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Date: Tuesday, 17 June 2014

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Dear Member

**HARBOUR COMMITTEE - MONDAY, 23 JUNE 2014**

I am now able to enclose, for consideration at the Monday, 23 June 2014 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>
17.	<b>Torquay/Paignton and Brixham Harbour Liaison Forums</b>	(Pages 86 - 94)
19.	<b>Performance Report - Tor Bay Harbour Authority</b>	(Pages 95 - 104)

Yours sincerely

Kay Heywood  
Clerk

# Agenda Item 17



<b>Meeting Title</b>	<b>Brixham Harbour Liaison Forum</b>
<b>Venue</b>	Brixham Harbour Office
<b>Date</b>	5 <sup>th</sup> June 2014 at 10.30am

<b>Present</b>	Capt K Mowat (KM)	Mrs A Blackburn (AB)	Cllr N Amil (NA)
	Cllr R Stringer (RS)	Miss R Irish (RI)	Mr D Jones (DJ)
	Mr M Shaw (MS)	Mr M Stewart (MS)	

<b>Agenda Items</b>	1. Apologies
	2. Minutes of the last meeting
	3. Matters arising from the last meeting <ul style="list-style-type: none"> <li>a) Latent Defects – water supply</li> <li>b) Torbay Lass – update</li> <li>c) Marine Conservation Zones – SeaTorbay Codes of Conduct</li> <li>d) Tor Bay Harbour Business Plan 2014/15 - approved</li> <li>e) Tor Bay Harbour Moorings Policy - Waiting List Deposits</li> <li>f) Breakwater Hard - update</li> <li>g) Fish Branding - update</li> </ul>
	4. Capital Works <ul style="list-style-type: none"> <li>a) Victoria Breakwater - update</li> </ul>
	5. Brixham Arts & Crafts Market
	6. Budget Outturn 2013/14
	7. Budget Savings 2015/16
	8. Maritime Events 2014
	9. Training Room
	10. Harbour Committee <ul style="list-style-type: none"> <li>a) Upcoming Agenda</li> </ul>
Date of the next meeting 11 <sup>th</sup> September 2014 at 14.30	

<b>1.</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies were received from Peter Bartlett, Dave Bartlett, Dave Saunders & Mike Morey.	

<b>2.</b>	<b>Minutes of the last meeting</b>	<b>Action</b>
	It was agreed that the minutes of the last meeting on the 6 <sup>th</sup> March 2014, were a true and accurate record of that meeting.	

3.	Matters Arising	Action
a)	<p><b>Latent Defects - Water supply</b>            KM stated that there was found to be a defect with the RPZ (non-return) valves on the water supply line. Mild steel pipe had been used in the system leading to valve damage and the installation was not therefore fit for purpose. The contractors have already agreed to pay to put this right but the harbour authority are looking into the possibility of putting in a break tank instead as this may be a better solution in the long term. MS explained to the Forum his dissatisfaction with the response from the contractor regarding a power supply defect. BTA may need to take legal action to recover their loss.</p>	KM
b)	<p><b>Torbay Lass - update</b>            KM informed the Forum that unfortunately there has been a press release stating that the plan to bring the Tor Bay Lass to Brixham has officially been abandoned due to a lack of finances.</p>	
c)	<p><b>Marine Conservation Zones – SeaTorbay Codes of Conduct</b>            KM reported that SeaTorbay, alongside other partners including the harbour authority, have started to draw up a series of Codes of Conduct, relating to important conservation issues. There has been a total of 6 Codes produced so far and these are due to be published soon. They will be available to view on the Tor Bay Harbour web site.</p>	
d)	<p><b>Tor Bay Harbour Business Plan 2014/15 - update</b>            KM informed the Forum that the Plan was approved by the Harbour Committee in March and was now available on the Tor Bay Harbour website.</p>	
e)	<p><b>Tor Bay Harbour Moorings Policy - Waiting list deposits</b>            KM reported to the Forum that although a revised Policy had been approved by the Harbour Committee in March, he was proposing a change in the way that the waiting list deposits are reimbursed back to the customer. He suggested that instead of applying the deposit as a credit against the first year of harbour charges, the Policy is amended to state that the waiting list deposit becomes a fee which is not refundable and will not be counted as a credit. After a brief discussion the Forum supported this proposal.</p>	KM
f)	<p><b>Breakwater Hard - update</b>            KM told the Forum that the ‘Heras’ fencing that is around the boats on the Breakwater Hard needs to be replaced by low level fencing as it is not entirely safe how it is currently arranged. He also reported that most of the winter storage boats had been taken away and the car parking spaces have been reinstated.</p>	KM
g)	<p><b>Fish Branding-update</b>            KM informed the Forum that progress was being made on the Brixham Fish brand by a sub group set up by the Torbay Business Forum. After consultation within the fishing industry the sub group has decided on the image that already exists as shown near the Fish Market entrance gate. KM encouraged everyone involved in the Fishing Industry to support the brand. He will endeavour to find the original art work and look into pursuing the copyright for the logo.</p>	KM

