



Clerk: Kay Heywood
Telephone: 01803 207013
E-mail address: governance.support@torbay.gov.uk
Date: Tuesday, 15 December 2015

Governance Support
Town Hall
Castle Circus
Torquay
TQ1 3DR

Dear Member

HARBOUR COMMITTEE - MONDAY, 21 DECEMBER 2015

I am now able to enclose, for consideration at the Monday, 21 December 2015 meeting of the Harbour Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item	Page
15.	Performance of the Tor Bay Harbour Authority Business Unit (SPAR.Net)	(Pages 170 - 173)
16.	Torquay/Paignton and Brixham Harbour Liaison Forums	(Pages 174 - 182)

Yours sincerely

Kay Heywood
Clerk

Agenda Item 15

Detailed Report

Quarterly report for 2015/16 and 2015

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

Detailed Report

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>	+	98.30%	100.00%	98.30%	98.30%		
On Target	TDAMS04	<u>TDAMS04 Navigation Lights availability</u>	+	99.91%	100.00%	99.91%	99.92%		
Well Above Target	TDAMS07	<u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£565,232.62	£510,000.00	£139,470.08	£389,318.84		
Data not due	TDAMS08	<u>TDAMS08 Harbour Users Survey</u>	+	n/a		n/a	n/a	n/a	75.8%
Data not due	THARB08	<u>To Produce and Review a Risk Register for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	
Well Below Target	THARB11	<u>Reduce the number of reportable accidents including (RIDDOR)</u>	-	6	4	2	4		
Data not due	THARB17	<u>Implement the safety management improvement plan</u>	+	93%	100%	n/a	n/a	n/a	
Data not due	THARB21	<u>Test and Review a Business Continuity Plan for the Business</u>	+	Yes	Yes	n/a	n/a	n/a	

Detailed Report									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
		Unit							
Well Above Target	THARB23	<u>To Reduce Staff Absence</u>	-	2.618%	2.500%	0.644%	0.702%		
Above Target	THARB26	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	4.11%	0.00%	1.97%	3.15%	8.00%	
Below Target	THARB27	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	1.47%	0.00%	1.12%	0.46%	5.40%	
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	Yes	n/a	n/a	n/a	Yes
Data not due	THARB32	<u>Review and exercise the Tor Bay Harbour Emergency Response Plan</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	
Data not due	THARB59	<u>Agree the Tor Bay Harbour Authority</u>	+	Yes	Yes	n/a	n/a	n/a	

Printed by: Melissa Nicholson
(8457)

SPAR.net

Print Date: 15 December 2015
12:41

Detailed Report									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
		<u>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	
Data not due	THARB62	<u>Set the Tor Bay Harbour Charges and Harbour Budget</u>	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB64	<u>Set up an appropriate Audit Plan for Tor Bay Harbour Authority</u>	+	Yes	Yes	n/a	n/a	n/a	
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	
Data not due	THARB70	<u>Annual audit/inspection from Trinity House</u>	+	Yes		n/a	n/a	n/a	
On Target	THARB74	<u>To hold quarterly meetings with harbour users and stakeholders</u>	+	Yes	Yes	Yes	Yes		
Data not due	THARB76	<u>Number of Maritime Events supported</u>	+	42	43	n/a	n/a	n/a	
Projects									
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising		
Completed	THARB64	<u>Explore marketing opportunities</u>	31/08/2015	31/08/2015	Explored a range of marketing options - printed guides, websites, ERTC promotional partner, social media etc.				
On Target	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>	31/03/2017 (due)	03/09/2015	No significant management measures currently under discussion.				
Completed	THARB48	<u>Investigate renewable</u>	31/03/2015	31/03/2015	A report from Atkins entitled "Smart and Blue				
Printed by: Melissa Nicholson (8457)					SPAR.net	Print Date: 15 December 2015 12:41			

Detailed Report

Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
		<u>energy projects for use on the harbour estate</u>			Energy Recommendations for Small and Medium Ports" was concluded in December 2014 as part of the EU funded Interreg FLIP Project.		
Completed	THARB69	<u>Undertake Energy Audits at each enclosed harbour</u>	03/03/2015	31/03/2015	A report from Atkins entitled "Smart and Blue Energy Audits at Tor Bay Harbours " was concluded in September 2014 as part of the EU funded Interreg FLIP Project.		
On Target	THARB55	<u>Working with stakeholders to investigate options to improve the management of the new Fish Market</u>	31/03/2017 (due)	28/09/2015	Discussions are ongoing with BTA regarding a long lease of the Fishmarket.		

