



LITTLEHAMPTON HARBOUR BOARD

NOTICE OF MEETING – MONDAY 25 JANUARY 2016

To: Mr Philip Bush (Chairman)
Councillor Roger Elkins (Vice Chairman)
Councillor Ian Buckland
Councillor George Blampied
Councillor Mike Clayden
Councillor Janet Mockridge
Mr Richard O'Callaghan
Councillor Nigel Peters
Mr Tony Squires
Councillor Dr James Walsh
Mr Matthew Marchant

A Meeting of the Littlehampton Harbour Board will be held **in Committee Room 1, Arun District Council, Maltravers Road Littlehampton on Monday 25 January 2016** commencing at **10am** and you are requested to attend.

Sue Simpson
Acting Clerk to the Littlehampton Harbour Board

A G E N D A

1. **Welcome & Notices** **(1 min)**
2. **Mobile Phones** **(1 min)**
Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Harbour Board and Sub-Committee meetings.
3. **Apologies** **(1 min)**
4. **Declarations of Interest** **(2 mins)**
Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

They should declare their interest by stating:

- a. The item they have the interest in
- b. Whether it is a personal interest and the nature of the interest.
- c. Whether it is also a prejudicial interest.
- d. If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

5. ***Minutes of the meeting held on 23 November 2015 (p 1)** **(5 mins)**

To approve as a correct record the Minutes of the previous Board meeting held on 23 November 2015.

6. **Harbour Operational Report (p 10)** **(10 mins)**
To receive the Harbour Master's Operational Report for the period up to 4 January 2015.



7. ***Treasurer's Report (p 14)** **(10 mins)**
To receive a report from the Treasurer relating to Income and Expenditure for the period up to the end of December 2015.
8. ***Charges for Houseboats and Fishing Vessels (p 18)** **(5 mins)**
To receive a report from the Harbour Master on regulating the charges for houseboats and fishing vessels.
9. ***Harbour Stakeholder Group Meeting Minutes (p 21)** **(5 mins)**

To receive the minutes of the Harbour Stakeholder Group meeting held on 5 January 2016.
10. ***The Port Marine Safety Code Annual Compliance Review (p 22)** **(10 mins)**
To receive a report from the Harbour Master on the review of PMSC compliance within the Harbour.
11. ***Report on the outcome of the 2015 Interim Internal Audit Report (p 64)** **(5 mins)**
To receive the Treasurer's report on the Interim Internal Audit Report carried out in November 2015.
12. **Timetable for Meetings during 2016/2017 (p 68)** **(3 mins)**
To approve a timetable for meetings during 2016/2017.
13. **Public Questions** **(1 min)**
To receive any questions from members of the public. The time for questions from the public will be limited to a total of 15 minutes save that the Chairman may extend the time at his discretion. A member of the public may only ask a question regarding one subject at a time. Other members of the public will be invited to ask questions and only if there is sufficient time left remaining will the original questioner be entitled to ask further questions.
Questions may be rejected if, in the opinion of the Chairman or Clerk, they are considered to be defamatory, frivolous, offensive or substantially the same as a question posed to the Board during the preceding 6 months.
14. **Confidential and Exempt Business**
The Board is asked to consider passing the following resolution:-
That, due to the confidential nature of the following item(s) to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business or personal information relating to an individual, the business of third parties and/or legal proceedings
15. ***Minutes from the Confidential and Exempt Business on 23 November 2015 (p 69)** **(2 mins)**
To approve as a correct record the Exempt Minutes of the previous Board meeting held on 23 November 2015



16. ***Agreement reached with Osborne of Arun Group (Management) Ltd at the “Without Prejudice” meeting held on 24 November 2015 regarding the North Yacht Berth dispute and associated issues. (p 73) (5 mins)**
To receive a report from the Harbour Master on the outcome of the “without prejudice” meeting with Osborne of Arun Group (Management) Ltd.

17. ***Approval of the Business Plan for the Littlehampton Harbour (p 76) (5 mins)**
To receive the Littlehampton Harbour’s Business Plan for approval.

18. ***Personal Records from Arun District Council (p 77) (5 mins)**
To consider the approach for the retention of personal files relating to staff.

Date of next meeting: Monday 21 March 2016

**MINUTES OF THE LITTLEHAMPTON HARBOUR BOARD HELD IN COMMITTEE
ROOM ONE, AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE ON MONDAY
23RD NOVEMBER 2015 AT 10.00 HOURS**

Present: Mr P Bush (Chairman)
Councillor R Elkins (Vice Chairman)
Councillor Blampied
Councillor I Buckland
Councillor M Clayden
Councillor J Mockridge *
Mr R O'Callaghan
Mr Tony Squires
Councillor Dr J Walsh

In Attendance: Sue Simpson, Acting Clerk to the Board
Mr C Braby, Treasurer to the Board
Mr B Johnson, Harbour Master
Mr Peter Nicholson, Harbour Safety Management
System, Designated Person
Mrs J Harris (Notes Secretary)

714. MOBILE PHONES

Members and the public were reminded that the use of mobile phones (other than on silent) was prohibited at Harbour Board and Sub-Committee meetings.

715. APOLOGIES

Apologies were received from Mr Marchant.

716. DECLARATIONS OF INTEREST

Councillors Buckland and Dr Walsh declared personal interests as District and Town Councillors in matters relating to Arun District Council and Littlehampton Town Council respectively.

