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Date: Tuesday, 16 September 2014

Governance Support
Town Hall
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Dear Member

HARBOUR COMMITTEE - MONDAY, 22 SEPTEMBER 2014

I am now able to enclose, for consideration at the Monday, 22 September 2014 meeting of the Harbour Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item	Page
7.	Torquay/Paignton and Brixham Harbour Liaison Forums	(Pages 98 - 107)
13.	Performance of the Tor Bay Harbour Authority Business Unit (SPAR.Net)	(Pages 108 - 114)
16.	Quarterly Accident and Incident Data for Tor Bay Harbour	(Pages 115 - 116)

Yours sincerely

Kay Heywood
Clerk

Meeting Title	Torquay & Paignton Harbour Liaison Forum
Venue	Torquay Harbour Office
Date	2 nd September 2014 at 10:30

Present	Capt K Mowat (KM)	Mr J Bond (JB)	Cllr J Faulkner (JF)
	Mr S Pinder (SP)	Mr M Ellis (ME)	Ms C Rugg (CR)
	Mr T Ekers (TE)	Cllr N Amil (NA)	Mr D Buckpitt (DB)
	Mr M Stewart (MS)	Mr A Rayner (AR)	Mr P Lloyd (PL)
	Mrs C Clayton (CC)	Mrs H Bruce (HB)	

1. Apologies
 2. Welcome
 3. Minutes of the last meeting
 4. Matters arising from the last minutes
 - a) Marine Conservation Zone – SeaTorbay Codes of Conduct
 - b) Paignton Harbour Development Proposal - update
 - c) Storm Damage - update
 - d) Waiting List Joining Fee – approved change to Moorings Policy
 - e) Paignton Harbour Event 2015
 - f) Torquay Harbour Entrance Buoys - update
 5. Capital Works
 - a) Haldon Pier – update
 - b) Princess Pier - update
 - c) Torquay Inner Dock – update
 6. Budget Savings 2015/16 & Harbour Budget/Charges 2015/16 ~ 3.0% ?
 7. Maritime Events 2014 & 2015
 8. Tor Bay Harbour Environmental Policy Statement - review
 9. Review of the Tor Bay Harbour Pilotage Directions
 10. Tor Bay Harbour Authority Business Risk Register – review
 11. Extension of Harbour Estate at Princess Pier
 12. LSTF Cycle Routes – Torquay & Paignton harbours
 13. Harbour Committee
 - a) Upcoming agenda
- Date of the next meeting 1st December 2014 10.30 am

1.	Apologies for Absence	Action
	Apologies were received from Cllr J Richards, Helen Meacock, Mike Smith, Dave Buckpitt (joined the meeting later), Marshall Ritchie, Clive Baker, the Mayor & Mike Ould.	
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 3 rd June 2014, were a true and accurate record of that meeting.	
4.	Matters Arising	Action
a)	Marine Conservation Zones – SeaTorbay Codes of Conduct KM stated that the 6 Codes of Conduct, relating to important conservation issues had now been completed and are published on the SeaTorbay website.	
b)	Paignton Harbour Development Proposal - update The Forum was advised that the Harbour Committee had agreed that a Working Party be set up to look at all the options for the development of the Harbour Light Restaurant building, including the options submitted in the exempt report, that was considered in June. Also, the Committee had determined that the tenants of the Harbour Light Restaurant building continue to be consulted and kept informed as to the proposals that might affect the future use of the building and that an Update Report based on the findings of the Working Party be brought back to the Harbour Committee in March 2015. KM advised the Forum that the Harbour Committee's Asset Review Working Party had agreed to undertake this work and that two additional meetings had been set for later in the year.	KM
c)	Storm Damage - update KM advised the Forum that grant aid of some £295,000 had been awarded to the Council in August. This followed a successful application made by Tor Bay Harbour Authority into the Department for Transport's Small Ports Recovery Fund. The fund was set up to help repair small ports and harbours across England damaged by the winter storms. Over £280k will be available for repairs to Torquay & Paignton harbours, including the East Quay at Paignton and the Town Dock & Princess Pier at Torquay.	
d)	Waiting List Joining Fee – approved change to Moorings Policy KM reported that the Harbour Committee had approved a change in the Moorings Policy to state that the waiting list deposit would become a waiting list joining fee, which is not refundable and will not be counted as a credit. KM to write to customers on the current waiting list to inform them of the new approved changes.	KM
e)	Paignton Harbour Event 2015 SP advised that planning was ongoing with the Paignton Harbour Users Group regarding an event in Paignton for 2015. He also mentioned a number of ideas for Christmas 2014, including a tree and festive lighting on the quayside. KM offered support in kind from the Harbour Authority, including a modest power supply, consistent with the approach adopted at Brixham and Torquay harbours. The idea of a boat jumble sale at the Harbour was still being discussed. Good feedback had been received regarding the firework display that had been based on the harbourside during the summer.	SP

