



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Monday, 24 July 2023

Subject	Southwold Harbour Emergency Plan
Supporting Officer	Kerry Blair Head of Operations Kerry.blair@eastsoffolk.gov.uk Andy Jarvis Strategic Director Andrew.jarvis@eastsoffolk.gov.uk

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:

That the Harbour Management Committee Review the Draft Southwold Harbour Emergency Plan.

Recommendation:

That the Harbour Management Committee note and approve the Southwold Harbour Emergency Plan.

Impact Assessment

Governance:

No direct impact

Environmental:

The HMC must act in the best interests of the port, which includes its ongoing sustainability.

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"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	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.
1.2	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.
1.3	<p>In August 2022 ABP Mer produced the (Port Marine Safety Code Gap Analysis: Southwold Harbour August 2022.)</p> <p>The gap analysis identified 33 items that are a requirement of the Code or an omission against a regulatory requirement.</p> <p>See below gap in relation to emergency planning:</p> <ul style="list-style-type: none">• Gap – there is no harbour emergency plan (however, the MSMS, Part 4, Section 6 'Emergency and Pollution Response' does contain emergency contact information).• Requirement – the emergency response processes should be reviewed, and a plan established (or the MSMS section updated, if it is concluded this is the best place to record the procedures).

2 Current position	
2.1	ESC /Southwold Harbour does not have a dedicated Harbour Emergency Plan.
2.2	A draft Emergency Plan was prepared and circulated to officers, the Harbourmaster and Deputy Harbourmaster on the 23 March 2023 for feedback.
2.3	The plan has been in use since this point as a draft but had not been published owing to the pre-election period meaning there could be no HMC meeting to sign off the draft.

3 How to address current situation	
3.1	Although the responsibility for the Emergency Plan 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.

4 Reason/s for recommendation	
4.1	It is recommended that the attached document is published and adopted as part of ongoing work to allow Southwold Harbour to comply with the Port Marine Safety Code 2016. (To be made available to Cabinet and ESC Officers and held on site by Harbour Master)

Appendices

Appendices:	
Appendix A	Southwold Harbour Emergency Plan (Draft)

Background reference papers:		
August 2022	Port Marine Safety Code Gap Analysis: Southwold Harbour	Kerry Blair Head of Operations Kerry.blair@eastsoffolk.gov.uk