107)	676
183	Total Ports & Harbours Operations	(10,821)	(12,408)	1,587
276	Shetland Gas Plant	(1,024)	(1,244)	220
459	Overall Total	(11,845)	(13,652)	1,807

An explanation of the significant outturn variances by service area at quarter 4 are set out below.

1. Sullom Voe – outturn variance £751k

The variance is mainly due to:

- increased harbour charges for more tanker movements than budgeted £963k;
- unanticipated income from ship to ship operations which took place £49k; and
- slippage of drydocking for Tug Tystie into 2019/20 to better meet operational requirements, offset by additional in year maintenance costs £61k; offset by
- additional Towage employee costs for cover and training on the new tug vessels (£182k);
- pre-contract drydocking costs for the new Tug Shalder, modifications to the shore power system to accommodate a power supply system at Sella Ness for new Tugs Shalder and Tirrick; and modifications to allow power connections on both sides of the vessels; provision of a forward gangway and crane (£76k); and
- increased vessel fuel costs due to additional trips to dock and training and familiarisation of the new vessels (£72k);

2. Scalloway – outturn variance (£102k) The variance is mainly due to the underachievement of commercial shipping dues against ambitious budget set (£180k).

3. Other Piers - outturn variance £262k

This variance is due to underspending on repairs and maintenance costs across all piers, with larger variances at Fair Isle, Symbister and Out Skerries because of delays in fendering and dredging works which are planned for 2019/20 £341k; offset by reduced salmon landing dues at Walls for later start in salmon production than anticipated (£118k).

4. Terminals – outturn variance £676k

The projected variance is mainly due to underspending on hired and contracted services for terminal works due to delays for licensing requirements and consultation timescales; mainly dredging at Foula, Fair Isle and Gutcher, and waiting room, toilet and store works at Symbister.

5. Shetland Gas Plant - outturn variance £220k

The projected increase in income is due to the higher gas price at the end of 2018.

Capital Outturn Position for 2018/19 at Quarter 4

Overall Projected Outturn Variance Quarter 3 (Adv)/Pos £000	Service	Revised Annual Budget at Quarter 4 £000	Outturn at Quarter 4 £000	Budget v Outturn Variance Quarter 4 (Adv)/ Pos £000	Slippage carry-forward to 2019/20 £000	Overall Outturn Variance Quarter 4 (Adv)/ Pos £000
(82)	Ports & Harbours Operations	13,875	9,210	4,665	(988)	3,677
(82)	Total Controllable Costs	13,875	9,210	4,665	(988)	3,677

An explanation of the significant outturn variances at quarter 4 are set out below.

1. Ports & Harbours Operations – outturn variance £4.665m

The reasons for this variance are:

- underspending on Navigational Aids projects budget due to less work required for the Gluss Lights than anticipated £73k;
- delays in Terminal Life Extension works due to delays in getting the tenders out as inspections and specifications had to be updated before tender documents could be submitted £402k;
- no spend on Hamarsness Ferry Terminal Painting project due to pressure of other projects and difficulty in obtaining required consultancy work £350k;
- underspending on VTS Radar Replacement project due to issues which require to be resolved in relation to the contract, Legal Services are now involved to try and find a solution £134k;
- delays at the pre-tender stage, and budget profiling too high in year 1 of the Scalloway Fish Market Rebuild project £2.559m;
- underspending on Piers Cathodic Protection programme due to delays in getting works designed and tendered £245k;
- the Tug Jetty Cathodic Protection project has been delayed whilst detailed surveys and feasibility options are investigated £967k;
- slippage on the Hamarsness Wind Turbine project, once the tender was accepted the manufacturer refused to install a turbine in Shetland resulting in a delay to get a substitute turbine with the further planning permission required £64k;

2. Slippage Carry-Forward

As some of the project slippage was confirmed during 2018/19 it was built into the 2019-24 Asset Investment Plan, with the remainder included in the carryforward requirement shown in the table above which has now been added to the approved 2019-24 Asset Investment Plan.

Revenue Projected Outturn Position for 2019/20 at Quarter 1

Service Area	Revised Annual Budget at Quarter 1 £000	Projected Outturn at Quarter 1 £000	Budget v Projected Outturn Variance Quarter 1 (Adv)/Pos £000
Sullom Voe	(10,836)	(11,809)	973
Scalloway	392	394	(2)
Other Piers	174	222	(48)
Terminals	(1,536)	(1,506)	(29)
Total Ports & Harbours Operations	(11,806)	(12,699)	893
Shetland Gas Plant	(1,350)	(1,350)	0
Overall Total	(13,156)	(14,049)	893

An explanation of the significant outturn variances by service area at quarter 1 are set out below.

1. Sullom Voe – outturn variance £973k

This variance is mainly due to:

- increased harbour dues for more tanker movements than budgeted £1.2m; offset by
- cover for two longterm sickness absences in Launch Crews (£114k); and
- Dunter drydocking overspend due to additional steel works and scaffolding required to check mast lights and fittings (£58k).

Capital Projected Outturn Position for 2019/20 at Quarter 1

Service	Revised Annual Budget at Quarter 1 £000	Projected Outturn at Quarter 1 £000	Budget v Outturn Variance Quarter 1 (Adv)/ Pos £000
Ports & Harbours Operations	9,488	8,626	862
Total Controllable Costs	9,488	8,626	862

An explanation of the significant outturn variances at quarter 1 are set out below.

1. Ports & Harbours Operations – outturn variance £862k

This variance relates to the Tug Jetty Cathodic Protection project. A separate report is to be presented to the Harbour Board for a decision on the way forward on this issue £917k; offset by spend on a crane installation at Blacksness Pier to assist small boats landing their catch, which was prompted by the Shetland Fisherman's Association as a requirement to address manual handling health and safety issues (£55k).



Meeting(s):	Harbour Board	28 August 2019
Report Title:	2019/20 Capital and Revenue Projects Report	
Reference Number:	PH-06-19F	
Author / Job Title:	Andrew Inkster Executive Manager – Marine and Airport Infrastructure	

1.0 Decisions / Action required:

- 1.1 That the Harbour Board discuss and highlight any areas of concern and note the content of the report and areas of progress made.

2.0 High Level Summary:

- 2.1 This report updates the Board on the significant engineering projects for Ports & Harbours Operations during the financial year 2019/20.

3.0 Corporate Priorities and Joint Working:

- 3.1 Prioritised spending on maintaining our existing assets is a key part of the Corporate Plan and Medium Term Financial Plan.
- 3.2 By ensuring that our facilities are safe, well managed and fit for purpose, we can ensure that service users experience excellent standards of customer care.

4.0 Key Issues:

- 4.1 In addition to its routine annual maintenance plans and regimes, Ports and Harbours has an interest in the following significant projects for the 2019/20 financial year.

Scalloway Fish Market

- 4.2 This contract has been awarded to CHAP Construction.
- 4.3 The works are progressing very well on site, and completion of the facility is currently planned to occur in December 2019.
- 4.4 The temporary chilled facility continues to provide a suitable landing facility whilst the new market is constructed. Users remain very pleased with these temporary landing arrangements.
- 4.5 The transition from temporary to new market will likely take place in January 2020, once final commissioning of all equipment and the necessary subsequent testing has been completed.

Sullom Voe VTS Radar Replacement Contract

- 4.6 An update report on this project will be presented to the next meeting of the board.

Tug Jetty Cathodic Protection Renewal

- 4.7 Due to the unusual design of this Jetty in comparison to most other SIC small Ports, a detailed examination of the structure and review of available future options for its life extension is now complete.
- 4.8 It is now considered that the Tug Jetties life cannot be extended significantly, and thought should be given to options for its replacement in coming years.
- 4.9 The finger pier attached to this jetty is of a more standard construction, and it is anticipated that cathodic protection can be applied to this part of the structure to prolong its serviceable life. Work will now be undertaken to identify the scope of such works.

Navigation Aids

- 4.10 Ports and Harbours are responsible for the provision and maintenance of 133 individual aids to navigation across the whole of Shetland. These aids comprise mainly of fixed shore based leading lights, port entry lights, beacons, floating buoys and channel markers.
- 4.11 An annual programme of navigation aid upgrades is in place, and in recent years, the installation of L.E.D technology has resulted in significant increases in reliability and reduced maintenance.
- 4.12 Works to date this year have concentrated on replacing navigation and spur boom buoy moorings in Sullom Voe Harbour, and upgrades to navigation lights in Skerries are also programmed to take place.

Plant and Equipment

- 4.13 This budget has been used to replace the Mobile Elevating Work Platform based at the Sella Ness workshop.

SVT Jetty Maintenance Project

- 4.14 The 2019 Jetty Maintenance routine work scope is progressing well with works on programme to complete in October.
- 4.15 Concrete repair works are also taking place on two mooring dolphins, and these works are now substantially complete.

Toft Pier

- 4.16 This contract has been awarded to Teignmouth Marine Services Ltd.
- 4.17 Unforeseen and uncontrollable delays have been experienced in gaining the necessary marine licences to allow the works to proceed. This has resulted in a delay in starting works onsite of approximately seven weeks.

