

Dart Harbour and Navigation Authority

Minutes of a Meeting of the Dart Harbour and Navigation Authority held at The Studio, Flavel Centre, Dartmouth on Monday 8th May 2017, commencing at 1400 hrs.

PRESENT: Ian Gibson (IG) – Chairman
Zoe Briant-Evans (ZBE)
Captain Mark Cooper (MC) - Harbour Master/CEO
James Dodd (JD)
Mark Hubbard (MH)
Tony Tudor (TT)
David White (DW)

IN ATTENDANCE: Penny Johns (PJ) Senior Administrator
Nick Clarence (NC) Deputy Harbour Master (Open Section)

057/17 Apologies for Absence

Apologies were received from RE, SD, OH, TD.

058/17 Minutes of the Meeting held on 10th March 2017.

It was proposed by MH and seconded by TT with all in favour “that the minutes represented a true record of the meeting”.

It was agreed that draft minutes are to be circulated to all Board Members and the Designated Person as soon as possible after Board Meetings.

ACTION: Senior Administrator.

059/17 Action Grid - Status of Actions set on 10th March 2017.

Issue	Description	Action required	Notes	Status
049/17.2	Annual Berthing Fees	MC to include as a discussion topic at a future Board workshop meeting	It was agreed to discuss this topic in more depth during a workshop meeting	Ongoing
049/17.5	DHNA Safety Update	MC to seek a response to this from the DP	SD asked that the Authority should do if it is perceived that an activity carried out by another organisation was dangerous. It was agreed to ask the DP about what the Authority's position would be in this case.	Ongoing

Issue	Description	Action required	Notes	Status
050/17	Survey Strategy Board Report	MC	<ul style="list-style-type: none"> • progress with the survey strategy, • proceed with the 2017 survey within allocated budgets, • undertake a price comparison for the survey work. • report back on the consequences of the survey and review 6 to 7 years results to identify patterns; and • highlight areas of concern that could potentially be dredge areas. 	Ongoing
032/17a	Non Bens and Environment	JD to pass on the DHNA views to Non Bens	JD is working on a paper in collaboration with the Estuary Officer	Ongoing
IC015/17	SHDC relationship	Chairman and MC to develop further and contact SHDC at appropriate level	MC identified that appropriate level is Mr Chris Brookes CB agreed principles in Jan Board Report and will await DHNA opening offer on DHNA/SHDC arrangement	Ongoing
IC 014/17	Job Evaluation	MC to implement Option 1 of JE from JE board report Jan 17	Ongoing	Ongoing

060/17 Urgent Business brought forward at the discretion of the Chairman

IG advised that he needed to step back as Chairman until September 2017 for personal reasons.

All Board Members offered their support and best wishes to IG.

061/17 Declarations of Interest.

Board Members are invited to declare any personal or disclosable pecuniary interests including the nature and extent of such interests.

There were no changes to Board Members declarations of interest.

062/17 Questions from the Public.

There was a 15 minute period for questions from members of the public.

There were no members of the public present.

063/17 Stakeholder Groups

063/17 (a) River Dart Non Beneficiary Group – No meeting held.

MC advised that Sue Pudduck came to the MCA discussion and had sent an email re Lighthouse Beach concerning Natural England trying to reroute the coastal path across land at Beacon Road. DW also advised that he was aware of a notice to make Lighthouse Beach a “village green”. TT suggested that there should be some reservation on property rights for access for the Authority to the lighthouse. It was also noted that the Merchant Shipping Act gives DHNA the right to access the lighthouse.

ACTION: TT to investigate and review the Lighthouse Beach file.

063/17 (b) River Dart Commercial Users Group (CUG) – No meeting held.

The next meeting is due on 15th May and ZBE will attend.

063/17 (c) Association of Dart River User Clubs (ADRUC) – No meeting held

It was noted that the present chairman is resigning. JE advised that he would encourage the Royal Dart Yacht Club to take this forward. Board Members felt that there was a need to stimulate this group and to pass on topics to them that we want to consult on.

ACTION: JE to liaise with RDYC in relation to the position of Chairman on ADRUC.

