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Date: Wednesday, 18 March 2015

Governance Support
Town Hall
Castle Circus
Torquay
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Dear Member

HARBOUR COMMITTEE - MONDAY, 23 MARCH 2015

I am now able to enclose, for consideration at the Monday, 23 March 2015 meeting of the Harbour Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item	Page
10.	Torquay/Paignton and Brixham Harbour Liaison Forums	(Pages 102 - 111)
13.	Performance of the Tor Bay Harbour Authority Business Unit (SPAR.Net)	(Pages 112 - 118)

Yours sincerely

Kay Heywood
Clerk

Agenda Item 10

**Meeting Title****Torquay & Paignton Harbour Liaison Forum****Venue**

Torquay Harbour Office

Date6th March 2015 at 2.00 pm**Present**

Capt K Mowat (KM)	Mr J Bond (JB)	Ms C Rugg (CR)
Mr T Ekers (TE)	Mr M Ellis (ME)	Mr D Buckpitt (DB)
Mr M Stewart (MS)	Cllr N Amil (NA)	Mr A Rayner (AR)
Mr M Ould (MO)	Mayor G Oliver (GO)	
Mr P Lloyd (PL)	Ms L Stewart (LS)	

1. Apologies - Marshall Ritchie
 2. Minutes of Last Meeting – 1st December 2014
 3. Matters arising from the Last Meeting
 - a) Western Lady Jetty signage
 - b) Torquay Harbour Entrance Buoys – update
 - c) Review of Tor Bay Harbour Pilotage Directions – update
 - d) Passenger Pontoon fendering – update
 - e) 2016 Cruise Ship visits & RTYC – update
 - f) Harbour Budget & Harbour Charges 2015/16 - approved
 - g) Brixham Express (New Ferry link) – update
 - h) Port Marine Safety Code Audit/Compliance – statement
 - i) Paignton Harbour Development Proposal – Agenda Item
 4. Capital Works
 - a) Haldon Pier – update
 - b) Princess Pier - update
 5. New Harbour Management System
 6. Tor Bay Harbour Business Plan 2015/16
 7. Changes to the Tor Bay Harbour Moorings Policy
 8. Tor Bay Harbour Asset Management Plan 2015/16
 9. Maritime Events 2015
 10. Scallop Farm Proposal
 11. Paignton Harbour Development Proposal – update
 12. Quarterly Accident & Incident Data
 13. Harbour Committee – Upcoming Agenda
- Date of the next meeting – 2nd June 2015 at 10:30

1.	Apologies for Absence	Action
	Apologies were received from Marshall Ritchie.	
2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 1 st December 2014, were a true and accurate record of that meeting.	
3.	Matters Arising from Last Meeting	Action
a)	Western Lady Jetty signage It was discussed at the last meeting that more signs were required to advise the public of the dangers of climbing etc. KM said that this matter was in hand.	KM
b)	Torquay Harbour Entrance Buoys – update KM circulated a drawing showing locations for the entrance buoys as previously discussed. It was agreed that the starboard hand buoy should be moved further seaward but remain visible from the Harbour Office. KM advised that a new port hand buoy would be given a trial this season and that it would include a light.	KM
c)	Review of Tor Bay Harbour Pilotage Directions – update KM advised that he had started to receive feedback from the consultees and so far, there had been no objections. The deadline for return is the end of March 2015.	
d)	Passenger Pontoon fendering – update KM advised that a local passenger boat operator had indicated that they could source some ‘D’ fendering. KM to chase.	KM
e)	2016 Cruise Ship Visits & RTYC – update KM produced an up to date list of ship visits for 2016 to remind the RTYC to be used for their event organising for 2016.	RTYC
f)	Harbour Budget & Harbour Charges 2015/16 - approved These were approved at the Harbour Committee in December 2014. The new charges have now been applied and the annual invoices sent out.	KM
g)	Brixham Express (new Ferry link) – update KM advised that the service would not be running over the next few days as the crew were undertaking training. The MCA inspection of the new vessel has had to be postponed and is now likely to happen nearer the end of the month. KM advised that passenger shelters are to be provided along with real time information, located adjacent to the boarding pontoons. Additional marketing activity is expected once the new vessel has arrived. DB asked what would happen to regular commuters on the days that the ferry does not run ? KM said that the No.12 bus was the alternative option. GO pointed out that the ferry project was not a specific initiative of his but rather a long held aspiration of an established transport strategy for the Bay. There are penalties, in the contract, when the service does not operate for a certain number of days.	
h)	Port Marine Safety Code Audit/Compliance – Statement KM advised that every 3 years the Harbour Authority is required to make a statement to the MCA to confirm compliance with the Port Marine Safety Code. KM asked if anyone believed that Tor Bay Harbour Authority was not complying with the Code ?. No comments were received and KM said he would arrange for Councillor Nicole Amil, the Harbour Committee Chair, to send the statement.	KM & NA

