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Date: Wednesday, 29 May 2013

Governance Support  
Town Hall  
Castle Circus  
Torquay  
TQ1 3DR

Dear Member

**HARBOUR COMMITTEE - MONDAY, 3 JUNE 2013**

I am now able to enclose, for consideration at the Monday, 3 June 2013 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>
13.	<b>Torquay/Paignton and Brixham Harbour Liaison Forums</b>	(Pages 1 - 7)
19.	<b>Performance Report - Tor Bay Harbour Authority</b>	(Pages 8 - 18)

Yours sincerely

Kay Heywood  
Clerk

# Agenda Item 13

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

Torquay Harbour Office

**Date**21<sup>st</sup> May 2013 at 14:00**Present**

Capt K Mowat (KM)	Mr J Bond (JB)	Cllr N Amil (NA)
Cllr V Ellery (VE)	Mr M Ritchie (MR)	Cllr M Hytche (MH)
Mr J Turner (JT)	Capt P Labistour (PL)	Mr W Butcher (WB)
Cllr J Faulkner (JF)	Ms H Meacock (HM)	Mr T Ekers (TE)

**Agenda Items**

1. Apologies
2. Minutes of the last meeting
3. Matters arising from the last minutes
  - a) Brown Signs - Paignton Harbour
  - b) Tor Bay Harbour Port Masterplan – Agenda item
  - c) Blue Sea Food Company - update
  - d) Ferry Pontoons - update
  - e) Tor Bay Harbour Business Plan 2013/14 - now approved
  - f) Tor Bay Harbour Moorings Policy - now updated
  - g) Marine Conservation Zones – update
  - h) Parking enforcement - update
4. Capital Works
  - a) Haldon Pier - update
  - b) Princess Pier - update
  - c) Torquay inner harbour pontoon berths – update
5. Tor Bay Harbour Port Masterplan
6. Budget Outturn 2012/13
7. Maritime Events 2013 – updated list
8. New Harbour Website
9. Torquay Harbour Entrance – WB
10. Town Dock electricity & water - WB
11. Harbour Committee
  - a) Upcoming agenda

Date of the next meeting 10<sup>th</sup> September 2013 at 1400

<b>1.</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies were received from Mr M Smith, Mr A Lane, The Mayor, Mr M Ould, Mr C Baker, Mr D Musgrove, Mrs H Bruce & Mrs C Clayton.	
<b>2.</b>	<b>Minutes of the last meeting</b>	<b>Action</b>
	It was agreed that the minutes of the last meeting were a true and accurate record of that meeting	
<b>3.</b>	<b>Matters Arising</b>	<b>Action</b>
<b>(a)</b>	<b>Brown Signs – Paignton Harbour</b> KM reported that Cllr J Richards had raised this issue with the appropriate officer after the last Forum meeting. However, no new Brown Signs have appeared yet and the Councillors on the Forum agreed to pursue the matter. An email from the proprietors of TJs was read out expressing their disappointment at this lack of action and on the overall matter of signage to the Harbour. The Forum concluded that the Harbour Authority had done all it could reasonable do on this matter	<b>Cllrs</b>
<b>b)</b>	<b>Tor Bay Harbour – Port Masterplan</b> Agenda item	
<b>c)</b>	<b>Blue Sea Food Company</b> KM reminded the Forum of the current position regarding the December deadline. JT reported that there were currently no issues that needed addressing and that the company was fulfilling its promises regarding the size of transport, parking, etc.	<b>KM/JT</b>
<b>d)</b>	<b>Ferry pontoons Update</b> KM reported that the Torquay pontoon would be installed by the end of June and that the Brixham pontoon was currently being constructed on Beacon Quay. KM continued by explaining that by the year end there would also be access gates which would restrict use to passenger boat operators only. WB expressed a concern for the safety of vessels on the inside of the new pontoon and KM agreed to examine this issue. KM advised that the revised tender documents for the frequent ferry service would be sent out later in the summer and it was hoped they would attract more bids.	<b>KM</b>
<b>e)</b>	<b>Tor Bay Harbour Business Plan 2013/14</b> The Forum was advised that this Plan was now approved.	
<b>f)</b>	<b>Tor Bay Harbour Moorings Policy</b> The Forum was advised that this Policy had now been updated.	
<b>g)</b>	<b>Marine Conservation Zones - update</b> KM reported that during the consultation process many organisations from Torbay had questioned Defra on the process of how the Government had established the proposed MCZs rather than just the concept. However, there was also a strongly held view that a local MCZ wasn't required and that measures were already available to protect the marine environment. A response from Defra was awaited which would in all probability be later in the summer.	
<b>h)</b>	<b>Parking enforcement - update</b> The Forum was reminded about the background to this matter. JT reported that the proposed contract with AS Parking Ltd and the answers to some of the questions raised were expected to be available later in the week.	<b>JT/KM</b>

