



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Monday, 24 July 2023**

<b>Subject</b>	Draft Standard Operating Procedure (Harbour Craft) and Marine Key Performance Indicators
<b>Supporting Officer</b>	Kerry Blair Head of Operations <a href="mailto:Kerry.blair@eastsuffolk.gov.uk">Kerry.blair@eastsuffolk.gov.uk</a>  Andy Jarvis Strategic Director <a href="mailto:Andrew.jarvis@eastsuffolk.gov.uk">Andrew.jarvis@eastsuffolk.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 provide members with proposed draft Standard Operating Procedures for Harbour Craft and proposed marine KPI's.

### Recommendations:

1. That having considered the draft Standard Operating Procedures the Harbour Management Committee note their contents.
2. That the Harbour Management Committee read and approve the draft key performance indicators for Southwold Harbour

## Impact Assessment

### Governance:

The HMC is required to approve ongoing work related to the management and compliance of Southwold Harbour.

### Environmental:

The HMC must act in the best interests of the port, which includes its ongoing sustainability and success. Environmental factors will be considered in the decisions which the HMC will make.

### Equalities and Diversity:

No direct impact

### Financial:

No direct impact

### Legal:

No direct impact

### Risk:

Non-compliance with the Port Marine Safety Code 2016 increases East Suffolk Council's risk to reputation and potential prosecution.

## 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 type="checkbox"/>
T02	Enabling our Communities	<input type="checkbox"/>
T03	Maintaining Financial Sustainability	<input 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	When setting up the HMC, a list of likely tasks and priorities were set out.
1.2	One task was to ensure the Harbour was compliant with all relevant legislation, and ensure appropriate health and safety policies were in place and being kept up to date.

2 Current position	
2.1	The HMC appointed ABP Mer as Southwold Harbour's Designated Person. Part of this service includes the provision of a gap analysis against the requirements of the Port Marine Safety Code.
2.2	The Port Marine Safety Code ('the Code') sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses, or works in, the UK port marine environment. It is authored by the UK Government, supported by the devolved administrations and representatives from across the maritime sector and, whilst the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply.
2.3	In August 2022 ABP Mer produced the Port Marine Safety Code Gap Analysis: Southwold Harbour August 2022. The gap analysis identified 33 items that are a requirement of the Code or an omission against a regulatory requirement, details of these as they relate to Standard Operating Procedures and KPI's are shown below.
2.4	<b>Gap</b> – there are performance measures for marine safety set or laid out in the MSMS. It is noted that the Annual Report contains metrics for visiting vessels, overnight stays and radio calls handled. Whilst useful indicators, these are not marine safety related.
2.5	<b>Gap</b> – there are no Standard Operating Procedures (SOPs) for harbour activities.
2.6	<b>Requirement</b> – identify and document marine safety key performance measures.
2.7	<b>Requirement</b> – the following actions are recommended: <ul style="list-style-type: none"> <li>▪ A template should be created to provide a standardised approach to SOPs.</li> <li>▪ A list of SOP titles should be created following consultation with staff on processes used in the harbour.</li> <li>▪ SOPs should be created as activities are conducted by the staff who carry out the role(s) recording the 'how we do it' approach. All relevant staff should review and update the SOPs</li> </ul>

3 How to address current situation	
3.1	In order to reach compliance with the Port Marine Safety Code, Southwold Harbour management Committee should note the SOP and approve the draft KPI's prior to publication and distribution.

## 4 Reason/s for recommendation

4.1	Although the responsibility for Standard Operating Procedures sits with appointed officers, it is recommended that the HMC note the attached draft document prior to publication and distribution to allow HMC members with expertise in these areas to comment. The HMC should approve and adopt the draft KPI's as a further step to compliance with the Port Marine Safety Code.
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## Appendices

### Appendices:

**Appendix A** Southwold Harbour KPI's

**Appendix B** Standard Operating Procedures Harbour Craft

### Background reference papers:

None