

## **Minute**

### **Harbour Authority Sub-committee**

Tuesday, 21 January 2025, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### **Present**

Councillors Kristopher D Leask, Graham A Bevan, P Lindsay Hall, Ivan A Taylor, Duncan A Tullock and Heather N Woodbridge.

### **Present via remote link (Microsoft Teams)**

Councillor Mellissa-Louise Thomson.

### **Clerk**

- Hazel Flett, Service Manager (Governance)

### **In Attendance**

- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- James Buck, Head of Marine Services, Transportation and Harbour Master.
- Karen Bevilacqua, Service Manager (Legal Services).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Paul Olvhoj, Business Development Manager.

### **In Attendance via remote link (Microsoft Teams)**

- Katy Russell-Duff, Committees Officer.

### **Observing**

- Bradley Drummond, Deputy Harbour Master (Mainland and Scapa Flow).
- Deborah Langan, Team Manager (Accounting) (for Items 1 to 3).
- Rachel Shargool, Finance Officer (for Items 1 to 3).

### **Declaration of Interest**

- Councillor Mellissa-Louise Thomson – Item 8.

### **Chair**

- Councillor Kristopher D Leask.

## **1. Revenue Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), the Sub-committee:

Noted:

**1.1.** The revenue financial summary statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 31 December 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget surplus position of £1,776,900.

**1.2.** The revenue financial detail by Service Area statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 31 December 2024, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

**1.3.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that appropriate action was being taken with regard to significant budget variances.

## **2. Miscellaneous Piers and Harbours and Scapa Flow Oil Port**

### **Minor Capital Improvement Programmes – Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), the Sub-committee:

Noted:

**2.1.** The summary position of expenditure incurred as at 31 December 2024, against the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes for 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

**2.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress being made with delivery of the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes.

## **3. Miscellaneous Piers and Harbours**

### **Revenue Maintenance Programme – Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), the Sub-committee:

Noted:

**3.1.** The summary position of expenditure incurred as at 31 December 2024, against the approved Miscellaneous Piers and Harbours revenue maintenance programme for 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

**3.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress being made with the delivery of the approved Miscellaneous Piers and Harbours revenue maintenance programme.

#### **4. Harbour Authority – Annual Performance Report**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Business Development Manager, the Sub-committee:

Scrutinised:

**4.1.** The Annual Performance Report in respect of the Harbour Authority for the operating period 1 April 2023 to 31 March 2024, attached as Appendix 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration, and obtained assurance.

The Sub-committee resolved to **recommend to the Council:**

**4.2.** That the Corporate Director for Enterprise and Sustainable Regeneration should undertake a review of costs incurred across all operational activities within the Harbour Authority.

**4.3.** That the Corporate Director for Enterprise and Sustainable Regeneration should develop a business plan across all market sectors the Harbour Authority operated within, in order to provide detailed trends in market growth and decline, to be completed in time to feed into the Strategic Offshore Energy Development Strategy.

#### **5. Port Marine Safety Code – Annual Compliance Audit Report**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Transportation and Harbour Master, the Sub-committee:

Scrutinised:

**5.1.** The Port Marine Safety Code annual audit of compliance, which took place between 22 and 24 October 2024, attached as Appendix 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration, and obtained assurance.

The Sub-committee resolved to **recommend to the Council:**

**5.2.** That the Chair of the Harbour Authority Sub-committee be authorised to write to the Maritime and Coastguard Agency detailing Orkney Islands Council Harbour Authority's compliance with the Port Marine Safety Code.

## **6. Orkney Harbours Environmental Policy**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Transportation and Harbour Master, the Sub-committee:

Resolved to **recommend to the Council** that the Environmental Policy, attached as Appendix 1 to this Minute, be adopted for use by the Harbour Authority.

## **7. Exclusion of Public**

On the motion of Councillor Kristopher D Leask, seconded by Councillor Duncan A Tullock, the Sub-committee resolved that the public be excluded for the remainder of the meeting, as the business to be considered involved the disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **8. Proposed Harbour Charges**

Councillor Mellissa-Louise Thomson declared an interest in this item, her connection being that her spouse was the owner of a creel fishing boat, and therefore liable to incur harbour charges. However, after taking advice, she advised that she would only leave the meeting should charges specifically relating to fishing vessels be discussed.

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 9 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Business Development Manager, the Sub-committee:

Resolved to **recommend to the Council** that the Orkney Islands Council Harbour Authority Schedule of Charges, attached as Appendix 2 to this Minute, be approved to take effect from 1 April 2025.

## **9. Conclusion of Meeting**

At 10:40 the Chair declared the meeting concluded.

Signed: Kristopher D Leask.