3.	Matters Arising from Last Meeting cont....	Action
i)	Paignton Harbour Development Proposal A meeting with various stakeholders was held in December 2014. Notes and comments were recorded and have been sent out to all that attended, asking for any further feedback. The Chair will provide a verbal update to the Harbour Committee on 23 rd March. It is then anticipated that a report will be taken back to the Harbour Committee in June for further discussion and possibly a recommendation.	
j)	Other matters arising DB asked about the position regarding any significant outstanding Harbour debts. KM advised that there was one invoice outstanding for a Boat Booking Board Site but a payment plan had been agreed. In addition, discussions were ongoing with the owners of the Military Boats, which are moored in the Inner Harbour. DB commented about the condition of the vessels and that no work is being carried out on them and they are deteriorating.	

4.	Capital Works	Action
a)	Haldon Pier – update KM advised that existing funding provided by the Environment Agency has been used to secure a contract with Millennium Marine to complete the remaining underwater repairs to both piers. The work will be carried out throughout 2015. KM advised that the Council would continue to seek the funding required to complete the above water work, including re-pointing to both piers and resurfacing Haldon Pier.	
b)	Princess Pier – update KM advised that the Council has released £240k of capital funding to repair a large section of the decking, which is in a bad state of repair. It is anticipated that these repairs will start before the season but will not be too intrusive. KM also advised that a full structural survey was underway on the Old Fish Quay/North Quay. The survey has been 50% funded by the FLIP Interreg project.	

5.	New Harbour Management System	
	KM advised that this was partly discussed under item 3. The system is now in place and all of the annual invoices have been issued. He advised that there may be a few teething problems but a number of benefits are to be gained by using the Council's Debt Management system. For example, there are several ways that customers can now pay including online, direct debit, at the Post Office or using a telephone payment line. JB commented that all his invoices had arrived in separate envelopes. KM apologised for this and said that this was due to the new system not being flexible enough but he would be asking if this could be changed for the next financial year.	

6.	Tor Bay Harbour Business Plan 2015/16	
	KM made the Forum aware of the changes to the Tor Bay Harbour Business Plan for 2015/16. The Plan would be submitted to the Harbour Committee for approval on 23 rd March 2015. There were no specific comments from Forum members and KM agreed to circulate the Plan after the meeting.	KM/LS

7.	Changes to the Tor Bay Harbour Moorings Policy	Action
	KM made the Forum aware of the proposed minor changes to the Tor Bay Harbour Moorings Policy that would be submitted to the Harbour Committee for approval on 23 rd March 2015. There was no opposition or comment from members of the Forum. KM offered to circulate the policy to anyone on request.	KM/LS