717. MINUTES

The Board **RESOLVED** that:

The Minutes of the meeting held on 7th September 2015 (previously circulated) be confirmed as a true record and signed by the Chair.

718. HARBOUR OPERATIONAL REPORT

The Harbour Master presented a report (previously circulated) which detailed the operational activities undertaken in the harbour since the last meeting. In addition the Harbour Master updated the Board on the following matters:

718.1 Commercial Trade

The Harbour Master reported that there had been one commercial ship visit in October. It was also noted that there had already been one visit in November and that a further visit was expected this week enabling the Board to keep to its target of two commercial ship visits a month.

718.2 Leisure Trade

The Harbour Master reported that the leisure traffic had more or less petered out as was usual for this time of year.

718.3 Conservancy Duty

The Harbour Master reported that the dredging and water injection work for the AYC at the South Yacht Berth had been completed and that the pontoons would shortly be restored. In addition the Town Quay had also recently been dredged.

718.4 MMO/Trinity House Consultations

The Harbour Master reported that he had recently responded positively to two MMO Marine licence consultations which sought approval for dredging operations by UMA and Tarmac at dredging grounds 10nm south of Littlehampton.

718.5 Environment

The Harbour Master stated that staff had found the recent oil boom exercises very beneficial. He also alerted the Board to a report that had come through immediately before the meeting from the Flood Forecasting Centre. This gave notice of a potential surge expected across the east coastline during the 24th and 25th November. Effects were only forecast to be seen as far as Dover but could potentially affect the tide in the River.

718.6 Safety – MarNIS Report

In addition to the accidents reported, there had been a further incident involving a stranded dog which was rescued by the Lifeboat. The Harbour Master explained that incidents where the Lifeboat was called were only recorded where they occurred within the area of the Harbour. It was considered important to log these incidents as they provided useful information which could have an impact on the safety of the Harbour. It was noted that an electronic reporting form had been added to the website to facilitate reporting.

718.7 Certificate of Compliance

The Harbour Master introduced Mr Peter Nicolson, the Port Marine Safety Code, Designated Person. He reported that a Certificate of Compliance had been issued to the Board. The main outcomes of the recent audit related to enhancing the enforcement policy via the General Directions and the development of a Business Plan. Mr Nicolson would therefore remain present throughout the meeting to observe the governance arrangements in his capacity as the Designated Person.

718.8 East Bank Flood Defence Scheme

It was noted that the transfer of land ownership on Pier Road / Arun Parade would be progressed with the Environment Agency.

718.9 East Training Wall

The Harbour Master confirmed that planned maintenance of the Dickers Works had been completed.

718.10 Harbour Dues

The Harbour Master reported that the number of plaques issued had risen to 455. There were approximately 10 outstanding and overall, the Board was expected to be 40 down on the budgeted number for the year.

It was **RESOLVED** that:

The contents of the Harbour Operational Report be otherwise noted.

**Councillor Mockridge joined the meeting at 10.10 hours.*

719. TREASURER'S REPORT

719.1 The Treasurer presented the income and expenditure statement and income analysis for the period to the end of September 2015 (previously circulated). He reported that, due to fees from commercial shipping and the work boats Erica and Windsong, operational income exceeded budget by £25,765. Capital expenditure had been increased to reflect the balance due on the purchase of the new work boat, the cost of which had been assumed to fall in the previous financial year. It was also noted that insurance costs had increased as a result of decisions to increase cover in some respects and the need to insure Jumna and Erica for a period at the same time. The drop in the level of income from Harbour Dues was thought in part to be due to owners no longer keeping boats moored locally. It was noted that action to generate more income from third party sources and the impact of changes in pension legislation would be covered more fully in the report on the proposed budget for 2016/17. It was therefore **RESOLVED** that:

The Report be noted.

720. OUTCOME FOR 2015/16 AND THE 2016/17 BUDGET AND SCHEDULE OF CHARGES 2016/17

- 720.1 The Treasurer presented details of the predicted outcome for the current financial year and the proposed budget and schedule of charges for 2016/17 (previously circulated). The 2015/16 budget had originally envisaged an operational deficit of some £29,000 and this was expected to reduce to £9,000 after the income from the sale of Jumna and the contracting out of both workboats was taken into account. Going forward, a deficit of £46,000 was forecast for the budget year to be met out of brought forward reserves, this was after taking into consideration rising employer costs due to changes in the National Insurance regime and the requirement to provide a pension for all employees, (auto enrolment). The annual rate of CPI was slightly negative and therefore it was recommended that there should be no increase in the harbour dues. With regard to capital investment, it was proposed that the existing harbour management software should be replaced by a more technically and efficient up to date offering and the provision of a new pontoon at the workshop which would provide much needed additional income.
- 720.2 The Harbour Master explained that the predicted income from the new work boat was deliberately conservative as it was considered too early to assess its earning capacity. Going forward it was hoped that this would be less of an issue as the boat would be a more established feature and the organisation could be more confident of repeat work as well as its ability to attract new business. Overall, whilst Officers endeavoured to achieve a breakeven position and despite reduced income, capital investment was considered to be necessary to secure the efficiency gains that would be required in the long term and the Treasurer commended the proposed 2016/17 budget and schedule of charges to the Board for approval.
- 720.3 The Board went on to consider the proposals in more detail and discussion focussed on the planned changes to some of the mooring fees. Whilst Members favoured no increase to charges and supported the reduction to fees for those moored in the Pier Road area, the rationale behind the changes for houseboats and non-Littlehampton registered fishing vessels was questioned. The Harbour Master explained that the review process had highlighted that these charges had not been levied recently and it was therefore proposed that for consistency, the fee as advertised be enforced and collected. To allow time for owners to become accustomed to this change it was also proposed that the change would not come into effect until April 2017. The Board indicated a willingness to consider these suggestions but felt unable to reach a decision during the meeting without further clarification on the changes proposed in this respect and the impact on future income. The Board therefore **RESOLVED** that:

