



Information for Applicants 2019

We would particularly welcome applications from you if you have merchant shipping or structural engineering experience. Other experience that is useful but not essential includes: Commercial expertise; Health and Safety; Management; Public relations; Shipping; Fishing; Finance; Management Accounting Industries; Leisure, boating management; Environmental experience. Experience of board membership may be helpful, but is not essential.

These notes provide information if you are interested in serving as a member of the Dart Harbour & Navigation Authority. These notes include information about the work of the Authority, an explanation of the role of Authority members and the qualities sought in applicants.

ABOUT THE APPOINTMENT

Dart Harbour members must have a wide range of experience and expertise appropriate to the running of the Authority. Appointments to the Board are unpaid and members should expect to devote a minimum of one and a half days a month to Authority business. For members appointed under these procedures a term of office lasts for three years and three consecutive terms of office should be considered the maximum period of service. Appointments will be made in line with the advice given in the Department for Transport's Guide to Good Governance for Trust Ports. In certain circumstances the Authority has the power to co-opt members to avail itself of specific expertise.

EXPERTISE AND EXPERIENCE

There are a number of core skills which the Authority seeks to maintain among its Members and these include the following:

Personnel and Health & Safety

- To have a strategic view of Personnel and Health & Safety
- To be involved in the overview of all strategic matters affecting Personnel and Health & Safety
- Environmental
- To have a strategic view of environmental matters and how the policies of the Authority affect the environment
- To be able to provide strategic advice on how the Authority may positively enhance and protect the natural environment.

Finance

- To have and maintain a strategic view of the Authority's financial position
- To be the catalyst for the production and presentation of the Authority's budgets and accounts.

Commercial and Industrial

- To have and maintain a strategic view of the Authority's commercial position
- To be involved in the overview of all strategic matters affecting the Authority's commercial position and its influence on the commerce and industry that depends in whole or in part on the port

Marketing and Communications

- To have a strategic view of the markets the Authority is operating within
- To be able to present the Authority's policies and position to the media and general public

Legal

- To have a strategic view of all legal matters affecting the Authority as a statutory body, landlord, tenant and commercial operator. Further, to understand the Authority's role in enforcing Byelaws and of the Mooring Licensing Authority.

Tourism and Leisure

- To have a strategic view of tourism and leisure activities which directly affect the Authority and its policies
- To be involved in the overview of all strategic matters regarding the impact the tourism and leisure industry has on the port, and the effect on tourism and leisure that the Authority may bring to bear in return in this area.

Other Matters

- This list is not exhaustive and applicants may well have other areas of experience which would be of equal value and relevance to the Authority.

SPECIFICATION FOR AUTHORITY MEMBERS

In 2001/02, the Government reviewed the operation of Trust Ports and has produced a Guide to Good Governance. Trust Ports were reconstituted as a result of this and Dart Harbour obtained a Harbour Revision Order in 2002. The Guide lists suggested requirements and attributes for Board Members and the following are drawn from this.

AN AUTHORITY MEMBER SHOULD:

- Where possible live within 25 miles of Dartmouth and possess knowledge of the River Dart and its riparian parishes.
- Commit to a minimum of one and a half days per month.
- Have an ability to prioritise.
- Demonstrate diplomacy and tact.
- Have good listening skills.
- Be able to state clearly and argue a case.
- Be able to accept the will of the majority.
- Demonstrate a positive and enthusiastic attitude.
- Understand the difference between policy and management matters.
- Have the ability to form a strategic view of the Authority, its business and policy.
- Be able to provide advice to the Authority on policy matters that will have an effect on the Authority either at local, national or international level.
- Be a catalyst for the production, implementation and review of the Authority's business plan and other formal statements of policy.
- Demonstrate knowledge and skills in areas relevant to the work of the Authority.

ROLE OF A TRUST PORT AUTHORITY MEMBER

As specified in the Guide to Good Governance

AN AUTHORITY MEMBER SHOULD:

- Act independently and in good faith in the best interests of the trust and all its stakeholders.
- Have a duty of care to the trust and its current and future stakeholders.

