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**Leisel Malcolmson**  
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Date: 14 May 2018

Dear Sir/Madam

You are invited to the following meeting:

**Harbour Board**  
**Council Chamber, Town Hall, Lerwick**  
**Monday 21 May 2018 at 4pm**

Apologies for absence should be notified to Leisel Malcolmson, at the above number.

Yours faithfully

Executive Manager – Governance and Law

Chair: A Manson  
Vice Chair: D Simpson

## **AGENDA**

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest - Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

- 
- (d) Confirm minutes of the meeting held on 25 April 2018 (enclosed).

**ITEMS**

1. Ports & Harbours End of Year Performance Report 2017/18  
*PH-10*
2. Management Accounts for Harbour Board:  
2017/18 – Draft Outturn  
*F-042*
3. 2017/18 Pilotage Accounts – Draft Outturn  
*F-043*
4. 2018/19 Capital and Revenue Projects Report  
*PH-13*
5. Harbourmaster Report  
*PH-12*
6. Ports & Harbours Business Programme  
*PH-11-18*



## MINUTE

## A & B - PUBLIC

**Harbour Board**  
**Boardroom, Port Administration Building, Sella Ness**  
**Wednesday 25 April 2018 at 2pm**

**Present:**

M Burgess      A Cooper  
A Manson      D Simpson

**Apologies:**

S Coutts      A Duncan  
S Leask

**In Attendance:**

J Smith, Acting Executive Manager – Ports and Harbours  
G Maitland, Harbourmaster  
P Bryant, Depute Harbourmaster  
A Inkster, Team Leader – Port Engineering  
K Main, Team Leader – Port & Marine Operations  
S Summers, Administration Manager  
B Robb, Senior Management Accountant  
P Wishart, Solicitor  
L Malcolmson, Committee Officer

**Chair**

Ms A Manson, Chair of the Board, presided.

**Circular**

The circular calling the meeting was held as read.

**Declarations of Interest**

None

**Minutes**

The minutes of the meeting held on 5 March 2018 were approved on the motion of Mr Cooper seconded by Mr Burgess.

10/18 **Sullom Voe Harbour Area – Development Planning**

The Board considered a report by the Acting Executive Manager – Ports and Harbours (PH-08-18-F), which presented proposals on how best to progress the consideration of planning and marine development guidance for the Sullom Voe Harbour Area.

The Acting Executive Manager – Ports & Harbours introduced the report and advised that the Development Committee, at its meeting on 23 April 2018, authorised the development of a Marine Development Masterplan for the Sullom Voe Harbour Area (SVHA). He also advised that the report had been presented to

Environment and Transport Committee on 24 April 2018, where approval of the report for consideration by the Policy and Resources Committee was agreed.

During questions the Acting Executive Manager – Ports and Harbours was asked where, given the costs associated with this piece of work, a positive return to the Harbour Account could be identified. The Acting Executive Manager – Ports and Harbours explained that the financial estimates were high level and approximate through discussions with the Executive Manager – Planning who has experience in this area and that the actual cost will be identified, as decisions are taken throughout the process. He advised that the Harbour Account is funded by harbour users, and having discussed with the Oil, Gas, Fishing and Aquaculture industries there was acceptance that this is an investment that will give continuity and a steer on what development may be possible. He said that there would be no cost to the Harbour Account and Harbour Users are content that it is a rational and useful process. The Acting Executive Manager – Ports and Harbours added that the outcome of the SVHA Masterplan could not be determined but the work is seen as beneficial by the harbour users.

The Acting Executive Manager – Ports and Harbours confirmed that the Sullom Voe Association (SVA) had been advised of these proposals through a report at their last meeting and their discussion had been neutral. He said however that the SVA realise that they will be a consultee and will have their existing interest reflected forward.

The Board also noted that SOTEAG would be consultees and have a different interest from the oil companies. Concern was expressed about what impact there may be to the unique information pool, with new forms of activity being introduced. The Acting Executive Manager – Ports and Harbours said that there had been discussion with SOTEAG and the St Andrews representatives had identified opportunities for additional monitoring. He said that it was important to make the terms of reference for the Masterplan not just a map of zone but on how long term health and balance of an activity can be assured. The Acting Executive Manager – Ports and Harbours added that it was important to consider that the process is starting with the best arrangement in place for environmental monitoring.

Reference was made to the Risk Management paragraph at 6.9 and following some discussion, it was agreed that the current statement should be rephrased to take account of the fact that the Masterplan could move from a highly regulated position to a reduced level of restriction. The Board was advised on the discussions held at Development Committee and Environment and Transport Committee and the need to understand the environmental mapping information available spanning 40 years, which is unique, and that no one would want any new activity to create environmental conditions that would affect that. The importance of being open with the community was highlighted so that they are aware that this exercise may result in no further activity. Reference was also made to where liability rests for any pollution incident in the harbour area, and that it is currently the responsibility of the terminal operator to undertake any clean up required. It was acknowledged therefore that it was important to ensure that such an obligation is not compromised.

Mr Cooper approved the recommendations contained in paragraph 1.2 in respect of the Harbour Board. Mr Simpson seconded.

## **Decision**

The Committee APPROVED the content of the report for consideration by the Policy and Resources Committee.

### **11/18 Business Justification Case – Purchase of Multratug 30**

The Board considered a report by the Acting Executive Manager Ports & Harbours (PH-07-18-F), which provided the Harbour Board with an opportunity to consider and comment on options to purchase Multratug 30 and to consider the renaming of the tugs.

The Acting Executive Manager Ports & Harbours introduced the report.

The Chair advised that an informal meeting with the Tug crews had taken place and feedback from them indicated that the Multratug30 was a good clean vessel with fewer hours on the engine than the Multratug29. She advised that training was being well managed and the crew and pilots are happy with the vessels.

In responding to questions, the Acting Executive Manager – Ports and Harbours advised that the purchase price, indicated in the report, was taken from the contract, which was the most economically advantageous option in the charter contract negotiations. He said that this had been checked with shipbrokers.

Mr Cooper moved that the Board approve the recommendation in paragraph 1.1. Ms Manson seconded.

In referring to the decision required at paragraph 1.2 the Acting Executive Manager – Ports and Harbours advised that the proposal was to own the vessels in name and the Board were advised that as the Tirrick and Shalder tugs had been renamed by their new owners there was no barrier to reusing these names for the Multratugs 29 and 30.

A suggestion was made for the vessels to be renamed with a new name or with a formerly used name such as the Lyrie and Swaabie. During discussion, it was acknowledged that the Tirrick and Shalder were well known call signs and very favourable operationally and that through consultation with crews, pilots and those with a history associated with the tugs there was a general view that consideration be given to retaining Tirrick and Shalder.

Ms Manson moved that the Board approve the recommendation at paragraph 1.2. Mr Simpson seconded.

The Acting Executive Manager – Ports and Harbours advised that preparations would be put in place for a naming ceremony on 9 June 2018.

## **Decision**

The Harbour Board AGREED with the matters highlighted in Section 4.6, order to inform the Councils decision on exercising a purchase option for Multratug 30 within the bare boat charter contract for that vessel through the reporting of the Business Justification Case for decision to the Policy and Resources Committee by the Capital Programme Service; and

The Harbour Board APPROVED the renaming of Multratug 29 to “Tirrick” and Multratug 30 to “Shalder”.

12/18 **Ports & Harbours Business Programme**

The Board considered a report by the Acting Executive Manager Ports & Harbours (PH-09-18-F), which provided the Harbour Board with an opportunity to consider the proposed Ports & Harbours business programme for 2018/19.

The Acting Executive Manager Ports & Harbours introduced the report and following some discussion on the timing around some of the decisions required going forward, the Board agreed that a special meeting would be called if required. The Acting Executive Manager – Ports and Harbours advised that an updated business programme will be presented at the next meeting of the Board.

**Decision**

The Harbour Board NOTED the proposed reporting actions of the Ports & Harbours service in partnership with other Council services over the coming period.

The meeting concluded at 2.45pm.

Chair



<b>Meeting(s):</b>	<b>Harbour Board</b>	<b>21 May 2018</b>
<b>Report Title:</b>	<b>Ports &amp; Harbours End of Year Performance Report 2017/18</b>	
<b>Reference Number:</b>	<b>PH-10-18F</b>	
<b>Author / Job Title:</b>	<b>John Smith / Acting Executive Manager Ports &amp; Harbours</b>	

## 1.0 Decisions / Action required:

- 1.1 The Harbour Board should discuss the contents of this report and make any relevant comments on the achievements of the service during 2017/18, progress against the priorities set out in the Ports & Harbours service plan, and contribute to the planning process for future years.

## 2.0 High Level Summary:

- 2.1 This report summarises the activity and performance of the Ports & Harbours service for 2017/18, enabling members to analyse its performance against service objectives and the Corporate Plan outcomes.

## 3.0 Corporate Priorities and Joint Working:

- 3.1 Effective Planning and Performance Management are key aspects of Best Value and features of “Our Plan”, the Council’s Corporate Plan 2016-2020.
- Our performance as an organisation will be managed effectively, with high standards being applied to the performance of staff and services. Poor performance will be dealt with, and good service performance will be highlighted and shared.

## 4.0 Key Issues:

- 4.1 Ports & Harbours share the outcomes the Infrastructure Directorate aims to deliver;
- reliably and safely deliver our day to day services that meet the needs of our customers;
  - meet our statutory requirements and deliver compliant services;
  - deliver our objectives to ensure the Corporate Plan commitments are met;
  - maintain our existing assets;
  - protect the environment and reduce the environmental impact of our activities;
  - address inequality- supporting those most in need and not making inequalities worse;
  - provide best value for the public funds invested in our services and infrastructure;

## **4.2 Corporate Plan Outcomes – “Our Plan”**

“Our Plan” recognises that Shetland’s future prosperity is dependent on maintaining a sustainable economy. Whilst Shetland is currently in a strong position in terms of employment, earnings, output and growing population, this is likely to be affected in future as the energy industry boom passes and the public sector continues to contract.

Shetland is a group of islands and “Our Plan” identifies transport links to and from, and within, the islands as our life blood. Shetland’s Ports and Harbours are the conduit for much of that activity. People, products, goods and supplies go in and out of Shetland and move around the islands by sea. If we do not have the right Ports & Harbours infrastructure and services in place that cannot happen and new associated business opportunities and wealth creation cannot take place.

### **Economy & Housing**

If we are to enjoy a strong economy with well-paid jobs we have to make sure that we have the Port infrastructure and services required to support key business sectors, especially those depending on the utilisation of local resources, meet individual and business needs and deliver economic growth.

Economy and Housing objectives detailed in “Our Plan” include:

- “We will have clarified the council’s future role in the port of Sullom Voe, and, after having taken a robust business model approach, we will be seeing the best possible returns from our investments.”
- “We have an economy that promotes enterprise and is based on making full use of local resources, skills and a desire to investigate new commercial ideas.”
- “We will be investing development funds wisely to produce the maximum benefit for Shetland’s economy.”

### **Community Strength**

When it comes to individual communities, very often complicated socio-economic conditions exist which cannot be controlled by any one agency. As this plan is about making better use of the resources we have available, we can no longer provide money in the hope that it will fix things. Instead, we feel that a better approach would be to actively support communities to understand the reasons for the challenges they face and help build capacity to take positive steps to address them.

Community Strength objectives detailed in “Our Plan” include:

- “Communities will be making use of the provisions contained in the Community Empowerment Act, taking ownership of best use.”

### **Connection and access**

The transport services we provide are the lifeblood of these islands. They enable us all to go about our daily business and take part in community life. Young people highlight transport as one of their top priorities, along with housing and jobs. Similarly, businesses also raise transport as a key requirement, essential to maintaining their current activity and achieving future growth.



Connection and access objectives detailed in “Our Plan” include:

- “We will have a clearer understanding of the options and the investment required to create a sustainable internal transport system over the next 50 years.”

#### **4.3 Medium & Long Term Financial Plans – Harbour Account and Reserve Fund**

The Council has powers to operate ports and harbours and this makes a significant contribution to the availability of funding to deliver Council Services. Income is generated from the fees and charges raised on users of those Ports and Harbour areas and accounted for in the Harbour Account.

The Councils Medium Term Financial Plan (MTFP) maintains a prudent approach to the surplus that can be used for supporting Service costs and that a constant surplus of approximately £6 million will be generated annually by external trading within the Harbour Account.

This will provide a continuing level of income to the General Fund Revenue Budget to support Services and provide time for a greater level of information and knowledge to be obtained to inform future financial modelling and pricing policy.