- 1) **The forecast revisions to the 2015/16 Budget be noted.**
- 2) **The 2016/17 Budget and consequent precept of £206,457 be approved to be shared equally between West Sussex County Council and Arun District Council.**

- 3) The 2016/17 schedule of charges with the exception of the changes regarding the charges for houseboats and for non-Littlehampton registered fishing vessels be approved as presented.
- 4) That a decision on the proposed changes to the charges for houseboats and for non-Littlehampton registered fishing vessels be deferred pending consideration of a further report on the matter from Officers at the next meeting.

721. REPLACEMENT OF THE HARBOUR MANAGEMENT SYSTEM

- 721.1 The Treasurer presented a report which contained proposals for the acquisition of a new harbour management system (previously circulated). He explained that Officers were concerned that, the current system was rapidly becoming out of date, and that, it was uncertain how much longer it would be supported. The Board had, earlier in the meeting, approved the 2016/17 capital budget which included provision for a capital investment in a new system. The Treasurer went on to state that Officers had negotiated a reduced price in terms of initial costs and support charges if the Board was willing together with Langstone Harbour to make a commitment before the end of December 2015.
- 721.2 The Harbour Master expressed support for the proposal and explained that Officers had investigated alternative systems and also viewed the system in action. The market for this type of software was very limited and, having seen the system operating, Officers had been impressed with its usability and flexibility. The supplier had been able to offer a discount of 50% if the Board adopted the new system at the same time as Langstone Harbour. In addition to the reduction of 50% in the initial outlay, a further 13% discount had been secured together with a reduction in the annual support costs.
- 721.3 The Board went on to consider the proposition in terms of the reliability of the current software; the advances in technology and that the current system was becoming unstable and would eventually become unsupported. Thereafter, Members accepted the need to replace it but questioned the doubling of the annual support charge over current cost and whether this was value for money. It was accepted that the new system was more complex in terms its functionality and therefore required a higher level of support. The Treasurer confirmed that Officers would closely monitor the standard of service in order to gauge ongoing support needs. The Board therefore **RESOLVED** that:

The purchase of "Harbour Assist" as the replacement for the existing harbour management system at a purchase price of £13,000, with a 20% deposit being paid in the 2015/16 financial year to secure this advantageous offer be approved.

722. MINUTES OF THE STAKEHOLDER GROUP (SG) MEETING 6th OCTOBER 2015

- 722.1 The Board received the minutes of the SG meeting held on 6th October 2015 (previously circulated). The Harbour Master was pleased to report that the Group would be feeding into the development of the new RNLI Community Lifesaving Plan. The Harbour Master would also be using the forum to assist

in the development of a Dredge Baseline Document for the Harbour with the aim of managing dredging activity better in the future. Whilst Osborne of Arun continued to pursue the idea of joint funding a legal opinion to clarify the Board's obligations in this respect, the Harbour Master considered that the Plan could negate the need for this. It was noted that the next meeting of the Group would be held on 5th January 2016 at 6pm at the Arun Yacht Club. It was **RESOLVED** that:

- 1) **The Minutes of the Safety Group meeting held on 6th October 2015 be noted.**
- 2) **Osborne of Arun's request be noted.**

723. MINUTES OF THE INFRASTRUCTURE PROJECT DEVELOPMENT GROUP MEETING 7TH OCTOBER 2015

- 723.1 The Harbour Master presented a report including the minutes of the Infrastructure Project Development Group meeting held on 7th October 2015 (previously circulated). The Group had been formed at the request of the Board to look into the longer term maintenance requirements of the harbour infrastructure and had examined the engineering report that the Board had commissioned from Black and Veatch. The engineering report concluded that a "maintenance only" approach be adopted and the Board was asked to consider a number of recommendations to take this forward. The Harbour Master considered that, in view of how the harbour was now operating and the nature of users, this was a sensible approach and confirmed that the recommendations had informed both the budget and Business Plan.
- 723.2 The Board went on to consider the recommendations and received representations from Councillor Buckland and Mr Squires who expressed strong reservations about the proposed course of action. Whilst the Board did not have the benefit of the full report before it, Members noted that the conclusions were very different from the earlier Halcrow report which had indicated that the harbour infrastructure had a very limited life. Based on this earlier report the Board had understood that the infrastructure would need replacing and concerns were raised about the ability of the Harbour to fulfil its obligations if a "maintenance only" approach was adopted. The Harbour Master explained that the earlier report envisaged events which had not materialised. He went on to state that, combined with the maintenance work that the Board had undertaken in the period between the reports, this had created a more stable infrastructure which could be preserved for longer by adopting a maintenance programme in line with the Black and Veatch report.
- 723.3 Turning to the other recommendations, it was observed that the engineers advised that the southern section of the East Training Wall should be the subject to a policy of controlled abandonment. The Harbour Master stated that the end quarter of this section of the wall was ineffective and already falling away. He went on to explain that, providing it did not pose a hazard to mariners or bathers, it was safe to allow nature to take its course. Re-iterating his views regarding land erosion in the vicinity of the West Bank Car Park, Councillor Buckland asserted his view as a Commissioner that this should also be a matter of concern for the Board. In response the Chairman stated that this issue had been discussed by the Working Group and noted. The land

in this area was the responsibility of Arun District Council and that, as the erosion was not impacting upon on the navigability of the River, it was not the Board's responsibility. However it was recommended that the Chairman should write to Arun District Council outlining the Board's concerns. It was agreed that the full report from Black and Veatch would be circulated to the Members of the Board after the meeting. The Board therefore **RESOLVED**:

- 1) **To accept the Black and Veatch Report and its recommendations but note the reservations expressed about following a "maintenance only" and not a replacement strategy.**
- 2) **That the Harbour Master revisits the predicted maintenance costs with Black and Veatch.**
- 3) **That concerns about land erosion in the vicinity of the West Bank Car Park are brought to the attention of Arun District Council.**
- 4) **That an informal meeting with the local Economic Regeneration Officer is arranged.**
- 5) **That funds from the Project Manager Budget line be vired for infrastructure and asset management purposes.**
- 6) **That the Infrastructure Project Development Group should continue but with meetings limited to once per year and on an as required basis.**

Councillor Buckland left the meeting at 11.35 hours.

724. PUBLIC FORUM

There were seven members of the public present.

- 724.1 Mr Draffan, in his capacity as Managing Agent for the Angmering Park Estate, expressed his frustration at the length of time it was taking to get the new mooring licence in place. He had understood that the Board was chasing its solicitors and asked for an update.
- 724.2 In response, and acknowledging that there had been a delay, the Harbour Master stated that the Board had passed this matter to an independently appointed solicitors. The terms of the licence remained an issue for the Board and it was understood that the Board's solicitors had subsequently contacted the Estate.

Councillor Buckland re-joined the meeting at 11.39 hours.

- 724.3 Mr Draffan stated that he had not received any feedback about the draft document which was based on a common format for this type of arrangement and stressed the importance of being made aware of those aspects of the draft which the Board considered unacceptable.
- 724.4 The Harbour Master re-iterated that the Board was not opposed to the Licence and disputed that the Estate was unaware of the Board's issues. He stated that he had informally advised Mr Draffan of the Board's concerns and that he would chase the Board's solicitors on this matter.
- 724.5 Mr Gibbs asked when the work boat Jumna had been sold and whether a broker had been used.

- 724.6 The Harbour Master confirmed that a broker had been used and the sale was advertised on their website. Details of the transaction had been reported to the Board at the last meeting.
- 724.7 Referring to the minutes of the last meeting relating to the Board's dredging responsibilities and the subsequent discussion that had taken place on the same subject at the Stakeholders meeting, Mr Chapman asked when a report could be expected.
- 724.8 In response the Chairman stated that Officers had circulated a request to all stakeholders seeking information on dredging activity which would inform the expected report.
- 724.9 Mr Warren praised the Board on the reduction of mooring fees at the Pier Road Moorings.
- 724.10 Mr Boyce stated that he was delighted with the new look tide tables and commented that they should help promote the leisure activity on the River.
- 724.11 Referring to the minutes of the last meeting regarding ownership of the East Bank river wall and walkway, Mr Boyce asked where the report was.
- 724.12 In response the Harbour Master stated that the report was not yet ready and may have to be treated as confidential business.
- 724.13 Referring to the minutes of the last meeting, Mr Boyce questioned their accuracy and stated that his comments had not been correctly recorded. He therefore asked the Board to consider recording its meetings.
- 724.14 In response the Chairman stated that the Board had considered this previously and decided not to record its meetings. To avoid confusion in the future, he also suggest that Mr Boyce put his questions in writing and the Board would respond accordingly.
- 724.15 Mrs Boyce queried the labelling of the Littlehampton Yacht Club as uncooperative when it came to providing the Board with information for the collection of Harbour Dues. In her view it was unacceptable for the Board to have done this in a public arena and she demanded an apology.
- 724.16 The Harbour Master rejected Mrs Boyce's claim and provided clarification of the Board's position regarding the collection of Harbour Dues. He explained that, whilst the Littlehampton Yacht Club had been supportive of the Board's staff in the collection of the dues, this was the statutory duty of the Board. He stressed that the assistance of the Yacht Club was required only to the extent that they provide sufficient information, within the Data Protection legislation, for this to happen and that this should not extend to actually collecting the dues which was the Boards' clear legal responsibility.
- 724.17 Referring to her recent correspondence with the Board, Mrs Boyce asked why the Board had not yet fully responded to the letter from the Littlehampton Yacht Club.
- 724.18 The Chairman stated that the correspondence had been acknowledged and if further clarification of the current position was required, Mrs Boyce should submit her request in writing.

Councillor Blampied left the meeting at 11.50 hours

- 724.19 Noting that the Board was discussing both its Budget and Business Plan and in view of the bearing this would have on future development within the Harbour, Mr Boyce sought the support of the Board for Osborne of Arun's proposals to establish a 160 berth marina on the West Bank.

724.20 In response the Chairman stated that the Board had already expressed its support in principle for these proposals subject to the resolution of matters relating to the safety of the Harbour in this area.

Councillor Blampied re-joined the meeting at 11.55 hours

725. EXEMPT BUSINESS

It was **RESOLVED** that:

Due to the confidential nature of the following items to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.

725.1 A summary of the discussions and the resolutions reached in respect of the confidential matters are contained in the exempt section of the minutes.

