

# Minute

## Harbour Authority Sub-committee

Tuesday, 19 March 2024, 14:00.

Council Chamber, Council Offices, School Place, Kirkwall.



## Present

Councillors David Dawson, Gillian Skuse, Graham A Bevan, P Lindsay Hall, Ivan A Taylor and Heather N Woodbridge.

## Clerk

- Katy Russell-Duff, Committees Officer.

## In Attendance

- James Buck, Head of Marine Services, Transportation and Harbour Master.
- Karen Bevilacqua, Service Manager (Legal Services).
- Hazel Flett, Service Manager (Governance).
- Shonagh Merriman, Service Manager (Corporate Finance).
- David Sawkins, Deputy Harbour Master (Strategy and Support).

## In Attendance via remote link (Microsoft Teams)

- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.

## Apology

- Councillor Mellissa-Louise Thomson.

## Declarations of Interest

- No declarations of interest were intimated.

## Chair

- Councillor David Dawson.

## 1. Miscellaneous Piers and Harbours

### Revenue Maintenance Programme

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Transportation and Harbour Master, the Sub-committee:

Noted:

**1.1.** That provision had been made within the draft budget for 2024/25 in respect of revenue maintenance works for Miscellaneous Piers and Harbours, amounting to £2,765,000, to be funded from the Miscellaneous Piers Property Maintenance Fund.

**1.2.** The proposal to carry forward an anticipated underspend on maintenance and repair works in 2023/24 of £704,000 into the programme for 2024/25.

**1.3.** That, although maintenance dredging at Eday was not specifically listed in the proposed revenue programme for Miscellaneous Piers and Harbours for 2024/25, it would be included in the overall dredging programme and the dredging licence, in order to cover as many improvement opportunities as possible and reduce mobilisation costs.

The Sub-committee resolved, in terms of delegated powers:

**1.4.** That the revenue maintenance programme for Miscellaneous Piers and Harbours for 2024/25, attached as Appendix 1 to this Minute, be approved.

## **2. Miscellaneous Piers and Harbours and Scapa Flow Oil Port**

### **Minor Capital Improvement Programmes – Proposed Programmes 2024/25**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Transportation and Harbour Master, the Sub-committee:

Noted:

**2.1.** That the Non-General Fund capital programme included annual budget allocations for 2024/25 as follows:

- Miscellaneous Piers and Harbours - £300,000.
- Scapa Flow Oil Port - £150,000.

**2.2.** That the draft programmes in respect of minor capital improvements for 2024/25 were costed to be delivered within the budget allocations referred to at paragraph 2.1 above.

**2.3.** That the revenue budgets in respect of the Miscellaneous Piers and Harbours and Scapa Flow Oil Port accounts for 2024/25, recommended for approval by the Harbour Authority Sub-committee on 23 January 2024, reflected the associated loan charges in respect of the proposed minor capital improvement programmes.

The Sub-committee resolved, in terms of delegated powers:

**2.4.** That the programmes of Minor Capital Improvements for Miscellaneous Piers and Harbours and Scapa Flow Oil Port for 2024/25, attached as Appendices 2 and 3 respectively to this Minute, be approved.

### **3. Designated Person's Annual Compliance Audit**

#### **Action Plan – Progress Update**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Transportation and Harbour Master, the Sub-committee:

Scrutinised the action plan arising from the Port Marine Safety Code annual audit of compliance which took place between 12 and 14 September 2023, attached as Appendix 2 to the report by the Corporate Director for Enterprise and Sustainable Regeneration, and obtained assurance that action had been taken or agreed where necessary.

#### **4. Harbour Authority Training Policy**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Transportation and Harbour Master, the Sub-committee:

Noted:

**4.1.** That the Port Marine Safety Code audit, undertaken by Marico Marine Limited in September 2023, noted the lack of a Training Policy for the Harbour Authority and recommended that one be created and adopted.

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

**4.2.** That the Training Policy, attached as Appendix 4 to this Minute, be adopted for use by the Harbour Authority.

#### **5. Conclusion of Meeting**

At 14:42 the Chair declared the meeting concluded.

Signed: David Dawson.