#### **4.4 Summary of Ports & Harbours Achievements in 2017/18**

Item	Actions
Overall	<ul style="list-style-type: none"> <li>• Overall Financial targets substantially met.</li> <li>• Strategic overview plan developed in consultation with stakeholders, reported to Council and approved.</li> <li>• New management structure stabilised and bedding in.</li> </ul>
Scalloway and Small Ports	<ul style="list-style-type: none"> <li>• Fish landings and aquaculture traffic continues to show strong growth. Cullivoe shortlisted for Fishing News Awards “Best Fishing Port”.</li> <li>• Aquaculture and Pelagic dues reworked as part of an overall review of usage and charging across sectors. Extensive customer consultation undertaken and new charges implemented.</li> <li>• Scalloway fish market project progressing well, interim chill facility identified and tendering process for main market proceeding.</li> <li>• Toft pier plans under development with tender to follow.</li> <li>• Scalloway and Toft EMFF funding applications on track for consideration by Marine Scotland late summer / early autumn.</li> <li>• Disposal of ex-foot passenger piers agreed and proceeding through Capital Projects / Community Development.</li> </ul>
Port of Sullom Voe -	<ul style="list-style-type: none"> <li>• Financial targets largely met despite low traffic volumes.</li> <li>• Handover to Enquest supported and business development discussions initiated.</li> <li>• Jetty 3 berthing dolphin “life extension” repairs completed within time and budget.</li> <li>• Jetty 2 “soft fender” life extension agreed.</li> <li>• Multratug 30 in service, Shalder sold. Sea staff fully engaged throughout the process and enthusiastic about their new vessel which is performing well.</li> <li>• Replacement VTS system procured and installed, parallel run testing being conducted.</li> <li>• Sullom Voe Harbour Area Masterplan development approved by Council.</li> </ul>
Ferry Terminals	<ul style="list-style-type: none"> <li>• Maintenance works undertaken and Outline Business Cases contributed to.</li> </ul>

## 4.5 Risk and Service Challenges

Performance monitoring and performance reporting must also consider the areas of risk arising from our operations, the challenges the service faces, actions and projects which have not progressed as planned and where we don't meet Performance Indicator Benchmarks:

- It will continue to be a challenge to meet surplus targets and contribution to reserves. East of Shetland production is likely to decline further and Clair Ridge and associated tanker movements is not anticipated on stream until late 2018.  
**Corrective Action:** Monitor costs and consider carry forward contingency;
- While the updated management structure and arrangements have been implemented, they will require time to become fully resilient **Corrective Action** Continued availability of support arrangements;
- The handover of SVT operation from BP to Enquest has meant changes from an arrangement which has been in place for some 40 years. This continues to present associated risk as well as opportunity. **Corrective Action-** Continue close communications with Enquest and active involvement in relevant work streams.

**4.6** The Service Risk Register in Appendix B sets out the main risks which might prevent Ports & Harbours from achieving its objectives in 4.1. The Harbour Board should consider whether additional control measures could be applied to reduce the risk of circumstances giving rise to a negative impact on service performance.

## 5.0 Exempt and/or confidential information:

5.1 None

## 6.0 Implications

<b>6.1 Service Users, Patients and Communities:</b>	Effective performance management and continuous improvement are important duties for all statutory and voluntary sector partners in maintaining appropriate services for the public. The service uses a range of customer engagement forums, customer feedback and complaint analysis to drive service change and service improvement.
<b>6.2 Human Resources and Organisational Development:</b>	There are a number of actions in this service plan with staffing implications. Care is taken to ensure that staff are involved and informed about changes that might affect them, that Human Resources are closely involved and that relevant Council policies are followed. Ensuring staff feel valued and supported especially through periods of challenge and change is a key consideration for the Ports & Harbours management team.
<b>6.3 Equality, Diversity and Human Rights:</b>	The service uses Equalities Impact assessment to ensure its services are supporting those most in need and not making inequalities worse;
<b>6.4 Legal:</b>	No implications arising directly from this report.

<b>6.5 Finance:</b>	The actions, measures and risk management described in this report for have been delivered within approved budgets. Full details of the financial implications are presented in the 2017/18 Draft Outturn Management Accounts for the Harbour Board which is also being presented to this meeting.
<b>6.6 Assets and Property:</b>	Professional Ports & Harbours staff manage a range of high value assets used to provide service, including the Tug Fleet and Tanker Jetties at the Port of Sullom Voe. A number of the actions in the Ports & Harbours service plan relate to maintenance and replacement of these assets for the delivery of commercial services. Capital Programme staff are closely involved in that capital planning and procurement.
<b>6.7 ICT and new technologies:</b>	No corporate ICT issues at this time, however the new Vessel Traffic Services Port Information system utilises a complex mix of Radar, AIS, radio and other communications technology.
<b>6.8 Environmental:</b>	The Infrastructure Directorate leads the delivery of the Council's Carbon Management Plan and delivers a programme of works to reduce energy usage across the Council's assets including those managed by Ports & Harbours.
<b>6.9 Risk Management:</b>	<p>Embedding a culture of continuous improvement and customer focus are key aspects of the Council's improvement activity. Effective performance management is an important component of that which requires the production and consideration of these reports. Failure to deliver and embed this increases the risk of the Council working inefficiently, failing to focus on customer needs and being subject to negative external scrutiny.</p> <p>Risk management is a key component of the performance cycle and Ports &amp; Harbours service actions seek to strike a balance between the pursuit of priorities and management of service risks.</p>
<b>6.10 Policy and Delegated Authority:</b>	<p><b>Harbour Board</b></p> <p>Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code.</p> <p>Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function.</p> <p>Consider all development proposals and changes of service level within the harbour undertaking; including dues and charges, and make appropriate recommendations to the Council.</p>

<b>6.11 Previously considered by:</b>	<i>None</i>	
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#### **Contact Details:**

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[jrsmith@shetland.gov.uk](mailto:jrsmith@shetland.gov.uk)  
 24<sup>th</sup> April 2018

#### **Appendices:**

Appendix A –Actions and Performance Indicators  
 Appendix B– Risk Register

#### **Background Documents:**

Our Plan 2016-2020

Council Medium Term Financial Strategy

Infrastructure Directorate Plan 2018/19

Ports & Harbours Strategic Overview

Ports & Harbours Service Plans 2017/18 and 2018/19

# Harbour Master & Port Operations - 17/18 Service Plan Actions

This shows the links between the Service's Actions and the Corporate Plans Themes and Aims.





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## OUR PLAN 2016-2020

### C) ECONOMY & HOUSING

#### 2) Diverse businesses

We will have a culture of helping new businesses to start up and businesses to grow, as well as having a thriving 'social enterprise sector' of businesses that give something back to the community.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-17 Small Port Life Extension / Development / Disposal	Consider and agree general and individual options for redevelopment / rationalisation	Programme of reviews of the Councils Small Ports and Piers (including Ferry Terminals) to examine options for each including works required for life extension, incentives for development or options for disposal. These reviews will be phased over time and conducted in partnership with Transport Planning, Ferries, Economic Development. Reviews would be expected to develop appropriate business cases and report recommendations to Council.	Planned Start	01-Apr-2017		Disposal of ex-foot passenger piers approved by Council, now with Capital Projects.
			Actual Start	30-May-2017	<div><div>90%</div></div>	
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	31-Oct-2018	 Likely to meet target	
			Completed Date			
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-18 Toft Pier Redevelopment / Demolition	Consider and agree redevelopment or demolition plans for Toft Pier	Evaluation of the options for the future of Toft Pier are considered and recommendations made to Council.	Planned Start	01-Apr-2017		Rebuild and extend approved as preferred option. EMFF grant applied for, tender package being developed. Full Business Case decision expected September 2018.
			Actual Start	30-May-2017	<div><div>50%</div></div>	
			Original Due Date	31-Oct-2017	Expected success	
			Due Date	30-Sep-2018	 Likely to meet target	
			Completed Date			

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-20 Scalloway Fishmarket Redevelopment	Agree redevelopment option, obtain permissions, procure works, implement and commission	Determine and implement the preferred option for the future of Scalloway Fishmarket	Planned Start	01-Apr-2017		New Market works being tendered, tender return due June 2018. Transitional facility being developed, target availability July 2018. Target completion end 2019.
			Actual Start	30-May-2017		
			Original Due Date	31-Oct-2019	Expected success	
			Due Date	31-Dec-2019		
			Completed Date		Likely to meet target	

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-21 Scalloway Harbour Development Opportunities	Investigate, agree and progress Scalloway Harbour development opportunities	Evaluation of further development issues and/or opportunities at Scalloway Harbour as identified in the Scalloway Harbour Strategic Outline Case with recommendations to Council.	Planned Start	01-Apr-2017		Scoping work being initiated by Ports & Harbours
			Actual Start	30-May-2017		
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	18-Sep-2019		
			Completed Date		Likely to meet target	




Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-22 Scalloway and Small Ports Marketing and Business Development	develop marketing and business development strategic to sustain and grow Scalloway and small port business	Programme of marketing and business development activity for Scalloway Harbour and small ports developed and implemented.	Planned Start	01-Apr-2017		Skipper Expo May 2018, Cullivoe shortlisted for Fishing News "best Fishing Harbour" award.
			Actual Start	30-May-2017		
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	31-Mar-2019		
			Completed Date		Likely to meet target	


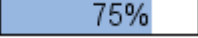

## 6) Sullom Voe future




We will have made the council's future role in the port of Sullom Voe clear and we will be seeing the best possible returns from our investments.



Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-01 BP Handover to Enquest	Support handover of SVT operator from BP to Enquest	Engage in and support handover process as required to maintain safety of operations and develop forward arrangements.	Planned Start	01-Apr-2017		Ports & Harbours actively involved in a number of transition workstreams. Handover target of 1st December 2017 met. Clarification on details of management structures, pollution response review and formal accreditations being completed.
			Actual Start	30-May-2017		
			Original Due Date	30-Nov-2017	Expected success	
			Due Date	30-Mar-2018		
			Completed Date	03-Apr-2018	Likely to meet target	

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-02 POSV Contract Operations	Consider options for contracting out services at the Port of Sullom Voe	Evaluation of potential for contract operations and/or improved internal arrangements for delivery of aspects of Ports & Harbours activities at the Port of Sullom Voe	Planned Start	01-Apr-2017		Workstream identified in PoSV SOC, scoping work being undertaken with HR / Finance / Legal / Procurement.
			Actual Start	30-May-2017	<div><div>30%</div></div>	
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	31-Mar-2019		
			Completed Date		Likely to meet target	
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-03 POSV Marketing and Business Devt	Participate in and support marketing and business development activity to sustain and grow business at the Port of Sullom Voe	Business development, marketing and promotional programme developed and implemented with key partners including BP & Enquest.	Planned Start	01-Apr-2017		Discussions held with Enquest re development opportunities, immediate focus Ship to Ship operations
			Actual Start	30-May-2017	<div><div>30%</div></div>	
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	31-Mar-2020		
			Completed Date		Likely to meet target	
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-04 SV Harbour Area / Yell Sound Review	Review of the traffic and activity within the SV Harbour Area and Yell sound with particular examination of aquaculture exclusion policy	Recommenations on current and future restrictions on activity within the Sullom Voe Harbour Area including consideration of whether the current general exclusion of Aquaculture should be continued or varied.	Planned Start	01-Apr-2017		Proposal for "Masterplan" development reported to Committees in April 2018.
			Actual Start	30-May-2017	<div><div>70%</div></div>	
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	30-Nov-2019		
			Completed Date		Likely to meet target	
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-05 POSV 2017/18 Jetty Maintenance Works	Maintain port operational capability and plan for medium / long term	Annual phased maintenance programme for Council assets within the Port of Sullom Voe including cathodic protection, fendering, structural repairs, painting, navigational aids and shore infrastructure.	Planned Start	01-Apr-2017		Maintenance programme delivered in line with schedule (further details in Team Leader - Port Engineering progress reports).
			Actual Start	30-May-2017	<div><div>100%</div></div>	
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	31-Mar-2018		
			Completed Date	09-Feb-2018	Likely to meet target	





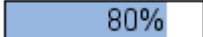







Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-06 Jetty 3 "Life Extension" Berthing Dolphin Works	Renovate concrete on Jetty 3 berthing dolphins	Remove decayed concrete, fit rebar cathodic protection and reinstate concrete to Jetty 3 berthing dolphins to maintain and extend active operational life.	Planned Start	01-Apr-2017		Works complete.
			Actual Start	30-May-2017		
			Original Due Date	31-Oct-2017	Expected success	
			Due Date	31-Oct-2017		
			Completed Date	21-Nov-2017	Likely to meet target	



Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-07 Jetty 2 "Life Extension" - Soft Fenders	Procure replacement fenders for Jetty 2	Fit "softer" fenders to Jetty 2 as interim measure to continue export operations until export capability is reinstated on an alternative Jetty. At that point berthing dolphin life extension works will be undertaken on Jetty 2.	Planned Start	01-Apr-2017		Soft fenders at Sellaness, barge booked for installation May 2018
			Actual Start	30-May-2017		
			Original Due Date	31-Dec-2017	Expected success	
			Due Date	31-May-2018		
			Completed Date		Likely to meet target	

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-08 MultraTug 29 in service	MultraTug 29 in operational service	Replacement tug operational to replace "Tirrick" which went out of service June 2017.	Planned Start	01-Apr-2017		Vessel in service from June 2017
			Actual Start	30-May-2017		
			Original Due Date	31-May-2017	Expected success	
			Due Date	31-May-2017		
			Completed Date	01-Aug-2017	Likely to meet target	

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-09 MultraTug 29 Purchase Options	Consider MT29 purchase options	Evaluation of options to purchase MultraTug 29 within the charter contract with recommendation to Council.	Planned Start	01-Apr-2017		Purchase complete
			Actual Start	30-May-2017		
			Original Due Date	31-Oct-2017	Expected success	
			Due Date	31-Oct-2017		
			Completed Date	21-Nov-2017		







Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-11 Procurement of 2nd Tug progressed	Consider Shalder replacement options and progress as appropriate	Completion of evaluation and negotiation process for "Lot 2" of Tug replacement programme with the intention of replacing Tug "Shalder" with a suitable alternative vessel before she goes out of service in June 2018.	Planned Start	01-Apr-2017		Multiratug 30 contract completed and vessel in service
			Actual Start	30-May-2017		
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	31-Mar-2018		
			Completed Date	03-Apr-2018	Likely to meet target	
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-12 VTS Radar and Comms Upgraded	Procurement, Installation and Commissioning of new VTS system	Replace ageing VTS Radar and Port Communications systems with modern alternatives.	Planned Start	01-Apr-2017		Equipment installed and system tests being completed
			Actual Start	30-May-2017		
			Original Due Date	31-Dec-2017	Expected success	
			Due Date	31-May-2018		
			Completed Date		Likely to meet target	
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-13 Gluss Leading Lights Replaced	New leading light installation completed and in service	Replace ageing "floodlight" style leading lights with modern LED technology to improve reliability, efficiency and environmental impact.	Planned Start	01-Apr-2017		Equipment sourced, ground works being undertaken. Likely completion now summer due to weather and contending projects.
			Actual Start	30-May-2017		
			Original Due Date	31-Oct-2017	Expected success	
			Due Date	31-May-2018		
			Completed Date		Likely to meet target	
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-14 Review and Update of Harbour Charges	Annual review and update of charges with particular focus on future oil export volumes and aquaculture	Annual review and update of Ports & Harbours charges in line with Council charging policy.	Planned Start	01-Apr-2017		New Harbour Charges approved by Council, in force from 1st April 2018
			Actual Start	30-May-2017		
			Original Due Date	30-Sep-2017	Expected success	
			Due Date	14-Feb-2018		
			Completed Date	09-Feb-2018	Likely to meet target	

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-15 Marine Staff Training and Development	Short, Medium and Long Term Training Plans	Analysis and programme of training and development for all Ports & Harbours staff developed and implemented.	Planned Start	01-Apr-2017		2017/18 Training Plan delivered
			Actual Start	30-May-2017	<div><div>100%</div></div>	
			Original Due Date	31-Oct-2017	Expected success	
			Due Date	31-Oct-2017		
			Completed Date	08-Nov-2017	Likely to meet target	

## E) CONNECTION & ACCESS

### 5) Sustainable transport arrangements

Our communities will feel better connected using new community transport solutions developed by communities themselves.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-16 Small Pier and Terminal Maintenance Works 2017/18	Maintain small port operations and plan for medium and long term	Annual phased maintenance programme across all small harbours and piers including cathodic protection, fendering, structural repairs, painting, navigational aids and shore infrastructure.	Planned Start	01-Apr-2017		Maintenance programme delivered in line with schedule (further details in Team Leader - Port Engineering progress reports).
			Actual Start	30-May-2017	<div><div>100%</div></div>	
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	31-Mar-2018		
			Completed Date	03-Apr-2018	Likely to meet target	
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement
PH-17-19 Ferry terminal Life Extension / Development / Rationalisation	Consider and agree general and individual options for maintenance / redevelopment / rationalisation of ferry terminals	Work with Transport Planning and Ferries to ensure that consideration of options for future terminal developments, consider pier and harbour requirements and issues and that life extension works and maintenance is planned and programmed in a co-ordinated fashion.	Planned Start	01-Apr-2017		Contribution to Transport Planning Outline Business Cases on Fair Isle and Whalsay Routes being planned.
			Actual Start	30-May-2017	<div><div>50%</div></div>	
			Original Due Date	31-Mar-2018	Expected success	
			Due Date	30-Sep-2018		
			Completed Date		Likely to meet target	

# Harbour Master & Port Operations - Council-wide Indicators

These indicators are reported for every Directorate and Service in the Council.

Generated on: 25 April 2018 09:58

Code & Short Name	Previous Years			Past Performance and Future Improvement Statements
	2015/16 Value	2016/17 Value	2017/18 Value	
OPI-4A-HM Staff Numbers (FTE) - Harbour Master & Port Operations	98.4	102.1	97.8	<p><b>Performance</b> Staff numbers are within budget and at a level necessary to provide the expected service.</p> <p><b>Improvement</b> Key posts are identified and succession planning is in place to avoid Service issues in the future.</p>
OPI-4C-HM Sick %age - Harbour Master & Port Operations	2.2%	1.1%	3.1%	<p><b>Performance</b> Sickness % has risen this calendar year due to 1, 2 and then 3 long term absences. All policy options have been investigated for these absences and successful return to work achieved where possible.</p> <p><b>Improvement</b> We will continue to apply the Council's "Maximising Attendance" policy for all absences.</p>
OPI-4E-HM Overtime Hours - Harbour Master & Port Operations	20149	21010	19472	<p><b>Performance</b> Overtime is only used where necessary to provide a service, or when it represents Best Value for the work required. The amount of overtime has been running at a higher than desirable level for recent periods. This is due to a combination of contractual overtime required by shift arrangements, the training requirements of STCW and acquisition of an ASD tug which has required considerable crew retraining, some long term sicknesses which required shift cover and a vacancy in Marine Pilots.</p> <p><b>Improvement</b> Recent management actions have included a recruitment exercise for a "bank" of suitably qualified and experienced marine staff to provide cover in place of overtime and a Marine Pilot recruitment exercise to co-incide with anticipated increases in tanker traffic during 2018. These measures should reduce the dependency on overtime going forward.</p>
OPI-4G-HM Employee Miles Claimed - Harbour Master & Port Operations	63,014	55,434	49,575	

# Harbour Master & Port Operations - Service Performance Indicators

These are Service Level indicators and include statutory and/or compulsory indicators where these apply

Generated on: 25 April 2018 09:58

Code & Short Name	Previous Years		Quarters				Q4 2017/18	Past Performance and Future Improvement Statements
	2016/17	2017/18	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18		
	Value	Value	Value	Value	Value	Value	Target	
PH-01 SVT Crude Oil Export Tonnage	5,910,787	5,040,168	1,193,469	1,221,401	1,224,496	1,400,802	1,650,000	Crude Oil Export Tonnage has continued below medium term target levels due to lower than anticipated production volumes offshore and through SVT.
PH-02 SVT Crude Export Tankers	72	63	15	16	15	17	17	Crude Oil Export Tankers have continued close to anticipated short term levels during 2017/18.
PH-03 Scalloway Market Fish Boxes	158,444	182,732	44,211	50,107	40,424	47,990	36,000	Landings though Scalloway and Cullivoe continue to exceed target and show strong growth from previous years.
PH-04 Scalloway Market Fish Tonnage	7,129	8,449	2,217	2,255	1,818	2,159	1,500	Landings though Scalloway and Cullivoe continue to exceed target and show strong growth from previous years.

## Appendix 2

## Risk Register - Ports and Harbours

Risk & Details	Likelihood	Current Impact	Risk Profile	Current and Planned Control Measures	Probability	Target Impact	Risk Profile
<b>Category</b>	<b>Operational</b>						
<b>Corporate Plan</b>	<b>C6. Economy and Housing - Sullom Voe Future</b>						
Failure to plan for the future investment required in infrastructure replacement, repairs or maintenance Trigger : Poor financial planning Consequences : Withdrawal of key services Risk type : Policies - effect of Reference - P0050	Unlikely	Significant	Medium	• SIC Borrowing policy and strategy agreed in December 2013, fleet review ongoing, Infrastructure asset replacement...strategy in place and climate change planning being undertaken.	Unlikely	Minor	Low
Engagement and contribution to the transfer of SVT operations from BP to Enquest. Trigger : Announcement that Enquest are to become SVT operators from November 2017 Consequences : Potential in the change process for economic, environmental and other issues to arise Risk type : Economic - Other Reference - P0052	Possible	Significant	Medium	• Appropriate engagement in handover workstreams	Unlikely	Minor	Low
<b>Corporate Plan</b>	<b>F13. Our "20 By '20" - Workforce Planning</b>						
Industrial action by a staff group leading to suspension of operations Trigger : Industrial action due to dissatisfaction with proposed new settlement/ terms Consequences : 1 or 2 day interruption in service, possible shut down Risk type : Industrial action Reference - P0032	Rare	Significant	Low	• Council HR Management arrangements in place, effective workforce development	Rare	Minor	Low
<b>Corporate Plan</b>	<b>F5. Our "20 by '20" - Standards of Governance</b>						
Pollution incident from shore or operations, collision, grounding, uncontrolled release from vessels. Trigger : Collision, Grounding, uncontrolled release from vessels Consequences : Environmental damage, possible closure of port, financial and legal penalties, investigation, reputational damage Risk type : Escape of pollutant Reference - P0001	Rare	Major	Medium	• Safety Management System, Vessel Traffic Service, Compulsory pilotage, Qualified and competent staff....Robust operational procedures and emergency response plan	Rare	Significant	Low

Risk & Details	Likelihood	Current Impact	Risk Profile	Current and Planned Control Measures	Probability	Target Impact	Risk Profile
<p>Service relies on a range of specialist staff with different skills, experience and qualifications</p> <p>Trigger : Geographic,, financial, national and international shortage of personnel with specific qualifications or skills</p> <p>Staff don't show up for work/ sickness absence</p> <p>Consequences : delay or halt to operations, lengthy recruitment processes, costly, reputational impact.</p> <p>Risk type : Staff number/skills shortage</p> <p>Reference - P0005</p>	Rare	Significant	Low	• Workforce planning project, restructure being implemented.	Unlikely	Minor	Low
<p>Severe weather stops staff getting to/from place of work</p> <p>Trigger : landslide blocks road so staff can't get to work, any prolonged bad weather.</p> <p>Consequences : Service restricted or short-term halt to ops</p> <p>Risk type : Storm, Flood, other weather related, burst pipes etc</p> <p>Reference - P0009</p>	Rare	Significant	Low	• Adverse weather policy, Business continuity plans in place	Rare	Minor	Low
<p>ICT link is between Sellaness and Lerwick, and had been known to fail for up to two days. Service relies on ICT link for email, forecasts, etc to deliver service to customers safely, communicate with customers etc</p> <p>Link is now fibre optic with an ADSL back-up - likely more robust than previous infrastructure.</p> <p>Servers are in Lerwick with local expertise for breakdowns etc.</p> <p>Trigger : IC tech failure, weather, off-isle failure, tech link breaks.</p> <p>Consequences : Service is compromised, no forecasts, staff have to relocate to a venue where they can get tech link.</p> <p>Risk type : Loss of IT facilities</p> <p>Reference - P0022</p>	Unlikely	Minor	Low	• Adverse weather policy, Business Continuity Plans in Place	Unlikely	Minor	Low
<p>Loss of facilities due to fire or other incident</p> <p>Trigger : Technical problem, error, breakdown, incident.</p> <p>Consequences : Crash, emergency landing, unplanned action, harm to staff, service users, premises, equipment, impact on service</p> <p>Risk type : Fire, lightning, aircraft, explosion</p> <p>Reference - P0026</p>	Rare	Major	Medium	• SMS, Business Continuity Planning, Fire Risk Assessment	Rare	Significant	Low
<p>Port services cover a large geographic, dispersed area which cannot have 24 hour security. Ships are often unmanned</p> <p>Trigger : terrorism, agrieved personnel, ex employee, vandalism or malicious damage</p> <p>Consequences : Damage to premises or facilities, interruption to service</p> <p>Risk type : Terrorism/Activists</p> <p>Reference - P0028</p>	Rare	Major	Medium	• SMS, ISPS, BP's security plan, SIC business continuity plan and approved security plan	Rare	Major	Medium

