

PAPER B

HARBOUR COMMITTEE: TERMS OF REFERENCE

1. Role

General function

- 1.1 To act as the Duty Holder in accordance with the Port Marine Safety Code (“PMSC”).
- 1.2 To improve, develop maintain and manage Newport Harbour (as defined in the Newport Harbour Revision Order 1988), Ventnor and Ryde Harbours (“the Harbours”) for the benefit of users, including residents, visitors and businesses, to balance the commercial outlook by conserving and protecting the estuarine and marine environments.

2. Terms of Reference

Respective Positions and Responsibilities

- 2.1 The Harbour Committee is established to advise the Council, Cabinet, and Senior Harbour Master about issues relating to the Harbours in accordance with the requirements of the PMSC and Health & Safety at Work legislation.
- 2.2 The key objectives of the Committee are as follows:
 - a) Manage the Harbours in accordance with the PMSC
 - b) Achieve financial self-sufficiency, as far as reasonably practicable
 - c) Ensure effective maintenance and development of the Harbours’ infrastructure
 - d) Support for the local economies
 - e) Ensure the Harbours contribute to the character and attraction of the surrounding areas, as afar as practicable
 - f) Ensure that the Harbours are compliant with legal and regulatory requirements
 - g) Oversee achievement of environmental considerations
 - h) Oversee open and transparent governance
 - i) Ensure the appropriate development of staff
 - j) Consider issues of risk management within the Harbours

Extent of Powers

- 2.3 The Harbour Committee will conduct operations in accordance with the powers granted to the Council as a Harbour Authority, including:
 - Develop strategic business plans for the Harbours for approval by Full Council;
 - Make operational decisions based on advice from the Senior Harbour Master, the Designated Person, User Groups and other officers with specialist knowledge of the Harbours
 - Monitor and analyse performance against the budget and other performance indicators

- Maintain separate accounts to demonstrate the Harbours' commercial viability, including recommending charges and subsidies for annual approval by Full Council as part of the Medium-Term Budget Strategy
- Monitor and review all matters relating to Harbour land and property in accordance with policies laid down by the Council, including overseeing contracts for harbour related services.

Reserved competencies

2.4 The following functions are outside the Harbour Committee's powers and are reserved to Full Council. The Harbour Committee may, however, make recommendations to Council concerning these matters:

- Amendments to governance arrangements (e.g. changes to the Harbour Committee's terms of reference and membership)
- Approving and adopting budgets
- Appointing the chairman of the Harbour Committee
- Adopting or amending policies, plans and strategies (e.g. the Harbour Revision Order, General Directions or the Harbours strategic business plan)
- To borrow money
- To make, amend, revoke or adopt bylaws

3. Membership

3.1 The Harbour Committee shall comprise up to five elected members, including:

- Cabinet member for Resources
- Cabinet member for Infrastructure and Transport
- Cabinet member for Environment and Heritage

3.2 Two further elected members may be co-opted as and when required.

3.3 Officers will be requested to attend as required; typically:

- Assistant Director for Neighbourhoods
- Strategic Manager for Commercial Services
- Leisure Facilities Manager
- Senior Harbour Master

3.4 In addition, the Designated Person may be invited to attend and advise on marine related issues.

3.5 Meetings will be chaired by the Cabinet member for Infrastructure and Transport and they will be assisted by the Assistant Director for Neighbourhoods or, in their absence, the Strategic Manager for Commercial Services.

4. Quorum

4.1 The quorum of the Harbour Committee will be 3 members.

5. Meeting Frequency and Length

5.1 The Harbour Committee will meet at least quarterly.

6. Agenda

6.1 The agenda will include as a minimum:

- Review of actions from previous meeting
- Update on operational issues
- Update on health and safety works
- Senior Harbour Master's report on activities
- Update on progress towards full compliance with the PMSC (Get-Well programme)
- Finance report
- Feedback from User Groups

6.2 The agenda will be issued a minimum of three working days before the meeting.