<b>4.</b>	<b>Capital Works</b>	<b>Action</b>
(a)	<b>Haldon Pier – update</b> KM reported that the works to the inside of the pier would not now resume until the Autumn.	
(b)	<b>Princess Pier – update</b> KM reminded the Forum that all of the works to the concrete part of the pier were subject to an Environment Agency (EA) funding bid and that the bid was to be submitted later this year. The remaining works to Princess Pier were identified within the Council's Capital Plan which it was hoped would be implemented soon, now that the Princess Gardens project was nearly completed.	
(c)	<b>Torquay inner harbour pontoon berths - update</b> KM reported that the scheme would be project managed by the TDA and that HRS consultants had recently been appointed to assist. The project has a delivery date of April 2014. Tenders were to go out in late summer and there will be consultation with some stakeholders (possibly the Forum) before a final layout is agreed.	<b>KM</b>
<b>5.</b>	<b>Tor Bay Harbour Port Masterplan</b>	<b>Action</b>
	KM informed the Forum that the draft version of the Port Masterplan had been on the Harbour website for all to view and comment on since mid April. The Harbour Committee will consider the Masterplan at its meeting in June and it was expected that the Council will adopt the Plan as part of their Policy Framework later in the year. KM thanked everyone who had responded to the consultation and those who had participated in the planning process. He said that a table will be drawn up to summarise all the responses. This table will also appear on Harbour website.	
<b>6.</b>	<b>Budget Outturn 2012/13</b>	<b>Action</b>
	KM reported that despite forecast deficits on the Torquay/Paignton harbour account and the Brixham harbour account, the Harbour Authority business unit had made small surpluses of £13k (Torquay & Paignton) and £80k (Brixham).	<b>To note</b>
<b>7.</b>	<b>Maritime Events 2013 - updated list</b>	<b>Action</b>
	KM made the Forum aware of additions/deletions and emphasised that the information was now on the revised and updated harbour website that had recently been launched. KM encouraged Forum members to view the website and register their interest for regular email updates.	<b>ALL</b>
<b>8.</b>	<b>New Harbour Website</b>	<b>Action</b>
	The Forum was informed that the Tor Bay Harbour website had recently been refreshed. Everyone was encourage to take a look at <a href="http://www.Tor-Bay-Harbour.co.uk">www.Tor-Bay-Harbour.co.uk</a> KM asked for feedback on the site content, good or bad, so that any errors can be corrected. He also reminded everyone that they could register to receive Harbour Masters Notices, Newsletters, etc.	<b>ALL</b>

<b>9.</b>	<b>Torquay Harbour Entrance – WB</b>	<b>Action</b>
	WB expressed concern that people were still speeding out of the harbour and he felt that the buoyage could be improved to reflect the recent Notice to Mariners. Following some debate KM agreed to talk to Trinity House re the possibility of an additional green buoy (starboard hand). He also agreed to investigate why there was not a 5 knot buoy in the vicinity of the entrance. WB also raised the problem of angling into the harbour entrance as an ongoing issue. He gave examples of personal injuries as did MR. KM agreed to remind harbour staff, including the crew of 'Oscar – 4' about this danger and the need for regular enforcement, he would also seek further PCSO support with this matter. The Forum agreed that the action taken at Paignton was a good way to stop the problem and KM was encouraged to consider this as a possible solution at Torquay.	<b>KM</b>  <b>KM</b>  <b>KM</b>

<b>10.</b>	<b>Town Dock electricity &amp; water - WB</b>	<b>Action</b>
	WB asked if there was any news regarding additional electricity and water points on the Town Dock. KM said that the sub-contractor Rolec were due to visit next week to provide a quote for additional service bollards.	<b>KM</b>

<b>11.</b>	<b>Harbour Committee</b>	<b>Action</b>
<b>a)</b>	<b>Upcoming agenda</b> KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 3 <sup>rd</sup> June 2013 at the Town Hall in Torquay at 5.30pm.	