<b>4.</b>	<b>Capital Works</b>	<b>Action</b>
<b>b)</b>	<b>Victoria Breakwater - update</b> KM reported that all the repair works have now been completed to the Breakwater and that the Environment Agency had covered all the costs.	
<b>5.</b>	<b>Saturday Arts &amp; Crafts Market</b>	<b>Action</b>
	KM stated that he had raised some concerns with the Brixham Chamber of Commerce over the running the Arts and Crafts market on a Saturday. The Chamber had agreed that a review of the current arrangements was probably overdue. KM was in the process of collecting all the facts before taking a report to the Harbour Committee in September.	<b>KM</b>
<b>6.</b>	<b>Budget Outturn 2013/14</b>	<b>Action</b>
	KM made the Forum aware of the challenges that lay ahead for the new financial year. The Brixham harbour account made a loss of £53k in 2013/14 and the reserve fund was now below £200k. KM suggested that it might be the right time for the harbour authority to report all of it's the finances under one budget sheet; this way some budget pressures might be mitigated.	<b>All to note</b> <b>KM</b>
<b>7.</b>	<b>Budget Savings 2015/16</b>	<b>Action</b>
	KM informed the Forum that the Council are still facing financial difficulties over the next few years and that the harbour authority had received a further call for assistance. On top of the 6% of income that had already been approved as a contribution and the asset rental fee of £125,000, along with £25,000 running costs of the public toilets; a further £160k had been requested taking the total figure in 2015/16 to over £450k. KM ran through the details of how £160k could be saved/generated. He also pointed out the Working Party's recommendation to the Committee that this level of contribution could not continue beyond 2015/16.	<b>All to note</b>
<b>8.</b>	<b>Maritime Events 2014</b>	<b>Action</b>
	KM stated that the full schedule of Maritime Events was available for all to see on the Tor Bay Harbour website.	<b>All to note</b>
<b>9.</b>	<b>Training Room</b>	<b>Action</b>
	KM reported that the room originally allocated as the 'Auction Room' was in the process of being turned into a harbour authority training room/emergency response centre. The TDA were overseeing the project with support from the Western Training Association.	
<b>10.</b>	<b>Harbour Committee</b>	<b>Action</b>
	<b>Upcoming agenda</b> KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 23 <sup>rd</sup> June 2014 at the Town Hall in Torquay at 5.30pm.	<b>All to note</b>

**Next Meeting**  
**Venue**  
**Future meetings**

11 <sup>th</sup> September 2014	14.30pm
Brixham Harbour Office	
4 <sup>th</sup> December 2014	10.30 am
12 <sup>th</sup> March 2014	10.30 am

**Dates of Harbour**  
**Committee**  
**Meetings**

23 <sup>rd</sup> June 2014	5.30 pm (Torquay)
22 <sup>nd</sup> September 2014	5.30 pm (Brixham)
15 <sup>th</sup> December 2014	5.30 pm (Torquay)
23 <sup>rd</sup> March 2015	5.30 pm (Brixham)

<b>Meeting Title</b>	<b>Torquay &amp; Paignton Harbour Liaison Forum</b>
<b>Venue</b>	Torquay Harbour Office
<b>Date</b>	3 <sup>rd</sup> June 2014 at 10:30

<b>Present</b>	Capt K Mowat (KM)	Mr J Bond (JB)	Cllr Roger Stringer (RS)
	Mr S Pinder (SP)	Mr M Ellis (ME)	Mr C Baker (CB)
	Mr T Ekers (TE)	Cllr N Amil (NA)	Mr D Buckpitt (DB)
	Mr M Stewart (MS)	Mr A Rayner (AR)	Lorraine Stewart (LS)

