

## **Minute**

### **Harbour Authority Sub-committee**

Tuesday, 26 October 2021, 14:00.

Council Chamber, Council Offices, School Place, Kirkwall.



### **Present**

Councillors Graham L Sinclair, Andrew Drever, Robin W Crichton, Owen Tierney and Heather N Woodbridge.

### **Clerk**

- Angela Kingston, Committees Officer.

### **In Attendance**

- Gareth Waterson, Interim Executive Director of Finance, Regulatory, Marine and Transportation Services.
- James Buck, Head of Marine Services and Transportation and Harbour Master.
- Colin Kemp, Interim Head of Finance.
- Paul Olvhoj, Business Development Manager.
- Karen Bevilacqua, Solicitor.

### **Observing**

- Shonagh Merriman, Interim Corporate Finance Senior Manager.

### **Apology**

- Councillor David Dawson.

### **Not Present**

- Councillor Magnus O Thomson.

### **Declarations of Interest**

- No declarations of interest were intimated.

### **Chair**

- Councillor Graham L Sinclair.

## **1. Revenue Expenditure Monitoring**

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

Noted:

**1.1.** 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 September 2021, attached as Annex 1 to the report by the Head of Finance, which indicated a budget deficit position of £110,500.

**1.2.** 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 September 2021, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

**1.3.** 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 report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

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

### **Minor Capital Improvement Programmes – Expenditure Monitoring**

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

Noted:

**2.1.** The summary position of expenditure incurred, as at 30 September 2021, against the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes for 2021/22, as detailed in section 4 of the report by the Head of Finance.

The Sub-committee scrutinised:

**2.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved Miscellaneous Piers and Harbours and the Scapa Flow Oil Port minor capital improvement programmes.

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

### **Revenue Maintenance Programme – Expenditure Monitoring**

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 2021, against the approved Miscellaneous Piers and Harbours revenue maintenance programme for 2021/22, as detailed in section 5.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**3.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved Miscellaneous Piers and Harbours revenue maintenance programme.

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

After consideration of a report by the Interim Executive Director of Finance, Regulatory, Marine and Transportation Services, copies of which had been circulated, and after hearing a report from the Business Development Manager, the Sub-committee:

Scrutinised the Annual Performance Report, attached as Appendix 1 to the report by the Interim Executive Director of Finance, Regulatory, Marine and Transportation Services, and obtained assurance with regard to the performance of the Harbour Authority for the operating period 1 April 2020 to 31 March 2021.

Councillor Owen Tierney joined the meeting during discussion of this item.

#### **5. Harbour Authority Governance – Role of Duty Holder**

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

Noted:

**5.1.** The requirement, under the Port Marine Safety Code, to have an identified and designated Duty Holder for the Harbour Authority, which was currently the Harbour Authority Sub-committee.

**5.2.** That, at 00:01 on polling day, all elected members demitted office, effectively removing the mandated Duty Holder from the Harbour Authority structure, until such time as members were appointed to the Harbour Authority Sub-committee, normally in early June.

**5.3.** Options for the provision of Duty Holder responsibility, as detailed in section 4 of the report by the Interim Executive Director of Finance, Regulatory, Marine and Transportation Services, with the preferred option being to induct additional permanent Duty Holders from the Senior Management Team in order to provide continuity during local government election periods.

The Sub-committee resolved to **recommend to the Policy and Resources Committee:**

**5.4.** That the Chief Executive be authorised to nominate members of the Senior Management Team to act as additional permanent Duty Holders for the Harbour Authority to ensure continuity during local government election periods.

## **6. Conclusion of Meeting**

At 14:54 the Chair declared the meeting concluded.

Signed: Graham L Sinclair.