8.	Tor Bay Harbour Asset Management Plan	Action
	<p>KM made the Forum aware of the changes to the Tor Bay Harbour Asset Management for 2015/16. The Plan, which provides information on future developments and the performance of harbour assets, would be submitted to the Harbour Committee for approval on 23rd March 2015. Also, the Harbour Asset Review Working Party is recommending the Plan.</p> <p>DB mentioned a problem for some customers with parking at the new Inner Dock. It had been agreed that a 20-minute waiting time would be allowed in the loading bay but people are receiving tickets for a shorter period. KM advised that he was taking this issue up with the Parking Enforcement team and he would be checking the instructions that they have been given. It was further suggested that signage is put up to say berth holders parking only. KM advised that there are a lot of parking regulations to be considered and that this proposal was not as easy as it sounds.</p>	<p>KM</p> <p>KM</p>
9.	Maritime Events 2015	Action
	<p>KM advised that there is a full schedule of events for the year ahead. The biggest event for 2015 will be La Solitaire Du Figaro, which is taking place at Torquay Harbour on 16th ~ 22nd June. As many as 45 boats will be using up all of the visitor pontoons and there will be a race village located on Beacon Quay and the top deck of the car park. KM advised that the RTYC, the Harbour Authority and Torbay Council are all involved in supporting this event. KM asked people to notify himself or let Simon Pinder know if they saw any mistakes in the schedule. JB asked if the Super Weekend Event on 8th ~ 9th August was on the list ? KM advised that he would check to see if this event was going ahead.</p>	<p>All</p> <p>KM/SP</p>
10.	Scallop Farm Proposal	Action
	<p>KM advised that a proposal had been received regarding a Scallop Farm Nursery site in the Bay and he circulated a drawing. The space required is 600 metres x 300 metres. There would be 30 long lines with a gap of 20 metres in between each line. The site, located inside harbour limits at the northern end of the Bay, would be marked for navigational purposes with yellow special mark buoys, fitted with a light. If given the go-ahead, the site would also be clearly marked on navigational charts. KM asked for comments on the proposal. MS said that the location should be further south or further west to avoid any vessels coming into the Bay from the north. ME agreed that the proposed location could be a problem for sailors and leisure boat owners. KM asked for a formal response from those who had a major concern about this matter. GO asked if this will be only site and KM confirmed that he thought that the Bay could not accommodate any more sites. KM indicated that there could be an economic benefit for Torbay with income from rent, fish tolls and workboat harbour dues. KM asked ME to check with race officers at the RTYC to see if the site would cause any problems for the Club. It was agreed that KM would circulate the more detailed Scallop Farm proposal on request.</p>	<p>ME</p> <p>KM</p>
11.	Paignton Harbour Development Proposal - update	Action
	<p>This item was covered in item 3 (i). Following a verbal update to the March meeting of the Harbour Committee a full report will be taken back to the Harbour Committee on 15th June for further discussion and possibly a recommendation.</p>	

12.	Quarterly Accident & Incident Data	Action
	KM advised that since 1 st December 2014 there had been 12 accidents, incidents or near misses. These included smaller vessels listing, flooding or sinking. It also covered minor pollution incidents. Some fatalities from drowning were included in the report but they were not related to harbour activity but the incidents did happen within harbour limits. KM advised that there is an ongoing problem with diesel bloom in Brixham, which causes disruption to Grenville House with their planned activities.	

13.	Harbour Committee – Upcoming Agenda	Action
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 23 rd March 2015 to be held at the Brixham Harbour Training Room, starting at 5.30pm.	All to note

Next Meeting Venue	Torquay Harbour Office	
Future meetings	2 nd June 2015	10.30 am
	8 th September 2015	10.30 am
	7 th December 2015	10.30 am
	8 th March 2016	10.30 am
Dates of Harbour Committee Meetings	23 rd March 2015	5.30 pm (Brixham)
	15 th June 2015	5.30 pm (Torquay)
	21 st September 2015	5.30 pm (Brixham)
	21 st December 2015	5.30 pm (Torquay)
	21 st March 2016	5.30 pm (Brixham)

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	16 th March 2015 10.30am

Present	Capt K Mowat (KM)	Cllr N Amil (NA)	Mr M Stewart(MS)
	Mr Dave Bartlett (DB)	Cllr V Ellery (VE)	Mr D Jones (DJ)
	Mrs A Blackburn(AB)	Mr Jerry Carter (JC)	
	Mr Mike Shaw (MS)	Mr J Wilson(JW)	

