

## Minute

### Harbour Authority Sub-committee

Tuesday, 21 November 2017, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors Graham L Sinclair, Andrew Drever, David Dawson, Gwenda M Shearer and Kevin F Woodbridge.

### Clerk

- Angela Kingston, Committees Officer.

### In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure (for Items 1 to 4).
- Gareth Waterson, Head of Finance
- Brian Archibald, Harbour Master and Head of Marine Services, Engineering and Transportation.
- David Sawkins, Deputy Harbour Master: Strategy and Support.
- Michael Morrison, Business Development Manager.
- Karen Bevilacqua, Solicitor.

### Declarations of Interest

- No declarations of interest were intimated.

### Chair

- Councillor Graham L Sinclair.

## 1. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for Items 7 and 8, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## 2. Revenue Expenditure Monitoring

After consideration of a joint report by the Executive Director of Development and Infrastructure and the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**2.1.** The revenue financial statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers for the period 1 April to 30 September 2017, attached as Annex 1 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance, which indicated a budget surplus position of £965,700.

**2.2.** The revenue financial detail by Service Area statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers for the period 1 April to 30 September 2017, attached as Annex 2 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

**2.3.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

Councillor David Dawson joined the meeting during discussion of this item.

### **3. Miscellaneous Piers and Harbours Maintenance Programme**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**3.1.** The summary position of expenditure incurred, as at 30 September 2017, against the approved Miscellaneous Piers and Harbours maintenance programme for financial year 2017 to 2018, as detailed in section 6.1 of the report by the Head of Finance.

**3.2.** The detailed analysis of expenditure figures and programme updates, attached as Annex 1 to the report by the Head of Finance.

### **4. Harbour Authority – Annual Performance Report**

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Harbour Master and Head of Marine Services, Transportation and Engineering, the Sub-committee:

Noted the Annual Performance Report in respect of the Harbour Authority for the operating period 1 April 2016 to 31 March 2017, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure.

### **5. Port Marine Safety Code**

#### **Annual Compliance Audit**

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Harbour Master and Head of Marine Services, Transportation and Engineering, with reference to the Minute of the Meeting of the Harbour Authority Sub-committee held on 31 January 2017, paragraph 5, the Sub-committee:

Noted:

**5.1.** That the Designated Person, David Foster, Marico Marine, undertook an audit of compliance with the Port Marine Safety Code, as part of his annual visit during the period 4 to 6 April 2017.

**5.2.** That, as part of the Port Marine Safety Code compliance audit, an assessment was made of progress with recommendations arising from previous audits in 2015 and 2016.

**5.3.** The Port Marine Safety Code compliance audit report, produced by the Designated Person, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, which had raised no further actions to those arising from previous audits, which had already been implemented and acted on.

**5.4.** The Action Plan, attached as Appendix 2 to the report by the Executive Director of Development and Infrastructure, associated with the Port Marine Safety Code compliance audit, which had been updated to reflect progress made as at June 2017.

The Sub-committee resolved to **recommend to the Council:**

**5.5.** That, having reviewed the 2017 Port Marine Safety Code compliance audit and associated Action Plan, referred to at paragraphs 5.3 and 5.4 above, assurance was obtained that action had been taken or agreed where necessary.

## **6. Exclusion of the Public**

On the motion of Councillor Graham L Sinclair, seconded by Councillor Andrew Drever, the Sub-committee resolved that the public be excluded for the remainder of the meeting, as the business to be considered involved the disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **7. Marine Services – Business Plan and Objectives**

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 6 and 8 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Harbour Master and Head of Marine Services, Transportation and Engineering, the Sub-committee:

Noted:

**7.1.** That the Harbour Authority existed to serve three main purposes, namely:

- To support lifeline marine services, to and within the island communities.
- To support the harbour operations associated with the Flotta Oil Terminal and other oil/gas related operations in Scapa Flow.
- To safely operate all piers and harbours under the jurisdiction of the Harbour Authority.

**7.2.** That the Harbour Authority continued to support existing business activities as well as pursuing a wide range of other new and developing business activities, as detailed in Appendix 1 to the report by the Executive Director of Development and Infrastructure.

**7.3.** The proposed refreshed business objectives for Harbour Authority business development activity to be adopted for the period 2018 to 2020, as detailed in section 9.2 of the report by the Executive Director of Development and Infrastructure.

The Sub-committee resolved to **recommend to the Council:**

**7.4.** That the following objectives for Harbour Authority business development activity be approved for the period 2018 to 2020:

- Seek out and deliver new business opportunities which would either directly benefit the Harbour Authority or contribute more generally to marine economic activity in Orkney.
- Seek appropriate business opportunities to maintain and continually improve the high levels of safety and environmental standards expected in the Safety Management System, the Port Marine Safety Code and all relevant safety and environmental legislation and standards, through investment and development in facilities, assets and staff as required.
- Maintain a high profile locally, nationally and internationally, in order to market Orkney Marine Services across a range of sectors including marine renewables, marine tourism, oil and gas, freight and passenger services and marine logistics sectors.

## **8. Request to Construct Building in Kirkwall**

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

The Sub-committee noted that this item had been withdrawn.

## **9. Conclusion of Meeting**

At 11:55 the Chair declared the meeting concluded

Signed: Graham L Sinclair.