<b>Next Meeting</b>	10 <sup>th</sup> September 2013	2.00 pm
<b>Venue</b>	Torquay Harbour Office	
<b>Future meetings</b>	3 <sup>rd</sup> December 2013	2.00 pm
<b>Dates of Harbour Committee Meetings</b>	3 <sup>rd</sup> June 2013	5.30pm (Torquay)
	23 <sup>rd</sup> September 2013	5.30pm (Brixham)
	16 <sup>th</sup> December 2013	5.30pm (Torquay)
	17 <sup>th</sup> March 2014	5.30pm (Brixham)

<b>Meeting Title</b>	<b>Brixham Harbour Liaison Forum</b>
<b>Venue</b>	Brixham Harbour Office
<b>Date</b>	22 <sup>nd</sup> MAY 2013 at 2.00pm

<b>Present</b>	Capt P Labistour (PL)	Mr R Whitley (RW)	Ms H Meacock (HM)
	Capt K Mowat (KM)	Mr D Saunders (DS)	Mr T Wilson (TW)
	Mrs A Blackburn (AB)	Mr M Shaw (MSh)	Mr M Mander (MM)
	Cllr V Ellery (VE)	Mr D Jones (DJ)	Mr M. Stewart (MSt)

<b>Agenda Items</b>	1. Apologies for absence
	2. Minutes of the last meeting
	3. Matters arising from the last minutes a) Marine Conservation Zones
	4. Capital Works a) Fenders, Capping & Ladders b) Electric Recharge c) Latent Defects d) Frequent Ferry Service
	5. Tor Bay Harbour - Port Master Plan
	6. Maritime Events
	7. Torbay Lass
	8. Harbour Committee a) Upcoming Agenda
	9. Dates of future meetings

<b>1.</b>	<b>Apologies for absence</b>	<b>Action</b>
	Apologies were received from, Rick Smith, Robbie Richardson and Peter Bartlett.	

<b>2.</b>	<b>Minutes of the last meeting</b>	<b>Action</b>
	It was agreed that the minutes of the meeting of the 27 <sup>th</sup> February 2013 were a true and accurate record of that meeting.	

<b>3.</b>	<b>Matters Arising</b>	<b>Action</b>
<b>(a)</b>	<p><b>Marine Conservation Zones</b></p> <p>PL reported to the Forum that parts of Tor Bay had been recommended to be designated as a Marine Conservation Zone and that the harbour authority has objected to the proposal with a formal response to the Defra consultation. There has been no news from Defra since the end of the consultation period. PL agreed to keep the Liaison Forum informed. Linked to the possible MCZ designation the IFCA offered to give a presentation on their bye-law changes at the next Harbour Liaison Forum meeting.</p>	<b>PL</b>

<b>4.</b>	<b>Capital Works</b>	<b>Action</b>	
<b>a)</b>	<p><b>Fenders, Capping &amp; Ladders Project</b></p> <p>PL reported that the tenders for the fenders, capping &amp; ladders work had been received and contractors appointed. The orders have been placed for materials and work should commence on the site by the end of August.</p>	<b>PL</b>	
<b>b)</b>	<p><b>Electricity Recharge Project</b></p> <p>PL informed the Forum that the MFV basin and the crane pier both now had the facilities to recharge all electricity used. The new system was due to go live back in March, however, the Forum was advised that due to issues with the new boxes tripping out, the launch was postponed until the problem was identified and a solution found. Testing will now be carried out next week, with a view to going live early in June.</p>		
<b>c)</b>	<p><b>Latent Defects</b></p> <p>PL stated that some of the larger issues regarding the defects of the new Fish Quay building should be finalised soon. There will be a meeting on Friday to discuss the regeneration project defects with the contractor and engineers. It was discussed and agreed by the Forum that the Harbour Authority and Brixham Trawler Agents should resume their monthly meetings to keep up with and on top of any maintenance issues.</p>		<b>PL &amp; BTA</b>
<b>d)</b>	<p><b>Frequent Ferry Service</b></p> <p>PL reported that since no bids had been received for the new ferry service the first time around, the tender documents have been amended and will go out again very soon. In the meantime the Forum was advised that the new pontoons were in the process of being installed at Brixham and Torquay, with works on the infrastructure due to be completed in June.</p>		

