

Meeting: Harbour Committee

Date: 15th June 2026

Wards affected: All wards

Report Title: Appointment of External Advisors to the Harbour Committee

When does the decision need to be implemented?

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1. Purpose of Report

- 1.1. To seek approval from Members of the Harbour Committee to commence a recruitment process for the appointment of two External Advisors to support the Harbour Committee in the discharge of its responsibilities as Duty Holder under the Port and Marine Facilities Safety Code.

2. Reason for Proposal and its benefits

- 2.1. The Harbour Committee acts as the Duty Holder for Tor Bay Harbour Authority and is collectively responsible for ensuring compliance with the Port and Marine Facilities Safety Code (PMSC).
- 2.2. The PMSC states that Duty Holders should be competent and have sufficient knowledge and understanding of harbour operations, marine safety, governance and risk management to effectively discharge their responsibilities.
- 2.3. Members of the Harbour Committee bring a broad range of skills and experience, the appointment of External Advisors would complement this by providing additional specialist maritime and commercial expertise to support informed decision making.
- 2.4. Many municipal harbour authorities across the United Kingdom utilise independent members, non-voting advisors with relevant maritime experience to provide advice and challenge to harbour boards and committees.
- 2.5. The appointment of External Advisors would provide the following benefits:
- Independent professional advice to Members.
 - Increased understanding of commercial maritime operations.
 - Enhanced stakeholder confidence in Harbour Committee decision making.
 - Additional challenge and scrutiny of harbour policies and strategic decisions.

- Access to industry knowledge and best practice.
- Support for long-term strategic planning of the Harbour Authority.
- Improved understanding of the needs of commercial harbour users.

- 2.6. It is proposed that the External Advisors are selected from individuals with significant experience within the commercial fishing industry, commercial maritime sector or ports industry.
- 2.7. Although External Advisors would not form part of the Duty Holder and would have no voting rights, it is proposed that they undertake Duty Holder training to ensure they fully understand the statutory responsibilities placed upon the Harbour Committee and can provide informed advice accordingly.
- 2.8. It is proposed that the opportunities will be advertised with invitations for expressions of interest which will then be judged against relevant criteria in a selection process.
- 2.9. It is proposed that the External Advisors expenses for travel to/from committee meetings is reimbursed given that the role will be unpaid.

3. Recommendation(s) / Proposed Decision

- 3.1. That Members approve the recruitment of two External Advisors to the Harbour Committee.
- 3.2. That the External Advisors be appointed as non-voting members of the Harbour Committee.
- 3.3. That appointments be made by the committee following an open recruitment process based on relevant maritime and commercial experience.
- 3.4. That appointed advisors undertake appropriate Port and Marine Facilities Safety Code Duty Holder training.
- 3.5. That appointments be made for an initial period of twelve months and reviewed annually by the Harbour Committee.
- 3.6. That the Harbour Master be authorised to prepare a role description and commence the recruitment process.

4. Appendices

- 4.1. None.

5. Background Documents

- 5.1. Port and Marine Facilities Safety Code
- 5.2. Guide to Good Practice on Port and Marine Facilities

Supporting Information

6. Governance

- 6.1. The Guide to Good Practice accompanying the Port and Marine Facilities Safety Code highlights the importance of ensuring Duty Holders possess sufficient competence and knowledge to discharge their responsibilities.
- 6.2. The appointment of External Advisors would strengthen governance arrangements by providing access to specialist maritime knowledge and operational experience.

7. Proposed Advisor Requirements

- 7.1. The proposed External Advisors should possess experience in one or more of the following areas:
 - Commercial fishing operations.
 - Harbour management.
 - Port operations.
 - Commercial shipping.
 - Marina Management.
 - Port and Marine Facilities Safety Code.
 - Maritime Law.
- 7.2. Preference should be given to individuals with current or recent operational involvement within the maritime sector.
- 7.3. The advisors shall attend Harbour Committee meetings and provide advice and challenge where appropriate.
- 7.4. The advisors shall have no voting rights and shall not form part of the Duty Holder.
- 7.5. The advisors shall complete appropriate Duty Holder training within six months of appointment.

8. Financial Implications

- 9.1. The appointments will be voluntary positions with reasonable travel expenses reimbursed where appropriate.
- 9.2. As Tor Bay Harbour Authority is part of the British Port Association, duty holder training is provided by the association free of charge in the form of a live webinar.

9. Equality Impact Assessment

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Age	<p>18 per cent of Torbay residents are under 18 years old.</p> <p>55 per cent of Torbay residents are aged between 18 to 64 years old.</p> <p>27 per cent of Torbay residents are aged 65 and older.</p>	There is no differential impact.		
Carers	At the time of the 2021 census there were 14,900 unpaid carers in Torbay. 5,185 of these provided 50 hours or more of care.	There is no differential impact.		
Disability	In the 2021 Census, 23.8% of Torbay residents answered that their day-to-day activities were limited a little or a lot by	There is no differential impact.		

	a physical or mental health condition or illness.			
Gender reassignment	In the 2021 Census, 0.4% of Torbay's community answered that their gender identity was not the same as their sex registered at birth. This proportion is similar to the Southwest and is lower than England.	There is no differential impact.		
Marriage and civil partnership	Of those Torbay residents aged 16 and over at the time of 2021 Census, 44.2% of people were married or in a registered civil partnership.	There is no differential impact.		
Pregnancy and maternity	Over the period 2010 to 2021, the rate of live births (as a proportion of females aged 15 to 44) has been slightly but significantly higher in Torbay (average of 63.7 per 1,000) than England (60.2) and the South West (58.4). There has been a notable fall in the numbers of live births since the middle of the last decade across all geographical areas.	There is no differential impact.		

Race	In the 2021 Census, 96.1% of Torbay residents described their ethnicity as white. This is a higher proportion than the South West and England. Black, Asian and minority ethnic individuals are more likely to live in areas of Torbay classified as being amongst the 20% most deprived areas in England.	There is no differential impact.		
Religion and belief	64.8% of Torbay residents who stated that they have a religion in the 2021 census.	There is no differential impact.		
Sex	51.3% of Torbay's population are female and 48.7% are male	There is no differential impact.		
Sexual orientation	In the 2021 Census, 3.4% of those in Torbay aged over 16 identified their sexuality as either Lesbian, Gay, Bisexual or, used another term to describe their sexual orientation.	There is no differential impact.		
Armed Forces Community	In 2021, 3.8% of residents in England reported that they had previously served in the UK armed forces. In Torbay,	There is no differential impact.		

	5.9 per cent of the population have previously served in the UK armed forces.			
Additional considerations				
Socio-economic impacts (Including impacts on child poverty and deprivation)		There is no differential impact.		
Public Health impacts (Including impacts on the general health of the population of Torbay)		There is no differential impact.		
Human Rights impacts		There is no differential impact.		
Child Friendly	Torbay Council is a Child Friendly Council, and all staff and Councillors are Corporate Parents and have a responsibility towards cared for and care experienced children and young people.	There is no differential impact.		

10. Cumulative Council Impact

- a. None.

11. Cumulative Community Impacts

- a. None.