f)	<p>Torquay Harbour Entrance Buoys – update</p> <p>As it was near the end of the season KM asked for views on this experimental layout. TE repeated his previous suggestion to put the words “5 knots” clearly onto the buoy. KM said he would investigate this option and would seek further views from the passenger boat operators at their end of season meeting in October.</p>	KM
5.	<p>Capital Works</p>	Action
a)	<p>Haldon Pier – update</p> <p>KM advised that £800,000 of funding remained for underwater work to be undertaken during the winter season. He stated that the poor condition of Haldon Pier and Princess Pier would be the subject of a report to the Harbour Committee in September and they both remained a top priority.</p>	KM
b)	<p>Princess Pier – update</p> <p>The Forum was advised that a request for internal capital funding had not been successful for Princess Pier but external applications continued. A bid to the Environment Agency was being progressed but a large bid made to the Local Enterprise Partnership had been unsuccessful. However, a smaller bid made to the DfT had received 100% funding [see 4 (c) above].</p>	
c)	<p>Torquay Inner Dock – update</p> <p>KM confirmed that all the pontoon berths within the Inner Dock had been sold and that the waiting lists continued to grow. The project had received positive feedback from harbour users and others in the community. Income levels were above forecast.</p>	
6.	<p>Budget Savings 2015/2016 & Harbour Budget/Charges 2015/16 ~ 3.0% ?</p>	
	<p>KM informed the Forum that the Harbour Committee had reluctantly accepted that further budget savings would be necessary in 2015/16 to enable an additional payment of £160,000 to Torbay Council. The Committee wished to make it clear that this would be a one off payment, as they believed that the harbour account could not withstand this level of continued contribution. The Mayor is now setting his budget to include the added contribution from Tor Bay Harbour Authority in 2015/16.</p> <p>KM stated that the budget figures now presented to the Harbour Committee would show the income/expenditure across the whole harbour area on one sheet, instead of breaking it down to each harbour. It will still be broken down to three sets of figures for the purposes of internal budget monitoring meetings.</p> <p>KM indicated that consultation on harbour charges for 2015/16 should start now and he suggested that 3% or inflationary increase would be proposed to the Harbour Committee.</p>	
7.	<p>Maritime Events 2014 & 2015</p>	
	<p>KM reported that Simon Pinder, the new Paignton Harbour Master, is to pick up the task of co-ordinating the Maritime Events scheduling for 2015/16.</p> <p>All of the 2014 Maritime Events went off safely throughout the season with only a few events remaining this year.</p>	

