

## Harbour Committee Terms of Reference

### Terms of Reference:

To determine all matters relating to the strategic management of the Council's function as a Harbour Authority, in line with the Tor Bay Harbour Port Masterplan and the Council's Policy Framework. Specifically the Committee will:

1. Manage all of the Harbour's financial matters in accordance with approved financial procedures and the Council's aspirations for the harbour to be self financing as outlined in the Tor Bay Harbour Port Masterplan and including (but not limited to):
  - a. the setting of harbour charges from time to time (including in-year changes to the schedule) normally following consultation with the relevant Harbour Liaison Forums;
  - b. approving the annual revenue budgets within the ring-fenced harbour accounts;
  - c. receiving quarterly budget monitoring reports and to approve variances as appropriate; and
  - d. monitoring the harbour reserve funds to ensure that the funds are kept above an appropriate minimum contingency level and ensure the harbour remains self-financing.
2. To act as Duty Holder for the purposes of the Port Marine Safety Code. **The accountability for which cannot be assigned or delegated;**
3. Approve and monitor a business plan for Tor Bay Harbour, in line with the Council's policy framework, and address any issues relating to performance;
4. Review these terms of reference annually and request the Council to make any necessary amendments and/or additions;
5. Consider matters referred to the Committee by the Head of Tor Bay Harbour Authority;

### Membership:

9 members of the Council in accordance with the political balance requirements, plus up to five external non-voting advisors appointed by the Committee on a four year term (maximum term as an advisor = 2 x 4 years).

Group Leaders will be asked to take account of the geographical spread of members in making appointments to the Committee

<p>6. Establish sub-committee or working parties as appropriate. In particular a Harbour Appointments Sub-Committee for the recruitment of advisors;</p> <p>7. Recommend the format, composition and governance of the Harbour Liaison Forums and keep the arrangements under review;</p> <p>8 To provide strategic direction to the Head of Tor Bay Harbour Authority and the Leader of the Council in relation to those assets within Tor Bay Harbour and the harbour estate that are managed by Tor Bay Harbour Authority.; and</p> <p>9. Appoint advisors following receipt of recommendations from the Harbour Appointments Sub-Committee and the Board of Torbay Economic Development Company Ltd. Appointments will be merit based and be in accordance with the Local Protocol for members of the Harbour Committee.</p>	
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