

Report to: **Salcombe Harbour Board**
Date: **18 January 2021**
Title: **Harbour Master's Report**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**
Urgent Decision: **N** Approval and clearance obtained: **Y**

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Recommendations:

That the Board **RESOLVES** to note and endorse the content of the Harbour Master's report.

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. 2021/2022 Projects & Procurement

2.1 Batson Commercial Units & Harbour Depot.

2.1.1

Both the commercial units and harbour depot were issued for tender in December 2020 with a submission deadline of the 29th January 2021. Following completion of the tender evaluation process, which for the harbour depot will include the Harbour Master, the team will present their recommendations and the next steps.

2.2 Dredging.

2.2.1

Documents are currently live, and we expect a reasonable response with the aim still being to carry out dredging operations before April this year. All of this is subject to both contractor and harbour staffing availability due to COVID 19.

2.3 Diving

2.3.1

All documents have been written and will go live on the 1st February so that the contract can be awarded in plenty of time for the annual November start date.

2.4 Security

2.4.1

The security contract is the next piece of procurement work to be carried out and will be brought to a future board meeting as a paper for consideration.

3. Performance Indicators

The Harbour Board 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 + 2

3.1 Appendix 1 – Winter PI's.

The Performance Indicators (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 is well on track to complete the winter program of work. The workshop team will now focus on the refitting of the Harbour Launches before the start of the 2021 launching plan for the winter storage vessels in March. The moorings team are now busy completing the mooning maintenance program and will then move into the roll out of the pre-season program. In addition to their normal program of work the mooring team will also be carrying out extensive pontoon joint checks of all our pontoons in a chronological order. We await the results of the dredging tender as this will have an increased workload for both teams as and when we commence.

3.2 Appendix 2 - Facilities Given Up.

This appendix reflects in what areas our facilities are being given up and should aid us in the future to make informed decisions on any further projects. On average this year we have seen approx. 3.5% of all facilities being given up which is 0.5% lower than last year and 2.5% lower than the year before that. Whilst this does reflect a lower turnover across the board, fluctuations in particular facilities do not necessarily follow trend and this does not take into account the number of unallocated facilities (those at the head of some creeks where we do not have a waiting list).

3.3 Options available and consideration of risk.

Monitor and report; periodically review PIs for their utility.

3.4 Proposed Way Forward.

Continue monitoring PIs with regular reports back to the Board.

4. Staff Training

4.1 Externally led training, this year, has been limited by Covid restrictions and timescales. Earlier in the year 2 persons managed to attend a 2-day IOSH Health

and Safety management course. Over the next few months Oils spill Response 2p and 4p refresher courses are scheduled along with full courses for new staff. Following the new Jones crane renovation top up courses will be required to revalidate our staff with the improved versatility of the new plant. Some online management course material is being provided through SHDC in conjunction with South Devon College in addition to SHDC's current internal training programmes.

5. Covid resilience

5.1 Communication

We have endeavoured to keep our stakeholders up to date where relevant changes in Government guidance have affected the usage of the Harbour to help prevent the spread of COVID -19. This has been accomplished by the promulgation of material by email, social media and website, with the ability to target particular users where necessary.

5.2 Staffing

At present Harbour Office staff are working remotely from home with the phones diverted to their laptop skype. Workshop and maintenance teams are working in separate bubbles, productivity is marginally limited by not being able to draw on particular skills from mixing team members but does provide resilience should one team need to cover another. With most of the major overwinter goals accomplished, some staff (whose holiday has been unfortunately cancelled) will have to take large breaks in order to not lose days allocated to 2020/21.

6. Hardship fund

6.1

As discussed in the previous board meeting there is an option to provide support to businesses particularly affected by Covid restrictions. In early 2020 a decision to remove a landing licence to support an operator who continued to providing a vital service at a loss was made, supported by the board. It has subsequently become evident that this action is both a proportionate and fair way to deal with the other businesses who have approached us who have been similarly restricted by passenger numbers from national lockdown restrictions and Covid secure compliance. This method of financial assistance and recuperation has been allowed for in the latest budget position.

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954.
Financial	Y	There are no new financial implications arising from this report.
Risk	N	None directly arising from this report.
Supporting Corporate Strategy		None directly arising from this report.

Climate Change – Carbon / Biodiversity Impact		None directly arising from this report.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None directly arising from this report.
Safeguarding	N	None directly arising from this report.
Community Safety, Crime and Disorder	N	None directly arising from this report.
Health, Safety and Wellbeing	N	None directly arising from this report.
Other implications	N	None directly arising from this report.

Supporting Information

Appendix 1 – Performance Markers.

Appendix 2 – Facilities Given Up.

Background Papers: None

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A