8.	Tor Bay Harbour Environmental Policy Statement - review	Action
	<p>KM informed the Forum that the Tor Bay Harbour Marine Environmental Policy Statement had been reviewed and a few amendments were to be recommended to the Harbour Committee. The Statement was last reviewed in 2012. CR said she would take away the Statement and forward her comments. No further comments were received by the Forum.</p>	CR/KM
9.	Review of the Tor Bay Harbour Pilotage Directions	Action
	<p>KM stated that the Pilotage Directions had been reviewed by the Pilotage Review Working Party. He then went through the proposed changes, which related mainly to the issue of Pilotage Exemption Certificates. The Forum had no further comments to add to the review.</p>	
10.	Tor Bay Harbour Authority Business Risk Register – review	Action
	<p>KM gave the Forum an overview of the contents of the Business Risk Register stressing that it dealt with strategic risks and not operational risks. MS suggested that the Register should be updated to reflect a heightened risk in respect of ‘Financial Strength’ following the pressure on the harbour budget. KM added that the ‘Succession Planning’ risk should also be adjusted given the age profile of the existing workforce. KM invited other Forum members to offer any additional comments.</p>	
11.	Extension of Harbour Estate at Princess Pier	Action
	<p>To help the Council with improved control and management options of corporate assets and public open space the Asset review Working Party agreed to support the a recommendation by KM to extend the harbour estate boundary to include all of Princess Pier and the Boat Booking Kiosks located at the base of the Pier. The Forum was asked to comment on this minor amendment to allow the Tor Bay Harbour Byelaws to be formally applied to this extended area. The Forum agreed that this recommendation should be supported.</p>	KM
12.	LSTF Cycle Routes – Torquay & Paignton harbours	Action
	<p>KM circulated some drawings to the Forum showing permissive cycle routes on the harbour estate at Torquay and Paignton harbours. He explained that the Torquay route formed part of the Local Sustainable Transport Fund (LSTF) initiative and passed along Beacon Quay and South Pier, across the inner harbour footbridge onto North Quay, to link up with the rest of the cycle network. KM confirmed that cyclists would be asked to dismount and that a public right of way would not be formed. i.e. the route would remain permissive. On this basis, the Forum had no issue with the proposal.</p> <p>At Paignton harbour KM was recommending clear signage from the seafront to the harbour showing a cycle route. The Forum raised concerns over this proposal and cited a number of incidents where cyclists approached the Harbour Light Building, at speed, endangering pedestrians. It was decided to put this idea on hold, as the benefits did not outweigh the advantages.</p>	KM

11.	Harbour Committee	Action
	Upcoming agenda KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 22 nd September 2014 at the Berry Head Hotel, Brixham at 5.30pm.	

Next Meeting

1st December 2014 10.30 am

Venue

Torquay Harbour Office

Future meetings

10th March 2015 10.30 am

2nd June 2015 10.30 am (provisional)

Dates of Harbour Committee Meetings

22nd September 2014 5.30 pm (Brixham)

15th December 2014 5.30 pm (Torquay)

23rd March 2015 5.30 pm (Brixham)

22nd June 2015 5.30 pm (Torquay) (provisional)

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	11 th September 2014 2:30pm

Present	Capt K Mowat (KM)	Cllr N Amil (NA)	Mr D Saunders (DS)
	Mr D Bartlett (DB)	Cllr V Ellery (VE)	Mr S Wilson (SW)
	Miss K Annis (KA)	Mr B Curtis (BC)	Mr D Jones (DJ)
	Mr P Bartlett (PB)	Mr B Young (BY)	

Agenda Items	1. Apologies
	2. Minutes of the last meeting
	3. Matters arising from the last meeting <ul style="list-style-type: none"> a) Latent Defects – Water Supply b) Marine Conservation Zones – SeaTorbay Codes of Conduct c) Wait List Joining Fee – Approved change to Moorings Policy d) Breakwater Hard - update e) Fish Branding – update f) Saturday Arts & Craft Market
	4. Budget Savings 2015/16 & Harbour Budget/Charges 2015/16 ~ 3%
	5. Maritime Events 2014 & 2015
	6. Tor Bay Harbour Marine Environmental Policy Statement - review
	7. Review of the Tor Bay Harbour Pilotage Directions
	8. Tor Bay Harbour Authority Business Risk Register – review
	9. Diesel / Oil Spills
	10. Winter Storage 2014/15
	11. Other Business
	12. Harbour Committee <ul style="list-style-type: none"> a) Upcoming Agenda
	Date of the next meeting 4 th December 2014 at 10:30

1.	Apologies for Absence	Action
	Apologies were received from Jerry Carter, Michael Stewart & Kurt Mockridge.	

2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 5 th June 2014, were a true and accurate record of that meeting.	