1. Apologies
2. Welcome - Lorraine Stewart
3. Minutes of the last meeting
4. Matters arising from the last minutes
  - a) Marine Conservation Zone – SeaTorbay Codes of Conduct
  - b) Parking Enforcement
  - c) Paignton Harbour Development – proposal
  - d) Storm Damage
  - e) Tor Bay Harbour Business Plan 2014/15 - approved
  - f) Tor Bay Harbour Moorings Policy - Waiting List Deposits
  - g) Torquay Heritage Boat Attraction
5. Capital Works
  - a) Haldon Pier – update
  - b) Princess Pier - update
  - c) Torquay inner harbour pontoon berths – update
6. Budget Outturn 2013/2014
7. Budget Savings 2015/2016
8. Maritime Events 2014
9. Paignton Harbour Event 2015
10. Torquay Harbour Entrance Buoys
11. Harbour Committee
  - a) Upcoming agenda

Date of the next meeting	2 <sup>nd</sup> September 2014	10.30 am
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<b>1.</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies were received from Cllr J Richards, Cllr J Faulkner, Michael Ould and Claire Rugg.	
<b>2.</b>	<b>Welcome – Lorraine Stewart</b>	<b>Action</b>
	KM welcomed Lorraine Stewart to her role as Administration Assistant at Torquay Harbour and advised the Forum that LS would be compiling the minutes.	
<b>3.</b>	<b>Minutes of the last meeting</b>	<b>Action</b>
	It was agreed that the minutes of the last meeting on the 4 <sup>th</sup> March 2014, were a true and accurate record of that meeting.	
<b>4.</b>	<b>Matters Arising</b>	<b>Action</b>
<b>a)</b>	<b>Marine Conservation Zones – SeaTorbay Codes of Conduct</b> KM reported that SeaTorbay, alongside other partners including the harbour authority, have started to draw up a series of Codes of Conduct, relating to important conservation issues. There have been six Codes produced so far and these are due to be published soon. They will be available to view on the Tor Bay Harbour web site.	
<b>b)</b>	<b>Parking Enforcement</b> The new regime was in force at Paignton Harbour. SP advised that he had been around the harbour and looked for any duplicate signs. SP advised that subsequently 5 signs have been removed in total. KM reminded the Forum that only harbour staff would undertake the enforcement. SP will talk to people first before a fixed penalty notice is issued. KM mentioned the Paignton harbour users long running idea to introduce annual car park tickets that are affordable to harbour users and residents. NA agreed and advised that she will be working with the Mayor on this matter.	
<b>c)</b>	<b>Paignton Harbour Development – proposal</b> KM advised that the proposals are still being prepared for the Harbour Light building potential development and there will be further consultation with tenants after the June Harbour Committee meeting. He also advised that there might be a problem with the use of the ground floor to serve food and alcohol, due to potential flood risks. Ultimately, any decision to redevelop the building would be made by the full Council following a recommendation from the Harbour Committee. TE advised that at a site meeting, there had been a few complaints received from some tenants but he felt that if the Harbour Authority, Torbay Council and all harbour users work together then progress could be possible. KM mentioned that he had become aware that the new Masterplan for the Paignton Town Centre had included the harbour area. He expressed surprise because the Harbour Authority had only recently completed the Port Masterplan for Tor Bay Harbour. AR advised that the BID's (Business Improvement District) term was running out and that Paignton harbour may be included in the new BID area. KM agreed that this would be a good idea. KM also mentioned that there might be Bay wide Tourism BID introduced but he did not know if this would include Tor Bay Harbour. RS and NA both confirmed that there is a Tourism BID being supported in addition to the Town Centre BIDs and businesses can be included in both but would not have to pay twice.	
<b>d)</b>	<b>Storm Damage</b> KM reported that most of the repairs had been carried out. He said that most of the	

losses were eligible for some kind of funding e.g. Bellwin, Environment Agency or corporate insurance funds. KM also advised that he was submitting bids to a Department for Transport Smalls Ports Recovery Scheme.

CB asked if the storm damage on Princess Pier had been inspected where the

'Mary Anne' is moored. KM confirmed that this had happened and the damage would be the subject of a bid for funding to infill the steps on seaward side with concrete. He also stated that a full report on the condition of Princess Pier and Haldon Pier would be presented to the Harbour Committee. He explained that £800,000 of existing funding remained for Haldon Pier. A bid had also been submitted to the Local Enterprise Partnership for £4.5m for both Piers. Funds also existed within the harbour reserve fund for small-scale emergency repairs.