Printed by: Melissa Nicholson
(8457)

SPAR.net

Print Date: 15 December 2015
12:41

Agenda Item 16

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

Torquay Harbour Office

Date7th December 2015 at 10.30 am**Present**

Capt K Mowat (KM)	Mr M Stewart (MS)	Mrs C Rugg (CR)
Cllr N Bye (NB)	Mr M Ellis (ME)	Mr A Rayner (AR)
Mr S Pinder (SP)	Mr D Buckpitt (DB)	Mr T Ekers (TE)
Cllr N Amil (NA)	Mr P Lloyd (PL)	Miss L Stewart (LS)
Cllr B Cunningham (BC)	Mr J Bond (JB)	

1. Apologies
2. Welcome
3. Minutes of the last meeting – 8th September 2015
4. Matters arising from the last meeting
 - a) Scallop Farm Nursery Site – update
 - b) Paignton Harbour Development Proposal - update
5. Capital Works
 - a) Haldon Pier – update
 - b) Princess Pier – update
 - c) Paignton Beach Slipway
6. Harbour Budget & Charges 2016/17 – update (2½%)
7. Maritime Events 2016
8. New Harbour Management IT System
9. Quarterly Accident & Incident Data
10. Risk Management Audit
11. Review of Legislation – Powers of Direction
12. Port Marine Safety Code – compliance audit
13. SeaTorbay Update – Clare Rugg
14. Harbour Committee
 - a) Upcoming Agenda

Date of the next meeting – 8th March 2016 at 10:30

1.	Apologies for Absence	Action
	Apologies were received from Marshall Ritchie, Mike Ould, Clive Baker and Mike Smith.	
2.	Welcome	Action
	NB welcomed everyone to the meeting and everyone introduced themselves.	
3.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 8 th September 2015, were a true and accurate record of that meeting.	
4.	Matters Arising from Last Meeting	Action
a)	Scallop Farm Nursery Site – update KM advised that the site has been marked and a Notice to Mariners sent out. MS commented that there are 4 markers buoys but they are difficult to see and they do not appear on some navigational charts. KM advised that the situation would be monitored for incidents.	
b)	Paignton Harbour Development Proposal – update KM advised that this proposal had been discussed with NB, the new Chairman of the Harbour Committee. An update report will be on the Harbour Committee agenda for the meeting on 21 st December. NB asked who the current occupants of the building were and KM went through the various different tenants. TE commented that he has concerns regarding existing occupants and how this will affect their businesses. He suggested that it might be an idea to keep one end of the building as a storage facility for the existing occupiers. KM commented that this may be an idea and that some storage may be needed for fishermen. A meeting was held last December with local residents & businesses and different comments & opinions were received. MS commented that the majority of the comments received were from people who felt that it was important to increase the footfall to Paignton harbour and make the place more attractive for visitors. BC agreed with this and commented that Paignton harbour is the jewel in the crown for Paignton. TE commented that the development should include local residents and businesses as Paignton harbour is a working Harbour and always has been. NB agreed that it was necessary to keep the balance right. MS & NA both commented that flooding could be an issue. KM advised that this has not been a significant problem in the past. DB commented that once the redevelopment is completed this will increase footfall and income for passenger boat operators as well. AR commented that as long as local businesses are given the opportunity to be involved then this should overcome any problems. KM agreed and advised that any procurement and tender process will be open to both local and national operators.	
5.	Capital Works	Action
a)	Haldon Pier – update KM advised that there is still scour damage to be repaired on the inside of Haldon Pier.	
b)	Princess Pier – update Millennium Marine have been working on Princess Pier for the last 6 months. Works are now easing off for the Christmas break but they would resume in 2016. KM advised that work might continue until Easter but more funding will be required to complete all the repairs. The scour damage on the outside of the pier is now largely repaired and the old concrete steps are filled in.	