4.18	Necessary approvals are now all in place, and works on site are expected to commence by late August 2019.
4.19	The project is currently programmed to be substantially complete by early Summer 2020.
	<u>Cathodic Protection</u>
4.20	Cathodic Protection has been installed on West Burrafirth Pier this financial year.
	<u>Foula Harbour / Ferry Terminal</u>
4.21	Foula Harbour and Ferry Terminal water depth has reduced due to silting, and dredging works to return the area to its original depth should be complete by late August 2019.
	<u>Linkspan Life Extension Project</u>
4.22	This project will see the ten existing smaller linkspans (Type A) and three larger linkspans (Type B) which are currently in service refurbished in line with recommendations from the projects consultant civil and structural engineers Mott MacDonald.
4.23	The works will also see the replacement of hydraulic control equipment under a contract already awarded to John Henderson UK Ltd.
4.24	A tender report has been received from the consultants and this is currently being considered. This package of work will see the removal and replacement of individual linkspans taking place over a four day period, with any necessary repairs to the bearing structures taking place at the same time.
4.25	It is anticipated that works will take place over a three year phased period at the various Ferry Terminals during 2020-2022.
4.26	Some disruption to scheduled ferry services is inevitable, and thorough communication with local communities and other stakeholders will take place well in advance of any such disruption occurring.
	<u>Small Port Major Fender Repairs</u>
4.27	In addition to ad-hoc fender repairs during this financial year, large scale fender repair and replacement projects are planned to occur in: <ul style="list-style-type: none"> • Mid Yell - Design work and tendering are ongoing at this time. There have been some delays on this project due to staff resources, but it is hoped that this project will be completed before the end of 2019. • Skerries – This project has been tendered and awarded to Ocean Kinetics. Works are due to commence on site during August 2019.
5.0	Exempt and/or confidential information:
5.1	None

6.0 Implications :	
6.1 Service Users, Patients and Communities:	Effective maintenance and repair strategies for all Ports assets will ensure that its facilities are fit for purpose and free from health and safety or environmental issues. Service users are encouraged to report defects whenever possible.
6.2 Human Resources and Organisational Development:	The majority of projects detailed within this report will be completed by external contractors. Health, Safety and Environmental considerations are all reviewed when such appointments are made.
6.3 Equality, Diversity and Human Rights:	The service uses Equalities Impact assessment to ensure its services are supporting those most in need and not making inequalities worse;
6.4 Legal:	Legal Services input is sought for all projects requiring formal Tendering procedures.
6.5 Finance:	The total annual budget for the projects detailed in this report is £12.3m for 2019/20. The financial implications of these projects are detailed in the Infrastructure Directorate Performance Reporting – Harbour Board Performance Report also presented to this meeting.
6.6 Assets and Property:	Input is sought where projects require this specific advice.
6.7 ICT and new technologies:	No corporate ICT issues at this time, however the new Vessel Traffic Services Port Information system utilises a complex mix of radar, AIS, radio and other communications technology.
6.8 Environmental:	Where applicable, environmental impact studies will be carried out as part of the planning process for major works. Contractors carrying out works on behalf of Ports and Harbours are expected to ensure the highest standards of environmental protection.
6.9 Risk Management:	Routine maintenance and repair of assets will ensure that assets are safe for service users, meet current legislation and are free from environmental hazards. These measures contribute to Ports risk management strategies.
6.10 Policy and Delegated Authority:	<p>Harbour Board</p> <p>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.</p> <p>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.</p> <p>Consider all development proposals and changes of service level within the harbour undertaking; including dues and</p>

	charges, and make appropriate recommendations to the Council	
6.11 Previously considered by:	<i>None</i>	

Contact Details:

Andrew Inkster
Executive Manager – Marine and Airport Infrastructure

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12 August 2019

Appendices:

None.

Background Documents:

None.

END



Meeting(s):	Harbour Board	28th August 2019
Report Title:	Harbourmasters Report	
Reference Number:	PH-09-19F	
Author / Job Title:	Greg Maitland – Harbour Master	

1.0 Decisions / Action required:

- 1.1 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 fulfil that function.

2.0 High Level Summary:

- 2.1 Captain Trevor Auld is appointed as the designated person (HB Min. ref 29/12) provides independent assurance to the Duty Holder that the Marine Safety Management System (SMS) for which he Duty Holder is responsible, is working effectively. Captain Auld's report is attached as Appendix 1.
- 2.2 11 incidents have been reported, 9 at Sullom Voe, 2 at Scalloway;
- 2.2.1 On 6th May 2019 a fire broke out in the engine compartment of the Yell Sound Ferry, Daggri. The vessel immediately returned to her berth with no casualties amongst either passengers or crew. The cause of the fire remains under investigation.
- 2.2.2 Between 10th May 2019 and 6th July 2019 8 tankers at SVT provided Pilot Boarding Arrangements which did not comply with regulations. In conjunction with SVT these vessels will not be permitted to call again at SVT until they can demonstrate compliance.
- 2.2.3 On 18th June 2019 a number of issues arose around the call of an Oil Support Vessel (OSV) at Scalloway. When letting go from the berth a Salmon Tender impeded the operation by passing without communicating with the harbour. A Live Fish Carrier had to be contacted by the Pilot Vessel to delay her entry to the buoyed channel to allow the OSV to exit the channel. On disembarking the Pilot was aware that should the weather conditions require the rigging of a Pilot Ladder, the vessel would have been unable to do so in compliance with the regulations. Vessels owners have been written to in order to ensure compliance with regulations for Pilot Boarding Arrangements. Other issues to be considered as part of the review of Scalloway General Directions and Pilotage Directions.
- 2.2.4 On 9th July 2019 an Oil Support Vessel had difficulty berthing due to difficulties in manoeuvring the vessel and the Masters apparent lack of familiarisation with propulsion system. This vessel will be monitored and owners written to if problems persist.

2.2.5	On 14 th July 2019 a small leisure fishing vessel reported she had broken down in the path of an incoming Tanker at Sullom Voe. There were some difficulties with both identifying and communicating with the fishing vessel. A Pilot Vessel was dispatched to the vessel who was not in fact in the path of the incoming tanker, but had no GPS onboard and was not clear on own vessels position.
2.3	As the trend in non-compliant Pilot Boarding Arrangement has continued, the Port has now published version 1 of the Sullom Voe Harbour Authority Pilot Boarding Arrangements Guidelines. This has been published through various channels to the industry and feedback to date has been unanimously positive. These Guidelines are attached as Appendix 2.
2.4	Scalloway staff and shift arrangements have now been finalised with a new supervisor and shift system put in place which are now working well. Recruitment of Relief Small Ports Officers has been completed which now fully meets the requirement to cover holiday and sickness cover
2.5	Kevin Main is appointed as the Designated Person Ashore (DPA) for the towage fleet, to provide assurance that this Safety Management System (SMS) is working effectively. His report is attached as Appendix 3.
3.0 Corporate Priorities and Joint Working:	
3.1	<p>Effective Planning and Performance Management are key aspects of Best Value and features of “Our Plan”, the Council’s Corporate Plan 2016-2020.</p> <ul style="list-style-type: none"> • Our performance as an organisation will be managed effectively, with high standards being applied to the performance of staff and services. Poor performance will be dealt with, and good service performance will be highlighted and shared.
4.0 Key Issues:	
4.1	VTS system replacement. The marine team have risk assessed harbour operations and have additional safeguards in place to mitigate any issues from software issues and ensure safe and efficient port operations. In addition a standalone workstation from Kongsberg Norcontrol has been installed to ensure the harbour can maintain VTS coverage during this period. A firm date for resolution of outstanding issues has now been requested from the supplier.
4.2	A working group is reviewing the Scalloway and Small Ports Directions. Further input from Legal Services will be required to progress this.
5.0 Exempt and/or confidential information:	
None	
6.0 Implications :	
6.1 Service Users, Patients and Communities:	That the SIC continues to provide a competent service to port users in line with the Service Plan.

6.2 Human Resources and Organisational Development:	<p>A new Port Safety Officer has been recruited, is in place and currently completing the required training courses.</p> <p>The Deputy Harbour Master, Port Safety Officer & Small Ports Supervisor have been undertaking training which has taken them away from their posts over the last months resulting a backlog of internal audits.</p>
6.3 Equality, Diversity and Human Rights:	None
6.4 Legal:	The Port Marine Safety Code states that organisations must develop, implement and maintain an effective Marine Management System (MSMS). The MSMS is intended to manage hazards and risks along with any preparations for emergencies and must be operated effectively and revised periodically.
6.5 Finance:	None
6.6 Assets and Property:	None
6.7 ICT and new technologies:	None
6.8 Environmental:	None
6.9 Risk Management:	<p>Failure to comply with the requirements of the Port Marine Safety Code could lead to regulatory action.</p> <p>Since the publication of the new Port Marine Safety Code and the Guide to the Port Marine Safety Code, the Safety Management System (SMS) for Ports and Harbours is being reviewed and updated. The status of assessments may be taken into account by regulatory authorities when investigating any marine accident or incident. Depending on the nature and severity of the matters in question, failure to address overdue risk assessments exposes the Council to risk of unfavourable outcomes from any such investigations.</p>
6.10 Policy and Delegated Authority:	<p>The scheme of Administration and Delegations states that the role of the Harbour Board is:</p> <ul style="list-style-type: none"> • 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. • To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council.