The meeting closed at 12.40 hours

Signed

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Chairman

LHB MEETING – 25th January 2016

Agenda Item: 6

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Report on: Harbour Operations

Report by: Harbour Master

Date: 4th January 2016

Commercial Activity

Pilotage/Commercial Shipping Trade

The LHB continues to operate an open port and un-interrupted pilotage service. Total of 16 commercial vessels since April which is 3 below budget, mainly down to lack of demand from Tarmac.

<u>UMA Wharf</u>		<u>Railway Wharf</u>	
Nov	2	Nov	0
Dec	0	Dec	0
Jan	1 (Expected)	Jan	0

Leisure Trade

Town Quay

Oct	33
Nov	Nil
Dec	Nil
Jan	Nil (To date)

Workboat Activity

Dec - Saunders Energy tidal power generator work

Conservancy Duty

Survey

Shoal Bank	last conducted	19 th Mar 14
Bar	last conducted	6 th May 15
Pier Road	last conducted	19 th Jun 15
Town Quay	last conducted	19 th Oct 15
Dukes Wharf	last conducted	3 rd Dec 14
Turning Basin	last conducted	20 th Aug 13
Complete Port survey	last conducted	30 th Sep 11

In house capability being progressed onboard ERICA.

Aids to Navigation

West Works light unreliable. New batteries on order.

Dredging

Shoal bank dredge carried out week of 2nd-6th Nov 15. Est. 6000 tonnes removed.

Local Notices to Mariners

10 of 2015 – Final Update to Wreck at Entrance to Harbour	Issued	27 th Nov 15
11 of 2015 – West Works AtN Extinguished	Issued	24 th Dec 15

Consents/Consultations

Section 43 Consents

05/15 – LYC Additional Finger Pontoons	Issued	4 th Dec 15
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MMO/Trinity House Consultations

Nil.

Environment

Nil.

Safety

MarNIS Report

Date	ID Code		Accident Category	Name
23/12/2015	LHP4065REP	I	Sinking and capsizing	019 of 2015 - Sunken Vessel
26/11/2015	LHP4064REP	I	Marine Pollution (Minor)	018 of 2015 - Oil Spill Outfall
12/11/2015	LHP4062ACT	N	Other personnel or public safety item	016 of 2015 - Lifeboat Called to Stranded Dog
08/10/2015	LHP4060REP	I	Slip, trip, fall same level	015 of 2015 - Injury using gangway
01/10/2015	LHP4063ACT	I	Struck by moving object	017 of 2015 - Rope parted during wreck removal
28/09/2015	LHP4061CLO	I	Other nautical safety	014 of 2015 - Speeding Up-river
03/07/2015	LHP3061ACT	I	Impact with Structure	013 of 2015 - BEN VARREY Impact in Narrows
25/06/2015	LHP3060ACT	N	Other nautical safety	012 of 2015 - Speeding
11/05/2015	LHP3059INV	I	Sinking and capsizing	011 of 2015 - Wreck of GENOUX
07/05/2015	LHP3057ACT	N	Dangerous occurrence	009 of 2015 - Wheelchair Boarding of LYC Ferry
02/05/2015	LHP3058CLO	I	Striking with ship (moored)	010 of 2015 - Dinghy Collision with Moored Vessel
17/03/2015	LHP3050CLO	I	Sinking and capsizing	008 of 2015 - Sinking On Mooring of Dory
13/03/2015	LHP3049CLO	I	Marine Pollution (Minor)	007 of 2015 - Pollution Report Osborne of Arun
08/03/2015	LHP3047CLO	I	Grounding	006 of 2015 - Grounding and Recovery of MISTRESS
07/03/2015	LHP3046ACT	N	Collision ship - ship	005 of 2015 - MV MARTIN Outbound CQS
26/02/2015	LHP3028ACT	I	Grounding	004 of 2015 - MV MARTIN touching bar on entry
08/02/2015	LHP3040ACT	N	Collision ship - ship	002 of 2015 - Dinghy race and FV complaint
07/01/2015	LHP3041CLO	I	Other personnel or public safety item	003 of 2015 - Paddler on West Works
07/01/2015	LHP3039CLO	N	Fall from height	001 of 2015 - Bridge Jumper

Number of Accidents listed = 19

PMSC certificate of compliance issued by DP 13th Nov 15. Separate agenda item.

Projects

EA East Bank Flood Defence Scheme

Awaiting amended legal agreement from ADC for maintenance of riverside walkway prior to potential transfer of land ownership at Pier Road/Arun Parade.

Fishing Hub

Contact with ADC Regeneration team being maintained. Meeting with MMO re EMFF scheduled for 19th Jan 15.

Maintenance

East Training Wall repairs undertaken in Nov. Replacement of capping bolts planned and materials being held at Workshop.

News and Events On The River

Data Sharing Agreement

All mooring operators now formally asked to enter into data sharing agreement with LHB as part of HDs process. AYC, LYC and Marina have all agreed to insert appropriate text into annual invoices.

