

SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Monday, 24 July 2023

Subject	Reporting Forms (Marine Activity)
Supporting Officer	<p>Kerry Blair Head of Operations Kerry.blair@eastsoffolk.gov.uk</p> <p>Andy Jarvis Strategic Director Andrew.jarvis@eastsoffolk.gov.uk</p>

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

Purpose and high-level overview

Purpose of Report:

To provide members with reporting forms relating to marine activity at Southwold Harbour.

Recommendation:

That the Harbour Management Committee note the reporting forms.

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 that 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 Strategic Plan 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"/>

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	Southwold Harbour has until recently not had specific marine related reporting forms.
2.2	It is considered best practice and in line with other statutory harbours to introduce reporting forms to allow details of incidents to be reported and monitored. Forms will be made available from the Harbour Master's office with a view to being made available online in the future

3 How to address current situation

3.1	The HMC is requested to review and members to comment as appropriate.
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4 Reason/s for recommendation

4.1	Although the responsibility for reporting sits with appointed officers, it is recommended that the HMC note the attached documents to allow HMC members with expertise in these areas to comment.
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Appendices

Appendices:

Appendix A | Southwold Harbour Reporting Forms.

Background reference papers:

None