



# Southwold Harbour

MANAGEMENT COMMITTEE

## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 11 November 2021

<b>Subject</b>	APPOINTMENTS TO THE SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE WORKING GROUPS
<b>Supporting Officer</b>	Kerry Blair Head of Operations <a href="mailto:kerry.blair@eastsoffolk.gov.uk">kerry.blair@eastsoffolk.gov.uk</a> 01502 523007

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

<b>Wards Affected:</b>	Southwold
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## Purpose and high-level overview

### **Purpose of Report:**

To note the appointment of members of the Southwold Harbour Management Committee (HMC) to the 4 Working Groups and their Terms of Reference.

### **Recommendation:**

That the HMC:

- Notes the appointment of members of the Southwold Harbour Management Committee to the 4 Working Groups and their terms of reference.

## Impact Assessment

### **Governance:**

The reasons for the establishment of the HMC and Advisory Group have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. The creation of Working Groups will allow for detailed consideration of various matters to be undertaken, with recommendations made to the HMC for further consideration and debate.

### **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:**

No adverse impacts have been identified.

### **Financial:**

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

Co-opted Members of the HMC will receive an allowance per meeting of £134.86. This equated to the ESC Councillors' Basic Allowance (currently £7706.25) multiplied by 1.75%, which was agreed by the HMC at its first meeting on 8 July 2021.

The Members' Allowances Scheme allows Co-opted Members to claim travel and subsistence, as well as the potential to claim transport costs and carers / childcare costs to enable their attendance at meetings.

### **Legal:**

No impact.

### **Risk:**

There are no particular risks identified.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> 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	The HMC has a Work Programme, which is included on the agenda and considered at every meeting.
1.2	The Work Programme has highlighted a number of significant pieces of work that need to be progressed by the HMC. In order to progress these pieces of work, it was suggested at the HMC meeting on 23 September 2021, that a number of Working Groups be created, to look at items in detail and then make recommendations to the HMC.

2 Current position	
2.1	An informal meeting of the HMC and officers took place on 11 October 2021, to consider the creation of Working Groups and to decide who would Chair those Working Groups. It was agreed that 4 Working Groups would be created, which would be non-decision making, and would make recommendations to the HMC. Further information on their composition and terms of reference is shown below:
2.2	<u>Compliance Working Group Membership</u> – to focus on Health and Safety, Security, processes and procedures Alistair MacFarlane – Chairman David Gledhill Richard Musgrove Councillor Craig Rivett  Supporting Officer – Nancy Riddell, Health and Safety Advisor
2.3	<u>Caravan Site Working Group Membership</u> – to focus on modernisation and reorganisation of the Caravan Site Councillor Letitia Smith – Chairman

	<p>Councillor Maurice Cook</p> <p>Alistair MacFarlane</p> <p>Councillor James Mallinder</p> <p>Diane Perry-Yates – Co-opted/Consultee Member as Chairman of the Southwold Caravan Users Association, who will attend meetings on an ad hoc basis (attending in an unpaid, advisory capacity)</p> <p>Supporting Officer – Kathryn Hurlock, Asset and Investment Manager</p>
2.4	<p><u>Working Harbour Working Group</u> – to focus on improvements and income generation for the Harbour</p> <p>Councillor Maurice Cook – Chairman</p> <p>David Gledhill</p> <p>Mike Pickles</p> <p>Councillor David Ritchie</p> <p>Supporting Officer – Kerry Blair, Head of Operations</p>
2.5	<p><u>Southwold Harbour Investment Plan (SHIP) Working Group</u> – to focus on future projects and investment for the Harbour</p> <p>David Gledhill – Chairman</p> <p>Richard Musgrove</p> <p>Mike Pickles</p> <p>Councillor David Ritchie</p> <p>Councillor Craig Rivett</p> <p>Supporting Officer – Madeline Fallon, Senior Coastal Advisor</p>
2.6	<p>The Working Groups will share a generic terms of reference, as outline below:</p> <p><u>Terms of Reference</u></p> <p>There will be 4 working groups and their main areas of focus are highlighted below:</p> <ul style="list-style-type: none"> <li>• <u>Compliance Working Group Membership</u> – to focus on Health and Safety, Security, processes and procedures</li> <li>• <u>Caravan Site Working Group Membership</u> – to focus on income generation for the Caravan Site</li> <li>• <u>Working Harbour Working Group</u> – to focus on income generation for the Harbour</li> <li>• <u>Southwold Harbour Investment Plan (SHIP) Working Group</u> – to focus on future projects and investment for the Harbour</li> </ul>

	<p>The 4 Working Groups have no decision-making powers, however they will make recommendations for the HMC to consider. Any recommendations will be in written format and included as an agenda item at future HMC meetings.</p> <p>The Chairman of each individual Working Group will liaise with the relevant supporting officer in order to convene meetings and each Working Group will meet as often as is deemed necessary by the Chairman.</p> <p>Meetings will usually take place virtually, in private, and the public will not be able to observe the Working Group meetings. This is standard practise for all of the Council's Working Group meetings.</p> <p>Any changes to the membership of the individual Working Groups will be at the discretion of the Chairman of the HMC.</p>
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### 3 How to address current situation

3.1	The creation of Working Groups will allow the work of the HMC to be completed in an efficient and timely manner, whilst making the best use of the knowledge and experience of the HMC members. The Working Groups will only be able to make recommendations to the HMC, as they will not be decision making bodies.
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### 4 Reason/s for recommendation

4.1	The HMC are asked to note the appointments of the 4 Working Groups, detailed in 2.2, 2.3, 2.4 and 2.5 above. The creation of the 4 Working Groups will allow the HMC to work effectively and efficiently, making the best use of the HMC's knowledge and experience.
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## Appendices

### Appendices:

None.

### Background reference papers:

None.