Risk & Details	Likelihood	Current Impact	Risk Profile	Current and Planned Control Measures	Probability	Target Impact	Risk Profile
Professional error of judgement anywhere in ports and harbours. Trigger : Poor practice/performance Consequences : Suspension of service, contractual or legislative penalty. Risk type : Professional Errors and Omissions Reference - P0030	Rare	Significant	Low	• Training, Workforce Development, Audit	Rare	Significant	Low
Failure to deliver a statutory duty or comply with legislation including EU procurments legislation, Carbon reduction Trigger : Workload, conflicting demands and deadlines, short staffed Consequences : Exceed working time directive limits, staff could be tired, driving home late on possibly icy roads, leads to an accident. Risk type : Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etc	Rare	Significant	Low	• Awareness raising, training and monitoring in place, staff have a better understanding of requirements, more pre-planning for...large expenditure Development of Carbon management plan and climate change planning. Comply with procedures.	Rare	Significant	Low
Safe Operations - Ports and Harbours delivers a range of heavy engineering and transport services. Trigger : Insufficients skills/training, poor communication, inadequate procedures Consequences : Staff absence, failure to deliver service, civil claims against SIC, personal injury Risk type : Accidents /Injuries - Staff/Pupils/ Clients/Others Reference - P0051	Unlikely	Significant	Medium	• Health and Safety systems, safe systems of work in place, restructure being implemented which will ensure permanent staff are...appointed to significant posts which impact on management of health and safety. Risk Assessments and Hazard Identification systems are in place.	Rare	Significant	Low
<b>Corporate Plan</b> <b>F7. Our "20 By '20" - Procurement</b>							
Port operations rely on various suppliers and services including fuel, key components, sub-contractors Trigger : Anything that stopped critical services or supplies for an extended period or without notice Consequences : Stops the service, loss of income, impact on oil companies and terminal Risk type : Failure of Key supplier Reference - P0035	Unlikely	Significant	Medium	• Financial Controls, existing council procedures in place	Unlikely	Minor	Low
<b>Category</b> <b>Strategic</b>							
<b>Corporate Plan</b> <b>C6. Economy and Housing - Sullom Voe Future</b>							
Loss of income from downturn in business Trigger : Temporary shutdown of oil terminal or an oil field for period of months Consequences : Loss of income, impact on SIC services, draw on reserves Risk type : Loss of revenue/income Reference - P0016	Unlikely	Major	Medium	• Budget controls, monthly monitoring, ongoing attention to markets, working with customers to maintain demand.	Unlikely	Significant	Medium







<b>Meeting(s):</b>	Harbour Board	21 May 2018
<b>Report Title:</b>	Management Accounts for Harbour Board: 2017/18 – Draft Outturn	
<b>Reference Number:</b>	F-042-F	
<b>Author / Job Title:</b>	Jonathan Belford, Executive Manager - Finance	

### 1.0 Decisions / Action required:

- 1.1 The Harbour Board NOTES the Management Accounts showing the draft outturn position for 2017/18; and
- 1.2 Notes the proposed capital budget carry-forwards, which will be included in the overall Draft Outturn report to be presented for approval at Policy & Resources Committee on 22 May 2018.

### 2.0 High Level Summary:

- 2.1 The purpose of this report is to enable the Harbour Board to note the financial performance of services within its remit for the 2017/18 financial year. This report shows the financial consequence of the service performance for the year detailed in the Infrastructure Directorate performance report, and will be subject to final accounting and audit adjustments as part of the year-end accounts process.
- 2.2 This report forms part of the financial governance and stewardship framework, which ensures that the financial position of the Council is acknowledged, understood and quantified on a regular basis. It provides assurance to the Corporate Management Team and the Board that resources are being managed effectively.
- 2.3 Since the approval of the 2017/18 budget, revisions to the budget have been incorporated and this report refers to revised budgets.

### 3.0 Corporate Priorities and Joint Working:

- 3.1 There is a specific objective in the Corporate Plan that the Council will have excellent financial management arrangements to ensure that it continues to keep a balanced and sustainable budget and is living within its means. In addition, the Council continues to pursue a range of measures, which will enable effective and successful management of its finances over the medium to long term. This involves correct alignment of the Council's resources with its priorities and expected outcomes, and maintaining a strong and resilient balance sheet.

### 4.0 Key Issues:

- 4.1 This report presents the draft outturn position for 2017/18 for revenue and capital.

4.2	Although the draft revenue outturn position for Ports & Harbours Operations is an increase in surplus of £1.513m, this outturn position includes £1.409m of revenue funding for slippage on capital projects and is required as additional budget for 2018/19. Therefore on removal of this budget the resulting increase in surplus is £104k, which means that the budgeted surplus to reserves has been achieved.
4.3	The draft capital outturn position for the Harbour Board is an underspend of £3.368m, with a requirement for budget carry-forward for slippage of £3.300m to 2018/19 resulting in a final underspend position of £68k.
4.4	The draft outturn position for the Shetland Gas Plant is an increase in income above budget of £435k resulting in total income for the year of £985k.
4.5	The detailed information on the revenue and capital draft outturn position and capital carry-forwards are attached as Appendices 1 and 2 to this report.
<b>5.0 Exempt and/or confidential information:</b>	
5.1	None.
<b>6.0 Implications :</b>	
<b>6.1 Service Users, Patients and Communities:</b>	There are no implications.
<b>6.2 Human Resources and Organisational Development:</b>	There are no implications.
<b>6.3 Equality, Diversity and Human Rights:</b>	There are no implications.
<b>6.4 Legal:</b>	There are no implications.
<b>6.5 Finance:</b>	<p>This report demonstrates that Ports &amp; Harbours Operations have spent less than their revised budget and have achieved their budgeted contribution to Reserves.</p> <p>This contributes to the overall 2017/18 draft outturn for the Council which does not require a draw on reserves in excess of the returns that the fund managers can make on average in a year, and therefore demonstrates that the Council is living within its means.</p>
<b>6.6 Assets and Property:</b>	There are no implications.
<b>6.7</b>	There are no implications.

<b>ICT and new technologies:</b>	
<b>6.8 Environmental:</b>	There are no implications.
<b>6.9 Risk Management:</b>	There are no implications.
<b>6.10 Policy and Delegated Authority:</b>	<p>Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Committee may exercise and perform all powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council. The Council approved both revenue and capital budgets for the 2017/18 financial year. This report provides information to enable the Committee to ensure that the services within its remit are operating within the approved budgets.</p> <p>The Council's Financial Regulations state that the Executive Manager - Finance has a responsibility to ensure that detailed monitoring by Directors and Executive Managers is carried out and that the Council will determine the reporting content, timescale, frequency and receiving committee(s) required for monitoring statements and the Executive Manager - Finance will be responsible for ensuring compliance with this.</p>
<b>6.11 Previously considered by:</b>	<div>n/a</div> <div>n/a</div>

#### **Contact Details:**

Brenda Robb, Management Accountant, [Brenda.robbs@shetland.gov.uk](mailto:Brenda.robbs@shetland.gov.uk), 11 May 2018

#### **Appendices:**

Appendix 1 – Harbour Board Revenue Draft Outturn Position for 2017/18

Appendix 2 – Harbour Board Capital Draft Outturn Position for 2017/18

#### **Background Documents:**

SIC Budget Book 2017/18, SIC 15 February 2017

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=20520>



## Harbour Board

## 1. Draft Revenue Outturn Position 2017/18

Projected Outturn Variance at Quarter 3 (Adv)/Pos £000	Service Area	Revised Annual Budget at Quarter 4 £000	Draft Outturn at Quarter 4 £000	Budget v Draft Outturn Variance Quarter 4 (Adv)/Pos £000	Revenue Funding Reduction for Capital Slippage £000	Overall Draft Outturn Variance Quarter 4 (Adv)/Pos £000
(658)	Sullom Voe	(7,796)	(7,937)	141	690	(549)
345	Scalloway	272	(406)	678	0	678
232	Other Piers	118	(12)	130	0	130
(197)	Terminals	(1,419)	(1,983)	564	719	(155)
0						
<b>(278)</b>	<b>Total Ports &amp; Harbours</b>	<b>(8,825)</b>	<b>(10,338)</b>	<b>1,513</b>	<b>1,409</b>	<b>104</b>
240	Shetland Gas Plant	(550)	(985)	435	0	435
<b>(38)</b>	<b>Overall Total</b>	<b>(9,375)</b>	<b>(11,324)</b>	<b>1,948</b>	<b>1,409</b>	<b>539</b>

The projected outturn variance figures at quarter 3 are included above for reference. The main reasons for the change from the quarter 3 projected outturn variance to the quarter 4 draft outturn position are underspending on tug borrowing costs and charter charges, a reduction in revenue funding requirement for capital projects, and increased terminal berthing income.

An explanation for the main variances by service area is set out below.

### 1.1 Sullom Voe – draft outturn variance (£549k) (7%)

This variance is mainly due to:

- reduction in tanker traffic for several offshore production interruptions in the East Shetland Basin (£653k);
- additional overtime and training costs for Towage staff to inspect the new MT30 Tug prior to charter and for 4<sup>th</sup> crew tug cover (£271k);
- additional employee costs following a Market Forces Supplement review which resulted in a regrade of Marine Pilot posts offset by vacant Marine Pilot post pending negotiations on future shipping needs and terminal operating hours (£81k);

- timing of initial MT29 Tug principal borrowing repayment, due in 2018/19 following the year borrowing commences; and charter charges for MT30 Tug not required in 2017/18 as charter period commenced later than anticipated £487k;
- underspending on engineering employee costs due to recruitment difficulties in current competitive marketplace £172k;
- additional income from accommodation barge at Sella Ness which was not anticipated £78k;
- reduction in rates following the Assessor's 2017 valuation review £69k.

### **Revenue funding reduction for capital slippage to 2018/19**

- Tug Jetty Cathodic Protection slippage for detailed surveys and feasibility options to be investigated £467k;
- Radar Replacement and Navigational Aids works delays due to contractor availability and weather resulting in slippage £223k;

## **1.2 Scalloway – draft outturn variance £678k (249%)**

This variance is mainly due to:

- additional income from fish and salmon landings in line with general increase in fishing industry activity £319k;
- core capital maintenance costs funded by capital receipts in line with Council policy with a corresponding reduction in revenue funding requirement of £328k;
- Scalloway Pier Cathodic Protection tender lower than anticipated resulting in an underspend of £188k.
- Scalloway Fish Market rebuild costs funded by borrowing reducing the revenue funding requirement £131k.

## **1.3 Other Piers - draft outturn variance £130k (110%)**

This variance is mainly due to:

- additional income from fish and salmon landings due to a buoyant market £164k;
- Baltasound Old Pier pile repairs tender lower than anticipated resulting in an underspend of £107k;
- fendering works for Symbister Pier which slipped to 2017/18 for contractor availability, with additional unexpected repairs also discovered on initiation of project (£124k).

## **1.4 Terminals – draft outturn variance (£155k) (11%)**

This variance is mainly due to:

- increase in rates following the Assessor's 2017 valuation review (£139k);

- overspend for emergency works identified on Insurers' inspection of Fair Isle harbour slipway rails (£130k);
- additional terminal berthing charge income for increased hires and shuttle runs £102k;

#### **Revenue funding reduction for capital slippage to 2018/19**

- Lerwick, Bressay, Belmont and Gutcher terminal capital life extension projects not initiated until 2018/19 due to availability of technical expertise £591k;
- Hamarsness and Ulsta Wind Turbine spend to save project to slip to 2018/19 due to other work commitments and delays with planning permission £128k.

### **1.5 Shetland Gas Plant - draft outturn variance £435k (79%)**

Throughput income higher than anticipated due to increase in gas price £435k.





## Harbour Board

## 2. Draft Capital Outturn Position 2017/18

Overall Projected Outturn Variance Quarter 3 (Adv)/Pos £000	Service	Revised Annual Budget at Quarter 4 £000	Draft Outturn at Quarter 4 £000	Budget v Draft Outturn Variance Quarter 4 (Adv)/ Pos £000	Slippage required in 2018/19 £000	Overall Draft Outturn Variance Quarter 4 (Adv)/ Pos £000
7	Ports & Harbours Operations	12,989	9,621	3,368	3,300	68
7	<b>Total Controllable Costs</b>	<b>12,989</b>	<b>9,621</b>	<b>3,368</b>	<b>3,300</b>	<b>68</b>

The projected outturn variance figure at quarter 3 is included above for reference.