c)	<p>Paignton Beach Slipway</p> <p>This issue was reported by email to KM by AR. KM advised he will discuss this issue with the Beaches team. KM asked SP if the slipway is fit for purpose and SP advised that it was not. The problem was the unpredictable level of the beach material, which meant that on several occasions the Sailing Club have had to use temporary measures to make the slipway work. AR agreed and said that it has caused problems for both the Sailing and Rowing Clubs. KM advised that he would look into what could be achieved.</p>	KM
----	--	----

6.	<p>Harbour Budget & Charges 2016/17 – update (2½%)</p> <p>KM advised that at the September meeting a 2% increase in harbour charges was being discussed, with 3.5% for the Town Dock & Inner Dock customers at Torquay. However, the recommendation to the Harbour Committee is that the increase should be an average of 2.5% for all charges at all harbours. The Torquay Harbour users had accepted this proposal at a recent meeting. KM advised that the Harbour Authority have been asked to contribute an additional £197,000 to Torbay Council in 2016/17. The Budget Review Working Party does not believe that this can be sensibly achieved and therefore they will suggest that an extra £147,000 is passed to the general fund next year. It was suggested by the working party that investment in a refurbishment of the Beacon Quay toilets and showers should be a priority.</p> <p>PL asked how much money has been drawn from the Harbour reserve fund. KM advised nothing at present. MS commented that there would be a lower reserve fund in future with the budget cuts. KM advised that NB had asked him not to set a deficit budget. Therefore, it will be a break-even budget for next year. There is a suggestion being put forward by the Mayor to cut the Harbour Committee as a budget saving and this matter was discussed by the Forum. DB asked how such a proposal would affect the statutory port function and KM commented that the Harbour Authority would become more like a normal service of Torbay Council.</p> <p>KM advised that there are a number of capital expenditure items on the Harbour Committee agenda, which would be funded from the Harbour reserve fund. Also, KM advised that there would be additional 6 metre and 8 metres berths being introduced into the Inner Dock in the new year that will be occupied by April 2016.</p>	<p>Action</p> <p>All to note</p>
----	---	---

7.	<p>Maritime Events 2016</p> <p>SP advised that there have been a lot of event applications received for 2016. The Air Show will be the biggest event and this is planned for 10th ~ 12th June. Issue 2 of the 2016 Maritime Events list has recently been published on the harbour website. SP asked if anyone is aware of any events that are not on the list, to let him know so that the event can be added. The Paignton Harbour Festival day is planned for 6th August. TE is on the committee and he advised that there would be improvements next year. MS advised that Brixham would be celebrating a big Life Boat anniversary.</p>	<p>Action</p> <p>All to note or action</p>
----	--	---

8.	New Harbour Management IT System	Action
	KM advised that the supplier no longer supports the existing harbour software system. A tender process is just starting for a new replacement system, which will be introduced next year. This will work alongside the Torbay Council financial management system that is currently in use for raising invoices and it will improve payment options for our customers. The project will be funded from the Harbour reserve fund.	
9.	Quarterly Accident & Incident Data	Action
	KM advised that there have been 62 accidents, incidents and near misses recorded in the full year to 1 st December. The Forum were advised about the incidents that had been recorded since the last meeting, which include failed pick up gear at Brixham harbour, boats sinking and an accident on the Western Lady VII ferry as passengers were boarding. KM explained that some improvements had been implemented to improve access for the general public boarding the ferry. ME commented that the new grips which have been put on the steps going up beside Torquay Harbour office to the first floor of the car park have been causing a lot of people to trip. KM agreed to monitor this situation.	KM
10.	Risk Management Audit	Action
	KM advised that a number of harbour authority work areas are audited on a rolling programme each year. The audit looked at processes for managing risks and identifying area of improvement. A good standard opinion was achieved from this audit and the report will be presented to the Harbour Committee. Nick Burns and SP had both attended a risk management training course since the audit.	
11.	Review of Legislation – Powers of Direction	Action
	KM advised that he had recently commissioned a review of Harbour Legislation. This was last undertaken professionally in 2002. The recent review suggested that the Harbour Authority might wish to seek additional powers of direction. At present, the Harbour Master has powers of General Direction but new powers of Harbour Directions are available. An application needs to be made to the Department for Transport and will cost around £1,000. MS asked if this is a one off cost or if this is a regular cost to keep the powers. KM advised that it would be a one off cost. KM advised that the Harbour Authority may be found wanting if the option to apply was not taken. The Forum was advised that if the Harbour Authority were awarded powers of Harbour Directions then it would be necessary to follow a Code of Conduct. A Port Users Group (PUG) would be set up which would be made up from the Torquay & Paignton Harbour Liaison Forum & the Brixham Harbour Liaison Forum. KM advised that the current byelaws were fine but the new powers of direction could be used for anything not covered within the byelaws. DB asked would this have been applicable with the unfortunate accident, which happened in Brixham where a girl died. KM advised such powers would probably not have helped. The Forum supported the application for new powers.	KM
12.	Port Marine Safety Code – compliance audit	Action
	KM said that the annual compliance audit had just been completed. He advised that the Harbour Authority has changed the 'Designated Person' to the Devon Partnership Audit. The audit found the Harbour to be compliant and a few recommendations have been made within the report. A copy of the full audit report will be published as part of the Harbour Committee agenda for 21 st December and discussed at the meeting.	All to note