<b>5.</b>	<b>Tor Bay Harbour Port Masterplan</b>	<b>Action</b>
	<p>PL informed the Forum that the draft version of the Port Masterplan had been on the Harbour website for all to view and comment on since mid April. The Harbour Committee will consider the Masterplan at its meeting in June and it was expected that the Council will adopt the Plan as part of their Policy Framework later in the year. KM thanked everyone who had responded to the consultation and those who had participated in the planning process. He said that a table will be drawn up to summarise all the responses. This table will also appear on Harbour website.</p>	

<b>6.</b>	<b>Maritime Events</b>	<b>Action</b>
	PL reported that this was a very busy year for Maritime events in the Bay. In particular the upcoming Whitsun weekend would be busy with the Heritage Regatta, ORDA Powerboat racing, the National 12 Nationals and the Topper sailing dinghies.	<b>ALL to note</b>
<b>7.</b>	<b>Torbay Lass</b>	<b>Action</b>
	PL informed the Forum that there is an emerging project with much support in the local area surrounding the heritage boat 'Torbay Lass', which is currently lying in Tilbury. Trinity Sailing would like to bring the boat back to Brixham and apply to the Heritage Lottery Fund (HLF) for funds to restore the vessel. A number of groups have offered some funding towards initial surveys, etc. PL explained that the Harbour Authority would support the venture but were concerned that the boat would become a liability if the HLF bid failed. Members of the Forum discussed the project. Some agreed with the concerns expressed and others felt that the risk was worth taking. Another view was that too many heritage boats could actually dilute the market. In conclusion PL explained that the Harbour Authority would provide a berth/mooring and if required an area ashore for the renovation work but only if a suitable site can be found on the harbour estate.	<b>PL</b>
<b>8.</b>	<b>Harbour Committee</b>	<b>Action</b>
	PL informed the Forum of the items on the agenda for the next Harbour Committee meeting on 3 <sup>rd</sup> June 2013 at the Town Hall in Torquay at 5.30pm.	<b>ALL</b>

<b>Next Meeting</b>	11 <sup>th</sup> September 2013	2.00 pm
<b>Venue</b>	Brixham Harbour Office	
<b>Future meetings</b>	5 <sup>th</sup> December 2013	2.00 pm
<b>Dates of Harbour Committee Meetings</b>	3 <sup>rd</sup> June 2013	5.30pm (Torquay)
	23 <sup>rd</sup> September 2013	5.30pm (Brixham)
	16 <sup>th</sup> December 2013	5.30pm (Torquay)
	17 <sup>th</sup> March 2014	5.30pm (Brixham)



