

## **Item: 8**

### **Harbour Authority Sub-committee: 19 March 2024.**

#### **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 recommendations at paragraph 4.2.

#### **2. Appendix**

Draft Minute of the Meeting of the Harbour Authority Sub-committee held on 19 March 2024.

# 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:

Detail	Amount	Sub-total	
<b>2023/24 Projects Final Retention</b>			
Kettletoft Pier Repairs & lighting	4,000		Due July 2024
Kirkwall Pier Repairs - cross berth	7,000		Due August 2024
		<b>11,000</b>	
<b>2023/24 Projects (carry over)</b>			
NI Fender Replacement - Eday & Stronsay	48,000		Eday complete, Stronsay still to do.
Kettletoft Pier - additional surfacing works	50,000		220m2 from original contract plus 355m2 additional requested.
Stromness South Pier Repairs	95,000		Materials purchased - awaiting start date
Pier Lighting Replacement - Stromness, Burray, Loth & Rapness	140,000		Loth complete, Stromness, Burray & Rapness materials purchased.
Stromness Walkway and Linkspan Painting	150,000		Linkspan works 75% complete, remaining 25% plus walkway to be in 24/25
Kirkwall Pier Break Tank	110,000		Anticipated that design, procurement and civils complete during 23/24 with installation in 24/25
Scapa Pier Power Upgrade	75,000		Awarded Dec 23 - 4 month programme of works
Hydrographic Surveys - Year 3	25,000		Year 3 of 5 year programme
		<b>693,000</b>	
<b>Proposed 2024/25</b>			
Hatston Linkspan Painting	280,000		Shot blast and repainting of linkspan, including deck
Hatston Passenger Walkway Painting	100,000		Repainting of Passenger Walkway
Pole Star Pier concrete repairs and ladder replacement	40,000		Existing ladder missing, replacement required to comply with regs, existing sections of pier concrete structure damaged
Eday Ferry Terminal wave screens, fenders, ladders and timber capsil	450,000		Wave screens and fender repairs, replacement ladders and capsil
Kirkwall Pier Ladders	35,000		Replacement of 2No. Ladders in basin, repairs to 2No. Ladder top plates and extend railings to waiting room
Sutherland Pier ladders	60,000		Replace 6No. Pier ladders
Moaness Pier ladder and fender frame	30,000		Replace ladder and fender frame to steps
Shapinsay Pier fenders and ladders	110,000		Replace 4 No. damaged ladders and pier fenders
Stronsay East Pier Repairs	345,000		Stone cope beam and capsil replacement
Hatston Slip Repairs	350,000		Repairs to deck slabs and cope beams, replace mooring rings
Rousay Pier surfacing and timber fenders	100,000		Surfacing to old pier
Longhope Pier Lighting	75,000		Replacing lighting fittings to comply with regulations
Kirkwall Pier Lighting	250,000		Replacing lighting fittings to comply with regulations
Stronsay Ferry Terminal Lighting	100,000		Replacing lighting fittings to comply with regulations
		<b>2,325,000</b>	
<b>Pier Lighting upgrades (material supply)</b>			
Stronsay, Whitehall Pier Lighting (Material supply - works by Contractor)	25,000		
Hoy, Longhope Pier Lighting (Material supply - works by Contractor)	25,000		
Flotta, Sutherland Pier Lighting (Material supply - works in house)	25,000		
Flotta, Gibraltar Pier Lighting (Material supply - works in house)	12,000		
Stromness North Pier Lighting (Material supply - works in house)	22,000		
Stromness South Pier Lighting (Material supply - works in house)	21,000		
Stromness Middle Pier Lighting (Material supply - works in house)	5,000		
Stromness, Copland's Dock Lighting (Material supply - works in house)	25,000		
		<b>160,000</b>	
<b>Maintenance Dredging 2024/25</b>			
Stronsay channel dredge	150,000		Shipping channel to Stronsay Ro-Ro - Plough Dredge
Burray dredge	35,000		Plough Dredge
Flotta dredge	60,000		Plough Dredge
Egilsay and Wyre dredge	35,000		Plough Dredge
		<b>280,000</b>	
<b>Grand Total</b>	<b>3,469,000</b>	<b>3,469,000</b>	

<b>Proposed Miscellaneous Piers and Harbours Minor Capital Works for 2024-2025</b>		
<b>Detail</b>	<b>£</b>	<b>Details</b>
<b>2023/24 Projects (carry over)</b>		
Scapa Pier Power Upgrade	150,000	Carry over – project permissions were late being granted, therefore late start to contract.
<b>Sub total</b>	150,000	
<b>Proposed 2024/25</b>		
Kirkwall Harbour – Basin Area	130,000	To upgrade existing electricity supply, upgrade quay edge shore power facilities in readiness for increase demand for shore power connections to this part of Kirkwall Harbour.
Initial works – Houton Ferry Terminal Access and Marshalling Area	20,000	To provide a new access route, vehicle marshalling area and increase in parking at Houton Ferry Terminal. Start of project, likely to carry forward into next financial year.
<b>Sub total</b>	150,000	
<b>TOTAL</b>	<b>300,000</b>	

<b>Proposed Scapa Flow Oil Port Minor Capital Works for 2024-2025</b>		
<b><u>Detail</u></b>	<b><u>£</u></b>	<b><u>Details</u></b>
Upgrade to main electric supply, installation of solar panels and upgrade of offices in "workshop" building (not carried out since construction 35 years ago)	150,000	The offices at the east end of the workshop building, Scapa have not been upgraded since construction. The installation of solar panels to the workshop roof and rationalisation of electric supplies to the Harbour Authority Building site will generate overall revenue savings
VTS Service Site - disaster recovery/business continuity back up off site		Not started in the previous year and will now be subject to a separate report with regard to overall equipment upgrade. Therefore, not included in Minor Capital Works
<b>Sub total</b>	<b>150,000</b>	
<b>TOTAL</b>	<b>150,000</b>	

## 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]