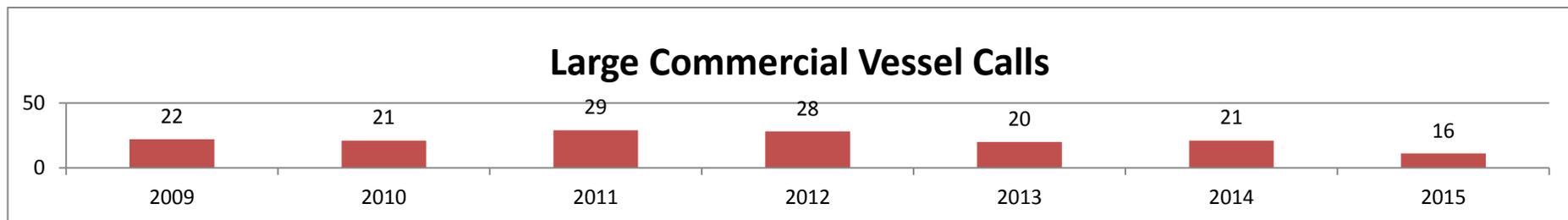
Recommendation

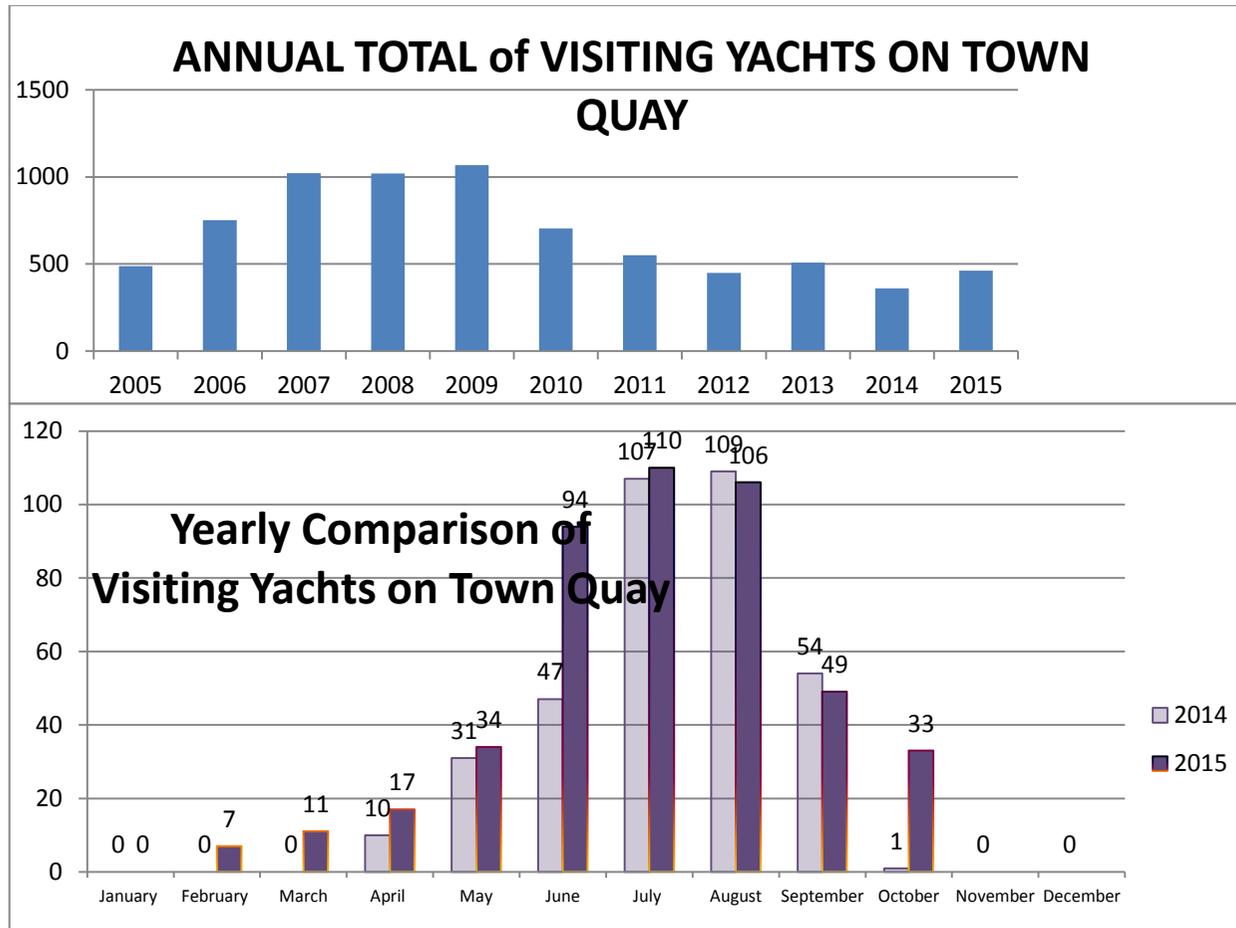
That the Board notes this report.

Commercial Shipping

Totals for Financial Year 2015/16

No of Ships	Month	GRT	Gt Dues (£)	Cargo Dues In (£)	Pilotage £	Pilot Boat and Mooring Service	Commercial TradeTotal	Total incl Pilotage
		0.4863			0.2392 in/out	Inv @ £126.51 per boat/gang		
					0.4784			
2	April	1791	870.9633	1640.6534	856.81	1012.08	2,511.62	4,380.51
4	May	3582	1741.9266	3223.2403	1713.63	2024.16	4,965.17	8,702.96
1	June	997	484.8411	858.8360	476.96	506.04	1,343.68	2,326.68
2	July	2509	1220.1267	2046.6465	1200.31	1012.08	3,266.77	5,479.16
3	August	2788	1355.8044	2521.2197	1333.7792	1518.12	3,877.02	6,728.92
1	September	997	484.8411	864.6000	476.9648	506.04	1,349.44	2,332.45
1	October	997	484.8411	858.2596	476.9648	804.97	1,343.10	2,625.04
2	November	1994	969.6822	1687.5148	953.9296	1271.38	2,657.20	4,882.51
0	December	0	0.0000	0.0000	0	0	0.00	0.00
0	January		0.0000	0.0000	0	0	0.00	0.00
0	February		0.0000	0.0000	0	0	0.00	0.00
0	March		0.0000	0.0000	0	0	0.00	0.00
16		15655	£7,613.03	£13,700.97	£7,489.35	£8,654.87	£21,314.00	£37,458.22