6.11 Previously considered by:		
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Contact Details:

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Appendices:

Appendix 1 – DP report to Harbour Board

Appendix 2 – Sullom Voe Harbour Authority Pilot Boarding Arrangements Requirements

Appendix 3 – Towage DPA report to the Harbour Board

Background Documents:

NONE

END

Designated Person Report: 28 August 2019

This Designated Person (DP) 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 (PMS). 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 01 May 2019, 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 conference call with SIC's Harbour Master and Deputy Harbour Master, in which we discussed the monitoring measures and effectiveness of the current Marine Safety Management Systems.

Monitoring Measures

The following report sections describe each monitoring measure in turn.

Technical Working Group: Technical Working Group (TWG) meetings were held on 11 April and 11 July 2019. The minutes record discussions on a range of marine related subjects including a review of pilotage directions for Scalloway and Small Ports, record books for training on pilot vessels, information packs for tugs, procedures for tugs operating in poor visibility, VTS radar, MAIB investigations and reports, and recent incidents in SIC's ports and harbours. A number of open incident reports in the MarNIS database were closed but the decision processes were not recorded in the minutes.

Examination Panel: A meeting of the Examination Panel was held on 6 July 2019. The minutes record discussions on pilot boarding arrangements and interpretation of relevant IMO regulations on pilot transfer, conditions governing the use of relief VTSOs, arrival trim and maximum arrival draught at Sullom Voe, pilot training facilities at STC in Rotterdam and NAFC in Scalloway. The minutes also note that the new trainee pilot passed the Sullom Voe pilotage examination paper.

Port Safety Sub-Committee: A meeting of the Port Safety Sub-Committee was held on 4 July 2019; however draft minutes were not available for review.

Small Ports: A record of 'Operational and Safety Visits to Small Ports & Harbours and Scalloway 2019', was posted on SIC's ports specific website www.shetland.gov.uk/ports, and showed that visits to Easterdale, Toogs, Hamnavoe, Walls, West Burrafirth, Sandness, Billister and Collafirth took place in July 2019 and visits to Mid Yell, Cullivoe, Uyeasound and Baltasound took place in August 2019.

The operational and safety visits programme for small ports and harbours remains under review. Consideration is to be given to the inclusion of SIC's Ferry Terminals & Piers in a future operational and safety visit programme.

Towage: The Towage operations DPA's report to the Harbour Board meeting in May 2019 was posted on the website www.shetland.gov.uk in a timely manner. Formal meetings between management

representatives, Tug masters and Tug engineers continue to take place on a regular basis. It was noted that the role of DPA is now undertaken by the Marine Superintendent.

Incidents and Accidents: The following incident reports were recorded in the MarNIS database (Appendix A) in the period 09 April 2019 to 05 August 2019 inclusive.

Date	Vessel / Location	Incident
12 April 2019	Sola TS/Sullom Voe	Pilot ladder arrangement
14 April 2019	Golden Shore/Sullom Voe	Impeding passage of inward vessel.
15 April 2019	Treasure/Sullom Voe	Discharged bilge water into harbour
06 May 2019	Daggri/Sullom Voe	Engine Fire
10 May 2019	Pacific Jewel/Sullom Voe	Pilot ladder arrangement
13 May 2019	Umima/Sullom Voe	Pilot boarding arrangement
20 May 2019	Suvorovsky Prospect/Sullom Voe	Pilot boarding ladder issues
21 May 2019	Suvorovsky Prospect/Sullom Voe	Pilot ladder arrangement
23 May 2019	Isabella/Sullom Voe	Pilot ladder arrangement
31 May 2019	Merbabu/Sullom Voe	Pilot ladder arrangement
08 June 2019	Dubai Brilliance/Sullom Voe	Pilot ladder arrangement
14 June 2019	Lancing/Sullom Voe	Pilot ladder arrangement
18 June 2019	Vos Innovator/Scalloway	Pilot disembarkation issue
18 June 2019	Vos Innovator/Scalloway	Hindered leaving berth
18 June 2019	Vos Innovator/Scalloway	Buoyed Channel issues
06 July 2019	Leo/Sullom Voe	Pilot ladder arrangement issues
09 July 2019	VOS Protector/Scalloway	Protracted berthing operation
14 July 2019	Dubai Horizon/Sullom Voe	Small vessel reported breakdown in path of Dubai Horizon.

All incidents have been reported to the MCA but only the fire on board the Yell Sound passenger ferry 'Daggri' has been reported to the MAIB. It is not known whether the MAIB will undertake a formal safety investigation of the incident.

It can be seen from the above table that SIC's marine representatives are being commendably proactive in their methods of monitoring the condition, securing methods and general deployment of pilot ladders in SIC's ports and harbours.

In the previous DP report it was reported that the Port Marine Safety Code Steering Group, MCA, British Ports Association, UK Chamber of Shipping, the International Association of Ports and Harbours and various other international bodies are looking for ways to raise awareness of issues of non-compliance with SOLAS and IMO regulations relating to the safe deployment of pilot ladders. In addition to this ongoing work, in June 2019 the United Kingdom Maritime Pilots' Association published a report on Pilot Boarding Ladder failures in response to a ladder failure on board a high freeboard container vessel at a large UK port.

A further safety bulletin, compiled by and distributed to the UK port industry by SIC's Harbour Master, provided well illustrated examples of how pilot ladders should and should not be secured. This safety bulletin was well received by the port and harbour industry and should be noted by the Harbour Board.

Internal audits: Only a very small number of internal audits of SIC's MSMS were completed in the period June 2018 to June 2019 (Copies unsighted). The Guide to Good Practice (Section 5.2.1) recommends that '*a systematic audit and review must be carried out to ensure that the SMS is being operated effectively. An internal audit should be carried out [every year], and a statement about the performance standard of the port should be included in the Annual Report*'. A new internal audit schedule is being formulated for the period ending June 2020.

External Audit: DNV have not been contracted to complete a Periodic Audit Report of Management System Certification ISO 9001:2008 in 2019. Observations identified in the ABPmer Audit completed in August 2018 have been considered and where deemed necessary, appropriate action has been taken.

Consultation: Harbour users and other stakeholders have yet to be consulted on the draft Sullom Voe General and Pilotage Directions. An internal review of the General Directions and Pilotage Direction for the Scalloway Harbour Area and the Small Ports is still ongoing. The Harbour Master has maintained active involvement with stakeholder groups on a range of national and local issues, including attendance at meetings with the MCA concerning provision and deployment of the Emergency Towing Vessel.

Emergency Plans and Exercises: A review of SIC's Emergency Plan is ongoing. The Sullom Voe oil spill plan was exercised ('Exercise Blackwater') on 08 August 2019. A record of the lessons learned from the exercise is to be produced and circulated to participants by Enquest.

Harbour Board Meetings: The decision notes for the Harbour Board meetings of 04 March 2019 and 01 May 2019 have not been posted on the website www.shetland.gov.uk. Posting decision notes does not form a documented part of SIC's MSMSs but effective information dissemination is a perennial issue identified in successive MCA Health Check Trend Reports.

Training: New training matrices have been developed to record the training of Marine Managers, Pilots, VTSOs, Duty Holders (PMSC only), Launch Crew and Small Ports Officers. In accordance with the recommendations in the Guide to Good Practice, and as evidence of good practice, training has been divided into Essential or Desirable. The training matrices are updated as personnel change, training courses are completed and qualifications are obtained or revalidated.

Marine Circulars and Notices to Mariners: The Harbour Master has continued to keep all members of the marine department informed on operational and marine safety issues through a programme of regular informal meetings.

In force marine circulars: 02/2019 – New 1–48 Pre-Arrival Checklist (Sullom Voe)
 03/2109 – Trim requirements for vessels (Sullom Voe)

In force Notice to Mariners 02/2019 - Notices remaining in force
 03/2019 – Sullom Voe – Rock dumping
 05/2019 – Weather Balloon Launch.
 06/2019 – Dredging Works, Foula Harbour

Circular 02/2019 and all Notices to Mariners are posted on SIC's ports specific website <http://www.shetland.gov.uk/ports>.

Marine Safety Management Systems: Revised copies of SIC's MSMS (2018) V3, Sullom Voe MSMS – Issue 3 (2018), Scalloway Harbour MSMS -Issue 3 (2018), and the Small Ports and Harbours MSMS –

Issue 3 (2018) have been prepared, checked and approved by the Duty Holder. Whilst the revisions have generally aligned the MSMSs with the current edition of the Port Marine Safety Code and Guide to Good Practice, it is acknowledged that some sections of the MSMSs need to be rewritten and associated operational procedures need to be amended to accurately document changes in operating practice. Copies of the revised MSMSs are published on SIC's ports specific website <http://www.shetland.gov.uk/ports>.

It is recommended that the organisational diagram (Figure 3 in all MSMSs) showing reporting lines between SIC's officers, Harbour Master, Duty Holder and Designated Person should be a stand-alone document which is regularly updated and, ideally, posted on SIC's ports specific website. The Engineering element of SIC's Marine Safety Management System's procedures and work instructions remain under formal review.