## 2.1 Ports &amp; Harbours Operations – draft outturn variance £68k (0.5%)

An explanation for the significant variances are detailed below:

- Scalloway East Finger and Fishmarket Piers cathodic protection tender lower than anticipated £188k;
- Baltasound Old Pier pile repairs tender less than anticipated and scope of works reduced £101k.
- additional spend for MT29 Tug vessel purchase due to low exchange rate on transaction date and unbudgeted broker fees (£228k).

**Slippage**

A total of £3.3m budget will be slippage into 2018/19 as follows:

- Scalloway Fishmarket rebuild - Full Business Case approved by Council in October, anticipating tender to be awarded in 2018/19 £1.860m;
- Belmont, Bressay, Gutcher and Lerwick ferry terminal life extension works due to availability of technical expertise £591k;
- Tug Jetty cathodic protection for detailed surveys and feasibility options investigation £467k;
- retention for Cullivoe Original Finger Pier £5k;
- VTS Radar replacement due to contractor availability and weather £143k;
- Hamarsness and Ulsta Ferry Terminal Wind Turbines project delayed due to other work commitments and delays with planning permission £128k;
- Navigational Aids due to contractor availability and weather £80k;
- Delays to vehicle replacement until recruitment of staff finalised which determines vehicle requirements £26k.





<b>Meeting(s):</b>	Harbour Board	21 May 2018
<b>Report Title:</b>	2017/18 Pilotage Accounts – Draft Outturn	
<b>Reference Number:</b>	F-043-F	
<b>Author / Job Title:</b>	Jonathan Belford, Executive Manager - Finance	

### **1.0 Decisions / Action required:**

- 1.1 The Harbour Board RESOLVE to review the Pilotage Accounts showing the draft outturn position for 2017/18.

### **2.0 High Level Summary:**

- 2.1 The purpose of this report is to enable the Harbour Board to monitor the financial performance of the pilotage services provided by the Council.
- 2.2 There is a requirement to prepare accounts relating to pilotage under Section 14 of the Pilotage Act 1987. The details of what must be included in these accounts are set out in regulations (The Statutory Harbour Undertakings (Pilotage Accounts) (Regulations) 1988, SI 1988/2216).
- 2.3 The accounts must show the details of revenue from pilotage charges and the use of pilotage exemption certificates; and total expenditure incurred in providing the service of a pilot, providing, maintaining and operating any pilot boats and administrative or other associated costs.

### **3.0 Corporate Priorities and Joint Working:**

- 3.1 It is a corporate priority to ensure that the Council has excellent financial management arrangements.

### **4.0 Key Issues:**

- 4.1 This report presents the draft outturn position for 2017/18, which is a reduction in net surplus of £188k (20%) against net income budget of £920k which results in a net surplus of £732k.
- 4.2 A summary of the Pilotage Accounts Draft Outturn Position 2017/18 is attached as Appendix 1 to this report.

### **5.0 Exempt and/or confidential information:**

- 5.1 None

<b>6.0 Implications :</b>	
<b>6.1 Service Users, Patients and Communities:</b>	None
<b>6.2 Human Resources and Organisational Development:</b>	None
<b>6.3 Equality, Diversity and Human Rights:</b>	None
<b>6.4 Legal:</b>	The Council has statutory obligations to keep separate accounts in respect of the harbour undertaking and also separate pilotage accounts. Section 3(1) of the ZCC Act states that the harbour undertaking means "the harbour undertaking for the time being of the Council authorised by this Act". This means that the harbour undertaking must be considered only in terms of what the Council is authorised or duty bound to do under the ZCC Act. Pilotage is part of the harbour undertaking and income and expenditure is accounted for accordingly.
<b>6.5 Finance:</b>	<p>The projected outturn position is a surplus of £732k which is a reduction in net surplus of £188k against annual budget.</p> <p>The main reasons for the reduction in surplus are:</p> <ul style="list-style-type: none"> <li>• reduced income for boarding &amp; landing and pilotage dues at Sullom Voe, due to a reduction in tanker numbers as a result of offshore production interruptions in the East Shetland Basin (£88k);</li> <li>• additional employee costs following a market forces supplement review of Marine Pilot posts which resulted in an upwards pay regrade, partly offset by a vacant Pilot post which is unlikely to be filled until there is clarity on requirements for future shipping needs and terminal operating hours (£141k).</li> </ul>
<b>6.6 Assets and Property:</b>	None
<b>6.7 ICT and new technologies:</b>	None
<b>6.8 Environmental:</b>	None
<b>6.9 Risk Management:</b>	Failure to keep Pilotage Accounts would place the Council in breach of its legal duties.

<b>6.10 Policy and Delegated Authority:</b>	Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Board may exercise and perform all powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council; more specifically referred to in paragraph 2.7.	
<b>6.11 Previously considered by:</b>	n/a	n/a

**Contact Details:**

Brenda Robb, Management Accountant, 744690, [brenda.robbs@shetland.gov.uk](mailto:brenda.robbs@shetland.gov.uk), 10 May 2018

**Appendices:**

Appendix 1 – Pilotage Accounts Draft Outturn Position 2017/18

**Background Documents:**

None



## Pilotage Accounts Draft Outturn Position 2017/18

2017/18 Pilotage Accounts	Sullom Voe			Scalloway			Overall		
	Annual Budget at Quarter 4	Draft Outturn at Quarter 4	Budget v Draft Outturn Variance at Quarter 4 (Adv)/Pos	Annual Budget at Quarter 4	Draft Outturn at Quarter 4	Budget v Draft Outturn Variance at Quarter 4 (Adv)/Pos	Annual Budget at Quarter 4	Draft Outturn at Quarter 4	Budget v Draft Outturn Variance at Quarter 4 (Adv)/Pos
	£	£	£	£	£	£	£	£	£
Boarding & Landing	-633,600	-610,299	(23,301)	-10,000	-13,526	3,526	-643,600	-623,825	(19,775)
Pilotage Services provided as authorised by section 10(1) of the Pilotage Act 1987	-1,589,448	-1,525,148	(64,300)	-35,000	-38,405	3,405	-1,624,448	-1,563,553	(60,895)
Use of PEC issued as authorised by section 10(3) of the Pilotage Act 1987	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>-2,223,048</b>	<b>-2,135,447</b>	<b>(87,601)</b>	<b>-45,000</b>	<b>-51,932</b>	<b>6,932</b>	<b>-2,268,048</b>	<b>-2,187,378</b>	<b>(80,670)</b>
Boarding & Landing	369,252	385,602	(16,350)	4,827	5,488	(661)	374,079	391,090	(17,011)
Pilotage	723,382	864,535	(141,153)	6,651	6,722	(71)	730,033	871,257	(141,224)
<b>Sub-Total Employee Costs</b>	<b>1,092,634</b>	<b>1,250,138</b>	<b>(157,503)</b>	<b>11,478</b>	<b>12,210</b>	<b>(732)</b>	<b>1,104,112</b>	<b>1,262,348</b>	<b>(158,236)</b>
Boarding & Landing	10,969	6,679	4,290	1,864	584	1,280	12,833	7,263	5,570
Pilotage	3,150	139	3,011	0	0	0	3,150	139	3,011
<b>Sub-Total Supplies &amp; Services</b>	<b>14,119</b>	<b>6,817</b>	<b>7,301</b>	<b>1,864</b>	<b>584</b>	<b>1,280</b>	<b>15,983</b>	<b>7,401</b>	<b>8,582</b>
Boarding & Landing	68,398	63,113	5,285	9,698	14,554	(4,856)	78,096	77,667	429
Pilotage	4,070	1,908	2,162	0	0	0	4,070	1,908	2,162
<b>Sub-Total Transport &amp; Mobile Plant</b>	<b>72,468</b>	<b>65,021</b>	<b>7,447</b>	<b>9,698</b>	<b>14,554</b>	<b>(4,856)</b>	<b>82,166</b>	<b>79,575</b>	<b>2,591</b>
Boarding & Landing	20,977	16,881	4,095	2,237	5,530	(3,293)	23,214	22,412	802
Pilotage	150	442	(292)	0	0	0	150	442	(292)
<b>Sub-Total Property &amp; Fixed Plant</b>	<b>21,127</b>	<b>17,323</b>	<b>3,803</b>	<b>2,237</b>	<b>5,530</b>	<b>(3,293)</b>	<b>23,364</b>	<b>22,854</b>	<b>510</b>
Boarding & Landing	25,073	11,738	13,335	10,790	7,891	2,899	35,863	19,629	16,235
Pilotage	81,626	63,305	18,321	5,000	384	4,616	86,626	63,689	22,937
<b>Sub-Total Admin and Other Costs</b>	<b>106,699</b>	<b>75,043</b>	<b>31,657</b>	<b>15,790</b>	<b>8,275</b>	<b>7,515</b>	<b>122,489</b>	<b>83,318</b>	<b>39,171</b>
<b>Meeting Liabilities under Part III of the Act</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>	<b>1,307,047</b>	<b>1,414,342</b>	<b>(107,295)</b>	<b>41,067</b>	<b>41,153</b>	<b>(87)</b>	<b>1,348,114</b>	<b>1,455,496</b>	<b>(107,382)</b>
<b>NET TOTAL</b>	<b>-916,001</b>	<b>-721,104</b>	<b>(194,897)</b>	<b>-3,933</b>	<b>-10,778</b>	<b>6,845</b>	<b>-919,934</b>	<b>-731,883</b>	<b>(188,052)</b>







<b>Meeting(s):</b>	<b>Harbour Board</b>	<b>21 May 2018</b>
<b>Report Title:</b>	<b>2018/19 Capital and Revenue Projects Report</b>	
<b>Reference Number:</b>	<b>PH-13-18F</b>	
<b>Author / Job Title:</b>	<b>Andrew Inkster Team Leader – Port Engineering</b>	

### 1.0 Decisions / Action required:

- 1.1 That the Harbour Board discuss and highlight any areas of concern and note the content of the report and areas of progress made.

### 2.0 High Level Summary:

- 2.1 This report updates the Board on the significant engineering projects for Ports & Harbours Operations during the financial year 2018/19.

### 3.0 Corporate Priorities and Joint Working:

- 3.1 Prioritised spending on maintaining our existing assets is a key part of the Corporate Plan and Medium Term Financial Plan.
- 3.2 By ensuring that our facilities are safe, well managed and fit for purpose, we can ensure that service users experience excellent standards of customer care.

### 4.0 Key Issues:

- 4.1 In addition to its routine annual maintenance plans and regimes, Ports and Harbours has an interest in the following significant projects for the 2018/19 financial year.

#### Scalloway Fish Market

- 4.2 Invitations to tender have been sent with a deadline for return by mid July 2018.

- 4.3 Provision of a suitable temporary chilled facility has been secured, and this should be operational by early July 2018.

#### Sullom Voe VTS Radar Replacement Contract

- 4.4 This contract will see the replacement of the radar scanner stations at Sella Ness, Brough and Vats Houllands, along with necessary upgrades to communications and monitoring software and equipment in the Sella Ness VTS centre.

- 4.5 Installation works are currently progressing well, but slightly later than the original programme.

- 4.6 It is anticipated that the equipment will be installed and commissioned in May 2018.

#### Tug Jetty Cathodic Protection Renewal

- 4.7 Funding was allocated in 2017/18 for the installation of a replacement cathodic protection system on the Tug Jetty. However, due to the unusual design of this Jetty, in comparison to most other SIC small Ports, further detailed examination of the structure and system design has become necessary.
- 4.8 Further inspection work continues to ascertain which, if any type of CP system will extend the structures life.

#### Navigation Aids

- 4.9 Ports and Harbours is responsible for the provision and maintenance of 133 individual aids to navigation across the whole of Shetland. These aids comprise mainly of fixed shore based leading lights, port entry lights, beacons, floating buoys and channel markers.
- 4.10 An annual programme of navigation aid upgrades is in place, and in recent years, the installation of L.E.D technology has resulted in significant increases in reliability and reduced maintenance.
- 4.11 These annual upgrades will continue with a particular emphasis on replacing the Skerries NE entrance Port Entry Light, and the upgrade of the Sullom Voe Harbour Gluss leading lights.
- 4.12 The works at Gluss are currently postponed whilst the Sullom Voe VTS project is taking place.

#### Plant Vehicles and Equipment

- 4.13 This budget will be used to replace vehicles at Sella Ness, in line with agreed Council renewal policies.

#### SVT Jetty Maintenance Project

- 4.14 The 2018 Jetty Maintenance routine work scope has now commenced, with works concentrated on Jetty Two and Jetty Three this year.