Agenda Items	1. Apologies
	2. Minutes of the last meeting
	3. Matters arising from the last meeting <ul style="list-style-type: none"> a) Town Pontoon – water supply b) Saturday Arts & Crafts Market – update c) New Harbour Management System d) Fire Alarm System - update e) Brixham Express (New Ferry Link) f) Review of Tor Bay Harbour Pilotage Directions – update g) Harbour Budget & Harbour Charges 2015/15 - approved h) Port Marine Safety Code Audit/Compliance – statement i) Diesel/Oil sheens – Agenda Item j) Winter Storage - update
	4. Oxen Cove Proposal
	5. Tor Bay Harbour Business Plan 2015/16
	6. Changes to the Tor Bay Harbour Moorings Policy
	7. Tor Bay Harbour Asset Management Plan 2015/16
	8. Maritime Events 2015
	9. Scallop Farm Proposal
	10. New Harbour Estate Parking permits
	11. New Gig Club site
	12. Quarterly Accident & Incident data
	13. Harbour Committee – Upcoming Agenda
Date of the next meeting - 4 th June 2015 at 10:30	

1.	Apologies for Absence	Action
	Apologies were received from Robbie Richardson.	
2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 4 th December 2014, were a true and accurate record of that meeting.	
3.	Matters Arising	Action
a)	Town Pontoon - water supply KM informed the Forum that this work is due to commence in April which will be after the start of our new financial year. There is no budget at present for the housing that is needed to go around the tank and pumps.	DB
b)	Saturday Arts & Crafts Market – update KM reported that the agreed fee still stands at £2,000 plus the annual licence fee of £750. It was suggested that a condition be put in place for the Harbour Authority to see audited accounts each year. KM agreed to request this information in the future.	
c)	New Harbour Management System KM advised that the new system is now in place and that all of the annual invoices have been issued. He advised that there may be a few teething problems but a number of benefits are to be gained by using the Council's Debt Management system. For example, there are several ways that customers can now pay including online, direct debit, at the Post Office or using a telephone payment line. There a few changes that need to be made to the online payment system that should be made ready for next year. Also, some commercial customers have raised concerns about receiving multiple invoices and the potential impact on their banking charges.	KM & KA
d)	Fire Alarm System DB reported that no decision had been made about remote or automatic monitoring of the system. KM asked that DB speak to Steve Cox and Colin de Jong about the various options and implications, such as building insurance. This item to be carried over to the next meeting for a further update.	DB
e)	Brixham Express(New Ferry Link) KM reported that the owners have experienced some problems with the delivery of their new ferry and this has caused a delay. The MCA inspection of the new vessel that was scheduled for the 12 th March was cancelled and a new date is now expected towards the end of the month. KM advised that there will be passenger shelters provided and real time information will be displayed for the travelling public. Additional marketing activity can be expected once the new vessel arrives in the Bay.	
f)	Review of Tor Bay Harbour Pilotage Directions – update KM advised that he had started to receive feedback from the consultees and so far, there had been no objections. The deadline for return is the end of March 2015.	
g)	Harbour Budget & Harbour Charges 2015/16 - approved These were approved at the Harbour Committee in December 2014. The new charges have now been applied and the annual invoices sent out.	

3.	Matters Arising cont....	Action
h)	<p>Port Marine Safety Code Audit/Compliance – statement KM advised that every 3 years the Harbour Authority is required to make a statement to the MCA to confirm compliance with the Port Marine Safety Code. KM asked if anyone believed that Tor Bay Harbour Authority was not complying with the Code ? No comments were received and KM said he would arrange for Councillor Nicole Amil, the Harbour Committee Chair, to send the statement.</p>	KM & NA
i)	<p>Diesel/Oil sheens – Agenda Item KM stated that the issue of diesel/oil sheens in the harbour continues to be a challenge and in particular it is causing problems for Grenville House and the Marina operator, MDL. Incidents of minor pollution are still being reported to the harbour office. Staff from the Trawler Agents and the harbour authority respond quickly to all reports but it isn't easy to find the source of the pollution. KM advised that one recent incident will result in an official warning being issued to the individual responsible for the pollution. He said that each report will continue to be investigated. Also, KM is to call in the Environment Agency who will be able to give him some advice on how best to manage the situation.</p>	KM & BTA EA
j)	<p>Winter storage – update DB stated that the winter lift in is due to go ahead on the 25th March, with the first lift at 7.00am and hopefully the process will be finished by midday.</p>	DB