Risk Assessments: Navigational Risk Assessments (NRAs) have been moved from the MarNIS database to a new MS Excel based data process. Under the new process a risk assessment team identifies the hazards that a vessel may encounter during distinct phases of a port visit (on passage, at anchor and alongside) at Sullom Voe, Scalloway and the Small Ports. Consideration is then given to cause, controls and likelihood to determine an overall risk assessment score for each hazard. The new NRA process is wholly in accordance with SIC's MSMS (Section 6.0).

New NRAs have been completed for Scalloway and for the Small Ports and Harbours. A risk assessment team has yet to meet to consider Sullom Voe's NRAs.

NRAs remain a key performance indicator but the presentation format is now based upon the highest overall risk assessment score, rather than the mean assessment score from the MarNIS database. Overdue risk assessments KPIs have been discontinued as an assessing measure. All new NRAs are to be reviewed annually.

Assessing Measures

Key Performance Indicators (KPI):

- Open Incident KPI Reports (from the MarNIS database) for Sullom Voe, Scalloway and the Small Ports: Open Incident status for the year ending 05 August 2019.**

Location	Open NS Reports	Open PE Reports	Open EP Reports	Open CM Reports	Open PS Reports
Sullom Voe	16	0	0	0	0
Scalloway	5	0	2	0	0
Small Ports	0	0	0	0	0
Total Shetland	21 (+8)	0 (-1)	2 (-3)	0 (0)	0 (-1)
'Open' Reports which have yet to be closed formally by the TWG. NS Nautical Safety PE Port Efficiency EP Environmental Protection CM Crisis Management PS Personnel and Public Safety Figures in brackets denote changes from the last DP report.					

2. Closure of marine incident reports (from the MarNIS database) for Sullom Voe, Scalloway and the Small Ports: Mean weeks to close status for the year ending 05 August 2019.

Location	Mean Weeks to Close NS Reports	Mean Weeks to Close PE Reports	Mean Weeks to Close EP Reports	Mean Weeks to Close CM Reports	Mean Weeks to Close PS Reports
Sullom Voe	4	0	5	0	0
Scalloway	0	0	0	0	0
Small Ports	0	0	0	0	0
Total Shetland	4 (-2)	0 (-38)	5 (+3)	0 (0)	0 (0)

Figures in brackets denote changes from the last DP report. Closure of marine incidents reports should be recorded in the TWG minutes.

3. Highest Overall Navigational Risk assessment score KPI for Sullom Voe, Scalloway and the Small Ports for the period ending 1 August 2019

Location	Movement	Highest Overall NRA Score*	Highest Overall NRA Score Hazard	NRA Review Date
Sullom Voe	On Passage	-	-	-
	Alongside	-	-	-
Scalloway	On Passage	9.060	Grounding	31. 07. 20
	Alongside	9.130	Contact	31. 07. 20
Small Ports	On Passage	9.130	Contact	31. 07. 20
	At Anchor	7.000	Fire/Explosion	31. 07. 20
	Alongside	9.125	Contact	31. 07. 20

*Overall NRA scores of 12 and above are considered "high-risk". That means that the risk is unacceptable. The action should not commence until positive action has been taken to reduce the consequence and/or the likelihood.
*Overall NRA scores in the 6 - 11 band are termed "consider". These lower risk factors are considered acceptable, but still need careful monitoring to ensure that everything has been done to reduce the consequences and likelihood.
*Overall NRA scores of 5 and below are considered "low-risk", but should still be monitored to ensure that controls remain effective.

5. Number of personnel with in-date essential training expressed as a percentage of the total number requiring in-date essential training.

Interest Group	Group Number	Number with in-date essential training	KPI (%)
Duty Holders (PMSC only)	9	9	100
Managers	5	5	100
Marine Pilots	6	6	100
Vessel Traffic Service Officers (including relief VTSO)	9	9	100
Small Ports Officers (including relief SPOs)	7	7	100
Launch Crews	15	15	100
Total Overall	51	51	100

6. Availability of Aids to Navigation (in three classification bands) expressed as a percentage of total availability over the three-year period 10 August 2016 to 10 August 2019.

IALA Category	No of Aids	No of Failures	Availability (%)	Target Availability (%)
Category 1*	51	4	99.84	99.80
Category 2**	68	9	99.68	99.00
Category 3***	14	1	99.60	97.00
Total	133	14		
<p>* 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.</p> <p>** 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.</p> <p>*** Category 3. An aid to navigation that is considered by the NLB to be of less navigational significance than Cat 1 and 2.</p>				

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

In my last report I expressed concern that progression of many port specific issues had been delayed by ongoing demands upon existing marine department resources. In this report I am pleased to inform the Duty Holder that this situation has improved and progress has been made in many areas, including updating the training matrices, MSMSs and website information. New NRAs have been introduced and attention giving to ensuring the risk assessment teams include representatives from a number of stakeholder groups. Outstanding issues include conclusion of the consultation process on Sullom Voe pilotage directions and formalisation of a revised internal audit programme. It is acknowledged that concerns about the performance of the new VTS system are being progressed through appropriate channels. Of particular note in this report, is the number of marine incident reports concerning the securing and deployment of pilot ladders. The Harbour Master's proactive approach in investigating, recording and reporting pilot ladder issues and to the preparation and promulgation of a pilot ladder safety bulletin are demonstrations of good practice.

The monitoring and assessing measures described in this report 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 current edition of the Port Marine Safety Code.

Captain Trevor Auld
Designated Person (PMSC)

Appendix A. MarNIS Output Reports



**Selected Ports Actual and Potential Incident Report
Summary**
15 November 2018 to 02 August 2019

Nautical Safety - Accidents / Incidents

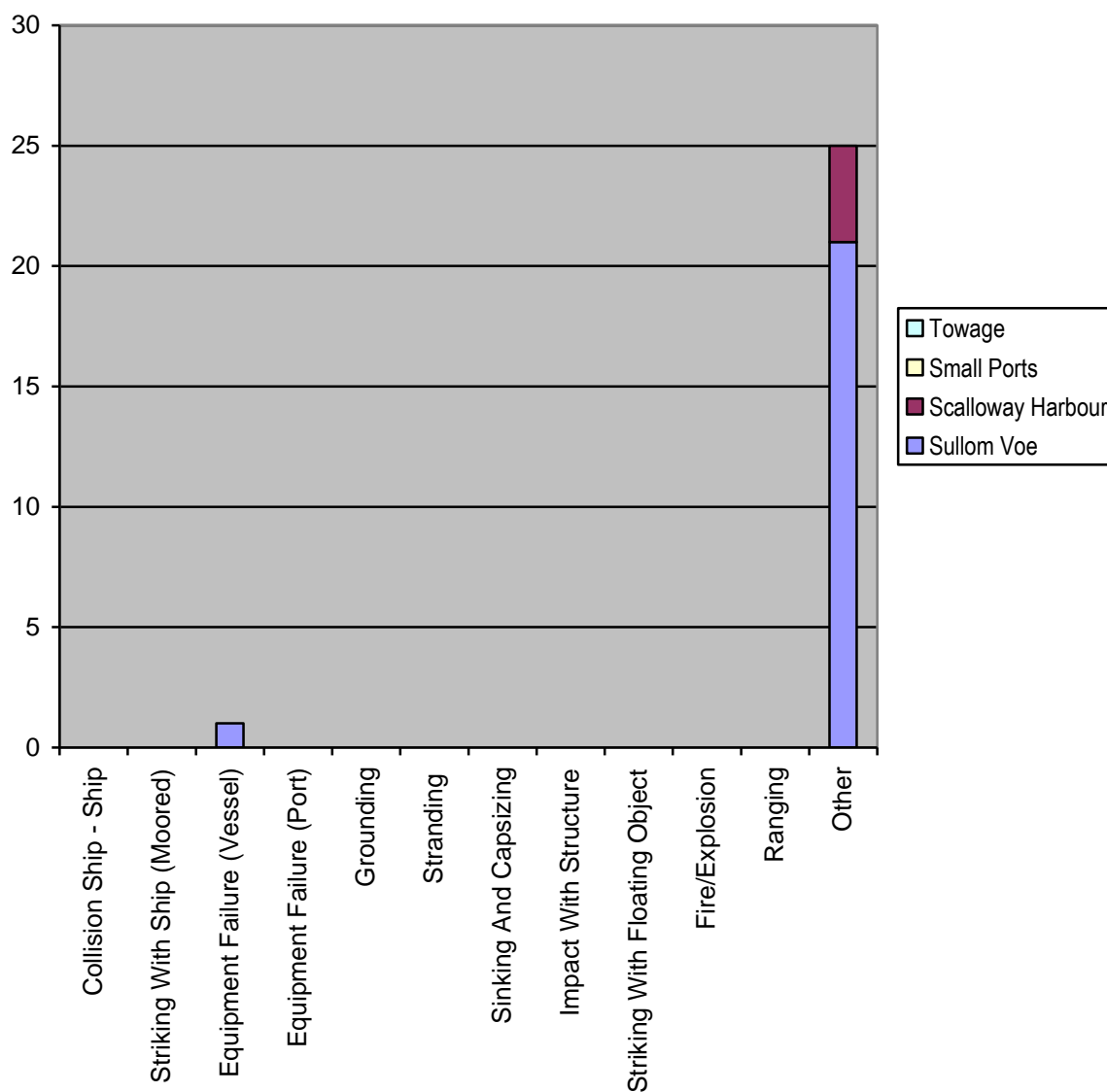
	Collision Ship - Ship	Striking With Ship (Moored)	Equipment Failure (Vessel)	Equipment Failure (Port)	Grounding	Stranding	Sinking And Capsizing	Impact With Structure	Striking With Floating Object	Fire/Explosion	Ranging	Other
Sullom Voe	0	0	1	0	0	0	0	0	0	0	0	21
Scalloway Harbour	0	0	0	0	0	0	0	0	0	0	0	4
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

Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary 15 November 2018 to 02 August 2019



Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary

15 November 2018 to 02 August 2019

Accident / Incident Details

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
30/12/2018	SUV0058CLO	P	R	Pilot Boarding Arrangements	<p>Sea Ranger - Combination Ladder issues arrangement</p> <p>Primary Cause - Ship design/poor ship design</p> <p>Secondary Cause(s) -</p> <p>1. Human error - Ship Personnel</p> <p>Consequences (rated 0 to 4) for -</p> <p>People(0)/Property(0)/Planet(0)/Port(0)</p> <p>Marine incident / MAIB Reportable</p>
02/01/2019	SUV0059CLO	I	N	Mooring Operation	<p>Mooring Boat - Control Cable</p> <p>Mooring Boat Sullom C, lost control full astern. Collided with Tanker. Deckhand knocked head against side of tanker and knee against bulwark.</p> <p>Primary Cause - Mechanical Failure</p> <p>Consequences (rated 0 to 4) for -</p> <p>People(1)/Property(0)/Planet(0)/Port(0)</p> <p>Marine incident / Optional MAIB Report</p>
03/01/2019	SUV0076REP	I	N	Pilot Boarding Arrangements	<p>Atlas Voyager - Combination ladder Arrangement</p> <p>Atlas Voyager was found that it was unable to offer the pilot a combination ladder rig, even though the freeboard was more than 9m (9.65m).</p> <p>Primary Cause - Pilot ladder incorrectly rigged/unsuitable access</p> <p>Consequences (rated 0 to 4) for -</p> <p>People(0)/</p>
16/01/2019	SUV0077REP	P	N	Communications - Equipment failure	<p>Loss of Comms between Toftevikken & Shalder</p> <p>Communications between with the aft tug "Shalder" were last during latter stages of breasting stage of the berthing operation for jetty 2</p> <p>Consequences (rated 0 to 4) for -</p> <p>People(0)/Property(0)/Planet(0)/Port(0)</p>
29/01/2019	SUV0062CLO	P	N	Mooring Operation	<p>Mooring Boat - Control Cable</p> <p>Morse Cable Jammed resulting in a constant speed on Main engine</p> <p>Primary Cause - Mechanical Failure</p> <p>Consequences (rated 0 to 4) for -</p> <p>People(0)/Property(0)/Planet(0)/Port(0)</p> <p>Marine incident / MAIB Report not applicable</p>
22/03/2019	SUV0063CLO	P	N	Pilot Boarding Arrangements	<p>Alexia Pilot Ladder Arrangement</p> <p>Vessel did not have securing arrangements as per IMO Res 1045. Side ropes secured with shackles with no pad eyes.</p> <p>Primary Cause - Ship design/poor ship design</p> <p>Secondary Cause(s) -</p>

Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary

15 November 2018 to 02 August 2019

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
					1. Pilot ladder incorrectly rigged/unsuitable access Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
26/03/2019	SUV0064IVD	P	N	Pilot Boarding Arrangements	Sarpen Pilot Ladder Arrangement Inadequate Pilot ladder arrangements Primary Cause - Pilot ladder incorrectly rigged/unsuitable access Secondary Cause(s) - 1. Competence Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
28/03/2019	SUV0067IVD	I	N	Mooring Operation	Seasentor Rope Snagging Ropes snagging on anti snagging modifications. Primary Cause - Mooring wire handling, snags & broken strands Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
30/03/2019	SUV0065CLO	I	R	Area to be Avoided	Chrysalis entered ATBA chrysalis entered area to be avoided. Primary Cause - Adverse weather conditions Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
01/04/2019	SUV0068INV	I	N	Mooring Operation	Chrysalis Rope Snagging On letting go mooring lines, they have become snagged on anti snagging measures. Primary Cause - Mooring wire handling, snags & broken strands Consequences (rated 0 to 4) for - People(0)/Property(0)/ Marine incident / MAIB Report not applicable
12/04/2019	SUV0070INV	I	N	Pilot Boarding Arrangements	SOLA TS - Pilot Ladder Arrangement Multiple errors in the rigging of Pilot Ladder Primary Cause - Pilot ladder incorrectly rigged/unsuitable access Secondary Cause(s) - 1. Human error - Ship Personnel Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
14/04/2019	SUV0071INV	I	R	Other nautical safety	Golden Shore impeding passage of Jag Laxmi

Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary

15 November 2018 to 02 August 2019

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
					Inshore fishing vessel Golden Shore impeded passage of Tanker Jag Laxmi whilst transiting Yell Sound Primary Cause - Port Authority instructions, failure to follow Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Reportable
10/05/2019	SUV0079CLO	I	R	Pilot Boarding Arrangements	Pacific Jewels - Pilot Ladder Arrangement Pilot Boarding Arrangements Primary Cause - Ship design/poor ship design Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
13/05/2019	SUV0080INV	I	N	Pilot Boarding Arrangements	Umlma - Pilot Boarding Arrangement Umlma - Pilot Boarding Arrangement Consequences (rated 0 to 4) for - People(-)/ Marine incident / MAIB Report not applicable
20/05/2019	SUV0082INV	I	R	Pilot Boarding Arrangements	Suvorovsky Prospect- Boarding ladder Issues No secondary securing of the pilot ladder Primary Cause - Pilot ladder incorrectly rigged/unsuitable access Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Reportable
21/05/2019	SUV0073INV	I	N	Pilot Boarding Arrangements	Suvorovsky Prospect - Pilot Ladder Arrangement Vessel unable to rig Combination Rig Primary Cause - Pilot ladder incorrectly rigged/unsuitable access Consequences (rated 0 to 4) for - People(-)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
23/05/2019	SUV0074INV	I	N	Pilot Boarding Arrangements	Isabella - Pilot Ladder Arrangement Isabella - Pilot Ladder Arrangement Consequences (rated 0 to 4) for - People(-)/ Marine incident / MAIB Report not applicable
31/05/2019	SUV0075INV	I	R	Pilot Boarding Arrangements	Merbabu - Pilot Ladder Arrangement Merbabu unable to satisfy requirements for pilot boarding arrangements Primary Cause - Pilot ladder incorrectly rigged/unsuitable

Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary 15 November 2018 to 02 August 2019

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
					access Consequences (rated 0 to 4) for - People(0)/ Marine incident / MAIB Report not applicable
08/06/2019	SUV0081INV	I	R	Pilot Boarding Arrangements	Dubai Brilliance - Pilot Ladder Arrangement Dubai Brilliance - Pilot Ladder Arrangement Consequences (rated 0 to 4) for - People(-)/ Marine incident / MAIB Report not applicable
14/06/2019	SUV0083CLO	I	N	Pilot Boarding Arrangements	Lancing - Pilot Ladder arrangements No Suitable lashing points for length of ladder offered Primary Cause - Pilot ladder incorrectly rigged/unsuitable access Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
18/06/2019	SLW0019INV	I	N	Pilot Boarding Arrangements	Vos Innovator - Pilot disembarking Issue Various issues to do with the arrangement of the pilot ladder and access to it Primary Cause - Pilot ladder incorrectly rigged/unsuitable access Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
18/06/2019	SLW0020INV	P	N	mooring operations	VOS Innovator Hindered leaving Berth Letting go and manoeuvring the VOS Innovator from the south face, the salmon tender "Commander" hindered the let-go operation whilst transiting the approach channel. Primary Cause - Unknown Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
18/06/2019	SLW0021INV	P	N	Other nautical safety	VOS Innovator - Buoyed Channel issues Vessel Norholm asked to wait for VOS Innovator to leave buoyed channel Primary Cause - Unknown Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable
06/07/2019	SUV0084INV	I	N	Pilot Boarding Arrangements	Leo - Pilot ladder arrangement issues Once on-board pilot discovered that the pilot ladder was lashed to the gangway stowage stool (See photo's) Eye pads close to sheerstrake were unused.

Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary 15 November 2018 to 02 August 2019

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
					<p>Primary Cause - Pilot ladder incorrectly rigged/unsuitable access</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable</p>
09/07/2019	SLW0022INV	I	N	mooring operations	<p>VOS Protector - Protracted berthing operation</p> <p>Vessel struggled to get alongside causing a longer than usual berthing time and a call for assistance from the pilot boat.</p> <p>Primary Cause - Berthing manoeuvre miscalculated</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable</p>
14/07/2019	SUV0085INV	I	N	Equipment failure (vessel)	<p>Dubai Horizon - Small vessel reported breakdown</p> <p>At about 00:25hrs on 14th July 19 an unknown vessel called VTS to say they'd lost engine power in the path of the oncoming tanker (Dubai Horizon).</p> <p>Primary Cause - Vessel mechanical breakdown</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable</p>

Number of Accidents listed = 26

For the period 15 November 2018 to 02 August 2019.