LITTLEHAMPTON HARBOUR BOARD

AGENDA ITEM 7

Report to: Littlehampton Harbour Board

Report on: Treasurer's Report- Income and Expense to the end of December 2015

Report by: Treasurer to the Board

Date: 7th January 2016

Income and Expense

Included in this report are the Income and Expenditure Statement and the Income analysis both to the end of December 2015.

Operational income to the end of December, i.e. after removing the loan advance from West Sussex County Council and the proceeds from the sale of "Jumna", amounted to £314,475, £32,747 in advance of Budget principally due to income derived from "Windsong" and "ERICA".

Commercial shipping including pilotage exceeded budget by just £2,206 and **chargeable services** by £31,683, the majority of which came from income generated by both "Windsong" and "Erica". **Harbour Dues** however continue to fall short of budget expectations, (down by £3,941), and likewise **Moorings** which have fallen short to date by £4,719. **Storage** income however has performed well and is now £2,723 ahead of budget.

Operating expense at £302,992 is slightly above budget at this point by £1,502. There are a number of over and underspends all more or less negating one another. Over spends of note are **Employee costs** up on budget by £3,213 entirely related to the work boats, **Legal and Professional** up by £4,649 arising from unbudgeted spend on items such as infrastructure surveys, a planning application required to support an unsuccessful bid for a grant to finance a new Fishing Hub, and other miscellaneous items. As highlighted in previous reports annual **insurance premiums** are in excess of budget by £2,748. **IT costs** are in excess of budget by £3,154 (first stage payment on the new harbour management system, budgeted for in 2016/17). Infrastructure costs however are at this stage below budget by £9,408, (timing).

Capital at £225,177 represents the balance due on "Erica"; the budget assumed that the purchase would be completed before the 31st of March with no impact on the current year.

Forecast Outcome for 2015/16

Currently an improvement in the overall deficit against budget of £17,015 is projected. This is despite charging £13,250 for the new Harbour Management System, (Harbour Assist), into this financial year, although actually budgeted for 2016/17. This improvement is due in the main to significant increases in income from both workboats, (£28,475), and the disposal of "Jumna", (£9,167).

This time last year income had benefitted from the on-going contract to provide a safety boat for Volker Stevin offset by the manning costs and no additional loans

The Future of Staff Pensions

At the last Personnel Sub-Committee meeting, members considered a report from the Treasurer proposing that new employees be provided with an alternative pension scheme to the current Local Government one, (LGPS). The Treasurer was tasked with bringing a paper to the Board setting out alternatives. This report is in the process of being compiled and will be presented to the Board in due course.

RECOMMENDATION : That the Board note this report

BACKGROUND PAPERS

Statement of Income and Expenditure to the end of December 2015 compared with Budget and Last Year
Income Analysis by source

C.C. Braby 07-01-2016

Littlehampton Harbour Board						
<u>2015/16 Income and Expenditure Statement to December 2015</u>						
		2015/16	2015/16	2015/16	2015/16	This time
		To December	Budget	Budget	Forecast	Last
		To December				Year
		£	£	£	£	£
Income						
Commercial Income		156,967	152,547	203,395	205,315	149,798
Leisure Income		116,642	122,663	123,163	117,641	120,355
Chargeable Services		5,212	1,624	6,475	5,545	10,887
Work Boats		31,892	4,313	5,750	34,225	83,161
Fuel Dispensing		516			516	0
Misc Income		2,988	375	500	3,000	934
Grants		0	0	0	0	2,109
Investment Income		258	206	275	300	218
Loan from WSCC		222,363	0	0	222,363	0
Asset Disposals		9,167	0	0	9,167	0
Total Income		546,005	281,728	339,558	598,072	367,462
Expenses						
Employee Costs		162,956	159,743	211,824	217,610	128,127
Services to the Board		9,332	10,231	14,575	14,625	6,489
Legal and Professional Services		40,228	35,813	47,750	46,584	3,100
Repairs and Maintenance						
	Premises	9,937	5,288	7,050	12,571	2,552
	Moorings	233	750	1,000	523	293
	Harbour Structures	2,480	11,888	15,850	7,937	9,942
	Navigational	1,781	2,888	7,850	7,653	2,707
	Boats and Vehicles	8,008	6,955	9,273	10,275	12,820
	Equipment Hire	920	1,380	1,840	1,840	2,250
Administration						
	Rent and Rates	15,595	16,420	16,857	16,001	14,919
	Utilities	1,949	2,813	3,750	3,400	1,481
	Printing, Postage and Stationery	5,995	4,089	8,370	8,145	776
	Insurance	26,449	23,701	23,701	26,449	23,011
	IT	7,973	4,819	6,425	22,958	5,224
	Telephone	868	1,200	1,600	1,350	790
	Training	1,054	3,225	4,300	3,987	497
	Bank and Credit Card Charges	2,426	2,775	3,700	3,230	1,822
	Other Administrative	4,698	7,512	10,015	8,667	4,012
	Recoverable costs	110	0	0	110	0
Total Expenses		302,992	301,490	395,730	413,915	220,812
Loan and interest payments- PWLB		128,786	128,796	158,907	158,907	79,115
Loan and interest payments- WSCC		19,825	21,688	21,688	19,825	0
Capital		225,177	0	0	225,177	0
Total Expense		676,780	451,974	576,325	817,824	299,927
Precept		207,494	207,494	207,494	207,494	209,642
(Deficit)/Surplus		76,719	37,248	(29,273)	(12,258)	277,177

