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## Harbour Master & Chief Executive - Board Report & Agenda Guide

Monday 18<sup>th</sup> January 2021

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### PUBLIC SESSION

1. **APOLOGIES FOR ABSENCE**

1.1 No apologies given in advance

2. **DECLARATION OF INTERESTS**

2.1 **Action: Commissioners to declare at meeting**

3. **MINUTES OF LAST MEETING (23<sup>rd</sup> November 2020)**

3.1 **Action: Commissioners to agree at meeting**

4. **MATTERS ARISING FROM MINUTES OF 23<sup>rd</sup> NOVEMBER 2020 (NOT COVERED ELSEWHERE)**

4.1 There were no matters arising in the public section of the meeting that are not covered elsewhere.

5. **COMMISSIONERS**

5.1 Bill Peach Retirement – Bill was due to retire as a Commissioner on the 10<sup>th</sup> January 2021. On the 17<sup>th</sup> December, the Chairman and I presented Bill with a customary gift, recognising his six years of service working for the benefit of the local harbour community.

However, in light of a decision taken to postpone the interviews for the vacant position (see 5.2) due to the current lockdown, following discussion between the Chairman, Vice Chairman and myself, Bill was asked if he would consider temporarily returning in a co-opted capacity until the end of April. By then, it is hoped that interviews will have been completed. Bill has kindly agreed to this request, subject to the approval of Commissioners. **Action: Consider proposal to co-opt Bill Peach from the 11<sup>th</sup> January 2021 until the 30th April 2021.**

5.2 Recruitment – In total LHC were fortunate to have received 11 applications for the position of Harbour Commissioner. Six strong candidates with recent or current experience in marine industry related roles were shortlisted by the Chairman, Vice Chairman and Andrew Richards given his experience in marine industry roles.

In person interviews were scheduled for the 21<sup>st</sup> January but, as noted above, a decision was taken to postpone for a period of three months. The option of online interviews was considered and rejected on the basis that in person interviews were considered more satisfactory. We are in the process of trying to arrange an April date for interviews.

When the interviews take place, the interview panel will consist of the Chairman, Alison Towler (in her capacity as Chair of the Personnel Committee), Rupert Wagstaff (Chair of LHAG) and Councillor Andrew Gossage (Independent).

## 6. LYMINGTON HARBOUR ADVISORY GROUP

6.1 Minute of LHAG September 2020 Meeting - The minute has been approved and is published on the LHAG section of the LHC website.

6.2 LHAG Membership – In line with the requirements of the LHAG constitution, after serving two 3-year terms the Marina's were invited to renew nomination of their representative on LHAG. The Marina's renominated Rupert Wagstaff who was reappointed for a three-year term from the 6<sup>th</sup> January. David Illsey also came to the end of his second term representing the New Forest National Park Authority (NFNPA) interest. NFNPA have nominated Steve Avery to represent their interests from the

## 7. OFFICER REPORTS

7.1 Operations Manager – The Operations Manager's report is circulated with meeting papers. As agreed in the November meeting, his report no longer includes information on visitor numbers which is now incorporated in a combined revenue/volume/yield report from the Treasurer to be considered in committee. **Action: Questions invited.**

7.2 Treasurers Report – The Treasurer's casual income report is circulated with the meeting papers. Note: Management accounts and yield report considered 'In Committee'. **Action: Questions invited**

## 8. SAFETY & PMSC

8.1 Safety Review – The Safety Committee will meet to consider the safety review report on the 27<sup>th</sup> January 2021 (officers) and 3<sup>rd</sup> February (Commissioner members).

8.2 Management Training – Mike Bowles attended a PMSC Duty Holder webinar organised by the British Ports Association on the 30<sup>th</sup> November.

8.3 Emergency Plan Exercise – On the 16<sup>th</sup> December, LHC officers participated in a desk top exercise of the LHC emergency plan. The scenario was a collision between a hopper barge and dredging pontoon resulting in a digger and crew member going into the water. The exercise considered the emergency and recovery phases of the incident together with media response and business continuity plans. Given the small size of the LHC team, there was a consensus that the approach to include the outside team in the full incident management and decision-making process discussions was a more beneficial way to impart knowledge than by them acting out a physical response role. Any physical response, such as emergency recovery of a man over board or deployment of spill prevention equipment can be tested separately.

## 9. AOB

9.1 **Action: Commissioners to raise AOB**

## 10. DATE OF NEXT MEETING

10.1 Monday 15<sup>th</sup> March 2021