

HAMPSHIRE COUNTY COUNCIL

Report

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| Committee | River Hamble Harbour Management Committee |
| Date: | 10 March 2017 |
| Title: | Annual Review of Business Plan |
| Report From: | Director of Culture, Communities and Business Services |

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1. Summary

- 1.1. This report covers a review of the River Hamble Harbour Authority's rolling Business Plan.

2. Review of Business plan

- 2.1 The River Hamble Harbour Authority's rolling Business Plan has been updated and is attached at Appendix 1. The Plan supports the Harbour Authority's Strategic Plan from which the headings of 'Plan Topic' and 'Brief' are derived. There is scope for new or revised objectives to be added to the plan, particularly where they update or replace those objectives which have been completed in full.
- 2.2 Members are requested to comment and to recommend potential revisions or additional items for inclusion in the plan.

3. Recommendation

- 3.1 **It is recommended that the River Hamble Harbour Management Committee reviews the Business Plan and proposes any suitable revisions and additional items for consideration by the River Hamble Harbour Board.**

**CORPORATE OR LEGAL INFORMATION:
Links to the Corporate Strategy**

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| Hampshire safer and more secure for all: | yes |
| Corporate Improvement plan link number (if appropriate): | |
| Maximising well-being: | yes |
| Corporate Improvement plan link number (if appropriate): | |
| Enhancing our quality of place: | yes |
| Corporate Improvement plan link number (if appropriate): | |

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. Equalities Impact Assessment:

A full Equalities Impact Assessment for the River Hamble Harbour Authority's compliance with the Port Marine Safety Code (including environmental responsibilities) has been carried out and this report does not raise any issues not previously covered by that Assessment.

2. Impact on Crime and Disorder:

2.1. This report does not deal with any issues relating to crime and disorder.

3. Climate Change:

3.1. How does what is being proposed impact on our carbon footprint / energy consumption? The contents of this report have no impact on carbon footprint or energy consumption

3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable to this report.

| Serial | Priority 1 low 5 high | Plan topic | Brief | Objective | Constraints | Budget | Target completion date | Ownership of project | Review date | Review Notes |
|--------|-----------------------------|-------------------------------------|---|---|---|--|-----------------------------------|--|-------------|---|
| 1 | 5 | Governance | To support the current governance arrangements, as approved by HCC | Recruit, select and train members of the Harbour Board as required | Availability of selection panel members | Minimal | Ongoing | Marine Director and Harbour Board | Mar-17 | Ongoing |
| 2 | 5 | Navigational safety | To comply with the requirements of the Port Marine Safety Code | Repair and maintain Aids to Navigation as required | None | £12000 per annum | Ongoing | DHM/HOM | Mar-17 | Trinity House audit satisfactory (8/7/16) with some minor actions required. Complete. Next Audit July 2017. |
| 3 | 5 | Environment | To discharge responsibilities under Habitats Regulations and other relevant environmental legislation | Provide and maintain Tier 1 Oil Spill response equipment, meeting the appropriate legislative requirements. | | | Ongoing | DHM/HOM and Environment and Development Manager | Mar-17 | Three yearly exercise and review conducted Oct 2016. Ongoing contract with Adler and Allen. See below |
| 4 | 5 | Environment | To discharge responsibilities under Habitats Regulations and other relevant environmental legislation | Provide adequate storage facilities for oil spill response and emergency equipment | | | | Marine Director and HCC | Mar-18 | Storage in Stone Pier Yard – Lease agreement renewed Mar 2016 |
| 5 | 4 | Environment | To discharge responsibilities under Habitats Regulations and other relevant environmental legislation | To work with the Highways Agency, Environment Agency and Hampshire Fire and Rescue to seek ways of reducing the risk of pollution from bridges across the River | Funding | Not known | Ongoing | MD and Environment and Development Manager | Mar-17 | Under consideration by Highways Agency |
| 6 | 4 | Environment | To discharge responsibilities under Habitats Regulations and other relevant environmental legislation | Conduct desk-top study to assess feasibility of beneficial re-use of dredged material on saltmarsh | | £25000 | Complete | Environment and Development Manager | Ongoing | Project paper delivered and is informing strategic decision making |
| 7 | 4 | Environment | To discharge responsibilities under Habitats Regulations and other relevant environmental legislation | To ensure that all staff are trained and exercised in oil spill response | Major exercise required every 3 years | Up to £8000 per annum, depending on training and exercise requirements | Ongoing. Next major exercise 2019 | DHM/HOM, and Environment and Development Manager | Mar-17 | Three yearly training exercise completed Oct 2016. |
| 8 | 1 | Environment | To discharge responsibilities under Habitats Regulations and other relevant environmental legislation | To identify and provide partial funding for environmental research projects which are deemed to be of net benefit to the harbour | Maximum of two projects per academic year | £5000 per annum | As opportunities arise | Environment and Development Manager | Mar-17 | £5000 per annum for 3 years awarded for PhD project on sacrificial anodes. Due to complete July 17 |
| 9 | 3 | Public relations and communications | To enhance the public perception of the Harbour Authority | Arrange Annual Forum for 2017 to disseminate information to key river users and commercial interests. | | £500 | 27 Mar 17 | MD | Mar-17 | New format to be trialled. |