**e) Tor Bay Harbour Business Plan 2014/15 - approved**

KM informed the Forum that the Plan was approved by the Harbour Committee in March and was now available to view on the Tor Bay Harbour website.

**f) Tor Bay Harbour Moorings Policy - Waiting Lists Deposits**

KM reported to the Forum that although the Harbour Committee had approved a revised Policy in March, he was proposing a change in the way that the waiting list deposits are reimbursed back to the customer. He suggested that instead of applying the deposit as a credit against the first year of harbour charges, the Policy is amended to state that the waiting list deposit becomes a fee that is not refundable and will not be counted as a credit. After a brief discussion, the Forum supported this proposal.

**g) Torquay Heritage Boat Attraction**

KM advised that a collection of Military Heritage boats were now berthed together in the Inner Harbour at Torquay. He explained that the South Pier space would continue to generate the same level of income. One more boat was due to arrive for refurbishment in the winter.

5.	Capital Works	Action
a)	<p><b>Haldon Pier – update</b></p> <p>KM advised that £800,000 of funding remained for underwater work to be undertaken during the winter season. If additional funding is received then the scope of works can be increased.</p> <p>CB asked if the harbour authority had applied to the MMO for funding to resurface the Old Fish Quay. KM said that he hoped the new Marina Car Park development might contribute towards this need. However, KM did indicate that MMO funds might be used to reconfigure the shelter on Haldon Pier to accommodate a fishermen's store. He stated that Haldon Pier and Princess Pier would remain the top priority.</p>	
b)	<p><b>Princess Pier – update</b></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 and a large bid had been submitted to the Local Enterprise Partnership. A smaller bid was to be made to the DfT to cover some of the storm damage.</p>	

c)	<p><b>Torquay Inner Harbour Pontoon Berths – update</b></p> <p>KM confirmed that all the pontoon berths within the Inner Harbour had been sold and that a waiting list was starting to build. The Contractor was due to be finished on Friday 6<sup>th</sup> June. This meant that the project was approximately 8 weeks late. The original budget was to be approximately £800,000 but the expected final figure would be slightly over £900,000. However, KM pointed out that the business plan was working well because of the 100% occupancy level. KM advised that he was pleased with the quality of the work carried out and feedback from harbour users and others in the community had been very positive. He indicated that the original level of borrowing would remain at £800k with the balance coming from the harbour reserve fund.</p>	
6.	<p><b>Budget Outturn 2013/2014</b></p> <p>KM advised that the Harbour Authority business unit was going to be affected by budget cuts again this year and in 2015/16. He advised that the 2013/14 forecast deficit for the Torquay/Paignton harbour account of £19,000 had been converted into a £48,000 surplus, mainly because of savings made on the maintenance budget. The reserve fund contained £660,000 for project work going forward.</p>	
7.	<p><b>Budget Savings 2015/2016</b></p> <p>KM advised that Torbay Council continue to have to make budget cuts and the harbour authority was being asked to help. Up until 2012, the harbour authority had not been required to make any budget cuts but in 2012 this changed and a contribution of 2.5% of income was made to the Council's general fund. It is now 6% of income plus an asset rental fee, along with the liability for some public toilets. KM indicated that in 2015/2016 a request has been made for a further £160,000. RS advised that he was currently fighting to have this reduced to £100,000. KM ran through the details of how £160,000 could be saved/generated. ME asked when income would start to be received from the fuel station and KM confirmed that the strategy underway was to take back the fuel station from current tenant and the end of their lease term. The Forum debated the issue of budget cuts and raised a number of concerns. It was stressed that the level of contribution beyond 2015/16 could not be safely maintained as it represented 20% of turnover, approximately £500k.</p>	
8.	<p><b>Maritime Events 2014</b></p> <p>KM confirmed that there is a full schedule of Events during 2014. D-Day events would be taking place this weekend including the Sail Past event. KM advised that SP was now responsible for keeping the Events Schedule up to date. The Forum was asked for any updates and ME said he would check the RTYC list. AR said that the PSC events were as per the list. KM confirmed that he would reissue the Events Schedule via an email distribution list. MS asked if the Events Schedule could be sent to the Harbour Committee to show everyone what is happening.</p>	<p><b>Action</b></p> <p>KM</p>

