

Item: 6

Harbour Authority Sub-committee: 19 March 2024.

Harbour Authority Training Policy.

Report by Corporate Director for Enterprise and Sustainable Regeneration.

1. Purpose of Report

To consider a Training Policy for Orkney Islands Council Harbour Authority as part of the Port Marine Safety Code audit findings.

2. Recommendations

The sub-committee is invited to note:

2.1.

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.

It is recommended:

2.2.

That the proposed Training Policy, attached as Appendix 1 to this report, be adopted for use by the Harbour Authority.

3. Proposed Training Policy

3.1.

Marico Marine conducted the annual Port Marine Safety Code Audit between 12 and 14 September 2023. As part of the report, they concluded that a Training Policy was not available within the Safety Management System of the Authority and recommended one be drafted and implemented at the earliest opportunity.

3.2.

The proposed Training Policy for Orkney Islands Council Harbour Authority is attached as Appendix 1 to this report.

4. Human Resource Implications

The monitoring and implementation of the policy will be undertaken by Service Managers. A training plan will be designed and implemented to ensure all members of staff are suitably trained and developed within their roles.

5. Island Communities Impact

As the policy being developed in terms of this report has been assessed as being unlikely to have an effect on an island community which is significantly different from its effect on other communities (including other island communities) in Orkney, a full Island Communities Impact Assessment has not been undertaken.

6. Equality Impact Assessment

An equality impact assessment has been completed and is attached as Appendix 2 to this report.

7. Corporate Governance

This report is presented in order to comply with internal governance and procedural issues and is not for the exclusive purpose of supporting or relating to improved outcomes for communities as outlined in the Council Plan or the Local Outcomes Improvement Plan.

8. Financial Implications

Sufficient funding will be made available within operational budgets to allow suitable training to be conducted.

9. Legal Aspects

There are no legal implications arising directly from the recommendation in this report.

10. Contact Officers

Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration,
Email: gareth.waterson@orkney.gov.uk

James Buck, Head of Marine Services, Transportation and Harbour Master,
extension 3600, Email: james.buck@orkney.gov.uk

11. Appendix

Appendix 1: Training Policy.

Appendix 2: Equality Impact Assessment.

HARBOUR AUTHORITY TRAINING POLICY

DOCUMENT CONTROL		
Date	Committee	Review/Update - amendments made.
Mar 2024	Yes - HAS	Full review and approval.

1. Purpose

The purpose of this Training Policy is to establish guidelines for the development, implementation, and management of training programmes within Orkney Harbour Authority. This policy aims to ensure that all employees are adequately trained to perform their duties safely, efficiently, and in compliance with relevant regulations.

2. Scope

This policy applies to all employees, contractors, and volunteers involved in the operation of the harbour.

3. Training Objectives:

The following objectives are the desired outcomes of this policy.

- 3.1. Ensure the safety of all port operations.
- 3.2. Enhance the efficiency and productivity of port activities.
- 3.3. Promote compliance with relevant local, national, and international regulations.
- 3.4. Foster a culture of continuous learning and improvement.

4. Training Needs Assessment

A periodic assessment will be conducted to identify the training needs of employees, considering job roles, new technologies, regulatory changes, and safety requirements. The results of the assessment will inform the development of training programmes. At a minimum this will be conducted annually.

5. Training Programme Development:

The following training programmes will be maintained:

- 5.1. **Induction Training:** All new employees will undergo a comprehensive induction programme to familiarise them with port facilities, safety procedures, and organisational culture.
- 5.2. **Job-Specific Training:** Employees will receive training specific to their job roles, covering tasks, responsibilities, and safety measures associated with their duties.
- 5.3. **Safety Training:** Regular safety training programmes will be conducted to address potential hazards, emergency procedures, and the proper use of safety equipment.
- 5.4. **Regulatory Compliance Training:** Employees will be trained to understand and comply with relevant local, national, and international regulations governing port operations.
- 5.5. **Technology and Equipment Training:** Employees operating specialised equipment or utilising advanced technologies will receive training to ensure safe and efficient usage.
- 5.6. **Environmental Awareness Training:** Training programmes will be conducted to create awareness about environmental sustainability and compliance with environmental regulations.
- 5.7. **Continuous Professional Development:** Opportunities for continuous professional development will be provided to enhance skills, knowledge, and career progression.