13.	SeaTorbay Update – Clare Rugg	Action
	<p>CR provided the Forum with an update on the good work of SeaTorbay. She issued a handout to everyone, which contained further information. SeaTorbay are working on a number of projects at present including infrastructure and sea defence projects and are looking for further funding. They work alongside South Devon College who work in conjunction with Plymouth University. KM advised that SeaTorbay is a successful coastal partnership and was founded by the Torbay Coast & Countryside Trust, Tor Bay Harbour Authority and Living Coasts. The Harbour Authority supports the organisation and provides some modest funding. KM urged people to get involved. PL commented that there is an Eco Tourism Plan, which aims are to bring together smaller eco tourism businesses under SeaTorbay and promote them along with eco tourism for the Bay. Any businesses that are eco minded and wish to be involved or find out more information should contact Clare Rugg or Heather Carstens.</p> <p>KM advised that there is also a Tor Bay App, which is being developed by Fruition and it includes subjects related to the Harbour Authority and SeaTorbay.</p> <p>NB asked if there is an elected member involved with SeaTorbay. KM & CR both said no and KM asked NB and NA if they knew of any members who would like to get involved, could they ask them to get in contact with CR.</p>	NB & NA

14.	Harbour Committee – Upcoming Agenda	Action
	<p>KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 21st December 2015, which is due to be held at Torquay Town Hall.</p> <p>KM advised that the future dates of the Harbour Committee and the Liaison Forum are listed on the agenda but some of the dates are provisional at present, as they need to be agreed by the Council.</p>	All to note

Next Meeting

Venue

Future meetings

Torquay Harbour Office	10.30 am
8 th March 2016	10.30 am
13 th June 2016 (provisional)	10.30 am
6 th September 2016 (provisional)	10.30 am
5 th December 2016 (provisional)	10.30 am

Dates of Harbour Committee Meetings

21 st December 2015	5.30 pm (Torquay)
21 st March 2016	5.30 pm (Brixham)
27 th June 2016 (provisional)	5.30 pm (Torquay)
19 th September 2016 (provisional)	5.30 pm (Brixham)
19 th December 2016 (provisional)	5.30 pm (Torquay)

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	10 th December 2015 at 10.30am

Present	Capt K Mowat (KM)	Cllr N Bye (NB)	Mr D Faithful (DF)
	Mr Dave Bartlett (DB)	Cllr V Ellery (VE)	Mr M Stewart (MS)
	Mrs A Blackburn (AB)	Mr N O'Brien (NB)	Mr D Saunders (DS)
	Mr M Shaw (MS)		