4.	Oxen Cove Proposal	Action
	<p>KM advised the Forum that a report would be considered by the Harbour Committee next week asking for advice on the future use of the Oxen Cove. The report highlights a growing interest in marine related employment use, which would inevitably displace the car and coach parking. The Harbour Asset Review Working Party agreed with the recommendations contained within the Port Masterplan and have recommended that the site is used for marine employment such as a boatyard, etc. KM identified the various issues related to the displacement of coach parking and the loss of car park spaces. The associated mitigation measures were also discussed, including the 'Park & Ride' solution. KM asked the Forum to provide some feedback. All of the Forum members were supportive of this change of use and they were very positive about the idea of a new boat yard facility in the Bay.</p>	KM

5.	Tor Bay Harbour Business Plan 2015/16	Action
	<p>KM made the Forum aware of the changes to the Tor Bay Harbour Business Plan for 2015/16. The Plan would be submitted to the Harbour Committee for approval on 23rd March 2015. There were no specific comments from Forum members and KM agreed to circulate the Plan after the meeting.</p>	KM & AB

6.	Changes to the Tor Bay Harbour Moorings Policy	Action
	<p>KM made the Forum aware of the proposed minor changes to the Tor Bay Harbour Moorings Policy that would be submitted to the Harbour Committee for approval on 23rd March 2015. There was no opposition or comment from members of the Forum. KM offered to circulate the policy to anyone on request.</p>	KM

7.	Tor Bay Harbour Asset Management Plan	Action
	<p>KM made the Forum aware of the changes to the Tor Bay Harbour Asset Management for 2015/16. The Plan, which provides information on future developments and the performance of harbour assets, would be submitted to the Harbour Committee for approval on 23rd March 2015. Also, the Harbour Asset Review Working Party is recommending the Plan.</p> <p>KM stated that a new workboat will be procured for Brixham and it will have the same specifications as the existing workboat based in Torquay. It was suggested that the harbour authority should look into the possibility of a boat share arrangement. KM agreed that this option would be considered as part of the full report that will be presented to the Harbour Committee in June.</p>	KM & DB
8.	Maritime Events 2015	Action
	<p>KM advised that there is a full schedule of events for the year ahead. The biggest event for 2015 will be La Solitaire Du Figaro, which is taking place at Torquay Harbour on 16th ~ 22nd June. KM asked people to let him know if they saw any mistakes in the schedule. It was pointed out the Heritage Race was to be called a Regatta and DS provided the dates for the Torbay Sea Angling Festival. DB asked about the water skiing event and KM advised that it was to be incorporated within the ORDA powerboat race based at Torquay.</p>	All
9.	Scallop Farm Proposal	Action
	<p>KM advised that a proposal had been received regarding a Scallop Farm Nursery site in the Bay and he showed the Forum a drawing. The space required is 600 metres x 300 metres, in 10 to 15 metres of water. There would be 30 long lines with a gap of 20 metres in between each line. The site, located inside harbour limits at the northern end of the Bay, would be marked for navigational purposes with yellow special mark buoys, fitted with lights. If given the go-ahead, the site would also be clearly marked on navigational charts. KM indicated that there could be an economic benefit for Torbay with income from rent, fish tolls and workboat harbour dues. He asked for comments on the proposal. After listening to a number of concerns KM stated that he will advise those behind the proposal that they should seek consent through the normal MMO process and complete a marine license application. It was agreed that KM would circulate the more detailed Scallop Farm proposal on request.</p>	KM
10.	New Harbour Estate Parking permits	Action
	<p>KM reported to the Forum that letters have been sent out informing harbour users of the new parking system that is going ahead from 1st April. He assured everyone that there will be a gentle roll out and no fixed penalty fines will be issued straight away. Application forms for the new permits are to be sent out shortly and all tenants are to have parking options and will be able to purchase a permit at a cost of £250 per year, however obtaining a permit does not guarantee a space. MS raised a concern regarding parking for the Fish Buyers coming to the Market early in the morning and taking up a lot of the spaces before other permit holders arrive on site. KM agreed that it wouldn't be easy and that he expected to meet with some resistance to change. However, he was grateful for the full support of the Forum and he asked for everyone to apply some peer pressure to achieve an improved parking situation on the harbour estate.</p>	All