3.	Matters Arising	Action
a)	<p>Latent Defects – Water Supply DB informed the Forum that the RPZ valves were to be replaced with a fitted break tank due to early failures of the valves and expense of repair. The break tank is due to be fitted within the next month with the original contractor agreeing to pay 75% of the costs. A new tap had been fitted at the entrance of the Town Pontoon as requested by South West Water. Torquay Harbour is to provide a disused break tank which will serve this pontoon. The Forum then discussed the need for taps to be fitted along the pontoon. DB to chase up the TDA with regard to the installation of this tank.</p>	DB
b)	<p>Marine Conservation Zones – SeaTorbay Codes of Conduct KM stated that the 6 Codes of Conduct, relating to important conservation issues had now been completed and are published on the SeaTorbay website.</p>	
c)	<p>Waiting List Joining Fee – approved change to Moorings Policy KM reported that the Harbour Committee had approved a change in the Moorings Policy to state that the waiting list deposit would become a waiting list joining fee which is not refundable and will not be counted as a credit. KM to write to customers on the current waiting list to inform them of the new approved changes.</p>	KM
d)	<p>Breakwater Hard - update DB stated that new fencing had been erected around the beach master's hut on Breakwater Hard to improve public safety. Boats in storage had all been moved to one area which was still protected by heras fencing because the budget cannot fund any new low level fencing this year.</p>	
e)	<p>Fish Branding - update KM informed the Forum that he has now sent the original art work of the agreed branding image to Brixham Trawler Agents (BTA) and the South West Fish Producers Organisation. The logo already exists, as shown near the Fish Market entrance gates and is in use by BTA and some others. BY suggested that an annual fee could be made to fish buyers, for use of the branding artwork, the Forum discussed the idea and collectively agreed that an annual payment of £25.00 was a fair price. KM to take the idea to the Harbour Committee as part of the schedule of charges in December.</p>	KM
f)	<p>Saturday Arts & Craft Market KM stated that no further headway had been made with the Saturday Arts & Craft Market due to the illness of the main Chairman. He will pick this up again at December Forum meeting. VE said that he would like to be involved in a review of the current arrangements.</p>	KM

4.	Budget Savings 2015/16 & Harbour Budget/Charges 2015/16 ~ 3%	Action
	<p>KM informed the Forum that the Harbour Committee had reluctantly accepted that further budget savings would be necessary in 2015/16 to enable an additional payment of £160,000 to Torbay Council. The Committee wished to make it clear that this would be a one off payment as they believed that the harbour account could not withstand this level of continued contribution.</p>	

	<p>This was partly due to the fish tolls falling from around £750,000, three years ago, to the projected £550,000 for this year. The Mayor is now setting his budget to include the added contribution from Tor Bay Harbour Authority in 2015/16.</p> <p>KM stated that the budget figures now presented to the Harbour Committee will show the income/expenditure across the whole harbour area on one sheet, instead of breaking it down to each harbour. It will still be broken down to three sets of figures for the purposes of internal budget monitoring meetings.</p> <p>KM indicated that consultation on harbour charges for 2015/16 should start now and he suggested that 3% or inflationary increase would be proposed to the Harbour Committee. BC asked what this would mean in terms of additional overall income and KM replied that he would be able to give a clearer figure at the next Forum meeting.</p> <p>KM further stated that Brixham's harbour account was showing that it was not currently a sustainable business with the high SWW charges and other operating costs. The harbour authority would be looking at recharge the water taken on by the fishing boats. BY said that the fishing industry will argue that it is included as part of their fish tolls. KM reported that he was also looking at introducing a parking charge for all day parking on Brixham quay as is the case at Torquay and Paignton harbours. DB also reported that he and KM were looking at reducing other costs by moving the Dockmaster's shifts around to have them working in the day time, with unmanned gates overnight. KM reported that Interreg funding had been spent on turning the unused electronic auction room into a Training / Meeting / Emergency response room for use by the Council.</p>	<p>KM</p> <p>KM</p> <p>KM</p> <p>DM/KM</p>
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5.	Maritime Events 2014 & 2015	Action
	<p>KM reported that Simon Pinder, the new Paignton Harbour Master, is to pick up the task of co-ordinating the Maritime Events scheduling for 2015/16. All of the 2014 Maritime Events went off safely throughout the season with only a few events remaining this year. DS asked if there was any way the harbour authority could make any money from the maritime events. KM stated that in the past charges had been made against certain events for use of the harbour and/or harbour estate but that holding the events contributed greatly to the local economy. The current policy was to avoid making a charge and as the harbour is part of the local authority there is a duty to support the local economy.</p>	

