

HAMPSHIRE COUNTY COUNCIL

Report

Committee:	River Hamble Harbour Board
Date:	21 March 2017
Title:	Annual Review of Business Plan
Report From:	Director of Culture, Communities and Business Services

Contact name: Jason Scott

Tel: 01489 576387

Email: jason.scott@hants.gov.uk

1. Summary

- 1.1. This report covers a review of the River Hamble Harbour Authority's rolling Business Plan.

2. Review of Business plan

- 2.1 The River Hamble Harbour Authority's rolling Business Plan has been updated and is attached at Appendix 1. The Plan supports the Harbour Authority's Strategic Plan from which the headings of 'Plan Topic' and 'Brief' are derived. There is scope for new or revised objectives to be added to the plan, particularly where they update or replace those objectives which have been completed in full.
- 2.2 Members are requested to comment and to recommend potential revisions or additional items for inclusion in the plan.

3. Recommendation

- 3.1 **It is recommended that the River Hamble Harbour Board agrees any revisions and additional items for inclusion within the Business Plan.**

**CORPORATE OR LEGAL INFORMATION:
Links to the Corporate Strategy**

Hampshire safer and more secure for all:	yes
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	yes
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	yes
Corporate Improvement plan link number (if appropriate):	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. Equalities Impact Assessment:

A full Equalities Impact Assessment for the River Hamble Harbour Authority's compliance with the Port Marine Safety Code (including environmental responsibilities) has been carried out and this report does not raise any issues not previously covered by that Assessment.

2. Impact on Crime and Disorder:

2.1. This report does not deal with any issues relating to crime and disorder.

3. Climate Change:

3.1. How does what is being proposed impact on our carbon footprint / energy consumption? The contents of this report have no impact on carbon footprint or energy consumption

3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable to this report.

Serial	Priority 1 low 5 high	Plan topic	Brief	Objective	Constraints	Budget	Target completion date	Ownership of project	Review date	Review Notes
1	5	Governance	To support the current governance arrangements, as approved by HCC	Recruit, select and train members of the Harbour Board as required	Availability of selection panel members	Minimal	Ongoing	Marine Director and Harbour Board	Mar-17	Ongoing
2	5	Navigational safety	To comply with the requirements of the Port Marine Safety Code	Repair and maintain Aids to Navigation as required	None	£12000 per annum	Ongoing	DHM/HOM	Mar-17	Trinity House audit satisfactory (8/7/16) with some minor actions required. Complete. Next Audit July 2017.
3	5	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Provide and maintain Tier 1 Oil Spill response equipment, meeting the appropriate legislative requirements.			Ongoing	DHM/HOM and Environment and Development Manager	Mar-17	Three yearly exercise and review conducted Oct 2016. Ongoing contract with Adler and Allen. See below
4	5	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Provide adequate storage facilities for oil spill response and emergency equipment				Marine Director and HCC	Mar-18	Storage in Stone Pier Yard – Lease agreement renewed Mar 2016
5	4	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	To work with the Highways Agency, Environment Agency and Hampshire Fire and Rescue to seek ways of reducing the risk of pollution from bridges across the River	Funding	Not known	Ongoing	MD and Environment and Development Manager	Mar-17	Under consideration by Highways Agency
6	4	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	Conduct desk-top study to assess feasibility of beneficial re-use of dredged material on saltmarsh		£25000	Complete	Environment and Development Manager	Ongoing	Project paper delivered and is informing strategic decision making
7	4	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	To ensure that all staff are trained and exercised in oil spill response	Major exercise required every 3 years	Up to £8000 per annum, depending on training and exercise requirements	Ongoing. Next major exercise 2019	DHM/HOM, and Environment and Development Manager	Mar-17	Three yearly training exercise completed Oct 2016.
8	1	Environment	To discharge responsibilities under Habitats Regulations and other relevant environmental legislation	To identify and provide partial funding for environmental research projects which are deemed to be of net benefit to the harbour	Maximum of two projects per academic year	£5000 per annum	As opportunities arise	Environment and Development Manager	Mar-17	£5000 per annum for 3 years awarded for PhD project on sacrificial anodes. Due to complete July 17
9	3	Public relations and communications	To enhance the public perception of the Harbour Authority	Arrange Annual Forum for 2017 to disseminate information to key river users and commercial interests.		£500	27 Mar 17	MD	Mar-17	New format to be trialled.