<b>9.</b>	<b>Paignton Harbour Event 2015</b>	<b>Action</b>
	<p>SP advised that he is in discussions with the Paignton Harbour Users Group (PHUG) regarding an event in Paignton which will have a crab theme and include stalls/entertainment and displays. He advised that it would be more likely take place in 2015 as many people have expressed interest. SP is seeking input from harbour users and residents. The PHUG thought that such an event would promote the Harbour and its facilities. KM agreed that this was a good idea and he said that if East Quay was to be used then the Sailing Club needed to be included. TE said that the PHUG had also been discussing the idea of a boat jumble sale at the Harbour or in the middle level of the car park. TE suggested that established organisers would do most of the organisation and profits would be shared with the PHUG and RNLI. KM agreed that this was another good idea that he would be keen to support. NA said that it was important to ensure that the events did not clash dates with other events being held in the local areas. TE said that he wanted to promote Paignton harbours crabbing history.</p>	<p>SP</p> <p>PHUG</p>

<b>10.</b>	<b>Torquay Harbour Entrance Buoys</b>	<b>Action</b>
	<p>KM advised that there had been a change to the entrance buoys at Torquay harbour. CB recommended that a light be used on the intermediate buoy so that it was not hit by vessels at night. KM asked for any views on this experimental layout to be saved until the end of the season when a full discussion and proper reflection could be had. CB asked if dinghies are insured in case they collide with a passenger vessel. KM advised all vessels were required to be insured as a condition of using the harbour.</p> <p>CB also reported that a sailing boat cut across him and KM asked if he had reported the incident. KM asked that all incidents and near misses be reported to the Harbour Office so that any remedial action can be taken. Incidents involving dinghies would be reported to the Yacht Club. ME confirmed that the Club should be made aware of such incidents. TE asked if the words "5 knots" could be added to the first entrance buoy and KM said he would investigate the matter.</p>	<p>KM</p>

<b>11.</b>	<b>Harbour Committee</b>	<b>Action</b>
	<p><b>Upcoming agenda</b></p> <p>KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 23<sup>rd</sup> June 2014 at the Town Hall in Torquay at 5.30pm.</p>	

<b>Next Meeting</b>	2 <sup>nd</sup> September 2014	10.30 am
<b>Venue</b>	Torquay Harbour Office	
<b>Future meetings</b>	1 <sup>st</sup> December 2014	10.30 am
	10 <sup>th</sup> March 2015	10.30 am
<b>Dates of Harbour Committee Meetings</b>	23 <sup>rd</sup> June 2014	5.30 pm (Torquay)
	22 <sup>nd</sup> September 2014	5.30 pm (Brixham)
	15 <sup>th</sup> December 2014	5.30 pm (Torquay)
	23 <sup>rd</sup> March 2015	5.30 pm (Brixham)



## 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
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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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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>	+	99.16%	100.00%	98.29%	99.15%	98.31%	98.31%	98.31%
On Target	TDAMS04	<u>TDAMS04 Navigation Lights availability</u>	+	98.36%	100.00%	98.37%	99.59%	99.92%	99.99%	99.99%
Below Target	TDAMS07	<u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£674,819.53	£650,000.00	£138,371.25	£257,652.00	£443,770.46	£588,378.33	£588,378.33
Data not due	TDAMS08	<u>TDAMS08 Harbour Users Survey</u>	+	80.7%	81.0%	n/a	n/a	n/a		n/a
Below Target	TDAMS09	<u>To monitor and support staff through induction and appraisal reviews</u>	+	90%	100%	n/a	n/a	n/a	90%	90%
On Target	THARB08	<u>To Produce and Review a Risk Register for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Below Target	THARB11	<u>Reduce the number of reportable accidents including (RIDDOR)</u>	-	0	0	1	1	1	2	2
On	THARB13	<u>Maintain the</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes