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|--------|-----------------------------|---|--|---|--|--|------------------------|--|-------------|---|
| 10 | 3 | Public relations and communications | To enhance the public perception of the Harbour Authority | To ensure that RHHA input to the River Hamble Directory is relevant and accurate | Editorial control rests with River Hamble Combined Clubs | £2,000 | Complete for 2017 | Harbour Office staff and Scene-Media | Jan-18 | Updates completed for publication. |
| 11 | 3 | Public relations and communications | To enhance the public perception of the Harbour Authority | Review options for development of Web Site | Nil | None budgeted – potential income generator | Complete Sep 2016 | Marine Director | Jun-17 | Ongoing Review in consultation with River Users |
| 12 | 5 | Crown Estate | To maintain a productive relationship with The Crown Estate | Fulfil the terms of the Moorings Management Agreement with the Crown Estate | Moorings Management Agreement | Income generator | Annual and ongoing | Marine Director, DHM/HOM, Moorings Manager | Mar-17 | All contracted actions completed to date. |
| 13 | 2 | Enhancement of economic benefits | Where possible, to seek opportunities to enhance the economic benefits of the harbour | To encourage the use of Harbour Authority facilities for events, rallies and regattas | Requires advertising and promotion on website and Hamble Directory | None budgeted - potential income generator | Ongoing | Harbour Board and Marine Director | Mar-17 | Rally and regatta pre-booking arrangements in use. Next Hamble River Games scheduled for June 2018 |
| 14 | 3 | Enhancement of well-being and enjoyment | Where possible, to seek opportunities for all harbour users to enjoy the benefits of the harbour | To seek to enhance the experience of those who use the River by improving access, both on and off the water To keep abreast of developments in County and Borough Council Policy, local initiatives and events, in order to enable and facilitate their safe and efficient delivery within the constraints of the Port Marine Safety Code. | Funding Staff resource | From Asset Enhancement Reserve | Ongoing | Harbour Board and Marine Director | Mar-17 | Remaining alive to and facilitating opportunities for enjoyment and development. Supporting the proper authorities in delivery of policy objectives within the bounds of own existing resource. |
| 15 | 5 | Planning and consents | To provide a clear and effective works consent process | All works consents applications dealt with in a reasonable timescale, taking into account safety and environmental factors | Port Marine Safety Code and relevant legislation | Income generator | Ongoing | Environment and Development Manager | Mar-17 | Nil outstanding. |
| 16 | 4 | Planning and consents | To provide a clear and effective works consent process | Provide professional pre-application advice through the Consents Advisory Panel | Availability of officials from other consenting bodies | £500 per annum for room hire | Ongoing | Environment and Development Manager | Mar-17 | Consents Advisory Panel meets as required. Requirement under review (last Oct 2013) |
| 17 | 4 | Consultation | To respond to ideas and suggestions put forward by harbour users and other interested parties and consult with them when appropriate | Conduct formal consultations with interested parties when appropriate, using on-line methods whenever possible | | None at present | Ongoing | Marine Director | Mar-17 | |

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|--------|-----------------------------|------------------------------|--|---|--|---|------------------------|--------------------------------------|-------------|---|
| 18 | 3 | Visitors | To encourage the provision of appropriate facilities for visiting yachtsmen. | Provide assistance and local information to visiting yachtsmen | None | Minimal | Ongoing | All staff | Mar-17 | Continuous, including contributions to local pilot books, directories and guidebooks. Website development work. |
| 19 | 4 | Policy | To ensure that the opinions of the Harbour Authority are taken into account when Government policies on ports, harbours and the marine environment are under consideration | Respond to all relevant Government consultations and attend appropriate conferences, workshops and meetings | | Travel costs for meetings etc | Ongoing | Marine Director | Mar-17 | Staff attended various UKHMA, BPA, SASHMA and Solent Forum meetings and workshops, together with environmental and marine planning events |
| 20 | 2 | Future trends | To respond appropriately to new trends in recreational boating | Monitor trends in recreational boating and propose appropriate responses | | None budgeted | Ongoing | Marine Director | Mar-17 | Monitoring of proposed Navitus Bay windfarm, paddleboarding and jet packs (powered by jet-skis). |
| 21 | 5 | Financial | To maintain and manage the harbour cost-effectively and within available resources | Plan and implement annual budget | Hampshire County Council financial regulations | £27,000 (Service Level Agreement with County Treasurer) | Ongoing | Marine Director and County Treasurer | Sep-17 | 2017/18 budget approved by Harbour Board Jan 2017 |
| 22 | 3 | Financial | To maintain and manage the harbour cost-effectively and within available resources | Maximise income through effective collection of Harbour Dues | Requires co-operation of yards and clubs | Income generator | Ongoing | Marine Director | Mar-17 | Ongoing. MoU reviewed Mar 2015 |
| 23 | 4 | Staff | To employ and retain well-motivated, properly trained staff | Recruit high quality staff, and provide and encourage training and personal development | | Nil | Ongoing | All line managers | Mar-17 | Seasonal Patrol Officers will again be appointed for summer season 2017 |
| 24 | 4 | Staff | To employ and retain well-motivated, properly trained staff | Adhere to principles of Investors in People (IiP) | | None budgeted | Ongoing | All line managers | Mar-16 | Ongoing. Make use of HCC Valuing Performance protocols |
| 25 | 3 | Staff | To provide appropriate training for Management Committee and Harbour Board members | Organise training events for Members as required | Availability of Members | None budgeted | Ongoing | Marine Director and Members | Mar-17 | Ongoing training after each Man Cttee meeting |
| 26 | 4 | Equalities and accessibility | To ensure compliance with all equalities and accessibility legislation | Ensure that equalities and accessibility are taken into account in all activities and decisions | Equalities legislation | None budgeted | Ongoing | Marine Director | Mar-17 | Equality central to planning processes as directed by the Strategic Vision Paper. |