



CABINET

Tuesday, 11 July 2023

Subject	Appointments to Southwold Harbour Management Committee (SHMC)
Report by	Councillor Caroline Topping, Leader of the Council
Supporting Officers	Chris Bing Head of Legal and Democratic Services and Monitoring Officer Kerry Blair Head of Operations Andrew Jarvis Strategic Director

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 approve the appointment of members to the Southwold Harbour Management Committee (SHMC).

Options:

The SHMC must have five Councillors appointed to it, in accordance with its Terms of Reference. Therefore, not to make appointments is not a realistic option and with that in mind, no other options have been considered.

Recommendation/s:

That the appointment of Councillor David Beavan, Councillor Paul Ashton, Councillor Jan Candy, Councillor Toby Hammond and Councillor Lee Reeves to the Southwold Harbour Management Committee be approved.

Corporate Impact Assessment

Governance:

The SHMC was established in June 2021, and the Terms of Reference provide for five Councillors to be appointed to the Committee alongside four co-opted members.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Council's Strategic Plan

Environmental:

The SHMC must act in the best interests of the Port, which includes ensuring its long-term sustainability and success. Environmental factors are considered in the decision making.

Equalities and Diversity:

No impact

Financial:

The costs of administration are absorbed by the Democratic Services/Members budget, in the same way as any other committee.

Human Resources:

There are no HR implications for the organisation.

ICT:

No impact.

Legal:

Southwold Harbour Management Committee functions as Executive Advisory Committee pursuant to s102(4) of the Local Government Act 1972, making recommendations to the Leader of the Council or Cabinet. The Committee manages the Harbour in accordance with the provisions of the Harbours Act 1964, the Southwold Harbour Order 1933 and the Harbour Docks and Piers Clauses Act 1847 (as incorporated), as amended from time to time.

Risk:

Members must comply with the Council's Code of Conduct and declare an interest in any business as necessary.

External Consultees:

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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>

How does this proposal support the priorities selected?

The appointments to the SHMC enable the Committee to undertake its duties as stated in its Terms of Reference.

The appointment of Councillors to the Committee will also support any plans to develop or renovate the built environment of the Southwold Harbour Lands, to attract inward

investment, maximise its economic development and support the delivery of infrastructure.

Background and Justification for Recommendation

1 Background facts	
1.1	At a meeting of East Suffolk Council's (ESC) Cabinet which was held simultaneously with a meeting of Southwold Town Council (STC), on 2 March 2021, it was agreed by both the Cabinet and STC to establish a Southwold Harbour Management Committee (SHMC) for the Southwold Harbour lands.
1.2	The first meeting of the SHMC was held on 8 July 2021 and since that meeting, the Committee has, to date, met on a further 12 occasions.
1.3	The purpose of the SHMC is to make recommendations to the Leader of the Council or Cabinet, whose consent to the Committee's recommendations shall not be unreasonably withheld or delayed.
1.4	Following the local elections in May 2023, five Councillors need to be appointed to the Committee

2 Current position	
2.1	It is proposed that the following East Suffolk Councillors and Cabinet Members be appointed to the SHMC. They are Councillor David Beavan, Councillor Paul Ashton, Councillor Jan Candy, Councillor Toby Hammond and Councillor Lee Reeves. A skills audit has been undertaken of the five councillors it is proposed sit on the SHMC. The audit demonstrates that the councillors collectively have the knowledge, skills and experience required. The skills matrix is attached as Appendix A to this report.
2.2	The previous HMC appointed four co-opted members. Co-opted members were selected because they provided specialist skills that were not easily available to elected HMC members.
2.3	The key skills required for the first period of the HMC's operation were considered to be: <ol style="list-style-type: none">1. Risk Management and Mitigation (particular focus on Coastal defence, flood protection and mitigation (including knowledge of the Environment Agency) climate change, health and safety and marine engineering)2. Knowledge of and management of ports / harbours3. Business Planning / Financial (including securing grant or other funding)/ organisational / strategic planning and management.4. Knowledge of local stakeholders including the local community (e.g. local authorities, residents, businesses, commercial users, leisure users, caravan site owners, visitors, Blyth estuary)5. Management / development of property / facilities (and in particular caravan site operation and tourism)6. Communications, marketing and consultation
2.4	Because of the skillset of the previous make-up of the SHMC, the focus was on appointing people with a strong background in ports and logistics. Co-opted members were appointed on the following terms of office: <ul style="list-style-type: none">• John Ogden – appointed until July 2024• Mike Pickles -appointed until July 2025

	<ul style="list-style-type: none"> David Gledhill and Richard Musgrove – appointed to July 2026 <p>As these terms come to an end, a recruitment process will commence, which will be based on a skills audit carried out by the current HMC membership. Profiles of the co-opted members are at Appendix B.</p>
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3 How to address current situation

3.1	The Councillors need to be appointed to the SHMC so that it can continue to carry out its work.
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4 Reason/s for recommendation

4.1	Cabinet is asked to approve the appointment to the SHMC of the East Suffolk Councillors referred to in paragraph 2.1 above.
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Appendices

Appendices:

Appendix A	Skills matrix of councillor nominees
Appendix B	Profiles of co-opted members

Background reference papers:

None
