

Item: 12

Harbour Authority Sub-committee: 27 August 2024.

1. Recommendations

It is recommended:

1.1.

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

2. Appendix

Draft Minute of the Meeting of the Harbour Authority Sub-committee held on 27 August 2024.

Minute

Harbour Authority Sub-committee

Tuesday, 27 August 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Kristopher Leask, Graham A Bevan, P Lindsay Hall, Ivan A Taylor and Duncan A Tullock.

Present via remote link (Microsoft Teams)

Councillors Mellissa-Louse Thomson and Heather N Woodbridge.

Clerk

- Katy Russell-Duff, Committees Officer.

In Attendance

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

Observing

- Maya Tams-Gray, Committees Officer.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor Kristopher Leask.

1. Revenue Expenditure Outturn

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), 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 2023/24, attached as Annex 1 to the report by the Head of Finance, which indicating the following:

- An income surplus of £245,600 against an income budget of £181,000 in respect of the Scapa Flow Oil Port.
- An income deficit of £806,900 against an expenditure budget of £175,700 in respect of Miscellaneous Piers.

1.2. The financial detail by service area statements in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours, for financial year 2023/24, 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 appropriate action was taken with regard to significant budget variances.

2. Revenue Expenditure Monitoring

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), 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 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget deficit position of £324,100.

2.2. The revenue financial detail by service area statements in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 30 June 2024, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

2.3. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Actions Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that appropriate action was being taken with regard to significant budget variances.

3. Miscellaneous Piers and Harbours

Revenue Maintenance Programme – Expenditure Outturn

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

Noted:

3.1. The summary outturn position of expenditure incurred for financial year 2023/24, in respect of the Miscellaneous Piers and Harbours revenue maintenance programme, as detailed in section 1.4 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 regarding significant budget variances and progress made with delivery of the approved Miscellaneous Piers and Harbours revenue maintenance programme.

4. 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, and after hearing a report from the Service Manager (Corporate Finance), the Sub-committee:

Noted:

4.1 The summary position of expenditure incurred, as at 30 June 2024, against the approved Miscellaneous Piers and Harbours revenue maintenance programme for 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

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

5. Miscellaneous Piers and Harbours and Scapa Flow Oil Port

Minor Capital Improvement Programmes – Expenditure Outturn

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

Noted:

5.1. The summary outturn position of expenditure incurred for financial year 2023/24 in respect of the Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

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

6. 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 and after hearing a report from the Service Manager (Corporate Finance), the Sub-committee:

Noted:

6.1. The summary position of expenditure incurred, as at 30 June 2024, against the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes for 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

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

7. Port Marine Safety Code

Designated Person's Annual Compliance Audit – 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 by 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 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration, and obtained assurance that action had been taken or agreed where necessary.

8. Conclusion of Meeting

At 10:17 the Chair declared the meeting concluded.

Signed: Kristopher D Leask.