064/17 Item 08 – Operational Report (including PMSC and Safety)

MC reported on the Operational Report as follows:-

It was noted that harbour staff had a busy month finishing off the mooring work that had run over from the winter, preparing vessels for the coming season and updating the iPads in readiness. Mooring Allocations have progressed well with the majority done before the end of March.

The financial charts demonstrated that in March and April the income received was approximately £100,000 more than in previous years. DHNA had budgeted some capital expenditure on pontoons, but this was not yet spent. As requested by the Board price comparisons had been carried out with an alternative pontoon supplier and the result was that our original supplier continue to provide the best value for money. The difference in income collection this year was because there had been some flux in the organisation during 2016 and the collection of fees tailed off into June/July in 2016.

MC advised he would be communicating with applicants on the waiting list in preparation for the June meeting.

MC advised that more measurable targets would be developed for the report in future, along the same lines as shown in items 36 to 37 on operational report. This will give staff a clear indication on what needs to be reported.

MC advised the Board that due to staff sickness, there were delays in completing the repairs to boats. This may start to impact on service delivery but MC was not yet in a

position to make a clear decision. The Board agreed to make resources available to support MC should he need to take any remedial action.

MC explained that the Authority is not short of craft at the current time. As far as manpower is concerned, two are on light duties, and the summer rota has identified where there could be pinch points and extra shifts have been offered to staff. DHNA will also be paying for a river officer to have an operation to bring him back to work before summer. MC advised that he needed to identify the metrics in order to demonstrate the need to spend money. MC was concerned that the overall resilience of the Authority is not clear to him at this stage, but that he would have a better picture of this after the summer.

Some Board Members advised that they had not been able to view the Board papers on line. **It was agreed** to send out in the post for future meetings.

ACTION: Senior Administrator to send agenda papers in the post in the future.

Some Board Members advised that they had not received a copy of the most recent newsletters. **It was agreed** to ensure all Board Members were on the circulation list.

ACTION: Senior Administrator to ensure all Board Members were on the circulation list for newsletters.

065/17 Item 09 – MCA Health Report and Revised SMS Policy Document

IG explained that the Authority asked for this to take place and that the request probably would not yet have been implemented if it were not for the St Christophe 1 incident in 2016. IG felt that in the short time available MC had done a marvellous job and passed on praise to the Harbour Master and team. IG also felt that the MCA report was very fair and he had been comforted by it.

MC reported that the MCA visited DHNA for a 1.5 day visit on 19/20th April 2017. Preparation by the staff guided by the DP included:

- A full review of the Personal risk assessments.
- The development of an electronic Marine Risk Assessment system (MarNIS).
- The development of a directory system on the company drive to provide electronic storage of documents related to the SMS including Policy, Procedures, Management Arrangements, Risk Assessments, the Incident log and reports, training records, and appropriate checks and controls.
- The revision of the top level safety management system documentation formally described as the safety policy and plan.
- Updated links on the DHNA website to the revised documentation.

The MCA visiting staff were provided with a completed MCA questionnaire and links to key safety documents in advance of their visit.

The MCA were impressed by the attention paid to their visit and in particular the involvement of chairman, members of the board and the DP.

The MCA inspectors did not have time to fully audit the SMS and indeed were not comfortable with the fact that the DHNA SMS comprised of a number of documents that

were not all stored in the same area but seemed more content when they read the Safety Policy and Plan. They advised that this top level document should be retitled (the DHNA Safety Management System) and revised to include a number of the points that were raised during the visit and recorded in their report. They accepted that there was no need for duplication and that other supporting documents and files could be held separately.

The majority of the areas identified for improvement were of an administrative nature and the majority of these are already swept up in a revised version of the top level document called the DHNA Safety Management System which lists the board members as Duty Holders in the policy statement.

The administrative points include:

- Clarity over Internal and External Audit frequency- SMS updated as required
- Clarity to the role of DP in a procedural document linked to the revised SMS – SMS updated as required.
- Procedures for Communications – completed during the MCA visit
- Terms of reference for DP – To be developed.
- Byelaws general review – Text include in SMS for 3 yearly review (before April 2018).
- DHNA to consider formalising the arrangement between the DHNA and pilots – SMS Updated.