Target		<u>bilateral agreement with the UK Hydrographic Office</u>								
On Target	THARB16	<u>To Provide Visitor Moorings</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Below Target	THARB17	<u>Implement the safety management improvement plan</u>	+	93%	96%	n/a	n/a	n/a	89%	89%
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>	-	1.956%	2.100%	0.712%	0.689%	0.718%	1.437%	1.437%
On Target	THARB25	<u>To keep existing businesses and attract new activities</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Above Target	THARB26	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	14.80%	0.00%	2.56%	4.19%	7.35%	9.71%	9.71%
Below Target	THARB27	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	6.94%	0.00%	2.53%	3.83%	6.70%	8.34%	8.34%
On Target	THARB28	<u>Undertake routine maintenance of harbour infrastructure</u>	+	Yes	Yes	Yes	Yes	Yes	Yes	Yes
On Target	THARB29	<u>Issue local Notices to Mariners and enforce Harbour Byelaws</u>	+	Yes	Yes	Yes	Yes	Yes	Yes	Yes
On Target	THARB31	<u>Safety Management System audit completed and improvement plan agreed</u>	+	Yes	Safety Management System audit to be completed and improvement plan agreed in November 2013	n/a	n/a	n/a	Yes	Yes

On Target	THARB32	<u>Review and exercise the Tor Bay Harbour Emergency Response Plan</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB33	<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	THARB35	<u>Refresh the Tor Bay Harbour Website</u>	+	Yes						
On Target	THARB37	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	Yes						
On Target	THARB39	<u>Complete Equality Impact Assessments</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB40	<u>Implement Equality Impact Assessment Improvement Plans</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB42	<u>To review the Tor Bay Harbour Operational Moorings Policy</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB51	<u>Lay seasonal 5-knot buoys &amp; navigational marks</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB59	<u>Agree the Tor Bay Harbour Authority Business Plan</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB60	<u>Produce an Asset Management Plan for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB62	<u>Set the Tor Bay Harbour Charges and Harbour Budget</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB64	<u>Set up an appropriate Audit Plan for Tor Bay Harbour</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes

		<b>Authority</b>								
Data not due	THARB65	<b>% of responses who believe Torbay Harbour Authority are properly managing safety in Torbay Harbour</b>	+	95.3%		n/a	n/a	n/a		n/a
On Target	THARB70	<b>Annual audit/inspection from Trinity House</b>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB71	<b>Manage the seasonal beach/harbour patrol craft</b>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB73	<b>Percentage of Harbour staff with a CPD record in place</b>	+	85.0%	100.0%	90.0%	95.0%	98.0%	100.0%	100.0%
On Target	THARB74	<b>To hold quarterly meetings with harbour users and stakeholders</b>	+	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Above Target	THARB76	<b>Number of Maritime Events supported</b>	+	38	40	n/a	n/a	n/a	43	43

### Projects

Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
Completed	THARB54	<b>Deliver a "Port Masterplan" for Tor Bay Harbour</b>	05/12/2013	07/12/2013	Tor Bay Harbour Port Masterplan adopted by the Council as part of the Policy Framework on 5th December 2013		
On Target	THARB64	<b>Explore marketing opportunities</b>	31/03/2015 (due)	03/03/2014			
Completed	THARB47	<b>Help to produce a Coastal Zone Management Plan in consultation with stakeholder groups</b>	20/12/2013	20/12/2013			
Completed	THARB49	<b>Improve passenger landing facilities at Torquay &amp; Brixham</b>	30/09/2013	30/09/2013			
Completed	THARB68	<b>Influence decision making over the location of the Marine Conservation zones</b>	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	<b>Influence decision</b>	31/03/2015	03/03/2014			

		<b><u>making over the management measures of the new SAC in Torbay</u></b>	(due)				
Behind Target	THARB48	<b><u>Investigate renewable energy projects for use on the harbour estate</u></b>	26/09/2014 (due)	01/03/2014			Project extended to September 2014 as part of the FLIP Interreg Project
Completed	THARB36	<b><u>Produce a new Tor Bay Harbour website with up to date/live weather and tidal data</u></b>	30/04/2013	30/04/2013	New website launched at the end of April 2013		
Behind Target	THARB20	<b><u>Replace chain mooring with pontoon berths in Torquays inner harbour</u></b>	09/06/2014	09/03/2014			Delayed start. Project now due for completion 9th May 2014
Completed	THARB31	<b><u>Review and improve the Safety Management System software</u></b>	29/11/2013	29/11/2013	Accident? Incident Module updated on MarNIS at end of November.		
Behind Target	THARB66	<b><u>To produce, promote and reprint the Torbay Harbour Guide</u></b>	01/07/2014 (due)	09/03/2014			Delayed as responsible officer made redundant. Project passed to a private contractor.
Behind Target	THARB69	<b><u>Undertake Energy Audits at each enclosed harbour</u></b>	31/03/2015 (due)	03/03/2014			Now forms part of an Interreg Project called FLIP.
On Hold	THARB55	<b><u>Working with stakeholders to investigate options to improve the management of the new Fish Market</u></b>	28/03/2015 (due)	01/03/2014			