#### SVT Jetty Two Fender Replacement

- 4.15 The berthing dolphin fenders on Jetty two will be swapped for similar fenders which utilise a softer compound rubber.
- 4.16 The 400 tonne Norwegian lift barge "Eide 6" will arrive in Sullom Voe on 12/13 May 2018, and a suitable shipping window has been agreed with SVT to complete the works.
- 4.17 This alteration will temporarily limit ship size to 120.000 tonnes DWT on Jetty Two, but will prolong the operational life of Jetty Two before it must be taken out of service for essential concrete repairs. This extension of current operational life will enable SVT to complete its topside work scope on Jetty Three, thereby ensuring that at least one operational jetty is available at all times during the next 3-5 years.

- 4.18 Once the concrete repairs are completed on Jetty Two, the original fenders will be installed, and the jetty will regain its original operational capability with no restriction on ship size.

#### Jetty Two Scaffold Removal

- 4.19 A large scaffold platform, installed by SVT underneath the Jetty Two approach road last year was damaged during an adverse period of bad weather.
- 4.20 The platform was deemed too badly damaged to be safely recovered to shore, so it was agreed with SVT that the structure would be dropped into the sea below the approach road, for subsequent removal by Ports and Harbours Operations.
- 4.21 Over a period of three weeks in late March/early April, Malakoff divers successfully cut the structure into small sections which could be recovered by crane to a workboat for disposal ashore.
- 4.22 This was a complex job requiring very high levels of planning and safety protocols.
- 4.23 The works were completed ahead of schedule and within the agreed SVT budget.

#### Toft Pier

- 4.24 Tender documents are being prepared and a contract notice is planned for publication shortly.

#### Cathodic Protection

- 4.25 As part of the ongoing annual programme of cathodic protection installation, design works are well advanced for the installation of a sacrificial system on West Burrafirth pier during this financial year.

#### Foula Harbour / Ferry Terminal

- 4.26 Foula Harbour and Ferry Terminal water depth has reduced due to silting, and surveys are being carried out to confirm quantities and volumes in advance of a dredging operation to return the Harbour to its design depth during this financial year.

#### Small Port Major Fender Repairs

- 4.27 In addition to ad-hoc fender repairs during this financial year, large scale fender repair and replacement projects are planned to occur in:
- Mid Yell - Design work and tendering are ongoing at this time
  - Skerries – Design work is now largely complete, and works should be complete by the end of summer 2018.

### **5.0 Exempt and/or confidential information:**

- 5.1 None

<b>6.0 Implications :</b>	
<b>6.1 Service Users, Patients and Communities:</b>	<p>Effective maintenance and repair strategies for all Ports assets will ensure that its facilities are fit for purpose and free from health and safety or environmental issues. Service users are encouraged to report defects whenever possible.</p> <p>As detailed in 4.2 of this report, the existing Scalloway Fish Market presents a risk to service users. Should the existing Market fail, an alternative would not be easily provided without significant disruption to service users.</p> <p>The temporary pontoon at Toft Pier is another area where any reduction in availability would create significant disruption.</p>
<b>6.2 Human Resources and Organisational Development:</b>	The majority of projects detailed within this report will be completed by external Contractors. Health, Safety and Environmental considerations are all reviewed when such appointments are made.
<b>6.3 Equality, Diversity and Human Rights:</b>	The service uses Equalities Impact assessment to ensure its services are supporting those most in need and not making inequalities worse;
<b>6.4 Legal:</b>	Legal Services input is sought for all projects requiring formal Tendering procedures.
<b>6.5 Finance:</b>	The projects described in this report are projected to be completed within approved budgets.
<b>6.6 Assets and Property:</b>	None
<b>6.7 ICT and new technologies:</b>	No corporate ICT issues at this time, however the new Vessel Traffic Services Port Information system utilises a complex mix of radar, AIS, radio and other communications technology.
<b>6.8 Environmental:</b>	Where applicable, environmental impact studies will be carried out as part of the planning process for major works. Contractors carrying out works on behalf of Ports and Harbours are expected to ensure the highest standards of environmental protection.
<b>6.9 Risk Management:</b>	Routine maintenance and repair of assets will ensure that assets are safe for service users, meet current legislation and are free from environmental hazards. These measures contribute to Ports risk management strategies.
<b>6.10 Policy and Delegated Authority:</b>	<p><b>Harbour Board</b></p> <p>Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code.</p>

	<p>Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function.</p> <p>Consider all development proposals and changes of service level within the harbour undertaking; including dues and charges, and make appropriate recommendations to the Council</p>	
<b>6.11 Previously considered by:</b>	<i>None</i>	

**Contact Details:**

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Team Leader – Port Engineering

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02 May 2018

**Appendices:**

None.

**Background Documents:**

None.

END





<b>Meeting(s):</b>	<b>Harbour Board</b>	<b>21<sup>st</sup> May 2018</b>
<b>Report Title:</b>	<b>Harbourmaster's Report</b>	
<b>Reference Number:</b>	<b>PH-12-18F</b>	
<b>Author / Job Title:</b>	<b>Greg Maitland, Harbourmaster – Ports &amp; Harbours</b>	

### 1.0 Decisions / Action required:

- 1.1 That the Harbour Board consider the content of this report in its role as duty holder, and note that the necessary management and operational mechanisms are in place to fulfil that function.

### 2.0 High Level Summary:

- 2.1 Captain Trevor Auld, appointed as the designated person (HB Min. ref 29/12), provides independent assurance to the Duty Holder that the marine SMS for which the Duty Holder is responsible, is working effectively. Captain Auld's report is attached as Appendix 1.
- 2.2 Eight incidents have been reported, 7 at Sullom Voe, 1 at Scalloway. Details are as follows:
- 2.2.1 On 15<sup>th</sup> February 2018 a report was made to Sullom Voe Terminal of pollution in Yell Sound. Report was made at night and in poor weather via mobile phone. Although suspicious a Pilot Vessel was dispatched to investigate – no evidence of pollution was found. Terminal reported incident to Police for investigation.
- 2.2.2 On 21<sup>st</sup> February 2018 a tanker on approach to the Sullom Voe Pilot Station tested her engines astern as required by pre-arrival checklist – this operation failed so the berthing was aborted. The vessel departed to a safe area to carry out repairs and tests until the problem was rectified. Vessel berthed later with no issues. A full explanation was sought for the issue – this was provided together with updates to the owners fleet planned maintenance system.
- 2.2.3 On 23<sup>rd</sup> February 2018 a Sullom Voe tanker presented an incorrectly rigged Pilot ladder. Owners were written to and the vessel will not be accepted for future calls to the port until confirmation that measures have been put in place to prevent a reoccurrence. MCA Enforcement Branch informed.
- 2.2.4 On 6<sup>th</sup> March 2018 a Sullom Voe tanker presented an incorrectly rigged Pilot ladder. Vessel advised that they were unable to rig the ladder to comply with the regulations because of the departure draught. Owners were written to and the vessel will not be accepted for future calls until measures have been put in place for her to comply with the regulations. MCA Enforcement Branch informed.

- 2.2.5 On 13<sup>th</sup> March 2018 a Sullom Voe tanker presented an incorrectly rigged Pilot ladder. Owners were written to and the vessel will not be accepted for future calls to the port until confirmation that measures have been put in place to prevent a reoccurrence. MCA Enforcement Branch informed.
- 2.2.6 On 21<sup>st</sup> March 2018 pollution was reported in the west shore area of Scalloway where there was a sheen in the water and accompanying smell of diesel. While an investigation into the source was carried out, the source was unidentified and thought to be an unreported spill or pumping of bilges. A Pollution Report was completed.
- 2.2.7 On 31<sup>st</sup> of March 2018 a near miss incident was reported where the crew of a Sullom Voe tanker attempted to release the aft tug's tow line without orders to do so. Incident has been discussed at Quarterly Safety and Technical Working Group Meetings with vigilance of tugs crew and clear communication from Pilots emphasised to prevent similar incident in the future.
- 2.2.8 On 4<sup>th</sup> April 2018 a Sullom Voe tanker presented an incorrectly rigged Pilot ladder. Owners were written to and the vessel will not be accepted for future calls to the port until confirmation that measures have been put in place to prevent a reoccurrence. MCA Enforcement Branch informed.

Four of these 8 incidents involve incorrectly rigged Pilot ladders. The Port Authority, Pilots and Pilot Vessel crews are all working together to highlight this issue. Reports are made to the MCA Enforcement Branch and the issue was raised at the UK Harbour Master's Association meeting in March 2018 where it was agreed that the organisation would assist in both increasing awareness of these issues and the vessels involved.

- 2.3 Captain Greg Maitland is appointed as the Designated Person Ashore (DPA) for the towage fleet, to provide assurance that this SMS is working effectively. His report is attached as Appendix 2.

### **3.0 Corporate Priorities and Joint Working:**

- 3.1 Effective Planning and Performance Management are key aspects of Best Value and features of "Our Plan", the Council's Corporate Plan 2016-2020.
- Our performance as an organisation will be managed effectively, with high standards being applied to the performance of staff and services. Poor performance will be dealt with, and good service performance will be highlighted and shared.

### **4.0 Key Issues:**

- 4.1 VTS system replacement – Xanatos/Marico continue with contract. The Vats Houlland radar has now been replaced and is operational, and the old radar at Brough now decommissioned and new system being installed. VHF and AIS upgrades have been completed. While some technical issues have delayed the project the installation phase is now almost complete, with only final tuning and software updates required for completion.



4.2	Legal Services continue to work with officers from Ports and Harbours on changes required to the Scalloway and Small Ports Directions.
4.3	The SIC Ports & Harbours Health and Safety Handbook was published on 1 <sup>st</sup> March 2018. Initial feedback has been generally positive and stakeholders continue to be consulted about implementation of these measures and any issues that they may have from them.
4.4	The contract for the Scalloway fishmarket temporary chilling facility has now been awarded. A final round of stakeholder engagement will take place to confirm operational and technical requirements, such as traffic management and wifi hotspots.
<b>5.0 Exempt and/or confidential information:</b>	
None	
<b>6.0 Implications:</b>	
<b>6.1 Service Users, Patients and Communities:</b>	That the SIC continues to provide a competent service to port users in line with the Service Plan.
<b>6.2 Human Resources and Organisational Development:</b>	Scalloway staff and shift arrangements under review for efficiency, customer focus and safety culture improvements. The interim chill facility and future management of new fishmarket to be considered as part of this review.
<b>6.3 Equality, Diversity and Human Rights:</b>	None
<b>6.4 Legal:</b>	The Port Marine Safety Code states that organisations must develop, implement and maintain an effective Marine Management System (MSMS). The MSMS is intended to manage hazards and risks along with any preparations for emergencies and must be operated effectively and revised periodically.
<b>6.5 Finance:</b>	None
<b>6.6 Assets and Property:</b>	None
<b>6.7 ICT and new technologies:</b>	None
<b>6.8 Environmental:</b>	None

<b>6.9 Risk Management:</b>	<p>Failure to comply with the requirements of the Port Marine Safety Code could lead to regulatory action. Since the publication of the new Port Marine Safety Code and the Guide to the Port Marine Safety code, the Safety Management System (SMS) for Ports and Harbours is being reviewed and updated. The status of assessments may be taken into account by regulatory authorities when investigating any marine accident or incident. Depending on the nature and severity of the matters in question, failure to address overdue risk assessments exposes the Council to risk of unfavourable outcomes from any such investigations.</p>	
<b>6.10 Policy and Delegated Authority:</b>	<p>The scheme of Administration and Delegations states that the role of the Harbour Board is:</p> <ul style="list-style-type: none"> <li>• Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code.</li> <li>• Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function</li> <li>• To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council.</li> </ul>	
<b>6.11 Previously considered by:</b>		

**Contact Details:**

Greg Maitland, Harbour Master, 01595 744209, greg.maitland@shetland.gov.uk

**Appendices:**

Appendix 1 – DP report to Harbour Board

Appendix 2 – Towage DPA report to the Harbour Board

**Background Documents:**

NONE

END

## Designated Person Report: 21 May 2018

This Designated Person (DP) report is provided as an independent view on Shetland Islands Council's (SIC) performance against the requirements and standards under the latest edition of the Port Marine Safety Code (PMSC). The report is submitted to the SIC Harbour Board, and copied to the Harbour Master for information.

### Introduction

Since my report to the Harbour Board meeting of 5 March 2018, I have maintained a regular dialogue on marine matters with SIC's Harbour Master through telephone calls and an exchange of emails. I have also monitored both SIC's website <http://www.shetland.gov.uk> and SIC's port specific website <http://www.shetland.gov.uk/ports> for items relating to the reported actions, involvement and decisions taken by the Harbour Board and SIC's appointed officers. Prior to writing this report I had a conference call with SIC's Harbour Master, Deputy Harbour Master and Port Safety Officer in which we discussed the monitoring measures and effectiveness of the current Marine Safety Management Systems.

