



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 10 March 2022

Subject	ARRANGEMENTS FOR THE STAKEHOLDER ADVISORY GROUP (SAG)
Supporting Officer	Nicola Wotton Deputy Democratic Services Manager nicola.wotton@eastsuffolk.gov.uk 01502 523241

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

Wards Affected:	Southwold
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Purpose and high-level overview

Purpose of Report:

To note the arrangements that have been put in place to assist the Stakeholder Advisory Group (SAG) to undertake its role efficiently and effectively.

Recommendations:

That the Harbour Management Committee (HMC) agree the following:

1. That the Stakeholder Advisory Group (SAG) will receive a copy of the Harbour Management Committee (HMC) public papers, when they are published or possibly still in draft format.
2. That the meetings of the SAG be timetabled to enable them sufficient time to consider future reports of the HMC and be able to provide comments to the Chairperson of the SAG, to enable them to feedback to the HMC.
3. That the Chairperson of the SAG be invited to speak on all items of business considered by the HMC at their meetings, in order to share any comments and recommendations from the SAG.
4. That members of the SAG can be invited to attend one of the HMC Working Groups, as appropriate, at the invitation of the Working Group Chairman.

Impact Assessment

Governance:

The reasons for the establishment of the SAG and HMC have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. Enabling the SAG to have sight of the HMC reports and their comments to be fed back to the HMC by the Chairperson of SAG, will ensure that the SAG's views are considered.

Environmental:

The HMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

Equalities and Diversity:

The SAG will be able to contribute its views at all HMC meetings, on items of business on the agenda, ensuring stakeholders views are considered.

Financial:

The HMC is a Committee of the Cabinet. Its costs of administration, including its Working Groups and the SAG, will be absorbed by the Democratic Services/Members' budget, in the same way as any other Committee of the Council is accounted for.

Legal:

No impact.

Risk:

No impact.

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 checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability <input checked="" 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	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 Harbour Management Committee (HMC) for the Southwold Harbour Lands, which would include setting up an Advisory Group.
1.2	The HMC held its first meeting on 8 July 2021, where it agreed the public notice for appointments to the Advisory Group and letter requesting nominations from the agreed organisations and stakeholder groups.
1.3	At its meeting on 23 September 2021, the HMC approved the nominated persons and established the SAG.

2 Current position	
2.1	The SAG held its first meeting on 20 January 2022. At this meeting the SAG appointed a Chairperson and Vice Chairperson, noted its terms of reference, its role in relation to the HMC and the work programme of the HMC.
2.2	During the discussions at the meeting, it was requested that the SAG members would receive a copy of the public HMC papers when they are published, or possibly in draft format, in order that they can provide comments and recommendations on them, to the HMC.
2.3	It was suggested that future meetings of the SAG should be timetabled to enable them sufficient time to consider future reports of the HMC and be able to provide comments to the Chairperson of the SAG, to enable them to feedback to the HMC.

2.4	It was suggested that the Chairperson of the SAG be invited to speak on the items of business considered by the HMC in public, in order to share the comments and recommendations from the SAG.
2.5	During discussions, the Group also suggested that members of the SAG could be co-opted to one of the HMC Working Groups, as appropriate, at the invitation of the Working Group Chairman.
2.6	Councillor Cook, Cabinet Member with responsibility for Resources, was present at the first SAG meeting and he agreed to take back the requests to the HMC for their consideration and agreement.

3 How to address current situation

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| 3.1 | Allowing the SAG to see, comment and make recommendations regarding the future reports of the HMC, will ensure that all viewpoints are heard and considered. |
| 3.2 | Inviting the Chairperson of SAG to participate and feedback at HMC meetings, will enhance future meetings and will, over time, build trust with the SAG and other users of the Harbour Lands. |

4 Reason for recommendation

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| 4.1 | The HMC are asked to approve the requests from the SAG, in relation to paragraphs 2.2, 2.3, 2.4 and 2.5. These requests will ensure optimum engagement with the SAG and provide valuable feedback and recommendations regarding future HMC reports. |
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Appendices

Appendices:

None.

Background reference papers:

None.