6.	Tor Bay Harbour Marine Environmental Policy Statement - review	Action
	<p>KM informed the Forum that the Tor Bay Harbour Marine Environmental Policy Statement had been reviewed and a few amendments were to be recommended to the Harbour Committee. The Statement was last reviewed in 2012. No further comments were received by the Forum.</p>	

7.	Review of the Tor Bay Harbour Pilotage Directions	Action
	<p>KM stated that the Pilotage Directions had been reviewed by the Pilotage Review Working Party. He then went through the proposed changes which related mainly to the issue of Pilotage Exemption Certificates. The Forum had no further comments to add to the review.</p>	

8.	Tor Bay Harbour Authority Business Risk Register - review	Action
	<p>KM gave the Forum an overview of the contents of the Business Risk Register stressing that it dealt with strategic risks and not operational risks. The Register had been updated to reflect a heightened risk in respect of two items (1) Financial Strength and (2) Succession Planning. These changes had been suggested by the Torquay/Paignton Harbour Liaison Forum. KM invited the Brixham Forum members to offer any additional comments.</p>	
9.	Diesel / Oil Spills	Action
	<p>KM reported that several stakeholders had raised their concerns over the issue of an increase in the number of diesel/petrol sheens seen around the harbour. KM said that although Brixham was clearly a busy working harbour, it was clearly unacceptable to pollute the harbour.</p> <p>DB stated that a small amount of diesel sheen occurs every time a vessel starts its engines and that this cannot be easily avoided. A large number of the emails that DB had received related to 10ft blooms which he felt were due to engine starts. BY said that BTA have now installed four cameras around the fuelling area to provide recorded footage of all fuelling taking place and he wondered if the leisure industry were doing as much as they could do to prevent spillages occurring. KM said that he had hosted a meeting to address the concerns and he also stated that he felt the harbour authority was actively responding to the issue. A new Harbour Master's Notice had been promulgated and POLREPS were being issued as required. The Forum agreed to keep this matter under review.</p>	
10.	Winter Storage 2014/15	Action
	<p>DB informed the Forum that the harbour authority were hoping to put the winter lift operation out to tender this year but due to the late response he had no option but to continue to carry out the lift in house. The winter lift out dates for Oxen Cove (larger vessels and fin keeled vessels) would be the 9th & 10th October, with the smaller vessels coming out at Breakwater hard on the 13th October. For safety reasons it has been necessary to extend the dates of the lift which will cost more money but this will be subsidised by the income derived from extra boats in winter storage.</p>	
11.	Other Business	Action
	<p>DB reported that the harbour authority's workboat 'Signal' was about to be sold on 'eBay', a survey for valuation purposes was carried out with a valuation of between £6000 ~ £8000. The vessel was expected to reach its valuation.</p> <p>KM advised the Forum that grant aid of some £295,000 had been awarded to the Council in August. This followed a successful application made by Tor Bay Harbour Authority into the Department for Transport's Small Ports Recovery Fund. The fund was set up to help repair small ports and harbours across England damaged by the winter storms. Brixham would receive £11,600 to cover the cost of repairs already undertaken to Middle Pier.</p>	

12.	Harbour Committee	Action
	Upcoming agenda KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 22 nd September 2014 at the Berry Head Hotel, Brixham at 5.30pm.	All to note