# Agenda Item 19

## 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

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/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%	99.16%	99.16%	99.16%	99.16%	99.16%
On Target	TDAMS04 <u>TDAMS04 Navigation Lights availability</u>	+	99.28%	100.00%	98.59%	98.53%	98.62%	98.36%	98.36%	98.36%
Well Above Target	TDAMS07 <u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£739,192.62	£525,000.00	£154,170.89	£291,269.22	£469,438.81	£674,819.53	£674,819.53	£674,819.53
Data not due	TDAMS08 <u>TDAMS08 Harbour Users Survey</u>	+	81.6%	85.0%	n/a	n/a	n/a	n/a	n/a	n/a
Below Target	TDAMS09 <u>To monitor and support staff through induction and appraisal reviews</u>	+	100%	100%	n/a	n/a	n/a	90%	90%	90%
On	THARB08 <u>To Produce and Review a</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	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
Target	<u>Risk Register for the Business Unit</u>								
Well Above Target	Reduce the number of reportable accidents including (RIDDOR)	-	4	6	0	0	0	0	0
On Target	<u>Maintain the bilateral agreement with the UK Hydrographic Office</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>To Provide Visitor Moorings</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Implement the safety management improvement plan</u>	+	91%	96%	n/a	n/a	n/a	93%	93%
On Target	<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	<u>To Reduce Staff Absence</u>	-	1.58%	2.200%	0.633%	1.255%	1.551%	1.956%	1.956%
On Target	<u>To keep existing businesses and attract new activities</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Above Target	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	18.54%	0.00%	0.24%	10.74%	14.04%	14.80%	14.80%
Below Target	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	5.80%	0.00%	0.14%	6.57%	7.17%	6.94%	6.94%
On Target	<u>Undertake routine maintenance of harbour infrastructure</u>	+	Yes	Yes	Yes	Yes	Yes	Yes	Yes
On Target	<u>Issue local Notices to Mariners and enforce</u>	+	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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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
	Harbour Byelaws								
On Target	<u>Safety Management System</u> audit completed and improvement plan agreed	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Review and exercise the Tor Bay Harbour Emergency Response Plan</u>	+	No	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Review the delegated powers of the Executive Head of Tor Bay Harbour Authority</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Refresh the Tor Bay Harbour Website</u>	+	No	Yes	Yes	Yes	Yes	Yes	Yes
On Target	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	Yes	Yes	Yes	Yes	Yes	Yes	Yes
On Target	<u>Complete Equality Impact Assessments</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Implement Equality Impact Assessment Improvement Plans</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>To review the Tor Bay Harbour Operational Moorings Policy</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Lay seasonal 5-knot buoys &amp; navigational marks</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Agree the Tor Bay Harbour Authority Business Plan</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Produce an Asset Management Plan for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	<u>Set the Tor Bay Harbour</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes

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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
Target	Charges and Harbour Budget								
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	Yes
On Target	THARB65 <u>% of responses who believe Torbay Harbour Authority are properly managing safety in Torbay Harbour</u>	+	95.9%	95.0%	n/a	n/a	n/a	95.3%	95.3%
On Target	THARB70 <u>Annual audit/inspection from Trinity House</u>	+	n/a	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB71 <u>Manage the seasonal beach/harbour patrol craft</u>	+	n/a	Yes	n/a	n/a	n/a	Yes	Yes
Well Below Target	THARB73 <u>Percentage of Harbour staff with a CPD record in place</u>	+	n/a	100.0%	4.5%	75.0%	75.0%	85.0%	85.0%
On Target	THARB74 <u>To hold quarterly meetings with harbour users and stakeholders</u>	+	n/a	Yes	Yes	Yes	Yes	Yes	Yes
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>	30/09/2013 (due)	31/03/2013	Draft plan due to go out for consultation in April		
On Target	THARB64	<u>Explore marketing opportunities</u>	31/03/2015 (due)	03/03/2013			
On Target	THARB47	<u>Help to produce a Coastal Zone Management Plan in consultation with stakeholder groups</u>	31/03/2014 (due)	01/03/2013	Draft Plan in circulation with stakeholders		
Behind	THARB49	<u>Improve passenger landing facilities</u>	28/06/2013	29/03/2013		End date delayed	

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Print Date: Wednesday, May 29, 2013 13:30

