

Report to: **Salcombe Harbour Board**

Date: **24 June 2019**

Title: **Harbour Master's Report**

Portfolio Area: Enterprise

Wards Affected: **All**

Relevant Scrutiny Committee:

Overview and Scrutiny Committee

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **N/A**
(e.g. referral on of recommendation or implementation of substantive decision)

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Recommendations:

That the Board RESOLVES to:

- 1. note and endorse the content of the Harbour Master's report; and**
- 2. convene a Rates and Charges Workshop ahead of the September Board Meeting.**

1. Executive summary

- 1.1 This report updates the Board on a number of recent issues affecting the Harbour. The report updates on Service Performance, Major Projects and any other issues which impact upon the Harbour.

2. Rates & Charges.

- 2.1 A draft of the proposed Rates & Charges was presented at the last HB meeting and it was decided to have a separate workshop ahead of the September HB meeting to finalise the proposal. Due to the election process, and subsequent selection of new HB members, this workshop has not yet taken place.

3. Performance Indicators

The HB endorsed the introduction of a set of Performance Indicators (PIs) and to have them reported as a standing agenda item (SH 26/06).

Please see Appendix 1

3.1 Appendix 1 –

The PI's are presented in a seasonal format and will expand and demonstrate patterns going forward with both our summer and winter PI's.

As you can see from the Appendix 1 the Harbour has had a good start to the season and, with the exception of the Town Landings Overnight, exceeded our 3 year average on income across the board.

This is partly due to a large motorboat that utilised the town landings extensively at this time last year and hence is a factor of this year's performance. Our moorings officers also report that, with fine weather, yachtsmen are less likely to use the town landings as getting ashore in a dingy is far easier with a good forecast.

4. Recruitment.

4.1 The Assistant Harbour Master (AHM) post has now been filled internally which then lead to a vacant Moorings Officer (MO) post. We are in the process of carrying out external interviews and should have a new Moorings Officer appointed by the time of this meeting.

4.2 By filling both these posts ahead of the retirement of the existing AHM in late September this year there will be a financial overlap of wages whilst a handover takes place to the new AHM and the training of a new MO. In discussions with our finance team we are happy that this pressure will be met within budget however, if needed, a request from general reserves would be necessary.

5. Website.

5.1 The website is well underway with our contractor and we are aiming for an imminent roll out for the main season. We will then work with the contractor adding extra content as the season progresses.

6. Salcombe Dinghy Sailing.

- 6.1 Following the presentation that the HB had from Salcombe Dinghy Sailing (SDS) at the last HB meeting the HB expressed that they would like to assist with their initiative of teaching young people to sail and engaging with the local schools.
- 6.2 Having carried out a review of how the Harbour Authority has assisted other local businesses in the past with similar proposals, it is recommended that a 50% reduction of SDS' annual invoice be approved and that the HA monitors and works closely with SDS' progress of the proposal for the remainder of this year and brings an update to the HB early next year.

7. Dive Contract.

- 7.1 Due to a change of staff internally within the procurement team at SHDC time scales have proved too short to achieve a new dive contract within this financial year. Hence, SHA have taken out a 12 month exemption on our dive contract with our existing contractor so that we have time over the winter to create a new tender document to cover the next 5 years.
- 7.2 Because of the one year extension above, the contracted rates will be increased slightly from last year's but again, in conversation with our finance team, we are in agreement that we should be able to bear this cost pressure within our budget this year.

8. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	Where appropriate, reference to legal implications is referenced in the report
Financial	Y	The report highlights additional expenditure relating to the recruitment exercise for the Assistant Harbour Master and the new dive contract but these costs will be minimal and the intention is to fund them from the existing revenue budget for 2019/20
Risk	N	
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None

Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing		
Other implications	N	

Supporting Information

Appendices:

Appendix 1 – Performance Markers

Background Papers: None.