Next Meeting	4 th December 2014	10.30am
Venue	Brixham Harbour Office	
Future meetings	12 th March 2014	10.30 am
	4 th June 2015	10.30 am (provisional)
Dates of Harbour Committee Meetings	22 nd September 2014	5.30 pm (Brixham)
	15 th December 2014	5.30 pm (Torquay)
	23 rd March 2015	5.30 pm (Brixham)
	22 nd June 2015	5.30 pm (Torquay) (provisional)

Agenda Item 13

PIs and Projects 14/15

Quarterly report for 2014/15, AY2013/14 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
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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
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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
On Target	TDAMS01	<u>TDAMS01 Harbour estate lettings occupancy</u>	+	98.31%	100.00%	98.30%			
On Target	TDAMS04	<u>TDAMS04 Navigation Lights availability</u>	+	99.99%	100.00%	99.99%			
Well Below Target	TDAMS07	<u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£588,378.33	£650,000.00	£82,372.85			
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 appraisal reviews</u>	+	90%	100%	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	
Well Above Target	THARB11	<u>Reduce the number of reportable accidents including</u>	-	2	2	0			

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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
		(RIDDOR)							
Data not due	THARB13	Maintain the bilateral agreement with the UK Hydrographic Office	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB16	To Provide Visitor Moorings	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB17	Implement the safety management improvement plan	+	89%	100%	n/a	n/a	n/a	
Data not due	THARB21	Test and Review a Business Continuity Plan for the Business Unit	+	Yes	Yes	n/a	n/a	n/a	
Above Target	THARB23	To Reduce Staff Absence	-	1.437%	2.000%	0.183%			
Data not due	THARB25	To keep existing businesses and attract new activities	+	Yes	Yes	n/a	n/a	n/a	
Below Target	THARB26	% Variation on Budgeted Income - Tor Bay Harbour Authority	+	9.71%	0.00%	-0.65%	-1.37%		
Above Target	THARB27	% Variation on Budgeted Expenditure - Tor Bay Harbour Authority	-	8.34%	0.00%	0.83%	-1.07%		
On Target	THARB28	Undertake routine maintenance of harbour infrastructure	+	Yes	Yes	Yes			
On Target	THARB29	Issue local Notices to Mariners and enforce Harbour Byelaws	+	Yes	Yes	Yes			
Data not due	THARB31	Safety Management System audit	+	Yes		n/a	n/a	n/a	

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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
		<u>completed and improvement plan agreed</u>							
On Target	THARB32	<u>Review and exercise the Tor Bay Harbour Emergency Response Plan</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
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			
On Target	THARB37	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	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	THARB51	<u>Lay seasonal 5-knot buoys & navigational marks</u>	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB59	<u>Agree the Tor Bay Harbour Authority Business Plan</u>	+	Yes	Yes	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	
Data	THARB62	<u>Set the Tor Bay</u>	+	Yes	Yes	n/a	n/a	n/a	
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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
not due		<u>Harbour Charges and Harbour Budget</u>							
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	Yes	n/a	n/a	n/a	
Data not due	THARB71	<u>Manage the seasonal beach/harbour patrol craft</u>	+	Yes	Yes	n/a	n/a	n/a	
On Target	THARB73	<u>Percentage of Harbour staff with a CPD record in place</u>	+	100.0%	100.0%	100.0%			
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>	+	43		n/a	n/a	n/a	
Projects									
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising		
Completed	THARB54	<u>Deliver a "Port Masterplan" for Tor Bay Harbour</u>	05/12/2013	07/12/2013	Tor Bay Harbour Port Masterplan adopted by the Council as part of the Policy Framework on 5th December				