Serial	Priority 1 low 5 high	Plan topic	Brief	Objective	Constraints	Budget	Target completion date	Ownership of project	Review date	Review Notes
9a	4	Public relations and communications	To enhance the public perception of the Harbour Authority	To balance the contractual obligations of the CE Management Agreement with the needs of River Users to optimise the number of available moorings.	The Commercial Relationship between mooring holders and the Crown Estate.	Nil	Ongoing	Marine Director	Mar-17	
10	3	Public relations and communications	To enhance the public perception of the Harbour Authority	To ensure that RHHA input to the River Hamble Directory is relevant and accurate	Editorial control rests with River Hamble Combined Clubs	£2,000	Complete for 2017	Harbour Office staff and Scene-Media	Jan-18	Updates completed for publication.
11	3	Public relations and communications	To enhance the public perception of the Harbour Authority	Review options for development of Web Site	Nil	None budgeted – potential income generator	Complete Sep 2016	Marine Director	Jun-17	Ongoing Review in consultation with River Users
12	5	Crown Estate	To maintain a productive relationship with The Crown Estate	Fulfil the terms of the Moorings Management Agreement with the Crown Estate	Moorings Management Agreement	Income generator	Annual and ongoing	Marine Director, DHM/HOM, Moorings Manager	Mar-17	All contracted actions completed to date.
13	2	Enhancement of economic benefits	Where possible, to seek opportunities to enhance the economic benefits of the harbour	To encourage the use of Harbour Authority facilities for events, rallies and regattas	Requires advertising and promotion on website and Hamble Directory	None budgeted - potential income generator	Ongoing	Harbour Board and Marine Director	Mar-17	Rally and regatta pre-booking arrangements in use. Next Hamble River Games scheduled for June 2018
14	3	Enhancement of well-being and enjoyment	Where possible, to seek opportunities for all harbour users to enjoy the benefits of the harbour	To seek to enhance the experience of those who use the River by improving access, both on and off the water To keep abreast of developments in County and Borough Council Policy, local initiatives and events, in order to enable and facilitate their safe and efficient delivery within the constraints of the Port Marine Safety Code.	Funding Staff resource	From Asset Enhancement Reserve	Ongoing	Harbour Board and Marine Director	Mar-17	Remaining alive to and facilitating opportunities for enjoyment and development. Supporting the proper authorities in delivery of policy objectives within the bounds of own existing resource.
15	5	Planning and consents	To provide a clear and effective works consent process	All works consents applications dealt with in a reasonable timescale, taking into account safety and environmental factors	Port Marine Safety Code and relevant legislation	Income generator	Ongoing	Environment and Development Manager	Mar-17	Nil outstanding.
16	4	Planning and consents	To provide a clear and effective works consent process	Provide professional pre-application advice through the Consents Advisory Panel	Availability of officials from other consenting bodies	£500 per annum for room hire	Ongoing	Environment and Development Manager	Mar-17	Consents Advisory Panel meets as required. Requirement under review (last Oct 2013)

Serial	Priority 1 low 5 high	Plan topic	Brief	Objective	Constraints	Budget	Target completion date	Ownership of project	Review date	Review Notes
17	4	Consultation	To respond to ideas and suggestions put forward by harbour users and other interested parties and consult with them when appropriate	Conduct formal consultations with interested parties when appropriate, using on-line methods whenever possible		None at present	Ongoing	Marine Director	Mar-17	
18	3	Visitors	To encourage the provision of appropriate facilities for visiting yachtsmen.	Provide assistance and local information to visiting yachtsmen	None	Minimal	Ongoing	All staff	Mar-17	Continuous, including contributions to local pilot books, directories and guidebooks. Website development work.
19	4	Policy	To ensure that the opinions of the Harbour Authority are taken into account when Government policies on ports, harbours and the marine environment are under consideration	Respond to all relevant Government consultations and attend appropriate conferences, workshops and meetings		Travel costs for meetings etc	Ongoing	Marine Director	Mar-17	Staff attended various UKHMA, BPA, SASHMA and Solent Forum meetings and workshops, together with environmental and marine planning events
20	2	Future trends	To respond appropriately to new trends in recreational boating	Monitor trends in recreational boating and propose appropriate responses		None budgeted	Ongoing	Marine Director	Mar-17	Monitoring of proposed Navitus Bay windfarm, paddleboarding and jet packs (powered by jet-skis).
21	5	Financial	To maintain and manage the harbour cost-effectively and within available resources	Plan and implement annual budget	Hampshire County Council financial regulations	£27,000 (Service Level Agreement with County Treasurer)	Ongoing	Marine Director and County Treasurer	Sep-17	2017/18 budget approved by Harbour Board Jan 2017
22	3	Financial	To maintain and manage the harbour cost-effectively and within available resources	Maximise income through effective collection of Harbour Dues	Requires co-operation of yards and clubs	Income generator	Ongoing	Marine Director	Mar-17	Ongoing. MoU reviewed Mar 2015
23	4	Staff	To employ and retain well-motivated, properly trained staff	Recruit high quality staff, and provide and encourage training and personal development		Nil	Ongoing	All line managers	Mar-17	Seasonal Patrol Officers will again be appointed for summer season 2017
24	4	Staff	To employ and retain well-motivated, properly trained staff	Adhere to principles of Investors in People (IIP)		None budgeted	Ongoing	All line managers	Mar-16	Ongoing. Make use of HCC Valuing Performance protocols
25	3	Staff	To provide appropriate training for Management Committee and Harbour Board members	Organise training events for Members as required	Availability of Members	None budgeted	Ongoing	Marine Director and Members	Mar-17	Ongoing training after each Man Cttee meeting

Serial	Priority 1 low 5 high	Plan topic	Brief	Objective	Constraints	Budget	Target completion date	Ownership of project	Review date	Review Notes
26	4	Equalities and accessibility	To ensure compliance with all equalities and accessibility legislation	Ensure that equalities and accessibility are taken into account in all activities and decisions	Equalities legislation	None budgeted	Ongoing	Marine Director	Mar-17	Equality central to planning processes as directed by the Strategic Vision Paper.