

Dart Harbour and Navigation Authority

Minutes of a Meeting of the Dart Harbour and Navigation Authority held by Zoom on Monday 14th September 2020.

PRESENT: Zoe Briant-Evans (ZBE)
Mike Burden (MB)
Tim Dewing (TD)
Julian Distin (JJD)
James Dodd - Chairman (JD)
John Ellwood (JE)
Tristan Harwood (TH)
Melanie Lessels (ML)
Tony Tudor (TT)
Mark Cooper (Harbour Master) (MC)

IN ATTENDANCE Richard Eggleton (RE) – Interim Harbour Master

1. Apologies for Absence

There were no apologies as all were present.

2. Minutes of the last Meeting.

There were no open minutes to address.

3 Actions

There were no open actions to address.

4. Urgent Business

The Chairman discussed the background for emails that had been sent around concerning governance and discussion about issues of session. He outlined his interpretation of the principles provided in the PGGG and the Board Members Guide and also drew on recent BPA Governance training. In short, the Board's responsibility is for setting the strategic Objectives from which the executive derives the policies. In addition, the Board must ensure that the Executive has the resources and finance to fulfill the role. Thereafter the Board should monitor executive reports to satisfy themselves that the executive is operating in a safe, efficient and effective manner. The Executive will generate project proposals to address the objectives we set, and he or she will engage with stakeholders who will be the ultimate judge of any proposals. On that basis, the Chair concluded that:-

- (a) North Embankment should go back to the leadership of CEO;
- (b) Responsibility for refining the Moorings Policy should be restored to the CEO;
- (c) He asked members to vote in support of his interpretation of the guides as outlined above.

After a short discussion the Board voted to follow the guidance *[Board Members Guide]??* and take it as a given, dealing with difficulties along the way. The North Embankment and

Mooring policy will go back to CEO lead. ML has volunteered to provide principles for the recruitment strategy. It was agreed that some of the work might take time and that the use of committees will help the board to govern.

Decision – Board agreed to follow full implementation of the Board Members Guide.

Decision – North Embankment Group to disband and the project be placed back with the CEO.

Decision – Responsibility for the Review of the Moorings Policy is placed back with the CEO.

Action – ML to develop principles for recruitment policy.

5. Declarations of Interest

After discussion it was agreed that the default mode is that any Board Member should withdraw from any involvement of issues where there are conflicts.

Decision – Clerk will be asked to record all declarations and any change in all meetings and at the end of the year. A register of interests will be kept.

Decision – The Board's 'default mode' will be that members with a conflict of interest will not be involved in the discussion or any subsequent voting on a 'conflicted' issue.

Action – Link to be sent out so that all board members review their conflicts of interest and refresh their declarations by October 2020.

6. Clerk to the Board

The Chairman updated the Board that the process is taking more time than anticipated. The Chair will continue to work with Fitzgerald HR to recruit a suitable post holder.

7. CEO/HM recruitment

The update provided included background details. Over 100 applications had been received. JD outlined the process described in his paper and the recommendation that Fitzgerald HR add an intermediate Zoom stage.

Decisions

- a) A sift panel will be made up of the Chairman, ML and RE
- b) The sift panel will, with the assistance of Fitzgerald HR, conduct Zoom interviews of some 15 contenders before reducing the final group down to 6 candidates for the formal interview process.
- c) Details of the final 6 contenders will be shared with all members.
- d) For the formal interview process, the technical panel will comprise RE and CEO/HM Cattewater,
- e) The general interview (including presentation) will comprise of JD, ML JE and a stakeholder nomination

Action - Chair to write to Stakeholder Groups and to Sir Geoffrey Newman to update them on the new process.

8. Board Member Status and Recruitment

JD outlined the situation and described how we need to reset our selection process using the paper provided by TT. Rotation planning is an important part of the process. The use of co-opted members is useful.

Decision -It was agreed to follow the HRO and Board Members Guide for future board selection and to convene a selection panel comprising Chair, one other board member (ML) and A.N.Other (Independent Person).

Action – Chair to promulgate a spreadsheet of members projections to date and then to implement recruitment in accordance with the Board Members Guide.

9. Strategic Objectives

(Discussion took place at the end of the meeting). There was a short discussion on the need to set strategic objectives based on the strategic plan. Early suggestions included to improve access to the river, to reduce the environmental impact on the river by users, by bringing facilities up to date for users, to meet the needs for integration of modern low impact users (personal water craft (PWC), Swimmers etc), reviewing charging structure and finance to meet future needs.

Action – Board Members to consider and offer strategic objectives to JD/RE for development of a strawman paper in the next 2 weeks.

10. Any other Business

No other business was discussed

11. Move Into Committee

JJD and ML voted to move the discussion into Committee.

12. Return to Open Meeting

JD personally thanked the CEO/HM for the hard work of him and his staff during his time with Dart Harbour

13. Date of Next Meeting

Monday 12th October 2020 at 1830 hours by Zoom.