



# Southwold Harbour

MANAGEMENT COMMITTEE

SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE	
<b>Date</b>	12/06/2024
<b>Subject</b>	PMSC Harbour Audit of Southwold Harbour -Findings and Preliminary Steps Towards Action Plan Development
<b>Report Author(s)</b>	James AJ Milnes Southwold Harbour, Caravan and Campsite Manager <a href="mailto:James.milnes@eastsoffolk.gov.uk">James.milnes@eastsoffolk.gov.uk</a>
<b>Head of Service</b>	Kerry Blair Head of Operations <a href="mailto:Kerry.blair@eastsoffolk.gov.uk">Kerry.blair@eastsoffolk.gov.uk</a>
<b>Director</b>	Kate Blakemore Strategic Director <a href="mailto:Kate.Blakemore@eastsoffolk.gov.uk">Kate.Blakemore@eastsoffolk.gov.uk</a>
Is the report Open or Exempt?	OPEN
Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable

## Purpose/Summary

To present the findings from the PMSC Harbour audit conducted on 23 January 2024 and to discuss the preliminary steps towards the development of an action plan.

## Recommendation(s)

That the Harbour Management Committee:

Endorse the ongoing development of the action plan, which is designed to address the areas highlighted by the audit, with a particular focus on enhancing risk management and improving the training and qualifications of staff.

## Strategic plan

How does this proposal support Our Direction 2028?

<b>Environmental Impact</b>	By addressing risk management and operational practices, the plan contributes to better environmental stewardship, minimising potential impacts and promoting sustainability within harbour activities.
<b>Sustainable Housing</b>	Not applicable.
<b>Tackling Inequalities</b>	The training component of the action plan will include emphasis on equality and diversity, ensuring that staff are well-equipped to provide inclusive services.
<b>Thriving Economy</b>	Enhancing operational efficiency and safety at Southwold Harbour supports economic growth by ensuring a reliable and safe harbour for commercial and recreational activities.
<b>Our Foundations / governance of the organisation</b>	The action plan reinforces governance structures by aligning with PMSC guidelines, ensuring regulatory compliance and enhancing operational oversight.

# Justification for recommendations

## 1. Background

1.1 The Port Marine Safety Code (PMSC) audit is a mandatory requirement conducted on behalf of the duty holder to ensure robust governance, compliance with national and international maritime laws, and the highest standards of safety. This audit serves as a critical tool for evaluating and enhancing the operational and safety management frameworks of the harbour, thereby ensuring the wellbeing of all harbour users and stakeholders.

## 2. Introduction

2.1 The audit of Southwold Harbour was conducted following the Port Marine Safety Code (PMSC) guidelines, emphasising a systematic approach to managing marine operations and safety. The process involved an extensive review of both operational and safety management systems within the harbour authority's jurisdiction.

## 3. Proposal

3.1 We are in the process of developing a detailed action plan aimed at addressing the identified areas needing improvement, particularly in risk management and staff training and qualifications. This proactive approach will ensure that all concerns are addressed in a timely and effective manner, reinforcing our commitment to maintaining high standards of safety and operational efficiency.

## 4. Financial Implications

4.1 Implementation of the action plan may require initial financial investment, particularly in training and infrastructure upgrades, but is expected to result in long-term efficiencies and cost savings.

## 5. Legal Implications

5.1 Strengthening risk management and staff qualifications will enhance legal compliance, reducing the risk of non-compliance penalties.

## 6. Risk Implications

6.1 The action plan specifically targets risk mitigation, aiming to lower the likelihood and impact of safety incidents, thereby safeguarding both harbour operations and public welfare.

## 7. Options

7.1 Develop and implement the action plan as proposed.

7.2 Maintain the current operational procedures without significant changes (not recommended due to identified gaps).

## 8. Recommendations

8.1 Endorse the ongoing development of the action plan, which is designed to address the areas highlighted by the audit, with a particular focus on enhancing risk management and improving the training and qualifications of staff.

## **9. Reasons for Recommendations**

9.1 Approval of this approach will ensure that all measures are taken in a structured and timely manner, further strengthening our commitment to safety and operational excellence at Southwold Harbour.

## **10. Conclusions/Next Steps**

10.1 We anticipate sharing the detailed action plan with the Harbour Management Committee (HMC) at the upcoming meeting in May, where we will seek feedback and approval to move forward with the proposed actions.

## Areas of consideration comments

### Section 151 Officer comments:

No additional comments

### Monitoring Officer comments:

No additional comments

### Equality, Diversity and Inclusion/EQIA:

Consideration given to making all new facilities accessible and inclusive.

### Safeguarding:

No additional comments

### Crime and Disorder:

No additional comments

### Corporate Services implications:

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

No additional comments

### 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

PMSC Audit Report January 2024

## Background reference papers:

None