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Date: Friday, 14 September 2012

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Dear Member

**HARBOUR COMMITTEE - MONDAY, 17 SEPTEMBER 2012**

I am now able to enclose, for consideration at the Monday, 17 September 2012 meeting of the Harbour Committee, the following reports that were unavailable when the agenda was printed.

<b>Agenda No</b>	<b>Item</b>	<b>Page</b>
<b>10.</b>	<b>Tor Bay Performance Monitoring</b>	<b>(Pages 62 - 66)</b>

Yours sincerely

Kay Heywood  
Clerk

# Agenda Item 10

## PIs/Projects 2012/13

Quarterly report for 2012/13, AY2011/12 and 2012

No headings

Filtered by Service: Tor Bay Harbour Authority

Filtered by Flag:Include: Tor Bay Harbour Authority

### 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
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Performance Indicators:	No Data	Well Below Target	Below Target	On Target	Above Target	Well Above Target
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### Key to +/- Column:

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

## PIs/Projects 2012/13

Performance Indicators										
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
On Target	TDAMS01	<u>TDAMS01 Harbour estate lettings occupancy</u>	+	97.50%	100.00%	97.50%				97.50% (1/4)
Well Above Target	TDAMS07	<u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£739,192.62	£525,000.00	£154,170.89				£154,170.89 (1/4)
Data not due	TDAMS08	<u>TDAMS08 Harbour Users Survey</u>	+	81.6%	85.0%	n/a	n/a	n/a		n/a
Data not due	TDAMS09	<u>To monitor and support staff through induction and appraisal reviews</u>	+	100%	100%	n/a	n/a	n/a		n/a
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		n/a
Well Above Target	THARB11	<u>Reduce the number of reportable accidents including (RIDDOR)</u>	-	4	6	0				0 (1/4)
On Target	THARB13	<u>Maintain the bilateral agreement with the UK Hydrographic Office</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB16	<u>To Provide Visitor Moorings</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Data	THARB17	<u>Implement the</u>	+	91%	96%	n/a	n/a	n/a		n/a

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PIs/Projects 2012/13										
Performance Indicators										
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
not due		<u>safety management improvement plan</u>								
On Target	THARB21	<u>Test and Review a Business Continuity Plan for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Well Above Target	THARB23	<u>To Reduce Staff Absence</u>	-	1.58%	2.200%	0.633%				1.350% (5/12)
Data not due	THARB25	<u>To keep existing businesses and attract new activities</u>	+	Yes	Yes	n/a	n/a	n/a		n/a
Above Target	THARB26	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	18.54%	0.00%	0.24%	10.74%			10.74% (2/4)
Below Target	THARB27	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	5.80%	0.00%	0.14%	6.57%			6.57% (2/4)
On Target	THARB28	<u>Undertake routine maintenance of harbour infrastructure</u>	+	Yes	Yes	Yes				Yes (1/4)
On Target	THARB29	<u>Issue local Notices to Mariners and enforce Harbour Byelaws</u>	+	Yes	Yes	Yes				Yes (5/12)
Data not due	THARB31	<u>Safety Management System audit completed and improvement plan agreed</u>	+	Yes	Yes	n/a	n/a	n/a		n/a
Data not due	THARB32	<u>Review and exercise the Tor Bay Harbour Emergency Response Plan</u>	+	No	Yes	n/a	n/a	n/a		n/a
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		n/a

PIs/Projects 2012/13										
Performance Indicators										
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
On Target	THARB35	<u>Refresh the Tor Bay Harbour Website</u>	+	No	Yes					Yes (1/12)
On Target	THARB37	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	Yes	Yes	Yes				Yes (1/4)
Data not due	THARB39	<u>Complete Equality Impact Assessments</u>	+	Yes	Yes	n/a	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		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		n/a
On Target	THARB51	<u>Lay seasonal 5-knot buoys &amp; navigational marks</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Data not due	THARB59	<u>Agree the Tor Bay Harbour Authority Business Plan</u>	+	Yes	Yes	n/a	n/a	n/a		n/a
Data not due	THARB60	<u>Produce an Asset Management Plan for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a		n/a
Data not due	THARB62	<u>Set the Tor Bay Harbour Charges and Harbour Budget</u>	+	Yes		n/a	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		n/a
Data not due	THARB65	<u>% of responses who believe Torbay Harbour Authority are properly managing safety in Torbay Harbour</u>	+	95.9%		n/a	n/a	n/a		n/a
On Target	THARB70	<u>Annual audit/inspection from Trinity</u>	+	n/a	Yes	n/a	n/a	n/a	Yes	Yes

PIs/Projects 2012/13										
Performance Indicators										
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
		<u>House</u>								
On Target	THARB71	<u>Manage the seasonal beach/harbour patrol craft</u>	+	n/a	Yes	n/a	n/a	n/a	Yes	Yes
Data not due	THARB72	<u>Percentage of visitors that would use the harbour again</u>	+	n/a	Target to be set.	n/a	n/a	n/a		n/a
Well Below Target	THARB73	<u>Percentage of Harbour staff with a CPD record in place</u>	+	n/a	100.0%	4.5%				4.5% (1/4)
On Target	THARB74	<u>To hold quarterly meetings with harbour users and stakeholders</u>	+	n/a	Yes	Yes				Yes (1/4)
Above Target	THARB76	<u>Number of Maritime Events supported</u>	+	n/a	36	n/a	n/a	n/a	38	38
Projects										
Project Status	Code	Title		Project End	Last Review Date	Achieved	Missed	Arising		
On Target	THARB54	<u>Deliver a "Port Masterplan" for Tor Bay Harbour</u>		31/03/2013 (due)	01/09/2012					
On Target	THARB64	<u>Explore marketing opportunities</u>		31/03/2015 (due)	06/09/2012					
On Target	THARB47	<u>Help to produce a Coastal Zone Management Plan in consultation with stakeholder groups</u>		31/03/2014 (due)	01/09/2012					
On Target	THARB49	<u>Improve passenger landing facilities at Torquay &amp; Brixham</u>		17/04/2013 (due)	01/09/2012					
No Data available	THARB68	<u>Influence decision making over the location of the Marine Conservation zones</u>		30/09/2015 (due)						
No Data available	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>		31/03/2015 (due)						
On Target	THARB48	<u>Investigate renewable energy projects for use on the harbour estate</u>		01/04/2014 (due)	01/09/2012					
On Target	THARB36	<u>Produce a new Tor Bay Harbour website with up to date/live weather and tidal data</u>		30/04/2013 (due)	05/09/2012	New completion date has given this project more time				
On Target	THARB20	<u>Replace chain mooring with pontoon berths in Torquays inner harbour</u>		01/04/2014 (due)	06/09/2012					
On Target	THARB31	<u>Review and improve the Safety Management System software</u>		29/03/2013 (due)	01/09/2012					
No	THARB66	<u>To produce, promote and</u>		28/02/2013						

<b>PIs/Projects 2012/13</b>							
<b>Projects</b>							
<b>Project Status</b>	<b>Code</b>	<b>Title</b>	<b>Project End</b>	<b>Last Review Date</b>	<b>Achieved</b>	<b>Missed</b>	<b>Arising</b>
Data available		<u>reprint the Torbay Harbour Guide</u>	(due)				
No Data available	THARB69	<u>Undertake Energy Audits at each enclosed harbour</u>	31/03/2015 (due)				
On Hold	THARB55	<u>Working with stakeholders to investigate options to improve the management of the new Fish Market</u>	28/03/2014 (due)	01/09/2012			

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