**PIs/Projects 2012/13**

<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>
Target		<u>at Torquay &amp; Brixham</u>	(due)			due to late MMO Licence	
On Target	THARB68	<u>Influence decision making over the location of the Marine Conservation Zones</u>	30/09/2015 (due)	03/03/2013	Response to the Defra consultation sent on 28th March 2013.		
On Target	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>	31/03/2015 (due)	03/03/2013			
On Target	THARB48	<u>Investigate renewable energy projects for use on the harbour estate</u>	01/04/2014 (due)	01/03/2013	TDA tasked with the project to put solar panels on the Fish Market roof.		
On Target	THARB36	<u>Produce a new Tor Bay Harbour website with up to date/live weather and tidal data</u>	30/04/2013	05/03/2013	Due for completion in April 2013		
On Target	THARB20	<u>Replace chain mooring with pontoon berths in Torquays inner harbour</u>	01/04/2014 (due)	26/02/2013	Meeting with Project Manager - Sam Atratchi (TDA) on 26th February 2013. Commenced procurement of consulting engineers.		
On Target	THARB31	<u>Review and improve the Safety Management System software</u>	30/08/2013 (due)	29/03/2013	On target but new end date provided to enable more time for added features		
No Data available	THARB66	<u>To produce, promote and reprint the Torbay Harbour Guide</u>	28/02/2014 (due)				
Behind Target	THARB69	<u>Undertake Energy Audits at each enclosed harbour</u>	31/03/2015 (due)	03/03/2013	TDA asked to assist.		
On Hold	THARB55	<u>Working with stakeholders to investigate options to improve the management of the new Fish Market</u>	28/03/2014 (due)	01/03/2013			

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Print Date: Wednesday, May 29, 2013 13:30

## PIs/Projects 2013/14

Quarterly report for 2013/14, AY2012/13 and 2013

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

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/Projects 2013/14

#### Performance Indicators

Status Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
Data not due	TDAMS01 <u>TDAMS01 Harbour estate lettings occupancy</u>	+	99.16%						n/a
Data not due	TDAMS04 <u>TDAMS04 Navigation Lights availability</u>	+	98.36%	100.00%					n/a
Data not due	TDAMS07 <u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£674,819.53	£650,000.00					n/a
Data not due	TDAMS08 <u>TDAMS08 Harbour Users Survey</u>	+			n/a	n/a	n/a		n/a
Data not due	TDAMS09 <u>To monitor and support staff through induction and</u>	+	90%		n/a	n/a	n/a		n/a

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**PIs/Projects 2013/14****Performance Indicators**

Status Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
due	appraisal reviews								
Data not due	<u>To Produce and Review a Risk Register for the Business Unit</u>	+	Yes		n/a	n/a	n/a		n/a
Data not due	<u>Reduce the number of reportable accidents including (RIDDOR)</u>	-	0						n/a
Data not due	<u>Maintain the bilateral agreement with the UK Hydrographic Office</u>	+	Yes	Yes	n/a	n/a	n/a		n/a
Data not due	<u>To Provide Visitor Moorings</u>	+	Yes		n/a	n/a	n/a		n/a
Data not due	<u>Implement the safety management improvement plan</u>	+	93%		n/a	n/a	n/a		n/a
Data not due	<u>Test and Review a Business Continuity Plan for the Business Unit</u>	+	Yes		n/a	n/a	n/a		n/a
Well Above Target	<u>To Reduce Staff Absence</u>	-	1.956%	2.100%					0.949% (1/12)
Data not due	<u>To keep existing businesses and attract new activities</u>	+	Yes		n/a	n/a	n/a		n/a
Data not due	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	14.80%						n/a
Data not due	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	6.94%						n/a
Data	<u>Undertake routine</u>	+	Yes						n/a

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**PIs/Projects 2013/14****Performance Indicators**

Status Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
not due	<u>maintenance of harbour infrastructure</u>								
<b>On Target</b>	<u>Issue local Notices to Mariners and enforce Harbour Byelaws</u>	+	Yes	Yes					Yes (1/12)
Data not due	<u>Safety Management System audit completed and improvement plan agreed</u>	+	Yes		n/a	n/a	n/a		n/a
Data not due	<u>Review and exercise the Tor Bay Harbour Emergency Response Plan</u>	+	Yes	Yes	n/a	n/a	n/a		n/a
Data not due	<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
<b>On Target</b>	<u>Refresh the Tor Bay Harbour Website</u>	+	Yes	Yes					Yes (1/12)
Data not due	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	Yes						n/a
Data not due	<u>Complete Equality Impact Assessments</u>	+	Yes		n/a	n/a	n/a		n/a
Data not due	<u>Implement Equality Impact Assessment Improvement Plans</u>	+	Yes		n/a	n/a	n/a		n/a
Data not due	<u>To review the Tor Bay Harbour Operational Moorings Policy</u>	+	Yes	Yes	n/a	n/a	n/a		n/a
Data not due	<u>Lay seasonal 5-knot buoys &amp; navigational marks</u>	+	Yes		n/a	n/a	n/a		n/a
Data	<u>Agree the Tor Bay Harbour</u>	+	Yes	Yes	n/a	n/a	n/a		n/a