Reported on 02/08/2019





**Selected Ports Actual and Potential Incident Report
Summary**
15 November 2018 to 02 August 2019

Environmental Protection - Accidents / Incidents

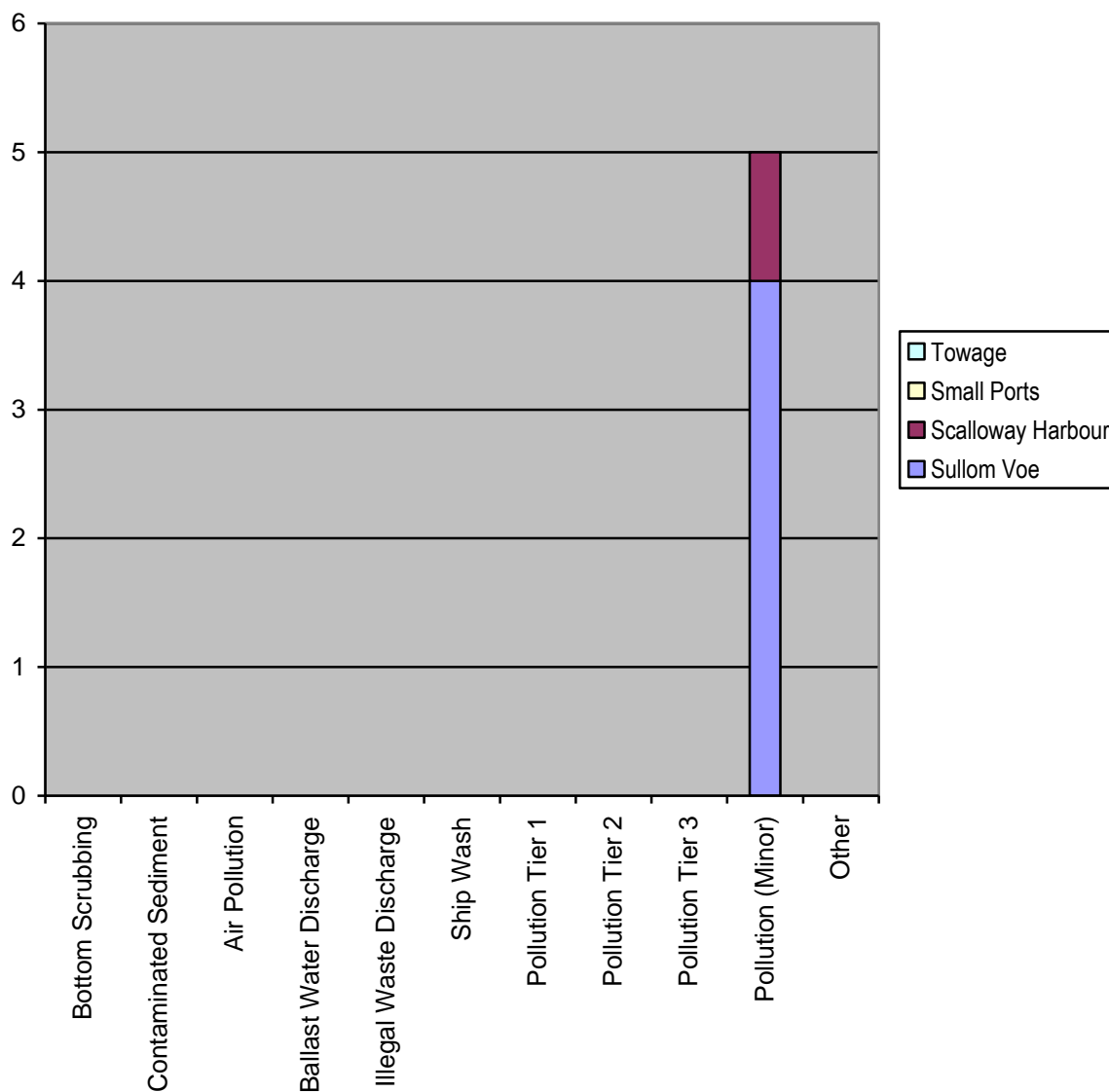
	Bottom Scrubbing	Contaminated Sediment	Air Pollution	Ballast Water Discharge	Illegal Waste Discharge	Ship Wash	Pollution Tier 1	Pollution Tier 2	Pollution Tier 3	Pollution (Minor)	Other
Sullom Voe	0	0	0	0	0	0	0	0	0	4	0
Scalloway Harbour	0	0	0	0	0	0	0	0	0	1	0
Small Ports	0	0	0	0	0	0	0	0	0	0	0
Towage	0	0	0	0	0	0	0	0	0	0	0

Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary 15 November 2018 to 02 August 2019



Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary

15 November 2018 to 02 August 2019

Accident / Incident Details

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
26/01/2019	SLW0018INV	I	N	Pollution (Minor)	Fairway II Fishing Vessel Pumped Bilges Primary Cause - Human error - Ship Personnel Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(1)/Port(0) Marine incident / MAIB Reportable
01/02/2019	SUV0060CLO	I	R	Pollution (Minor)	Lube Oil Pollution Failed Coupling when bunkering Lube Oil Primary Cause - Light pollution/obscuring Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(1)/Port(0) Marine incident / MAIB Reportable
12/02/2019	SUV0069CLO	I	R	Pollution (Minor)	Subcontractor drained STS transfer hoses onto Construction jetty. Pollution from draining "dirty" water onto hard standing. Water in STS Hose caused stability issue and telehandler to fall over. Primary Cause - Human Error Secondary Cause(s) - 1.Competence Consequences (rated 0 to 4) for - People(1)/Property(0)/Planet(1)/Port(0) HSE Reportable
16/03/2019	SUV0066CLO	I	R	Pollution (Minor)	Jetty 3 Hydraulic control box on Jetty 3 developed leak Primary Cause - Mechanical Failure Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(1)/Port(0) MAIB Report not applicable
15/04/2019	SUV0072CLO	I	R	Pollution (Minor)	Treasure discharged Dirty Bilge Small inshore fishing vessel discharged bilge water into harbour. Polrep submitted, SVT and MCA informed Primary Cause - Light pollution/obscuring Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(1)/Port(0) Marine incident / MAIB Report not applicable

Number of Accidents listed = 5

For the period 15 November 2018 to 02 August 2019.

Reported on 02/08/2019



Selected Ports Actual and Potential Incident Report Summary

15 November 2018 to 02 August 2019

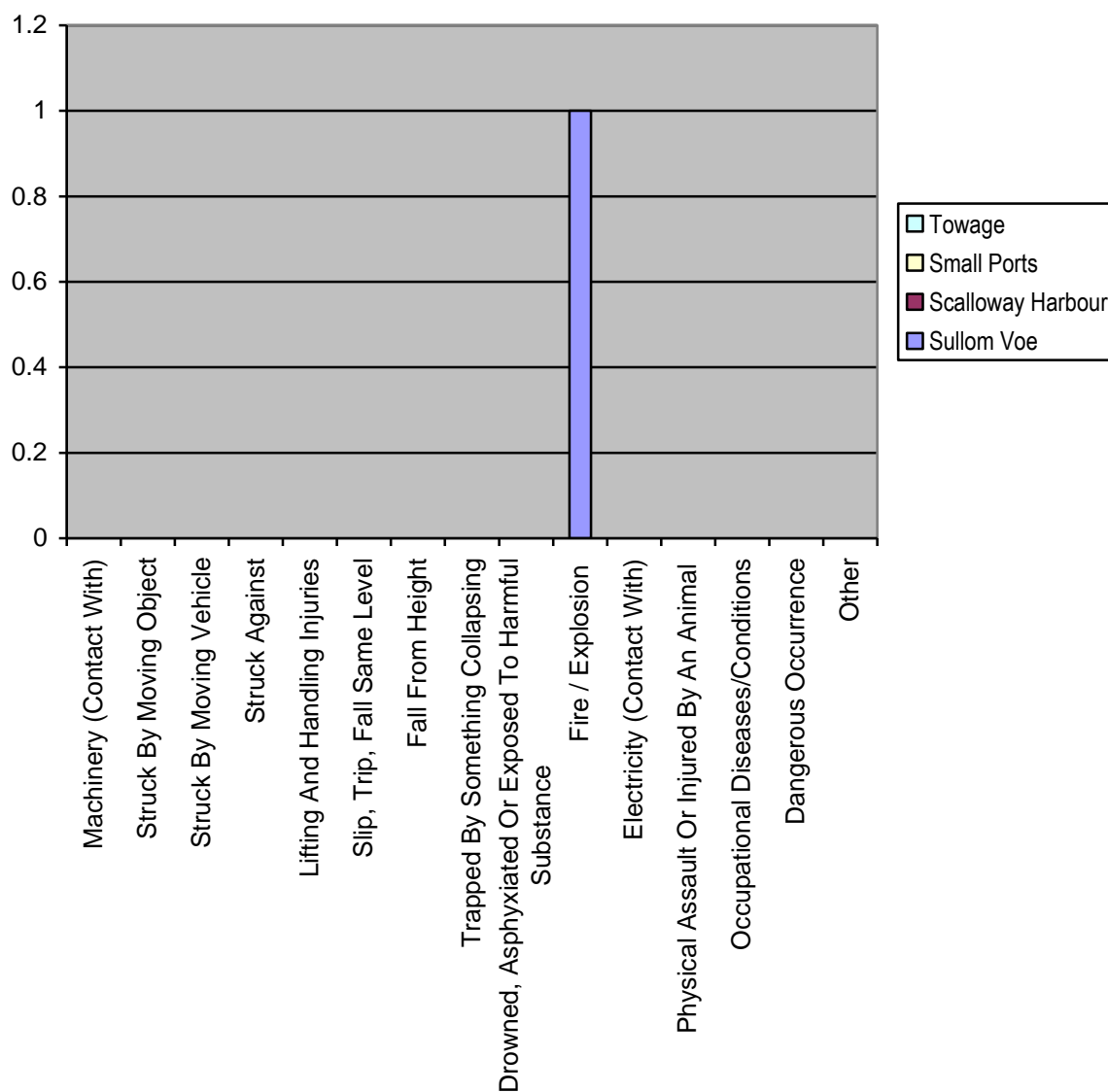
Personnel & Public Safety - Accidents / Incidents

	Machinery (Contact With)	Struck By Moving Object	Struck By Moving Vehicle	Struck Against	Lifting And Handling Injuries	Slip, Trip, Fall Same Level	Fall From Height	Trapped By Something Collapsing	Drowned, Asphyxiated Or Exposed To Harmful Gases	Fire / Explosion	Electricity (Contact With)	Physical Assault Or Injured By An Animal	Occupational Diseases/Conditions	Dangerous Occurrence	Other
Sullom Voe	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Scalloway Harbour	0	0	0	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	0	0	0
Towage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Selected Ports Actual and Potential Incident Report Summary

15 November 2018 to 02 August 2019



Reported on 02/08/2019





Selected Ports Actual and Potential Incident Report Summary

15 November 2018 to 02 August 2019

Accident / Incident Details

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
06/05/2019	SUV0078CLO	I	R	Fire / Explosion	<p>Daggri Fire</p> <p>SIC Passenger Ferry Daggri - Engine Fire</p> <p>Primary Cause - Fire or explosion</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(1)/Planet(0)/Port(0)</p> <p>Serious marine casualty / MAIB Reportable</p>

Number of Accidents listed = 1

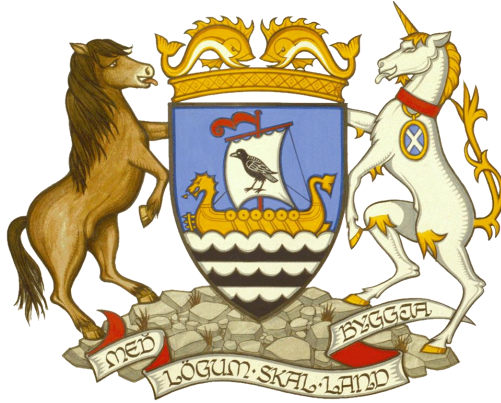
For the period 15 November 2018 to 02 August 2019.

Reported on 02/08/2019



Sullom Voe Harbour Authority

Pilot Boarding Arrangement Requirements



Shetland Islands Council Ports and Harbours

V.1 July 2019

The first half of 2019 saw the majority of vessels at Sullom Voe present non-compliant and inadequate Pilot Boarding arrangements.

This has resulted in several vessels being excluded from the Port.

This document is intended as a guide for Masters to show examples of the unacceptable and unsafe practice that has been seen at Sullom Voe and to show what is deemed acceptable as per SOLAS Chapter V Regulation 23 and IMO Resolution A.1045 (27)

Shetland Islands Council - Ports and Harbours places the safety of staff at the highest level of importance and will make no exceptions in the interests of safety.

Vessels are expected to meet the requirements of the regulations as laid out in SOLAS Chapter V Regulation 23 and IMO Resolution A.1045 (27)

Shetland Islands Council - Ports and Harbours are extremely grateful for the input of the UKMPG and in particular the photos and guidance offered by Kevin Vallance, Deep Sea Pilot & author of the Pilot Ladder Manual.

Contents

Part A – Non Compliant Examples

1. Securing of the Pilot Ladder
2. Accommodation Ladders and Combination Arrangements
3. Access to Deck
4. Winch Reel Arrangements

Part B – Compliant examples

V.1 July 2019

Part A – Non Compliant Examples

1. Securing of the Pilot Ladder

There have been numerous issues around the safe and proper securing of Pilot Ladder arrangements both when used by vessels presenting freeboards less than 9m and with larger freeboards utilising a combination arrangement.

As seen in the next image shackles over side ropes is a commonly seen practice for securing ladders. This is an **ineffective and unsafe** means of securing the Pilot Ladder. Weight coming on the ladder will result in the shackles bringing up against steps or the step securing wedges.

Steps are rated to 8kNs and Side Ropes have a breaking strength of 24kNs per side rope with a combined strength of 48kNs. This strength is lost as soon as the weight is held by a step or chock/widget.

IMO Res.1045 (27) 2.11

The securing strong points, shackles and securing ropes should be at least as strong as the side ropes.



This image shows the secondary lashings after being requested by the Pilot. As per good seamanship these secondary lashing should be a



rolling hitch¹ with the standing part leading so that the lashing seizes when weight is applied to the ladder.

¹ The Ashley Book of Knots, #1734, #1735



V.1 July 2019

Sullom Voe **will not accept** Pilot Ladders secured around railings or hand rails.

These can have sharp edges that could damage side ropes or have hidden corrosion resulting in a failure.

Sullom Voe **will not accept** shackles over side ropes as a securing measure.

2. Accommodation Ladders – Combination Arrangements



This image shows an accommodation ladder with a non-horizontal platform and a distance from the platform to sea level of less than 5m.

V.1 July 2019

If lower platform is less than 5 m above sea level this becomes a hazard for the Pilot Vessel, the Pilot and crew waiting to embark the vessel. This hazard increases with sea and swell height.

IMO Res.1045 (27) 3.3

The lower platform of the accommodation ladder should be in a horizontal position and secured to the ship's side when in use. The lower platform should be a minimum of 5m above sea level.

Pilot Ladders should be properly secured with both side ropes to the ships side 1.5m above the bottom platform of the accommodation ladder.

SOLAS Chapter V – Regulation 23

3.3.2.1 When a combination arrangement is used for pilot access, means shall be provided to secure the pilot ladder and manropes to the ship's side at a point of nominally 1.5m above the bottom platform of the accommodation ladder.

3. Access to Deck

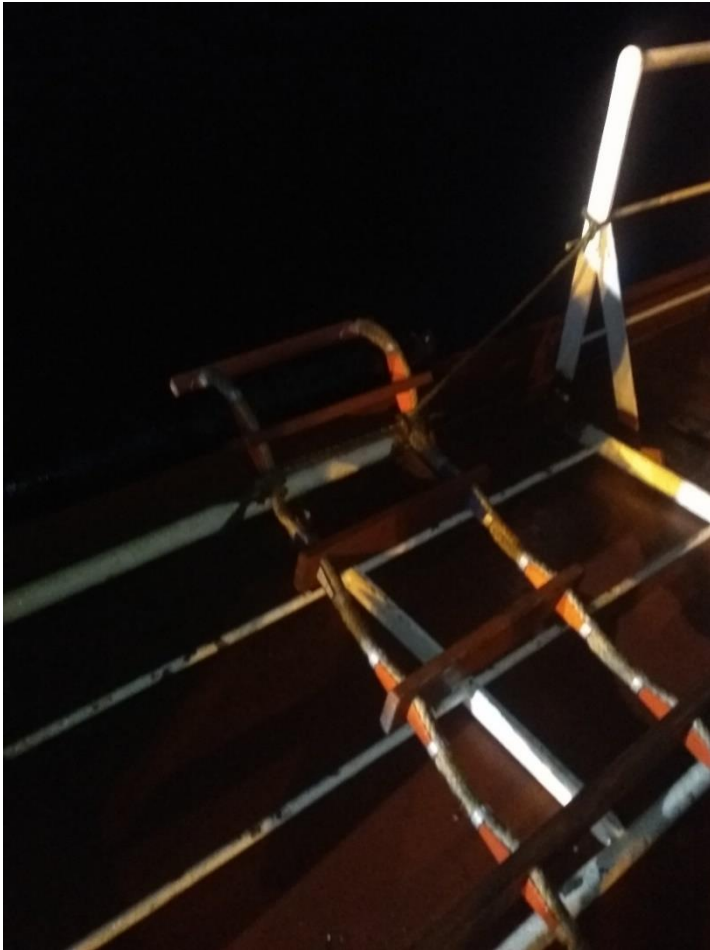
IMO Res.1045 (27) 5

Means should be provided to ensure **safe, convenient and unobstructed passage** for any person embarking on or disembarking from, the ship between the head of the pilot ladder, or any accommodation ladder, and the ships deck; such access should be gained directly by a platform securely guarded by handrails.