The other recommendations will require further consideration and will be reported on separately as required. They include:

- DHNA to consider carrying out a risk assessment for the management of after-hour VHF (or other form) communication (arrival and departure) with any vessel in the harbour. A set process is followed to communicate with vessels during working hours. DHNA is to formalise the process through a documented procedure. MC commented that this is an issue faced by every port which does not operate on a 24 hour schedule but the MCA seemed unaware of any best practice on how to ensure answers to out of hours VHF calls.
- Currently there is no guarantee of tug services for emergency deployment. DHNA to consider risk assessing this requirement and developing a plan. MC advised that the risk assessment already existed in MarNIS for use of Tugs (and when they were not required) but there is a need to assess standby tug requirements in the event of an incident whilst a vessel is moored – this could involve contracting tugs to be on standby or the use of the lower ferry towing vessels – this is the most significant pick up point from the health check.
- Currently, three major stakeholder groups are consulted through holding regular stakeholder meetings. It would be good to develop constructive safety discussion with the local & district councils regarding the overlapping safety aspects of the quay areas ashore and adjacent inner boat basin areas. MC advised that the council relations are already a focus of his attention as reported in previous reports to the Board and progress is being made. MCA agreed that there should be continued development here.

- DHNA should consider developing a procedural system for keeping up to date maintenance records of navigational aids in accordance with GTGP section 7. It was noted that this point has already been raised and discussed at Board level but the procedure for checking is not yet in place.

DHNA were commended on their progress on refining the SMS as a whole and specifically on their progress with fully populating MarNIS. The MCA inspectors had no previous knowledge of the system.

A discussion took place following which,

It was proposed by IG, seconded by DW with all in favour that DHNA:-

- Note progress in refining the DHNA Safety Management System and the very limited risk that Duty Holders are carrying with respect to the issues reported in the MCA Health Check conducted 19/20 April 2017.
- Approve Edition 1 of the 2017 SMS and commence work on edition 2.

ACTION: MC to continue to progress the safety management system.

066/17 Item 10 – Maritime Volunteers Update

MC advised that a meeting of approximately 20 of the volunteers, Coastwatch and Maritime Voluntary Service was held on 5th April with the aim of encouraging some enthusiasm to further develop a voluntary maritime service in Dartmouth. It was noted that there was some enthusiasm from the group. MC advised that he had outlined Dart Harbour's requirements as agreed in 2016. It was noted that MC had found a suitable boat and that he would invite the MVS to inform the group.

IG advised that MC was doing all the right things and that the Board will financially support the volunteers, if they come back as an organised group with a proposal for financial support from the Authority.

A discussion took place and it was felt that an appropriate leader would be required and a purpose for being in existence, potentially from the Border Agency, Coastwatch and other organisations as well as DHNA.

067/17 Correspondence

Board Members to advise on any correspondence received. There was none.

068/17 Any Other Business

068/16 (a) Support to Harbour Master from Board Members. DW asked that Board Members support MC at key meetings. MC advised that he has good support from Board Members and feels able to draw on Board Members if the need arises.

068/16 (b) Weekly Updates. MC to send his weekly update (previously sent to the Chairman and any key Board Members) to all Board Members. The update will include meetings on the following week and key activity.

ACTION: MC to circulate a weekly update and appointments to Board Members.

069/17 Move “In Committee”

It was proposed by ZBE and seconded by JE with all in favour, “*that the meeting move “Into Committee”*”.

070/17 Decisions Made “In Committee”

It was proposed by MH and seconded by JD with all in favour “to ratify decisions made In Committee”.

071/17 Date of next Meeting

The next meetings will take place on

Monday 12th June at 1630 hrs at The Royal Dart Yacht Club, Kingswear (Workshop Meeting – Waiting Lists, Moorings Policy, Scale of Charges) - No Public present.

Monday 10th July at 1600 at The Flavel Centre, Dartmouth (Ordinary Meeting)