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## PIs/Projects 2013/14

Performance Indicators										
Status Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	
not due	<u>Authority Business Plan</u>									
Data not due	<u>Produce an Asset Management Plan for the Business Unit</u>	+		Yes	n/a	n/a	n/a			n/a
Data not due	<u>Set the Tor Bay Harbour Charges and Harbour Budget</u>	+		Yes	n/a	n/a	n/a			n/a
Data not due	<u>Set up an appropriate Audit Plan for Tor Bay Harbour Authority</u>	+		Yes	n/a	n/a	n/a			n/a
Data not due	<u>% of responses who believe Torbay Harbour Authority are properly managing safety in Torbay Harbour</u>	+	95.3%		n/a	n/a	n/a			n/a
Data not due	<u>Annual audit/inspection from Trinity House</u>	+		Yes	n/a	n/a	n/a			n/a
Data not due	<u>Manage the seasonal beach/harbour patrol craft</u>	+		Yes	n/a	n/a	n/a			n/a
Data not due	<u>Percentage of Harbour staff with a CPD record in place</u>	+	85.0%							n/a
Data not due	<u>To hold quarterly meetings with harbour users and stakeholders</u>	+		Yes						n/a
Data not due	<u>Number of Maritime Events supported</u>	+	38		n/a	n/a	n/a			n/a

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**PIs/Projects 2013/14**

<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>
On Target	THARB54	<u>Deliver a "Port Masterplan" for Tor Bay Harbour</u>	30/09/2013 (due)	31/03/2013	Draft plan due to go out for consultation in April		
On Target	THARB64	<u>Explore marketing opportunities</u>	31/03/2015 (due)	03/03/2013			
On Target	THARB47	<u>Help to produce a Coastal Zone Management Plan in consultation with stakeholder groups</u>	31/03/2014 (due)	01/03/2013	Draft Plan in circulation with stakeholders		
Behind Target	THARB49	<u>Improve passenger landing facilities at Torquay &amp; Brixham</u>	28/06/2013 (due)	29/03/2013		End date delayed due to late MIMO Licence	
On Target	THARB68	<u>Influence decision making over the location of the Marine Conservation Zones</u>	30/09/2015 (due)	03/03/2013	Response to the Defra consultation sent on 28th March 2013.		
On Target	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>	31/03/2015 (due)	03/03/2013			
On Target	THARB48	<u>Investigate renewable energy projects for use on the harbour estate</u>	01/04/2014 (due)	01/03/2013	TDA tasked with the project to put solar panels on the Fish Market roof.		
Completed	THARB36	<u>Produce a new Tor Bay Harbour website with up to date/live weather and tidal data</u>	30/04/2013	30/04/2013	New website launched at the end of April 2013		
On Target	THARB20	<u>Replace chain mooring with pontoon berths in Torquays inner harbour</u>	01/04/2014 (due)	26/02/2013	Meeting with Project Manager - Sam Atratchi (TDA) on 26th February 2013. Commenced procurement of consulting engineers.		
On Target	THARB31	<u>Review and improve the Safety Management System software</u>	30/08/2013 (due)	29/03/2013	On target but new end date provided to enable more time for added features		
No Data available	THARB66	<u>To produce, promote and reprint the Torbay Harbour Guide</u>	28/02/2014 (due)				

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**PIs/Projects 2013/14****Projects**

<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>
Behind Target	THARB69	<u>Undertake Energy Audits at each enclosed harbour</u>	31/03/2015 (due)	03/03/2013	TDA asked to assist.		
On Hold	THARB55	<u>Working with stakeholders to investigate options to improve the management of the new Fish Market</u>	28/03/2014 (due)	01/03/2013			

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