### Publications of relevance to the Duty Holder

The Harbour Board as Duty Holder should be aware of the following Maritime and Coastguard Agency (MCA) publications:

**The Port Marine Safety Code (PMSC) Health Check Trends 2017** (published April 2018) - this report is designed to provide stakeholders with insight into emerging trends in PMSC compliance. It also provides examples of enhancements and best practice that have been observed whilst conducting the latest health check visits. Pages 7, 8 and 9 of the MCA publication make specific reference to observed enhancements for Duty Holders.

**An update of the PMSC Guide to Good Practice on Port Marine Operations** (published February 2018) - this release contains minor updates to links and terminology.

Both publications are available for download from the government website [www.gov.uk](http://www.gov.uk)

### Monitoring Measures

The following report sections describe each monitoring measure in turn.

**Technical Working Group:** A meeting of the Technical Working Group (TWG) was held on 25 January 2018. The minutes record attendance by a representative group of port stakeholders. Items discussed included near miss reporting, port to port communications, tug familiarisation, review of technical projects, PMSC reviews and updates, review of the Examination panel minutes, and recent local and port industry incidents. As an example of good practice, the minutes record plans for regular consultation with local pier users. The next meeting of the TWG is scheduled for 27 April 2018. Under the item heading 'Recent Incidents (All)' it is intended that accidents and incident reports recorded in MarNIS will be discussed and, where appropriate, closed out. SIC's Marine Safety Management System has yet to be amended to include this change in operational procedure.

**Examination and Technical Group:** No meetings of the Examination Panel have been held since 7 December 2017.

**Safety Sub-Committee: Ports:** No meetings of the Safety Sub-Committee - Ports have been held since 8 February 2018.

**Small Ports:** The table entitled 'Operational and Safety Visits to Small Ports & Harbours 2018', as posted on the website [www.shetland.gov.uk](http://www.shetland.gov.uk), records visits to all small ports (except Fair Isle) in March with further visits to Mid Yell, Cullivoe, Walls, West Burrafirth, Sandness, Billister and Collafirth in April 2018.

The operational and safety visits programme for small ports and harbours remains under review.

**Towage:** Familiarisation with Multratug 30 by tugs crews is ongoing. Towage operations DPA's report to the Harbour Board meeting in March 2018 was posted on the website [www.shetland.gov.uk](http://www.shetland.gov.uk) in a timely manner. SIC's Marine Safety Management System has yet to be amended to include the new composition of the tug fleet.

**Incidents and Accidents:** The following incident reports were recorded in the MarNIS database (Appendix A) in the period 22 February 2018 to 23 April 2018 inclusive.

Date	Vessel / Location	Incident
23 February 2018	Advantage Avenue/Sullom Voe	Pilot ladder rigged incorrectly
6 March 2018	Stena Natalita/Sullom Voe	Combination pilot ladder problems
13 March 2018	Blue Pride/Sullom Voe	Combination pilot ladder problems
31 March 2018	Sigma Integrity/Sullom Voe	Ship's crew attempted early release of aft tug.
4 April 2018	Cherokee/Sullom Voe	Combination pilot ladder rigged incorrectly.

All relevant incidents have been reported to the MCA.

**Internal audits:** No internal audits have been carried out since June 2017. To ensure conformance with paragraph 3.8.2 of SIC's Marine Safety Management System (2015), it is understood that a programme of internal audits has been scheduled for completion before June 2018.

**External Audit:** the last external audit of SIC's MSMSs was undertaken in October 2015. To ensure conformance with paragraph 3.8.2 of SIC's Marine Safety Management System (2015) and section 5 of the Guide to Good Practice on Port Marine Operations (February 2018), an external audit of SIC's MSMS should be carried before November 2018.

**Consultation:** A further period of consultation within the marine department is required before the proposed changes to the Sullom Voe General/Pilotage Directions 2001 are agreed. On conclusion of this process consultation will be extended to include harbour users and other representative stakeholders groups. The Duty Holder should be mindful that the current PMSC (November 2016) requires Harbour Authorities to maintain a consensus about safe navigation in its harbour or facility with users and service providers as far as possible.

The Harbour Master has maintained active involvement with stakeholder groups, including attendance at local Scottish Fishermen's Association meetings, meetings with aquaculture representatives, and regional meetings of the UK Harbour Masters' Association and British Ports Association.

**Safety Plan:** It is noted as evidence of good practice that the Safety Plan published on the website [www.shetland.gov.uk](http://www.shetland.gov.uk) covers the three-year period 2018 to 2021.

**Harbour Board Meetings:** The public agenda for the Harbour Board meeting of 5 March 2018 and the associated decision note were posted on the website [www.shetland.gov.uk](http://www.shetland.gov.uk) in a timely manner.

**Training:** Progress continues to be made in bringing all essential training in the revised training matrices up to date. Until such time as this process is complete it has been agreed that the use of training as a key performance indicator should be suspended.

#### Marine Circulars and Notices to Mariners:

No new marine circulars have been promulgated since 6 December 2017.

The following Notices to Mariners have been posted on SIC's ports specific website: <http://www.shetland.gov.uk/ports/notices.asp> in 2018.

- No 1/2018 Notices to Mariners remaining in force.
- No 2/2018 Sullom Voe Harbour – Laggan/Tormore exposed pipelines in Orka Voe.
- No 3/2018 Pilot transfer arrangements.

In addition, as evidence of good practice, the notices' page on SIC's website has also been used to notify port users of Non Shetland Islands Council, Ports and Harbour's issued Notices to Mariners.

## Assessing Measures

Key Performance Indicators (KPI):

### 1. Open Incident KPI Reports (from the MarNIS database) for Sullom Voe, Scalloway and the Small Ports: Open Incident status on the 23 April 2018

Location	Open NS Reports	Open PE Reports	Open EP Reports	Open CM Reports	Open PS Reports
Sullom Voe	5	0	0	0	0
Scalloway	0	0	2	0	0
Small Ports	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
'Open' Reports which have yet to be closed formally by the TWG. NS Nautical Safety PE Port Efficiency EP Environmental Protection CM Crisis Management PS Personnel and Public Safety					

### 2. Risk assessments KPIs (from the MarNIS database) for Sullom Voe, Scalloway and the Small Ports for the period ending 23 April 2018

Location	Nautical Safety Assessments	Port Efficiency Assessments	Environmental Protection Assessments	Crisis Management Assessments	Mean Assessment Score
Sullom Voe	20	5	7	0	3.70
Scalloway	16	6	5	0	3.80
Small Ports	16	3	4	0	3.84
* A score between 3 and 5.99 is considered to mean that the risk is as low as reasonably practicable (ALARP).					

3. Overdue risk assessments KPIs (from the MarNIS database) for SIC Ports (including Sullom Voe, Scalloway and the Small Ports) for the period ending 23 April 2018

Overdue Risk Assessment KPIs	Total Shetland*
Overdue Nautical Safety Assessments	1
Overdue Port Efficiency Assessments	0
Overdue Environmental Protection Assessments	0
Overdue Crisis Management Assessments	0
*Target KPI for overdue risk assessments is 0	

It should be noted from the above KPIs that there is 1 Risk Assessment overdue. An overdue review of a risk assessment is a non-conformity with Section 6.2.1 of the MSMS (but not necessarily with the PMSC).

4. Number of port marine employees with in-date qualifications required for their job role, expressed as a percentage of the total number of employees undertaking port marine activities and requiring job specific qualifications

Employee Group	Group Number	Number Holding Essential In Date Qualifications	KPI (%)
Managers			
Marine Pilots			
Vessel Traffic Service Officers (including relief VTSO)			
Small Ports Officers (including relief SPOs)			
Launch Crews			
<b>Total Overall</b>			

KPI for training is currently suspended,

5. Availability of Aids to Navigation (in three classification bands) expressed as a percentage of total availability over the three-year period 27-April 2015 to 27-April 2018.

IALA Category	No of Aids	No of Failures	Availability (%)	Target Availability (%)
Category 1*	50	2	99.89	99.80
Category 2**	69	5	99.89	99.00
Category 3***	14	1	99.60	97.00
<p>Note: The availability of all aids to navigation exceeds the target set by the Northern Lighthouse Board (NLB).</p> <p>* Category 1. An aid to navigation that is considered by the NLB to be of primary navigation significance. It includes the lighted aids to navigation and racons that are considered essential for marking landfalls and primary routes.</p> <p>** Category 2. An aid to navigation that is considered by the NLB to be of navigational significance. It includes lighted aids to navigation and racons that mark secondary routes and those used to supplement the marking of primary routes.</p> <p>*** Category 3. An aid to navigation that is considered by the NLB to be of less navigational significance than Cat 1 and 2.</p>				

## Effectiveness of the Marine Safety Management Systems

This report has identified that there is 1 overdue nautical safety risk assessment. Whilst this is a non-conformity with SIC's MSMS it is acknowledged that the risk assessment will be reviewed in the near future.

Alignment of SIC's MSMS with the current edition of the PMSC (November 2016) continues. It is confidently expected by the marine management team that the task will be completed in time to publish amended copies of all the MSMS documents in 2018.

In conclusion, the monitoring and assessing measures described in this report provide assurance that the Marine Safety Management Systems for Sullom Voe, Scalloway and the Small Ports of West Burra (Hamna Voe); West Burrafirth; Housa Voe, Papa Stour; Mid Yell, Yell; Cullivoe, Baltasound; Unst; Uyeasound, Unst; Hamars Ness, Fetlar; Symbister, Whalsay Out Skerries (two separate areas: West Voe and South North-East Mouth); and North Haven (Fair Isle) are working effectively and in compliance with the current edition of the Port Marine Safety Code.

**Captain Trevor Auld**  
Designated Person (PMSC)

## Appendix A





# Sullom Voe Actual and Potential Incident Report Summary 22 February 2018 to 23 April 2018

#

## Nautical Safety - Accidents / Incidents

	Collision Ship - Ship	Striking With Ship (Moored)	Equipment Failure (Vessel)	Equipment Failure (Port)	Grounding	Stranding	Sinking And Capsizing	Impact With Structure	Striking With Floating Object	Fire/Explosion	Ranging	Other
Sullom Voe	0	0	0	0	0	0	0	0	0	0	0	5

Reported on 23/04/2018

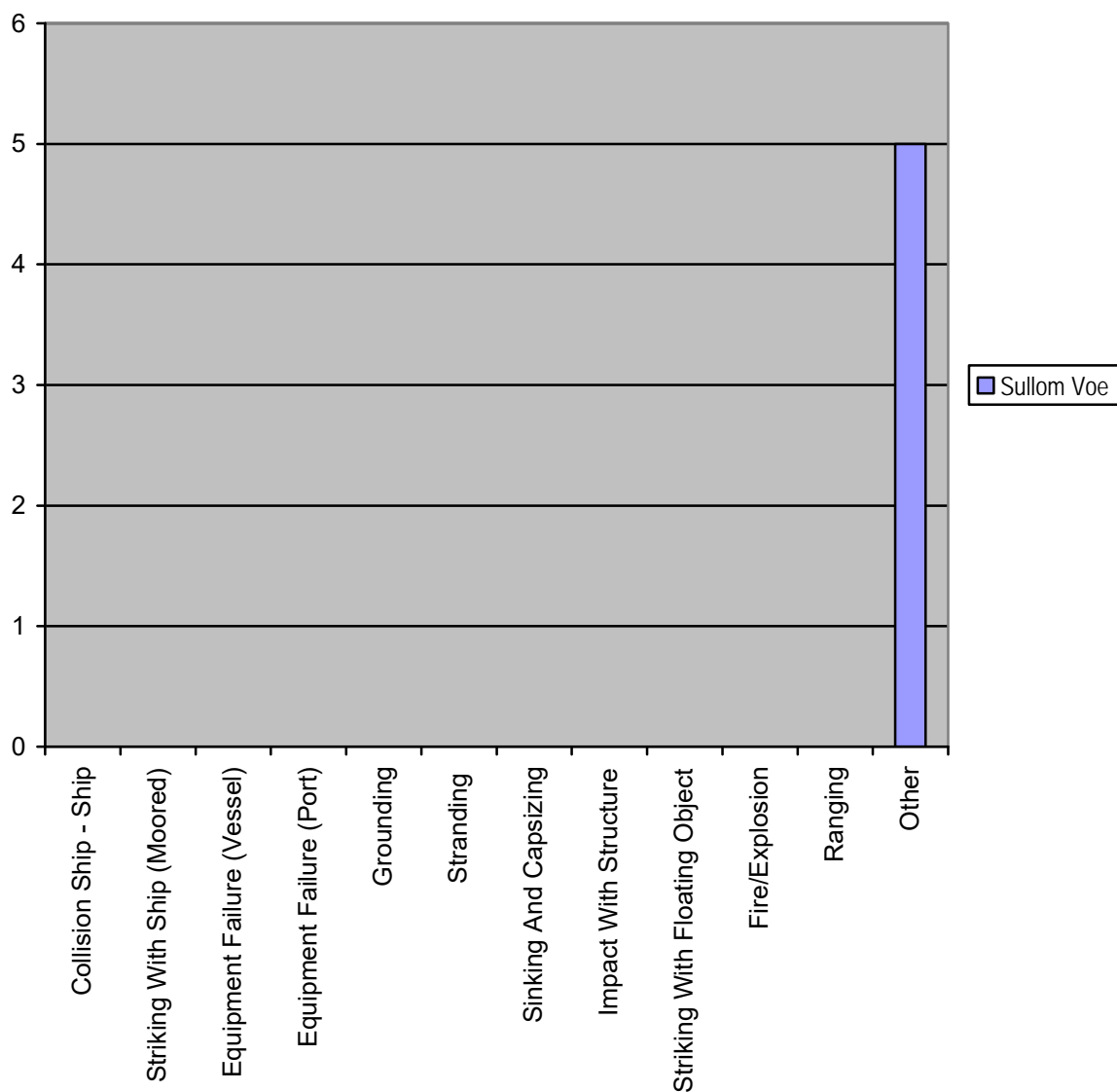


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# Sullom Voe Actual and Potential Incident Report Summary 22 February 2018 to 23 April 2018