PIs and Projects 14/15							
Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
					2013		
On Target	THARB64	<u>Explore marketing opportunities</u>	31/03/2015 (due)	03/09/2014	Various marketing options explored and delivered. New Maritime Guide produced and mobile App in production.		
Completed	THARB47	<u>Help to produce a Coastal Zone Management Plan in consultation with stakeholder groups</u>	20/12/2013	20/12/2013			
Completed	THARB49	<u>Improve passenger landing facilities at Torquay & Brixham</u>	30/09/2013	30/09/2013			
Completed	THARB68	<u>Influence decision making over the location of the Marine Conservation zones</u>	21/11/2013	21/12/2013		Despite significant lobbying, Torbay was designated as one of 27 MCZs announced by the Minister on 21st November 2013.	
On Target	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>	31/03/2015 (due)	03/09/2014	No significant management measures currently under discussion.		
On	THARB48	<u>Investigate</u>	26/09/2014	01/09/2014	Working		

PIs and Projects 14/15							
Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
Target		<u>renewable energy projects for use on the harbour estate</u>	(due)		alongside other Council officers to explore opportunities in collaboration with the private sector.		
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	THARB31	<u>Review and improve the Safety Management System software</u>	29/11/2013	29/11/2013	Accident? Incident Module updated on MarNIS at end of November.		
Behind Target	THARB66	<u>To produce, promote and reprint the Torbay Harbour Guide</u>	22/08/2014	01/05/2014		Project passed to Fruition Design & end date delayed with development of a new App.	
On Target	THARB69	<u>Undertake Energy Audits at each enclosed harbour</u>	31/03/2015 (due)	03/09/2014	End date revised to March 2015. Energy Audits underway with Atkins as part of the FLIP Interreg Project. Results expected at the end of 2014.		
On Hold	THARB55	<u>Working with stakeholders to investigate options to improve the</u>	28/03/2015 (due)	01/03/2014			

PIs and Projects 14/15**Projects**

Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
		<u>management of the new Fish Market</u>					

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(7022)

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Print Date: Tuesday,
September 16, 2014 11:59

Agenda Item 16

Table of Accident/Incident Statistics 2013/14

Year commenced 1 st December 2013	Year to 7 th March 2014	Year to 11 th June 2014	Year to 10 th Sept 2014	Year to 3 rd Dec 2014
Number of recorded accidents/incidents	10	22	60	

Type of Accident/Incident	Number	Number	Number	Number
Fatalities	1	1	1	
Hospitalisation	1	3	8	
Navigational	0	2	18	
Fire	0	0	0	
Abuse or antisocial behaviour afloat or ashore	0	0	0	
Pollution	0	0	1	

Type of Accident/Incident	Incident Code	Incident Code	Incident Code	Incident Code
Fatalities	SU	SU	SU	
Hospitalisation	ASU	ASU, SWIM, STF.	ASU, I, SWIM, STF.	
Navigational	0	MF, C.	MF, C, N, G, NM, OT, W, L, DP, SK, AD.	
Fire	0	0	0	
Abuse or antisocial behaviour afloat or ashore	0	0	0	
Pollution	0	0	1	

MCA & HSE Reportable Accidents/Incidents

Type of Incident	Code	Type of Incident	Code
Alcohol Related	A	Man Overboard	MO
Adrift	AD	Medical	MED
Angling	ANG	Navigational	N
Anti-social behaviour	AS	Near Miss	NM
Attempted Suicide	ASU	Obstruction	O
Collision	C	Other	OT
Capsized	CAP	Owner's Mooring Failure	OMF
Chemical	CH	Pilotage	P
Complaints	CP	Pollution	PO
Damaged Property	DP	Slips, Trips & Falls	STF
Diving	DIV	Speeding	S
Drowning	D	Structural Failure	SF
Entering Prohibited Area	EP	Sunken	SK
Fishing	FG	Suicide	SU
Fire	F	Swamped	SW
Fly Tipping	FT	Swimming	SWIM
Grounding	G	Theft	T
Harbour Mooring Failure	HMF	Unseaworthy	U
Injury	I	Unexploded Ordnance	UXB
Launching	L	Vandalism	VA
Lost/Missing Vessel	LV	Verbal Abuse & Threatening Behaviour	VATB
Machinery Failure	MF	Vehicle	VE
Manual Handling	MH	Washed Incident	W