Agenda Items	1. Apologies
	2. Welcome
	3. Minutes of the last meeting – 14 th September 2015
	4. Matters arising from the last meeting
	a) Loading Bay - drainage issue
	b) Fishstock – trawler safety issue update
	c) Harbour Estate Parking – enforcement
	d) New workboat – update
	e) Strand Quay proposal – update
	f) Timber fendering on BYC alongside berthing – update
	g) Future provision of visitor moorings in the outer harbour (BYC)- update
	5. Capital/Maintenance Works – drying grid
	6. Harbour Budget & Charges 2016/17 - update (2½%)
7. Maritime Events 2016	
8. New Harbour Management IT System	
9. Risk Management Audit	
10. Quarterly Accident & Incident Data	
11. Port Marine Safety Code - compliance audit	
12. Review of Legislation – Powers of Direction	
13. Harbour Committee	
a) Upcoming Agenda	
Date of the next meeting – 10 th March 2016 at 10:30	

1.	Apologies for Absence	Action
	Apologies were received from Cllr Lynn Sykes, Jerry Carter, Peter Bartlett, Cllr Barbara Cunningham and the Mayor Gordon Oliver.	

2.	Welcome	Action
	KM welcomed everyone to the meeting.	

3.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 14 th September 2015, were a true and accurate record of that meeting.	

4.	Matters Arising	Action
a)	Loading Bay - drainage issue update DB reported that after meeting with the contractor and a full investigation into the drainage problem, the contractor has accepted full responsibility and a large project will start in January to address the issue.	DB
b)	Fishstock – trawler safety issue update DB informed the Forum that the issue regarding the MFV on display during Fishstock and the concerns raised regarding it's suspended equipment had been forwarded to the organisers of Fish stock at the wash up meeting, and although assurances on the equipment safety devices were believed to have been sound, it was agreed that during future events suspended equipment would not be permitted where the public are at risk.	
c)	Harbour Estate Parking – enforcement KM reported that the contract has now been signed with Premier Parking and the new arrangements would start in around 4 weeks. There is going to be a slow introduction to allow all concerned time to make suitable arrangements, i.e. purchase permits or find alternative parking. There are signs to go up around that Harbour Estate informing people and MS asked a number of questions. KM offered to produce a FAQ sheet that would be available to help explain the new parking regime. KM advised that he would acquire this information from Premier Parking and make sure that the sheet is displayed in the notice boards around the harbour estate.	KM
d)	New workboat – update KM advised that a report has been written, which will be presented to the Harbour Committee in December. The specification is very similar to the Torquay workboat and the cost will be around £45,000.	
e)	Strand Quay proposal – update KM informed the Forum that the proposals for the Strand Quay are moving slowly forward and he confirmed that he had spoken to Highways colleagues with regard to the removal of the few short term parking spaces in the area. KM was informed that this would not be an issue. There will be more information available at the next meeting.	
f)	Timber fendering on BYC alongside berthing – update DB reported that the original contractor (Balfour Beatty) accepted that the incorrect timber had been used to form the timber fendering on the Yacht Club alongside berth. This timber had already been removed for safety reasons and the new, more appropriate, timber is due to be installed in the new year.	DB
g)	Future provision of visitor moorings in the outer harbour (BYC) – update DB advised the Forum that he is reluctant to offer visitor moorings as the harbour authority could be held responsible for any incidents that occur. However, he advised that he would be able to continue with the existing arrangements with the BYC, in that any un-occupied moorings would be made available for visitor use at the same rate. Availability updates would be provided to BYC on request.	DB & BYC

