



Southwold Harbour

MANAGEMENT COMMITTEE

SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE	
Date	12/06/2024
Subject	Revisions to the Harbour Management Committee Working Groups
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Is the report Open or Exempt?	OPEN
Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	N/A

Purpose/Summary

To note a revision to the constitution of working groups of the Southwold Harbour Management Committee (HMC)

Recommendation(s)

That the HMC:

- Notes revisions to the number and remit of working groups of the Southwold HMC

Strategic plan

How does this proposal support Our Direction 2028?

Environmental Impact	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.
Sustainable Housing	Click or tap here to enter text.
Tackling Inequalities	Click or tap here to enter text.
Thriving Economy	Click or tap here to enter text.
Our Foundations / governance of the organisation	The reasons for the establishment of the HMC and Advisory Group have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. The creation of Working Groups will allows for consideration of various matters to be undertaken, with recommendations made to the HMC for further consideration and debate.

Justification for recommendations

1. Background

- 1.1. The HMC has a Work Programme, which is included on the agenda and considered at every meeting.
- 1.2. The Work Programme has highlighted a number of significant pieces of work that need to be progressed by the HMC. In order to progress these pieces of work, in 2021 a number of Working Groups were created to look at items in detail and then make recommendations to the HMC.
- 1.3. The working groups set up at that time were as follows:
 - Compliance Working Group - with responsibility to oversee compliance with the Port Marine Safety Code (PSMC) and other Health and Safety legislation
 - Caravan Site Working Group – with responsibility to consider plans for the redevelopment of the Southwold Caravan and Camping Site
 - Working Harbour Working Group – with responsibility to consider improvements to harbour facilities and amenities
 - Southwold Harbour Investment Plan (SHIP) Working Group – with responsibility to consider and implement the findings of the Royal Haskoning report into harbour infrastructure
- 1.4. Following a change in administration at East Suffolk Council in May 2024, membership of the HMC has changed, and the new administration has asked officers to consider revisions to these working groups. This report sets out the reasons for those changes, and proposes a new arrangement.

2. Introduction

- 2.1. At a meeting on 2 May 2024, officers and HMC members considered changes to the current working group structure. It was felt that – whilst some working groups had an important role in providing focus on areas of important activity, others had been frustrated by lack of progress. In part, this had been due to lack of staff resource to address the issues that the working groups had been set up to address.
- 2.2. It was also considered that since the creation of the working groups in 2021, a number of changes had occurred in the staffing structure locally that had brought additional resources into the harbour. It was hoped that in some areas – for example, the delivery of improvements to harbour facilities and amenities (the focus of the Working Harbour group) – these changes meant that issues that were previously considered ‘projects’ should now be delivered as part of a ‘business as usual’ plan for the harbour, set out in annual capital and maintenance plans held by East Suffolk Council.
- 2.3. The staffing changes that have been implemented since the establishment of the original working groups are as follows:
 - The appointment of a Harbour Manager – providing full time, on the ground management of the harbour and the caravan site.
 - Bringing the harbour operation into the East Suffolk Council’s Asset Management team. This includes the Harbourmaster and the caravan site team. This provides better access to surveyors, maintenance and capital works teams, and brings the harbour into the council’s budget setting process in a more joined-up way than was previously the case.