11.	New Gig Club site	Action
	KM informed the Forum that the Brixham Gig Club is to be relocated from the Oxen Cove site to the Breakwater Hard. A suitable space had been identified by DB adjacent to the retaining wall. This will give the Club good access to the slipway and other harbour users will retain their access to the electricity and water supplies. KM stated that the terms of lease are not yet concluded but he will keep the Forum updated. Although the Forum supported this proposal any further feedback would be welcomed.	KM All
12.	Quarterly Accident & Incident Data	Action
	KM advised that since 1 st December 2014 there had been 14 accidents, incidents or near misses. These included smaller vessels listing, flooding or sinking. It also covered minor pollution incidents. Some fatalities from drowning were included in the report but they were not related to harbour activity but the incidents did happen within harbour limits. KM advised that there is an ongoing problem with diesel bloom in Brixham, which causes disruption to Grenville House with their planned activities.	
13.	Harbour Committee - Upcoming Agenda	Action
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 23 rd March 2015 to be held at the Brixham Harbour Training Room, starting at 5.30pm.	All to note

Next Meeting

Venue

Future meetings

Dates of Harbour

Committee

Meetings

	Brixham Harbour Office	
	4 th June 2015	10.30 am
	10 th September 2015	10.30 am
	10 th December 2015	10.30 am
	10 th March 2016	10.30am
	23 rd March 2015	5.30 pm (Brixham)
	15 th June 2015	5.30 pm (Torquay)
	21 st September 2015	5.30pm (Brixham)
	21 st December 2015	5.30pm (Torquay)
	21 st March 2016	5.30pm (Brixham)

PIs and Projects 14/15

Quarterly report for 2014/15, AY2014/15 and 2014
No headings
Filtered by Flag: Include: Tor Bay Harbour Authority
Exclude: Archive

Key to Performance Status:

Projects: No Data available Milestone Missed On Hold On Target Well Behind Target Behind Target Ahead of Target Well Ahead of Target Completed Terminated

Performance Indicators: No Data Well Below Target Below Target On Target Above Target Well Above Target

Key to +/- Column:

+ Higher figures are better - Lower figures are better OFF Direction cannot be determined

PIs and Projects 14/15

Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
On Target	TDAMS01	<u>TDAMS01 Harbour estate lettings occupancy</u>	+	98.31%	100.00%	98.30%	98.30%	98.30%	
On Target	TDAMS04	<u>TDAMS04 Navigation Lights availability</u>	+	99.99%	100.00%	99.99%	99.98%	99.61%	
Below	TDAMS07	<u>TDAMS07 Brixham</u>	+	£588,378.33	£650,000.00	£82,372.85	£227,296.95	£444,057.65	

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PIs and Projects 14/15									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Target		<u>Harbour Fish Tolls</u>							
Data not due	TDAMS08	<u>TDAMS08 Harbour Users Survey</u>	+	n/a	82.0%	n/a	n/a	n/a	
Data not due	TDAMS09	<u>To monitor and support staff through induction and appraisal reviews</u>	+	90%	100%	n/a	n/a	n/a	
On Target	THARB08	<u>To Produce and Review a Risk Register for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Well Below Target	THARB11	<u>Reduce the number of reportable accidents including (RIDDOR)</u>	-	2	2	0	6	6	
On Target	THARB13	<u>Maintain the bilateral agreement with the UK Hydrographic Office</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
On Target	THARB16	<u>To Provide Visitor Moorings</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Below Target	THARB17	<u>Implement the safety management improvement plan</u>	+	89%	100%	n/a	n/a	n/a	93%
Data not due	THARB21	<u>Test and Review a Business Continuity Plan for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	

