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Report No: **152/2009** Public Agenda Item: **Yes**  
Title: **Appointment of External Advisors to the Harbour Committee**  
Wards Affected: **All Wards in Torbay**  
To: **Harbour Committee** On: **22 June 2009**  
Key Decision: **No**  
Change to Budget: **No** Change to Policy Framework: **No**  
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- 1. What we are trying to achieve and the impact on our customers**
  - 1.1 To consider the recommendation of the Harbour Appointments Sub-Committee on the appointment of five external advisors to the Harbour Committee.
- 2. Recommendation(s) for decision**
  - 2.1 That Elaine Hayes, Chris Bedford, William Butcher, Bob Curtis, and Gordon Jennings be re-appointed to serve as external advisors to the Harbour Committee for a further period of 2 years from September 2009 until the end of September 2011.
- 3. Key points and reasons for recommendations**
  - 3.1 To fill the vacancies for external advisors to the Harbour Committee following the end of the current term.

**For more detailed information on this proposal please refer to the supporting information attached.**

**Kevin Mowat**  
**Executive Head of Harbour and Marine Services**  
**Tor Bay Harbour Master**

## **Supporting information to Report 152/2009**

### **A1. Introduction and history**

- A1.1 At the meeting of the Council held on 1 March 2007, it was resolved that a decision making committee (to be known as the Harbour Committee) be established from 22 May 2007, including external advisors.
- A1.2 The terms of reference of the Harbour Committee and its composition (including external non-voting advisors) seeks to ensure that Tor Bay Harbour is playing a full and accountable part of the local and regional economy. It is therefore important to appoint external advisors to the Committee.
- A1.3 Following the establishment of a Harbour Appointments Sub Committee in June 2007 the Harbour Committee made an appointment of five external advisors at it's meeting of 18 September 2007, giving each advisor a two year term expiring on the 18 September 2009. The sixth advisor to the Committee is a private sector Director of the Board of Torbay Development Agency Ltd. and is recommended to the Committee by that Board.
- A1.4 In June 2008 the Harbour Committee re-appointed a Harbour Appointments Sub-Committee to consider the appointment of external advisor positions on the Harbour Committee as and when vacancies arise.
- A1.5 The Local Protocol for Members of the Harbour Committee sets out the recruitment process, the role of the Harbour Appointments Sub-Committee, the necessary skills and experience of successful applicants and the role of external advisors.
- A1.6 The Harbour Appointments Sub-Committee comprising of Councillors Oliver, Carter and Manning met on the 21 January 2009 and the 23 March 2009. During these meetings they interviewed all five of the external advisors and reached the conclusion that they had all made a valuable contribution to the work of the Harbour Committee. Also, each of the external advisors expressed a wish to continue in their role.
- A1.7 The Local Protocol for Members of the Harbour Committee sets out that external advisors will normally be appointed for a term of 4 years. It also states that initial appointments should be of varied durations to ensure that vacancies occur on a rolling programme. i.e. at least one advisor will retire each year. However, the Harbour Appointments Sub-Committee considered that in view of the local elections in May 2011, the external advisors had an essential role to play in providing the continuity required for the good governance of Tor Bay Harbour.
- A1.8 The Sub-Committee considered that Elaine Hayes, Chris Bedford, William Butcher, Bob Curtis, and Gordon Jennings be re-appointed to serve as external advisors to the Harbour Committee for a further period of 2 years from September 2009 until the end of September 2011. It should be noted that the Sub-Committee's recommendations are not binding on the Harbour Committee.

A1.9 All of the five external advisors have been notified of the recommendation of the Harbour Appointments Sub-Committee.

**A2. Risk assessment of preferred option**

**A2.1 Outline of significant key risks**

A2.1.1 The risks associated with the recommendations is low. The external advisors do not have any decision making powers and they have already received the appropriate training.

**A3. Other Options**

A3.1 To not follow the recommendations of the Harbour Appointments Sub-Committee.

**A4. Summary of resource implications**

A4.1 There are no financial implications to this recommendation as external advisors to the Harbour Committee do not receive allowances or claim travel and subsistence.

**A5. What impact will there be on equalities, environmental sustainability and crime and disorder?**

A5.1 None.

**A6. Consultation and Customer Focus**

A6.1 The positions were previously advertised to give the community the opportunity to apply.

**A7. Are there any implications for other Business Units?**

A7.1 No.

**Appendices**

None

**Background Papers:**

Exempt Report 245/2007 - Appointment of External Advisors to the Harbour Committee