This also shows a secondary lashing spliced around a hard angle. This is not a dedicated securing point.

V.1 July 2019



Another example showing obstructed access at the head of the ladder.

4. Winch Reel arrangements



These images show a Pilot ladder and winch reel arrangement that does not:

- Secure the pilot ladder at deck level
- Have any secondary lashings

IMO Res.1045 (27) 7.4.1

The Pilot Ladder winch reel **should not** be relied upon to support the pilot ladder when the pilot ladder is in use.

IMO Res.1045 (27) 7.4.3

The pilot ladder should be secured at deck level.

V.1 July 2019



This example shows a winch reel that has not been mechanically secured.

IMO Res.1045 (27) 7.5.6

A mechanical device or locking pin should also be utilised to lock powered winch reels.

Part B – Compliant Examples

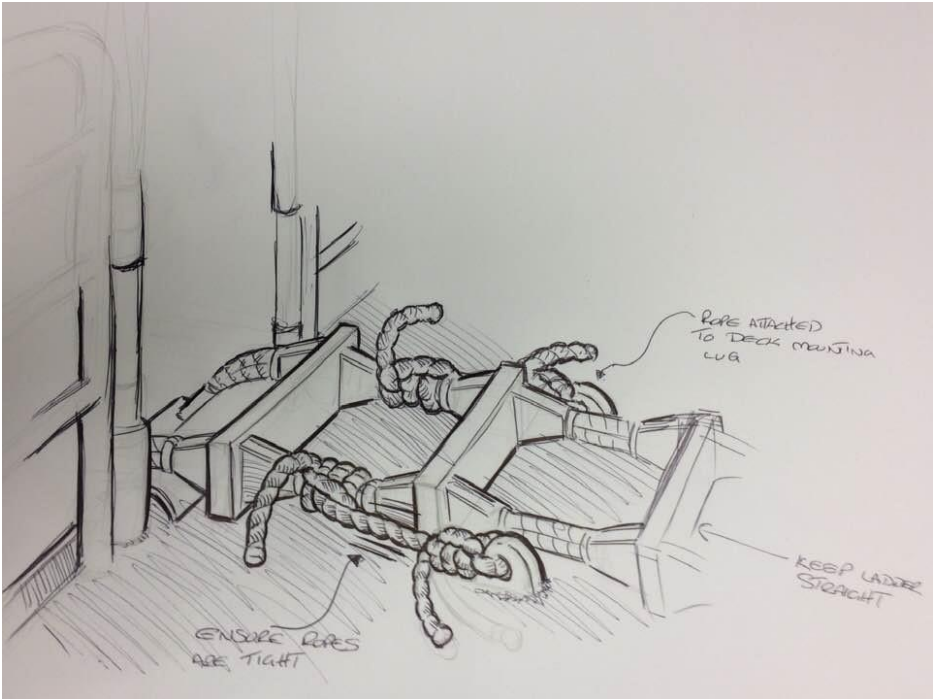


The above shows a correct secondary securing method for a ladder coming off a winch reel.



Showing mechanically secured winch reel.

V.1 July 2019



Whilst this example shows the lashing tied to the deck secure point it would be more preferable to have dedicated lashings shackled to a strong point.



These straps can be removed when not in use. Preventing UV degradation of the lashing.

V.1 July 2019

Shetland Islands Council
Towage Operations Designated Persons' Report
SIC Harbour Board August 2019



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. Ref: ISM Code.

Accidents/Incidents/Hazardous Occurrences

04 June - Stand-in Tug 'Strathdon' failed to start prior to commence of a routine Tanker escort. Fault traced and repaired prior to successful sea trials and return to Service.

Training

Efforts continue to focus on developing Port of Sullom Voe Oil Spill Response techniques. Recent shared training events with partners Enquest have involved exercising oil spill contingency equipment such as: NOFI Booms, Skimmers and an Ocean Buster. The Towage Tugs 'Dunter' and 'Tystie' assisted with a successful deployment of the NOFI Ocean Buster which is designed to corral Crude Oil before separation and collection from exposed waters.

New MARAD Planned Maintenance System implemented and fully operational, remaining 4 staff to undergo system familiarisation training.

Looking ahead and following the success of a similar event in 2018, during the week commencing 26th August, SIC Towage shall undertake Emergency Management Training for Tug Masters, Management and associated personnel. Putting learning into practice whilst using the scenario of a Tanker on Fire alongside SVT, it is envisaged all participants will work together by shared input to manage a potentially serious marine emergency.

External Audits

On 3rd of July, SIC Towage Operations underwent annual inspection against the standards of the ISM Code. Two minor improvements were recommended and agreed, they are:

- Improvement in the way Safety Equipment is recorded on the new Planned Maintenance System
- To include external agencies (Police Scotland etc) in Organisational exercises.

After satisfying an MCA Surveyor the Towage Safety Management System was duly verified.

Internal Audits

Following Internal ISM Audits on Dunter and Shalder, the following improvements were agreed:

- Training toward competency in new Planned Maintenance Systems
- Improvement in the way Garbage is separated and recorded
- Removal of obsolete documentation on board
- Repost companies amended Safety and Environment Policy on board
- Confirmation required through crew as to the name of Company DPA

Shetland Islands Council
Towage Operations Designated Persons' Report
SIC Harbour Board August 2019



- Management required to acknowledge System amendment requests
- Grinder requires installation of appropriate safety guards

Towage 2019 Audit program is now complete.

Legislation Changes

No significant changes, small amendments to the (MLC) Maritime Labour Convention.



Meeting(s):	Harbour Board	28 August 2019
Report Title:	Ports & Harbours Business Programme	
Reference Number:	PH-07-19F	
Author / Job Title:	Andrew Inkster, Executive Manager – Marine and Airport Infrastructure	

1.0	Decisions / Action required:
1.1	That the Harbour Board are asked to consider this report, comment on its contents within their remit, and NOTE the proposed reporting actions of the Ports & Harbours service in partnership with other Council services over the coming period.
2.0	High Level Summary:
2.1	This report provides the Harbour Board with an opportunity to consider the proposed Ports & Harbours work programme.
3.0	Corporate Priorities and Joint Working:
3.1	'Our Plan 2016 to 2020' states; "We will be an organisation that encourages creativity, expects co-operation between services and supports the development of new ways of working.
3.2	This report recognises the importance of cross Council co-operation in much of the work that Ports & Harbours is involved in and therefore looks to discuss that work with, and be informed by, key committees.
4.0	Key Issues:
4.1	There are a range of performance management, compliance and policy and project development matters which will require Harbour Board consideration over the coming months. Target reporting dates for these are laid out in Appendix A.
5.0	Exempt and/or confidential information:
5.1	None
6.0	Implications:
6.1 Service Users, Patients and Communities:	No implications arising directly from this report.

6.2 Human Resources and Organisational Development:	No implications arising directly from this report.	
6.3 Equality, Diversity and Human Rights:	No implications arising directly from this report.	
6.4 Legal:	Governance and Law provide advice and assistance on the full range of Council services, duties and functions including those included in this report.	
6.5 Finance:	There are no decisions with specific financial implications requested in this report. However generating a significant financial surplus and compliance with overall Council financial policies are key elements in all Ports & Harbours business planning and work programming.	
6.6 Assets and Property:	No implications arising directly from this report.	
6.7 ICT and new technologies:	No implications arising directly from this report.	
6.8 Environmental:	No implications arising directly from this report, however protection of the Shetland marine environment is one of the key priorities in all work planning.	
6.9 Risk Management:	Work in the marine environment is intrinsically risky, both in health and safety and environmental protection terms. All activity must therefore be closely examined to ensure that it delivers the highest safeguards and standards.	
6.10 Policy and Delegated Authority:	<p>Harbour Board</p> <p>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.</p> <p>Act as Duty Holder as required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function.</p> <p>Consider all development proposals and changes of service level within the harbour undertaking; including dues and charges, and make appropriate recommendations to the Council.</p>	
6.11 Previously considered by:	None	

Contact Details:

Andrew Inkster, Executive Manager – Marine and Airport Infrastructure.

andrew.inkster@shetland.gov.uk

Appendices:

Appendix A – Ports & Harbours Business Programme

Background Documents:

None

END



Harbour Board - Meeting Dates and Business Programme 2019/20 as at 01 August

Date / Type of Meeting	Agenda Item	Referred/Delegated
28 August 2019 2pm Ordinary	Infrastructure Performance Report – Harbour Board	R
	Harbour Master Report	R
	Harbour Board Business Programme	R
	Ports Project & Performance Update	R
13 November 2019 2pm Ordinary	Scalloway and Small Ports Review (Service Redesign Programme)	R
	Harbour Master Report	R
	Ports Project & Performance Update	R
	Mooring Boats – Strategic Outline Case	R
03 February 2020 2pm Special – Budget Setting	Infrastructure Services Budget Proposals	R
04 March 2020 2pm Ordinary	Ports Project and Performance Update	R