



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 14 July 2022

Subject	Staffing Updates: General Manager and Designated Person
Supporting Officer	Kerry Blair Head of Operations Kerry.blair@eastssuffolk.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:

To provide members with an update on the General Manager, Southwold Harbour Lands (GM) recruitment and the appointment of a Designated Person (DP).

Recommendation:

That having considered the report, the Harbour Management Committee (HMC) notes the updates.

Impact Assessment

Governance:

The GM will be the responsible officer for delivery of the work of the Harbour Management Committee (HMC). This will include overseeing responsibility for operational matters, Health and Safety, and the delivery of the HMC business plan each year. The postholder will be employed by East Suffolk Council but will be required to work closely with HMC members and stakeholders to define and deliver business objectives.

Environmental:

No impact.

Equalities and Diversity:

No impact.

Financial:

The GM post has been evaluated as a Band 9 on the council's pay scale (mid-point with oncosts: £65,508). This post has been budgeted for in the council's staff budget and will be funded from the Harbour Account.

The contract for DP Services will cost the Council £21,120 for a period of three years. This cost will also be funded from the Harbour Account.

Legal:

A contract for the DP Services has been prepared by our Legal team.

Risk:

The risk of not creating additional, dedicated capacity by appointing to this post is that the HMC does not have the ability to deliver on its priorities.

In addition, the role will provide clear leadership of, and responsibility for the day-to-day management of health and safety and compliance. This will provide additional support to the HMC in the management of risk.

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 checked="" type="checkbox"/>
T02	Enabling our Communities	<input type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	In January 2022 the HMC received a paper setting out the justification for recruiting to the position of General Manager.
1.2	An initial recruitment process was carried out at the beginning of 2022. This process did not provide a suitable candidate.
1.3	On the advice of co-opted HMC members, the role was re-scoped, and advertised within a number of 'trade' and specialist publications.
1.4	This process yielded eight applications, of which four were taken forward for interview, and a preferred candidate identified.
1.5	Prior to the HMC's formation, the council engaged a designated person to provide information and advice on matters relating to port and marine safety.
1.6	This arrangement ended when the HMC was formed. A procurement exercise has been carried out to fill the post of Designated Person.

2 Current position	
2.1	Recruitment of Harbour Manager The Council carried out interviews for the GM post in March 2022. Unfortunately, none of the shortlisted candidates were appointable so the advert was put out a second time in 'industry' publications
2.2	In addition, the title of the role was changed from 'Harbour Asset Manager' to 'General Manager – Southwold Harbour' with the following responsibilities: <ul style="list-style-type: none">• Responsible for the overall management of Southwold Harbour Lands including the Caravan and Camping Site – including overseeing the redevelopment of the site• Responsibility for delivering the financial benefits of the caravan site redevelopment.• Responsibility for drafting – with the HMC – the Southwold Harbour Business Plan.

	<ul style="list-style-type: none"> • Servicing the Harbour Management Committee on the delivery of the objectives in the Harbour Business Plan. • Working with the Coastal Partnership East team to identify and deliver key capital and flood defence schemes, on the basis of relevant engineering reports and surveys. • Delivering on key projects – including the redevelopment of key assets within the Harbour Undertaking most significantly the Caravan and Camping Site. • Identifying additional income and optimising existing revenue streams.
2.3	<p>Eight applications were received, and four candidates were interviewed. Of these, one was a standout candidate. The scoping of the role, the recruitment process and discussions on the preferred candidate have been carried out with co-opted HMC member, David Gledhill who has advised on the technical requirement of the role.</p> <p>The preferred candidate has extensive experience working in a port environment, is a Chief Officer with significant maritime experience, and is fully conversant with the requirements of a commercial port operation, both from a compliance and operational perspective.</p>
2.4	The position is under offer, and further updates will be provided in due course.
2.5	<p>Appointment of a Designated Person</p> <p>The Port Marine Safety Code states there is a requirement for a Designated Person (DP), as follows:</p> <ul style="list-style-type: none"> • Each organisation must appoint an individual as the designated person to provide independent assurance directly to the Duty Holder that the marine safety management system, for which the Duty Holder is responsible, is working effectively. Their main responsibility is to determine, through assessment and audit, the effectiveness of the marine safety management system in ensuring compliance with the Code. • In order to fulfil this function, the Designated Person must have a thorough knowledge and understanding of the requirements of this Code (and supporting Guide to Good Practice) and associated port and marine legislation. Their role does not obscure the accountability of the organisation's duty holder.
2.6	<p>East Suffolk Council considered three options to fill this post:</p> <ol style="list-style-type: none"> 1. That the Council would employ a designated person directly. This was considered to be the least favourable option, being the most expensive and with the highest degree of management 'overhead'. 2. That the Council would enter into an agreement with a nearby port to provide support for the function (which is considered standard practise) This was considered to be impractical. Whilst it is commonplace for ports to share DPs and offer mutual support – the fact that Southwold does not have a DP in place made a mutual arrangement difficult to work in practise.

	3. That the Council would tender for 'designated person' services through an open market procurement exercise.
2.7	It was considered that option 3 would provide the best value for money. Contracting with a firm that carries out these services nationally and regionally was also thought to offer better support for the Harbour as it would provide robustness, and capacity.
2.8	<p>East Suffolk Council entered into a procurement exercise for a designated person to carry out the following functions:</p> <ul style="list-style-type: none"> • To undertake an initial audit of the harbour's Marine Operations and Marine Safety Management System (MSMS) and provide recommendations on the level of PMSC compliance. • To undertake a review of Aids to Navigation provision at the harbour and recommend cost-effective improvements, where appropriate. • To issue guidance and recommendations to the Duty Holder to enable the Harbour to issue the three yearly Statement of PMSC Compliance to the Department for Transport. • To provide ongoing monitoring and assurance that the MSMS is being appropriately implemented and that performance measurement and stakeholder engagement are being used to improve marine safety. • To provide initial Duty Holder training and any refresher training as appropriate. • To engage proactively with the harbour's Marine Team and promote and develop their knowledge of the PMSC
2.9	The process identified a preferred bidder – ABP Mer and the council is now in contract with the organisation to provide DP services over a three-year period. The contract will be managed by the Harbour Master and the council's Head of Operations.

3 How to address current situation

3.1	Appoint ABPmer to carry out the designated person functions set out in section 2.8. This contract has been awarded. HMC to note the appointment.
3.2	Appoint the preferred candidate referred to in section 2.3 as General Manager – Southwold Harbour. The recruitment process has included advice and oversight from HMC member David Gledhill.

4 Reason/s for recommendation

4.1	The HMC are asked to note the outcome of both the recruitment and procurement process.
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Appendices

Appendices:
None

Background reference papers:
None