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08:15

PIs and Projects 14/15									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Well Below Target	THARB23	<u>To Reduce Staff Absence</u>	-	1.437%	2.000%	0.183%	1.598%	1.790%	
On Target	THARB25	<u>To keep existing businesses and attract new activities</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Below Target	THARB26	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	9.71%	0.00%	-0.65%	-1.37%	-6.09%	
Above Target	THARB27	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	8.34%	0.00%	0.83%	-1.07%	-3.13%	
On Target	THARB28	<u>Undertake routine maintenance of harbour infrastructure</u>	+	Yes	Yes	Yes	Yes		
On Target	THARB29	<u>Issue local Notices to Mariners and enforce Harbour Byelaws</u>	+	Yes	Yes	Yes	Yes		
On Target	THARB31	<u>Safety Management System audit completed and improvement plan agreed</u>	+	Yes	Safety Management System audit to be completed and improvement plan agreed in November 2014	n/a	n/a	n/a	Yes
On Target	THARB32	<u>Review and exercise the Tor Bay Harbour</u>	+	Yes	Yes	n/a	n/a	n/a	Yes

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Print Date: Wednesday, March 18, 2015
08:15

PIs and Projects 14/15									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
		<u>Emergency Response Plan</u>							
Data not due	THARB33	<u>Review the delegated powers of the Executive Head of Tor Bay Harbour Authority</u>	+	Yes	Yes	n/a	n/a	n/a	
On Target	THARB35	<u>Refresh the Tor Bay Harbour Website</u>	+	Yes	Yes	Yes	Yes		
On Target	THARB37	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	Yes	Yes	Yes	Yes		
Data not due	THARB39	<u>Complete Equality Impact Assessments</u>	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB40	<u>Implement Equality Impact Assessment Improvement Plans</u>	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB42	<u>To review the Tor Bay Harbour Operational Moorings Policy</u>	+	Yes	Yes	n/a	n/a	n/a	
On Target	THARB51	<u>Lay seasonal 5-knot buoys & navigational marks</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Data	THARB59	<u>Agree the Tor Bay</u>	+	Yes	Yes	n/a	n/a	n/a	

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08:15

PIs and Projects 14/15									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
not due		<u>Harbour Authority Business Plan</u>							
Data not due	THARB60	<u>Produce an Asset Management Plan for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	
On Target	THARB62	<u>Set the Tor Bay Harbour Charges and Harbour Budget</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
On Target	THARB64	<u>Set up an appropriate Audit Plan for Tor Bay Harbour Authority</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Data not due	THARB65	<u>% of responses who believe Torbay Harbour Authority are properly managing safety in Torbay Harbour</u>	+	n/a		n/a	n/a	n/a	
On Target	THARB70	<u>Annual audit/inspection from Trinity House</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
On Target	THARB71	<u>Manage the seasonal beach/harbour patrol craft</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
On Target	THARB73	<u>Percentage of Harbour staff with a CPD record in place</u>	+	100.0%	100.0%	100.0%	100.0%		
On	THARB74	<u>To hold quarterly</u>	+	Yes	Yes	Yes	Yes		

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Performance Indicators

Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Target		<u>meetings with harbour users and stakeholders</u>							
On Target	THARB76	<u>Number of Maritime Events supported</u>	+	43	41	n/a	n/a	n/a	42

Projects

Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
No Data available	THARB64	<u>Explore marketing opportunities</u>	31/03/2015 (due)	03/03/2015 (overdue)			
No Data available	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>	31/03/2015 (due)	03/03/2015 (overdue)			
Behind Target	THARB48	<u>Investigate renewable energy projects for use on the harbour estate</u>	31/03/2015 (due)	08/12/2014		Project extended to 31st March 2015	
Completed	THARB20	<u>Replace chain mooring with pontoon berths in Torquays inner harbour</u>	09/06/2014	15/06/2014	Project completed on the 9th June 2014		
Completed	THARB66	<u>To produce, promote and</u>	22/08/2014	17/03/2015			

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Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
		<u>reprint the Torbay Harbour Guide</u>					
No Data available	THARB69	<u>Undertake Energy Audits at each enclosed harbour</u>	31/03/2015 (due)	03/03/2015 (overdue)			
On Hold	THARB55	<u>Working with stakeholders to investigate options to improve the management of the new Fish Market</u>	28/03/2015 (due)	12/11/2014			Early discussions have commenced with Brixham Trawler Agents but the project has not started.

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