- Be honest in their dealings with no hidden agenda and respect the confidentiality of information obtained as an authority member and authority discussions.
- Acquire a proper understanding of the business including – delegated authorities, the strategic plan, budget, structure and relationships, financial controls and systems, customers, competition and markets.
- Ensure that all their actions and the operation of the port are undertaken within the statutory framework. They must not knowingly allow the port to breach or fail to discharge legal or fiduciary obligations.
- Read the board papers and ensure that all their decisions are properly informed.
- Attend all authority meetings unless, exceptionally, excused by the Chairman.
- Be a team player sharing knowledge and views with fellow authority members and abiding by the views of the majority.
- Actively participate in authority discussions – be testing – be prepared to be challenging and to act independently.
- Participate in key appointments.
- Ensure that they have all of the information they need to fulfil their obligations to the Trust.
- Place their skills at the disposal of the Authority.
- Forge strong working relationships with other members of the Authority.
- Ensure that the Harbour Master and staff are managing the port honestly, efficiently, effectively and acting within their powers.
- Participate in an annual appraisal and discuss their training needs as part of this process.
- Always respond appropriately to complaints from stakeholders involving authority colleagues.
- Declare any outside interests, hospitality, gifts etc which might conceivably be seen to be in conflict with the duties and responsibilities of an impartial independent authority member.
- Declare an interest in any authority discussion at the outset but be prepared to contribute factually to the debate.

DECLARATION OF INTEREST

It is essential in the interests of openness and accountability that Authority members are perceived not to be influenced or motivated by private interests in the discharge of their duties.

Authority members must declare such conflicts of interest either before or at the Authority meeting in advance of any discussion of the item concerned and offer to withdraw.

All members of the Authority must sign a form of declaration prior to being appointed to the Authority. (See Schedule 1 article 8 of The Dart Harbour & Navigation (Constitution) Harbour Revision Order 2002).

About Dart Harbour

The Dart Harbour & Navigation Authority is a Trust Port, a Competent Harbour Authority and a Local Lighthouse Authority.

A Trust Port is an independent statutory body established by Act of Parliament. Competent Harbour Authorities are expected to maintain a pilotage service and can make pilotage directions including making pilotage compulsory. It is also implied that Competent Harbour Authorities are to operate a safety management system, in accordance with the Port Marine Safety Code (PMSC), and to declare compliance with PMSC. Local Lighthouse Authorities

can establish navigation marks within their area of jurisdiction and must maintain these to suitable standards.

Trust Ports are run by independent Boards, the members of which are selected for the expertise they bring to the Authority. They are expected to support the Authority in carrying out the duties placed on the port by central government and lend their expertise to the Authority for this purpose.

The Authority is charged with the safety of navigation within Dart Harbour, is permitted to establish moorings within the harbour and to licence others, with some restrictions, to do the same.

Other statutory duties are to prepare for the clean up of any pollution incident and to have a waste disposal plan in place.

The Authority can enforce national legislation and make and enforce by-laws. Discharge of this duty is paid for by raising Harbour Dues, which are levied on all craft in the harbour.

The Authority has about 1400 permanent moorings. Most are let out annually for craft kept by their owners in the harbour but the Authority also provides a number of visitors' moorings. (It is from mooring fees that the Authority can fund improvements and provide services within the harbour such as the Dart Harbour yacht taxi).

The Authority is a 'not for profit' organisation with a turn over of approximately £1.4m per annum the majority of which is derived from the letting of Dart Harbour owned moorings on Duchy of Cornwall fundus (river bed). The Authority manages the fundus on a long lease from The Duchy.

The Authority employs 16 full time staff and 15 part time yacht taxi drivers. The Board of the Authority consists of seven to nine members appointed for their expertise and experience. The Harbour Master/CEO is a member of the Board.

Qualities required for Board Members

- Expertise
- Other Requirements
- Qualities

How to Apply

Apply in writing using the application form and include a CV.