- The appointment of a Coastal Engineer to support of the delivery of work related to the Royal Haskoning Report
- 2.4. In addition, other teams in the council are able to provide support for areas of work such as the development of a response to the Royal Haskoning report. The Coastal Partnership East team, who commissioned the report, are best placed to consider it's findings and recommend next steps, including identifying funding. This was the remit, under the old structure, of the SHIP working group.
- 2.5. At the meeting on the 2 May, these facts were considered – and as a result it was felt that two working groups were now no longer necessary, as their objectives were delivered by other teams. These were: **Southwold Harbour Investment Plan Working Group**: whose objectives are now brought into the work of the CPE team and coastal engineer. **Working Harbour Working Group**: whose objectives are now delivered by the ESC Asset Management team and the Harbour Manager
- 2.6. The group proposed the establishment of two standing groups – and one task and finish group, to take the place of the four original groups. Those groups are:
- **The Compliance Working Group (CWG)** – whose role is to oversee the marine operation with oversight of landside and HRO compliance. The oversight role of this group includes ensuring that the findings of the ABP Mer compliance audit are being actively managed and delivered.
 - Membership: the CWG's proposed membership consists of David Gledhill, Alastair MacFarlane, David Beavan and Mike Pickles.
 - Officer Support: Nancy Riddell, James Milnes
- **Caravan Site Working Group (CSWG)** – whose role is to engage with caravan owners and ensure that issues relating to the day to day running of the site are being addressed, both on a week-to-week basis, and also as part of the annual planning and budgeting cycle of the council's Asset Management function
 - Membership: The proposed membership of the CSWG consists of Jan Candy, David Beavan, and Diane Perry Yates
 - Officer Support: James Milnes, Kerry Blair
 - In addition to these two standing groups – it was proposed that a task and finish group would be established to develop a strategic plan for the harbour. That work would be informed by the Harbour Vision 2035. The Strategy task and finish group – reporting into the HMC – would have the objective of developing the Harbour Vision into a detailed strategy and business plan that would be overseen and monitored by the HMC.
 - Membership of the task and finish group: Paul Ashton, David Beavan, David Gledhill, John Ogden
 - Officer support: James Milnes, Kerry Blair
- 2.7. The two Working Groups have no decision-making powers, however they will make recommendations for the HMC to consider. Any recommendations will be in written format and included as an agenda item at future HMC meetings. The Chairman of each individual Working Group will liaise with the relevant supporting officer in order to convene meetings and each Working Group will meet as often as is deemed necessary by the Chairman. Meetings will usually take place virtually or in person, in private, and

the public will not be able to observe the Working Group meetings. This is standard practise for all of the Council's Working Group meetings. Any changes to the membership of the individual Working Groups will be at the discretion of the Chairman of the HMC.

3. Proposal

- 3.1. The creation of Working Groups will allow the work of the HMC to be completed in an efficient and timely manner, whilst making the best use of the knowledge and experience of the HMC members. The Working Groups will only be able to make recommendations to the HMC, as they will not be decision making bodies.

4. Financial Implications

- 4.1. The HMC is a Committee of the Cabinet. Its costs of administration, including its Working Groups, will be absorbed by the Democratic Services/Members' budget, in the same way as any other Committee of the Council is accounted for. The Members' Allowances Scheme allows Co-opted Members to claim travel and subsidence, as well as the potential to claim transport costs and carers / childcare costs to enable their attendance at meetings.

5. Legal Implications

- 5.1. There are no legal implications of these proposals

6. Risk Implications

- 6.1. The Compliance Working Group will have an important oversight role for the management of risks associated with the operation of the Southwold Harbour. It should be noted that ultimately, this risk sits with the Cabinet of East Suffolk Council as the Duty Holder – and that those risks are managed on a day to day basis through the Head of Operations. In this, the Head of Operations is assisted by the Southwold Harbour Manager, with the guidance of the Designated Person – ABP Mer, who carries out a compliance audit on an annual basis.

7. Options

- 7.1. The option to continue with the current four working groups is possible

8. Recommendations

- 8.1. The recommendations are that the revised working group structure is adopted, because it makes better use of existing resources, whilst providing sufficient oversight and focus on the main areas that the HMC exists to focus on: compliance, strategy and oversight.

9. Reasons for Recommendations

- 9.1. The HMC are asked to note the appointments of the two standing Working Groups, detailed in 2.6 above, and the creation of a task and finish group to develop a strategic plan for the harbour.

10. Conclusions/Next Steps

10.1. If the HMC approves these changes, officers will set up working group meetings as soon as practically possible. Working group chairs will determine the frequency of meetings, and the suggested work programme.

Areas of consideration comments

Section 151 Officer comments:

No comment

Monitoring Officer comments:

No comments

Equality, Diversity and Inclusion/EQIA:

There are no equality or inclusion issues relating to this proposal

Safeguarding:

There are no safeguarding issues relating to this proposal

Crime and Disorder:

There are no crime or disorder issues relating to this proposal.

Corporate Services implications:

(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)

Officer support will be needed in order to support the working groups, as at present. This includes staff from Operations, the Health and Safety function within East Suffolk Council, and the Asset Management team.

Residents and Businesses consultation/consideration:

There are no resident or business issues relating to this proposal. Residents and businesses are aware of the work of the HMC and the working groups through the Stakeholder Advisory Group – businesses and residents are standing members of the SAG group.

Appendices:

Appendix A	
Appendix B	

Background reference papers:

Date	Type	Available From