6. Training Delivery

- 6.1. **In-House Training:** The Harbour Authority will organise in-house training sessions facilitated by internal experts or external trainers.
- 6.2. **External Training Providers:** Where necessary, external training providers with expertise in relevant areas will be engaged to deliver specialised training.
- 6.3. **E-Learning:** Utilise online platforms for training modules to facilitate flexible learning schedules for employees.

7. Training Records and Documentation

Maintain comprehensive records of all training activities, including participant attendance, assessments, and certifications. Ensure records are up-to-date and readily accessible for compliance and auditing purposes.

8. Responsibility

The Deputy Harbour Master, Outer Isles will be the designated Port Training Officer and will be responsible with overseeing the implementation, effectiveness, and currency of the training policy.

9. Communication

The training policy will be communicated to all employees, and updates will be disseminated as needed. Any changes to the policy will be communicated promptly.

10. **Evaluation and Feedback**

Evaluations of delivered training will be conducted at the end of each training programme provided to assess its effectiveness and relevance. Feedback is encouraged from all participants to improve future training initiatives.

11. **Training Budget and Resources**

Sufficient resources, including budget and facilities, will be provided to support the implementation of training programmes. This resource will be reviewed annually as part of the annual budget process to ensure it aligns with the evolving needs of the Harbour Authority.

12. **Policy Review**

This Training Policy will be reviewed annually to ensure its relevance and effectiveness. Any necessary updates will be made in response to changes in legislation, technology, or organisational structure.

Approved By:

[Name and Position]

[Harbour Authority Name]

[Date]



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Harbour Authority Training Policy
Service / service area responsible.	Enterprise and Sustainable Regeneration
Name of person carrying out the assessment and contact details.	Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration, Email: gareth.waterson@orkney.gov.uk
Date of assessment.	12/03/2024
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	New

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	The purpose of this Training Policy is to establish guidelines for the development, implementation, and management of training programmes within Orkney Harbour Authority. This policy aims to ensure that all employees are adequately trained to perform their duties safely, efficiently, and in compliance with relevant regulations.
Is the function / policy / plan strategically important?	No
State who is, or may be affected by this function / policy / plan, and how.	This policy applies to all employees, contractors, and volunteers involved in the operation of the harbour.

<p>How have stakeholders been involved in the development of this function / policy / plan?</p>	<p>The policy has been developed in response to an Audit recommendation from the Designated Person in terms of the Port Marine Safety Code.</p>
<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise. E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	<p>No known equalities data or issues are expected from this policy.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise. E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Guidance for Public Bodies for further information.</p>	<p>No known equalities data or issues are expected from this policy.</p>
<p>Could the function / policy have a differential impact on any of the following equality areas?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons). The policy will be applied equally to all employees regardless of their equality strand.</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No impact foreseen</p>
<p>2. Sex: a man or a woman.</p>	<p>No impact foreseen</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No impact foreseen</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No impact foreseen</p>
<p>5. Pregnancy and maternity.</p>	<p>Persons on maternity leave or paternity leave may not be able to keep all training up to date.</p>
<p>6. Age: people of different ages.</p>	<p>No impact foreseen</p>

7. Religion or beliefs or none (atheists).	No impact foreseen
8. Caring responsibilities.	No impact foreseen
9. Care experienced.	No impact foreseen
10. Marriage and Civil Partnerships.	No impact foreseen
11. Disability: people with disabilities (whether registered or not).	(Includes physical impairment, sensory impairment, cognitive impairment, mental health) No impact foreseen
12. Socio-economic disadvantage.	No impact foreseen

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. Conclusions and Planned Action

Is further work required?	No
What action is to be taken?	N/A
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans).	Training undertaken will be recorded and monitored by Marine Services

Signature: Gareth Waterson

Date: 12 March 2024

Name: Gareth Waterson

GARETH WATERSON

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk