



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 09 March 2023

<b>Subject</b>	Term of Office of Co-opted Member Richard Musgrove
<b>Supporting Officer</b>	Nicola Wotton Deputy Democratic Services Manager <a href="mailto:nicola.wotton@eastssuffolk.gov.uk">nicola.wotton@eastssuffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

**Purpose of Report:**

To consider extending the Term of Office of Co-opted Member, Richard Musgrove, for a further 3 year term.

**Recommendation:**

That it be recommended to the Leader of the Council that Richard Musgrove be Co-opted for a further 3 year Term of Office onto the Southwold Harbour Management Committee starting 1 August 2023.

## Impact Assessment

**Governance:**

The reasons for the establishment of the HMC have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. As previously agreed in report ES/0683, the Co-opted vacancies were advertised and following the due appointments process, 4 Co-opted Members were appointed. The HMC Terms of Reference are prescriptive regarding the length of term of office and Richard Musgrove was appointed for a 2 year term. Therefore, his Term of Office should be reviewed by the HMC at this time.

**Environmental:**

The HMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

**Equalities and Diversity:**

The EIA was up-dated to take account of the impact of the establishment of the HMC on those with protected characteristics. No adverse impacts were identified.

**Financial:**

The HMC is a Committee of the Cabinet. Its costs of administration will be absorbed by the Democratic Services/Members budget, in the same way as any other Committee of the Council is accounted for.

The costs of Members and Co-opted Members attending the meetings can be absorbed by the Members Budget.

**Legal:**

The HMC was set up in accordance with the Ports Good Governance Guide of 2018, published by the Department for Transport and available as a link in Report ES/0683 (2 March 2021 referenced below and available on CMIS)

**Risk:**

There is no particular risk identified with this proposal.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

## Background and Justification for Recommendation

1 Background facts	
1.1	At the East Suffolk Council's Cabinet held in 2021, the Cabinet confirmed the appointments to the Southwold Harbour Management Committee (HMC).
1.2	This comprised of 5 Cabinet Members - Councillor Rivett, Councillor Cook, Councillor Ruddr, Councillor Ritchie and Councillor Smith.
1.3	Four Co-opted Members were also appointed, for varying terms of office, in accordance with the HMC's Terms of Reference. The Co-opted appointments were as follows: <ul style="list-style-type: none"><li>Alastair MacFarlane as a Co-opted Member of the HMC for a term of 3 years.</li><li>David Gledhill and Richard Musgrove as Co-opted Members for the term of 2 years and</li><li>Mike Pickles as a Co-Opted Member of the HMC for a term of 1 year, which was later extended for a further 3 years.</li></ul>
1.4	Since that time, Alastair MacFarlane has resigned as a Co-opted Member, to take up the position of General Harbour Manager. The resulting vacancy for the remainder of that 3 year term was filled by John Ogden, following a thorough recruitment process. John Ogden's term of office ends in 2024.

2 Current position	
2.1	The Term of Office of Richard Musgrove, Co-opted Member of the HMC, will come to an end after he will have served on the HMC for 2 years.
2.2	An HMC meeting is scheduled for 13 July 2023. However, should that meeting not take place, due to unforeseen circumstances, the term of office of Richard Musgrove would lapse in the meantime. Therefore, it would be helpful to provide some certainty and consider this matter now, prior to the commencement of the Pre-Election Period on 16 March 2023.

3 How to address current situation	
3.1	The HMCs Terms of Reference, paragraph 3.4, states that:  <i>‘Co-opted Members who sit for only one or two years in the first term may be appointed for one or two subsequent three-year terms without further competition being required.’</i>
3.2	It is therefore proposed that Richard Musgrove be appointed as a Co-opted Member for a further 3 year Term of Office.

4 Reasons for recommendation	
4.1	It is important that the HMC has a full complement of Members and Co-opted Members in order to carry out its work. The matter is being considered now, in case the meeting scheduled for 13 July 2023 did not take place, as his Term of Office would then lapse on 31 July 2023.
4.2	The Terms of Reference state that it is not necessary for further competition for Co-opted Members who sit for only 2 years in the first term. Richard Musgrove brings a wealth of knowledge and experience to the HMC that helps it to carry out its work. Therefore, it is in the best interests of the HMC that Richard Musgrove be Co-opted for a further 3 year term of office.
4.3	Richard Musgrove has indicated that he is willing to be Co-opted for a further term.

## Appendices

Appendices:
None
Background reference papers:
None