

Item: 15

Harbour Authority Sub-committee: 27 August 2019.

1. Recommendations

It is recommended:

1.1.

That the Committee approves the attached minute as a true record.

1.2.

That the Committee considers the recommendation at paragraph 7.5.

2. Appendix

Draft Minute of the Meeting of the Harbour Authority Sub-committee held on 27 August 2019.

Minute

Harbour Authority Sub-committee

Tuesday, 27 August 2019, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Andrew Drever, Robin W Crichton, David Dawson, Owen Tierney and Kevin F Woodbridge.

Clerk

- Angela Kingston, Committees Officer.

In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure.
- Brian Archibald, Harbour Master.
- David Sawkins, Deputy Harbour Master: Strategy and Support.
- Colin Kemp, Corporate Finance Senior Manager.
- Hazel Flett, Senior Committees Officer.
- Karen Bevilacqua, Solicitor.

Observing

- Rebecca McAuliffe, Press Officer.

Apologies

- Councillor Graham L Sinclair.
- Councillor Magnus O Thomson.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor Andrew Drever.

1. Revenue Expenditure Outturn

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, and after hearing a report from the Corporate Finance Senior Manager, the Sub-committee:

Noted:

1.1. The revenue expenditure outturn statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for financial year 2018 to 2019, attached as Annex 1 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance, which indicated the following:

- An income surplus of £4,726,600 against an income budget of £1,257,300 in respect of Scapa Flow Oil Port.
- An income surplus of £374,400 against an expenditure budget of £520,900 in respect of Miscellaneous Piers and Harbours.

1.2. The explanations given, and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

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, and after hearing a report from the Corporate Finance Senior Manager, the Sub-committee:

Noted:

2.1. The revenue financial summary statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 30 June 2019, 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 £112,100.

2.2. The revenue financial detail by Service Area statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 30 June 2019, 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.

3. Miscellaneous Piers and Harbours Maintenance Programme

Outturn Report for 2018 to 2019

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Sub-committee:

Noted:

3.1. The summary outturn position of expenditure incurred for financial year 2018 to 2019 in respect of the Miscellaneous Piers and Harbours revenue maintenance programme, as detailed in section 5.1 of the report by the Head of Finance.

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

4. Miscellaneous Piers and Harbours Maintenance Programme

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Sub-committee:

Noted:

4.1. The summary position of expenditure incurred, as at 30 June 2019, against the approved Miscellaneous Piers and Harbours revenue maintenance programme for financial year 2019 to 2020, as detailed in section 5.1 of the report by the Head of Finance.

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

5. Minor Capital Improvement Programmes

Outturn Report for 2018 to 2019

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Sub-committee:

Noted:

5.1. The summary outturn position of expenditure incurred for financial year 2018 to 2019 in respect of the minor capital improvement programmes for Piers and Harbours and the Scapa Flow Oil Port, as detailed in section 4 of the report by the Head of Finance.

5.2. The detailed analysis of expenditure figures against the approved programmes, attached as Appendix 1 to the report by the Head of Finance.

6. Minor Capital Improvement Programmes

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Sub-committee:

Noted:

6.1. The summary position of expenditure incurred, as at 30 June 2019, against the approved Piers and Harbours and the Scapa Flow Oil Port minor capital improvement programmes, as detailed in section 4 of the report by the Head of Finance.

6.2. The detailed analysis of proposed expenditure figures against the approved programmes, attached as Appendix 1 to the report by the Head of Finance.

7. Port Marine Safety Code

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, the Sub-committee:

Noted:

7.1. 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 1 to 3 May 2019.

7.2. That, as part of the Port Marine Safety Code compliance audit, an assessment was made of progress with recommendations arising from previous audits in 2017 and 2018.

7.3. 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 four new actions, together with those arising from previous audits, which had been implemented and acted upon.

7.4. 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 1 July 2019.

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

7.5. That, having reviewed the 2019 Port Marine Safety Code compliance audit and associated Action Plan, referred to at paragraphs 7.3 and 7.4 above, assurance was obtained that action had been taken or agreed where necessary.

8. Conclusion of Meeting

At 11:20 the Vice Chair declared the meeting concluded.

Signed: A Drever.