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Reported on 23/04/2018



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## Sullom Voe Actual and Potential Incident Report Summary 22 February 2018 to 23 April 2018

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Accident / Incident Details

Date	ID Code	Incident / Potential	Externally Reported	Accident Category	Name and Detail
23/02/2018	SUV0048INV	P	N	Pilot Boarding Arrangements	<p>Advantage Avenue ladder not rigged correctly</p> <p>Pilot Ladder was rigged with one securing magnet on one side only and at the same level as the platform of the accommodation ladder.</p> <p>Consequences (rated 0 to 4) for - People(-)/ Marine incident / MAIB Report not applicable</p>
06/03/2018	SUV0049INV	P	N	Pilot Boarding Arrangements	<p>Stena Natalita - Combination Ladder problems</p> <p>Vessel design does not allow for the rigging of a low level combination ladder at 9.5m freeboard.</p> <p>Primary Cause - Pilot ladder incorrectly rigged/unsuitable access Secondary Cause(s) - 1.Ship design/poor ship design</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable</p>
13/03/2018	SUV0050IVD	P	R	Pilot Boarding Arrangements	<p>Blue Pride - Combination ladder problems</p> <p>Incorrectly rigged Combination Ladder (Pilot ladder not secured properly, Master unable at the time to produce all the certificates for Accom Ladder and Pilot Ladder</p> <p>Primary Cause - Pilot ladder incorrectly rigged/unsuitable access</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable</p>
31/03/2018	SUV0051INV	P	N	Tug; active escorting of tanker	<p>Ships crew attempted early release of aft tug</p> <p>Vessels crew started to let go the aft tug before being told to do so.</p> <p>Primary Cause - Human error - Ship Personnel Secondary Cause(s) - 1.Competence</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Report not applicable</p>
04/04/2018	SUV0052INV	P	R	Pilot Boarding Arrangements	<p>Combination ladder was not rigged correctly</p> <p>Tanker Cherokee was noted to have its combination ladder was not rigged correctly when pilot arrived to board the vessel</p> <p>Primary Cause - Human error - Ship Personnel</p> <p>Consequences (rated 0 to 4) for - People(0)/Property(0)/Planet(0)/Port(0) Marine incident / MAIB Reportable</p>

Number of Accidents listed = 5

Reported on 23/04/2018



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**Shetland Islands Council**  
**Towage Operations Designated Persons' Report**  
**SIC Harbour Board May**



2018

**Under the ISM (International Safety Management) Code the responsibilities and the minimum authority of the Designated Person Ashore (DPA) is:** To ensure the safe operation of each ship and to provide a link between the Company and those on board, every Company, as appropriate, should designate a person or persons ashore having direct access to the highest level of management. The responsibility and authority of the designated person or persons should include monitoring the safety and pollution prevention aspects of the operation of each ship and ensuring that adequate resources and shore-based support are applied, as required. Ref: ISM Code.

**Accidents/Incidents/Hazardous Occurrences**

2 near miss incidents have been reported. Both incidents involved crew on tankers calling at Sullom Voe attempting to let go a tug prior to receiving orders to do so.

These incidents have been discussed at both the Quarterly Safety Meeting and Technical Working Group Meeting, where it was agreed that a combination of increased vigilance by tugs crew and careful communication of instructions from Pilots to Ship's Master should address the issue.

**Training**

Medical Care Onboard training is being rolled out to tug Masters and Mates.  
Dangerous Space Entry and Rescue Training is being rolled out to all tug crews.  
Caterpillar approved engine training has been carried out for engineers on MT29 & MT30.  
Proposed training in Elementary Food Hygiene is planned in May/June 2108.  
Provision of Emergency Training for Tug Masters and Support Personnel is being investigated.

**Internal Audits**

The program of internal ISM audits will be carried out by Brian Dalziel, is continuing with three having been completed in 2018; Office Audit, MT29 and MT30.

**External Audits**

There have been no external audits since the last report. There is an MCA audit of the MT30 due on 9<sup>th</sup> May 2018 for her preliminary Safety Management Certificate.

**Defects/Non-Conformance/Observations**

The Non Conformity for the towage planned maintenance system has been closed out.  
Internal audit of tug MT30 raised the following minor non conformities;

Bunkering Checklist - while onboard as part of the SMS documentation, was not posted at the vessel's bunkering station.

Crew training - although the "ASD Tug Competent" training has been completed, certificates had not yet been received and were not sighted during the audit.

**Shetland Islands Council**  
**Towage Operations Designated Persons' Report**  
**SIC Harbour Board May**  
**2018**



**Legislation Changes**

No significant changes at this time.

**British Tugowners Association (BTA)**

The next BTA Safety Seminar is due to be held in October/November 2018.

**SMS Review**

SMS Review Meetings, Masters Review meetings and management Inspection of vessels continue in order improve system awareness and compliance.



<b>Meeting(s):</b>	<b>Harbour Board</b>	<b>21 May 2018</b>
<b>Report Title:</b>	<b>Ports &amp; Harbours Business Programme</b>	
<b>Reference Number:</b>	<b>PH-11-18F</b>	
<b>Author / Job Title:</b>	<b>John Smith, Acting Executive Manager – Ports &amp; Harbours</b>	

<b>1.0</b>	<b>Decisions / Action required:</b>
1.1	That the Harbour Board consider this report, comment on its contents within their remit, and NOTE the proposed reporting actions of the Ports & Harbours service in partnership with other Council services over the coming period.
<b>2.0</b>	<b>High Level Summary:</b>
2.1	This report provides the Harbour Board with an opportunity to consider the proposed Ports & Harbours business programme for 2018/19.
<b>3.0</b>	<b>Corporate Priorities and Joint Working:</b>
3.1	'Our Plan 2016 to 2020' states; "We will be an organisation that encourages creativity, expects co-operation between services and supports the development of new ways of working.
3.2	This report recognises the importance of cross Council co-operation in much of the work that Ports & Harbours is involved in and therefore looks to discuss that work with, and be informed by, key committees.
<b>4.0</b>	<b>Key Issues:</b>
4.1	There are a range of performance management, compliance and policy and project development matters which will require Harbour Board consideration over the coming months. Target reporting dates for these are laid out in Appendix A.
<b>5.0</b>	<b>Exempt and/or confidential information:</b>
5.1	None
<b>6.0</b>	<b>Implications:</b>
<b>6.1 Service Users, Patients and Communities:</b>	No implications arising directly from this report.

<b>6.2 Human Resources and Organisational Development:</b>	No implications arising directly from this report.
<b>6.3 Equality, Diversity and Human Rights:</b>	No implications arising directly from this report.
<b>6.4 Legal:</b>	No implications arising directly from this report.
<b>6.5 Finance:</b>	<p>The Council has a very costly and very valuable estate of marine infrastructure and services. These are expensive to provide and expensive to maintain.</p> <p>To demonstrate that investment in non-statutory services like harbours and piers is best value; then the benefits of that investment need to be identified and quantified, both for the Council and for the overall economy and community.</p> <p>Ports &amp; Harbours infrastructure and services are a significant cost centre and a very important income stream to the Council and community. Maximising impact and income when containing cost are both central to best value.</p> <p>There are no decisions with specific financial implications requested in this report. However generating a significant financial surplus and compliance with overall Council financial policies are key elements in all Ports &amp; Harbours business planning and work programing.</p>
<b>6.6 Assets and Property:</b>	No implications arising directly from this report.
<b>6.7 ICT and new technologies:</b>	No implications arising directly from this report.
<b>6.8 Environmental:</b>	No implications arising directly from this report, however protection of the Shetland marine environment is one of the key priorities in all work planning.
<b>6.9 Risk Management:</b>	Work in the marine environment is intrinsically risky, both in health and safety and environmental protection terms. All activity must therefore be closely examined to ensure that it delivers the highest safeguards and standards.
<b>6.10 Policy and Delegated Authority:</b>	<p><b>Harbour Board</b></p> <p>Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code.</p> <p>Act as Duty Holder as required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function.</p>



	Consider all development proposals and changes of service level within the harbour undertaking; including dues and charges, and make appropriate recommendations to the Council.
<b>6.11 Previously considered by:</b>	The last business programme was presented to the Harbour Board on 25 April 2018. "Min.Ref. 12/18".

**Contact Details:**

John Smith, Acting Executive Manager – Ports & Harbours  
jrsmith@shetland.gov.uk

**Appendices:**

Appendix A – Ports & Harbours Business Programme 2018/19

**Background Documents:**

None

END



Ports & Harbours Business Programme - Agenda Management Dates 2018

<b>Cycle 3 – Ordinary</b>						
<b>Committee</b>	<b>Draft Reports</b>	<b>Cleared Reports</b>	<b>Meeting</b>	<b>Time</b>	<b>Functional Committees</b>	<b>P&amp;R and Council</b>
EJCC	14 May 2018	21 May 2018	30 May 2018	10 a.m.	Port of Sullom Voe - Masterplan Update (+ Dev & E&T)  Harbour Board Business Programme	
Development	24 May 2018	31 May 2018	11 June 2018	2 p.m.		
Env & Trans	25 May 2018	1 June 2018	12 June 2018	10 a.m.		
Harbour Board	28 May 2018	4 June 2018	13 June 2018	2 p.m.		
Policy and Resources	31 May 2018	7 June 2018	18 June 2018	10 a.m.		
Shetland Islands Council	11 June 2018	18 June 2018	27 June 2018	10 a.m.		
<b>Cycle 4 – Performance Monitoring Meetings</b>						
<b>Committee</b>	<b>Draft Reports</b>	<b>Cleared Reports</b>	<b>Meeting</b>	<b>Time</b>		
Development	9 Aug 2018	16 Aug 2018	27 Aug 2018	11.30 a.m.	P&H Performance Report 2018/19 Q1 Harbourmaster Report Port Engineering Report Management Accounts (by Finance) Pilotage Accounts (by Finance) Harbour Board Business Programme	
Env & Trans	9 Aug 2018	16 Aug 2018	27 Aug 2018	2 p.m.		
Harbour Board	9 Aug 2018	16 Aug 2018	27 Aug 2018	3.30 p.m.		
Policy and Resources	10 Aug 2018	17 Aug 2018	28 Aug 2018	10 a.m.		
Shetland Islands Council	13 Aug 2018	20 Aug 2018	29 Aug 2018	2 p.m.		
<b>Cycle 5 – Ordinary</b>						
<b>Committee</b>	<b>Draft Reports</b>	<b>Cleared Reports</b>	<b>Meeting</b>	<b>Time</b>		
EJCC	4 Sept 2018	11 Sept 2018	20 Sept 2018	10 a.m.	Toft Pier Full Business Case (+ Dev)  Scalloway Fishmarket Update (+ Dev)  Port of Sullom Voe Update Report  Scalloway Development Opportunities Update Report (+ Dev)  Harbour Board Business Programme	Toft Pier Full Business Case (P&R by Capital Projects)
Development	13 Sept 2018	20 Sept 2018	1 Oct 2018	2 p.m.		
Env & Trans	14 Sept 2018	21 Sept 2018	2 Oct 2018	10 a.m.		
Harbour Board	17 Sept 2018	24 Sept 2018	3 Oct 2018	2 p.m.		
Policy and Resources	20 Sept 2018	27 Sept 2018	8 Oct 2018	10 a.m.		
Shetland Islands Council	15 Oct 2018	22 Oct 2018	31 Oct 2018	10 a.m.		

Friday, 11 May 2018