# Agenda Item 19

SPAR.net - PIs/Projects 2014/15

## Appendix 1



### PIs/Projects 2014/15

Quarterly report for 2014/15

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

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>	+	98.31%						n/a
Data not due	TDAMS04	<u>TDAMS04 Navigation Lights availability</u>	+	99.99%	100.00%					n/a
Data not due	TDAMS07	<u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£588,378.33						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 appraisal reviews</u>	+	90%	100%	n/a	n/a	n/a		n/a
Data not due	THARB08	<u>To Produce and Review a Risk Register for the</u>	+	Yes	Yes	n/a	n/a	n/a		n/a

		<b>Business Unit</b>							
Data not due	THARB11	<b><u>Reduce the number of reportable accidents including (RIDDOR)</u></b>	-	2	2				n/a
Data not due	THARB13	<b><u>Maintain the bilateral agreement with the UK Hydrographic Office</u></b>	+	Yes	Yes	n/a	n/a	n/a	n/a
Data not due	THARB16	<b><u>To Provide Visitor Moorings</u></b>	+	Yes	Yes	n/a	n/a	n/a	n/a
Data not due	THARB21	<b><u>Test and Review a Business Continuity Plan for the Business Unit</u></b>	+	Yes	Yes	n/a	n/a	n/a	n/a
Well Above Target	THARB23	<b><u>To Reduce Staff Absence</u></b>	-	1.437%	2.000%				0.139% (2/12)
Data not due	THARB25	<b><u>To keep existing businesses and attract new activities</u></b>	+	Yes	Yes	n/a	n/a	n/a	n/a
Below Target	THARB26	<b><u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u></b>	+	9.71%	0.00%	-0.65%			-0.65% (1/4)
Below Target	THARB27	<b><u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u></b>	-	8.34%	0.00%	0.83%			0.83% (1/4)
Data not due	THARB28	<b><u>Undertake routine maintenance of harbour infrastructure</u></b>	+	Yes	Yes				n/a
On Target	THARB29	<b><u>Issue local Notices to Mariners and enforce Harbour Byelaws</u></b>	+	Yes	Yes				Yes (2/12)
Data not due	THARB32	<b><u>Review and exercise the Tor Bay Harbour Emergency Response Plan</u></b>	+	Yes	Yes	n/a	n/a	n/a	n/a
Data	THARB33	<b><u>Review the</u></b>	+	Yes	Yes	n/a	n/a	n/a	n/a

not due		<u>delegated powers of the Executive Head of Tor Bay Harbour Authority</u>									
On Target	THARB35	<u>Refresh the Tor Bay Harbour Website</u>	+	Yes	Yes						Yes (2/12)
Data not due	THARB37	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	Yes	Yes						n/a
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
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	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>	+			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			n/a
Data not	THARB71	<u>Manage the seasonal</u>	+	Yes	Yes	n/a	n/a	n/a			n/a

due		<u>beach/harbour patrol craft</u>							
Data not due	THARB73	<u>Percentage of Harbour staff with a CPD record in place</u>	+	100.0%	100.0%				n/a
Data not due	THARB74	<u>To hold quarterly meetings with harbour users and stakeholders</u>	+	Yes	Yes				n/a

### Projects

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On Target	THARB64	<u>Explore marketing opportunities</u>	31/03/2015 (due)	03/03/2014			
On Target	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>	31/03/2015 (due)	03/03/2014			
Behind Target	THARB48	<u>Investigate renewable energy projects for use on the harbour estate</u>	26/09/2014 (due)	01/03/2014		Project extended to September 2014 as part of the FLIP Interreg Project	
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		
Behind Target	THARB66	<u>To produce, promote and reprint the Torbay Harbour Guide</u>	01/07/2014 (due)	01/05/2014		Project passed to Fruition Design & end date delayed with development of a new App.	
Behind Target	THARB69	<u>Undertake Energy Audits at each enclosed harbour</u>	31/03/2015 (due)	03/03/2014			Now forms part of an Interreg Project called

							FLIP.
On Hold	THARB55	<u>Working with stakeholders to investigate options to improve the management of the new Fish Market</u>	28/03/2015 (due)	01/03/2014			

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