5.	Capital/Maintenance Works – drying grid	Action
	DB indicated that a report will be considered by the Harbour Committee in December, which covered a number of capital/maintenance projects. The various works included the refurbishment of the outer drying grid, purchase of protective barriers to prevent vehicular damage to buildings and two areas of fencing, one in Oxen Cove and another around the new waste compactor. In total the works amounted to some £90,000.	
6.	Harbour Budget & Changes 2016/17 – update (2½%)	Action
	<p>KM advised that at the September meeting a 2% increase in harbour charges was being discussed, with 3.5% for the Town Dock & Inner Dock customers at Torquay. However, the recommendation to the Harbour Committee is that the increase should be an average of 2.5% for all charges at all harbours. KM advised that the Harbour Authority have been asked to contribute an additional £197,000 to Torbay Council in 2016/17. The Budget Review Working Party does not believe that this can be sensibly achieved and therefore they will suggest that an extra £147,000 is passed to the general fund next year.</p> <p>KM advised that NB had asked him not to set a deficit budget. Therefore, it will be a break-even budget for next year. Also, there is a suggestion being put forward by the Mayor to cut the Harbour Committee as a budget saving and this matter was discussed by the Forum. KM advised that there are a number of capital expenditure items on the Harbour Committee agenda, which would be funded from the Harbour reserve fund.</p>	
7.	Maritime Events 2016	Action
	KM advised that there have been a lot of event applications received for 2016. The Air Show will be the biggest event and this is planned for 10 th ~ 12 th June. Issue 2 of the 2016 Maritime Events list has recently been published on the harbour website. KM asked if anyone is aware of any events that are not on the list, to let him know so that the event can be added. The Forum was reminded that the RNLI intended to have a long weekend of celebrations in August 2016 to mark their 150 th anniversary.	
8.	New Harbour Management IT System	Action
	KM advised that the supplier no longer supports the existing harbour software system. A tender process is just starting for a new replacement system, which will be introduced next year. This will work alongside the Torbay Council financial management system that is currently in use for raising invoices and it will improve payment options for our customers. The project will be funded from the Harbour reserve fund.	
9.	Risk Management Audit	Action
	KM advised that a number of harbour authority work areas are audited on a rolling programme each year. The audit looked at processes for managing risks and identifying area of improvement. A good standard opinion was achieved from this audit and the report will be presented to the Harbour Committee.	

10.	Quarterly Accident & Incident Data	Action
	KM advised that there have been 62 accidents, incidents and near misses recorded in the full year to 1 st December. The Forum were advised about the incidents that had been recorded since the last meeting, which include failed pick up gear at Brixham harbour, boats sinking and an accident on the Western Lady VII ferry as passengers were boarding..	
11.	Port Marine Safety Code – compliance audit	Action
	KM said that the annual compliance audit had just been completed. He advised that the Harbour Authority has changed the ‘Designated Person’ to the Devon Partnership Audit. The audit found the Harbour to be compliant and a few recommendations have been made within the report. A copy of the full audit report will be published as part of the Harbour Committee agenda for 21 st December and discussed at the meeting.	All to note
12.	Review of Legislation – Powers of Direction	Action
	KM advised that he had recently commissioned a review of Harbour Legislation. This was last undertaken professionally in 2002. The recent review suggested that the Harbour Authority might wish to seek additional powers of direction. At present, the Harbour Master has powers of General Direction but new powers of Harbour Directions are available. An application needs to be made to the Department for Transport and will cost around £1,000. MS asked if this is a one off cost or if this is a regular cost to keep the powers. KM advised that it would be a one off cost. KM advised that the Harbour Authority may be found wanting if the option to apply was not taken. The Forum was advised that if the Harbour Authority were awarded powers of Harbour Directions then it would be necessary to follow a Code of Conduct. A Port Users Group (PUG) would be set up which would be made up from the Torquay & Paignton Harbour Liaison Forum & the Brixham Harbour Liaison Forum. KM advised that the current byelaws were fine but the new powers of direction could be used for anything not covered within the byelaws. The Forum supported the application for new powers.	KM
13.	Harbour Committee - Upcoming Agenda	Action
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 21 st December 2015, which is due to be held at Torquay Town Hall. KM advised that the future dates of the Harbour Committee and the Liaison Forum are listed on the agenda but some of the dates are provisional at present, as they need to be agreed by the Council.	All to note

Next Meeting

Venue

Future meetings

Brixham Harbour Office

10th March 2016

10.30 am

9th June 2016 (provisional)

10.30 am

8th September 2016 (provisional)

10.30 am

8th December 2016 (provisional)

10.30 am

Dates of Harbour

Committee

Meetings

21st December 2015

5.30 pm (Torquay)

21st March 2016

5.30 pm (Brixham)

27th June 2016 (provisional)

5.30 pm (Torquay)

19th September 2016 (provisional)

5.30 pm (Brixham)

19th December 2016 (provisional)

5.30 pm (Torquay)