LITTLEHAMPTON HARBOUR BOARD						
2015/16 Financial Year to December 2015						
		2015/16	2015/16	2015/16	Forecast	This Time
		Actual to	Budget to	Budget	Outcome	Last Year
		Dec	Dec		2015/16	
INCOME	Description	£	£	£	£	£
Commercial Vessels	Harbour Dues	7,613	6,950	9,267	9,267	6,567
	Cargo Dues	13,741	12,191	16,254	16,254	7,990
		21,354	19,141	25,521	25,521	14,557
Commercial Rents	Railway Wharf (Tarmac)	63,000	63,000	84,000	84,000	63,000
	Railway Wharf (UMA)	6,420	4,500	6,000	7,920	4,500
	The Old Customs House	18,750	18,750	25,000	25,000	18,750
	Workshop	5,625	5,625	7,500	7,500	5,625
	Office Rent	5,381	5,381	7,175	7,175	5,381
		99,176	97,256	129,675	131,595	97,256
Footbridge	Footbridge WSCC	20,203	20,202	26,936	26,936	20,203
Pilotage	Pilotage Service	7,489	6,839	9,118	9,118	8,762
	Pilot Boat and Mooring Service	8,745	9,109	12,145	12,145	9,020
		16,234	15,948	21,263	21,263	17,782
Safety Boat		0	0	0	0	82,300
TOTAL COMMERCIAL INCOME		156,967	152,547	203,395	205,315	232,098
Leisure	Harbour Dues Leisure Craft	52,449	56,335	56,335	52,249	56,588
	Visitor Harbour Dues	4,412	4,550	4,550	4,750	4,701
	Commission Look and Sea	(77)	(160)	(160)	(77)	(153)
		56,784	60,725	60,725	56,922	61,136
Chargeable Services	Crane	983	1,380	1,840	1,080	835
	Labour	500	75	100	500	95
	Electricity Cards	107	56	75	107	103
	Work Boat- Windsong	16,167	4,313	5,750	17,000	861
	Work Boat- ERICA	15,725	0	0	17,225	0
	Office Services	0	0	0	0	1
	Supplies	58	113	150	58	5,713
	Tide Table Sales	3,564	0	4,310	3,800	4,140
	Fuel Sales	516	0	0	516	0
		37,620	5,937	12,225	40,286	11,748
Moorings & storage	Moorings	50,389	55,108	55,108	50,389	51,759
	Visitors Berths	5,246	5,330	5,330	5,330	4,746
	Boat Storage	4,223	1,500	2,000	5,000	2,714
		59,858	61,938	62,438	60,719	59,219
Income from Investments						
	Investment Interest	258	206	275	300	218
Misc Income		2,988	375	500	3,000	934
Grants		0	0	0	0	2,109
Asset Disposals		9,167	0	0	9,167	0
Loan WSCC		222,363	0	0	222,363	0
TOTAL INCOME		546,005	281,728	339,558	598,072	367,462

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board
Report on: Houseboat and Fishing Vessel Charges
Report by: Harbour Master

Date: 25th November 2015

1. Context

1.1 In reviewing the annual schedule of charges document this year the HM and Treasurer identified discrepancies in actual charging and published charging rates for houseboats and fishing vessels not registered in Littlehampton (“LI” registered).

1.2 Board members requested a report identifying the impact of applying these charges as per the published schedule.

2. Fishing Vessels

- a) There are three non LI fishing vessels that operate from the harbour. (Our Lass? – PZ291, SM795, Seahound - P944). These are currently charged at the Commercial Harbour Dues rate appropriate for their size.
- b) The published schedule of charges requires non LI registered fishing vessels to pay £28.01 per entry (£23.34 ex VAT).

Commercial Harbour Dues (ex VAT) per annum		Estimated revenue at £23.34 per entry (ex VAT)
£111.49	PZ291	100 entries pa £2334
£111.49	P944	100 entries pa £2334
£55.51	SM795	100 entries pa £2334
£278.49		£7002

3. Houseboats

- a) i) There are three vessels understood to be lived aboard at the Littlehampton Marina (La Libertad, Hampton Belle, Nulife 4-2); one at the Shipyard (Lola); three at Osborne of Arun (Pez Vela, John Rose, Wendy Anne 2). These are currently charged at the standard Leisure Harbour Dues rate appropriate for their size.
- ii) There are also three houseboats moored at the old canal basin in Ford (Staincliffe and two others). These have not been charged Harbour dues in the past but are in theory liable as they sit within the Statutory Harbour Area (SHA) as defined in the 1927 Act as amended by the HRO of 2015.
- b) The published schedule of charges requires houseboats to pay £834.29 pa - if less than 45ft or 13.72m (£695.24 ex VAT), and £1,111.96 pa - if over 45ft or 13.72m (£926.63 ex VAT).

Leisure Harbour Dues (ex VAT) per annum			Houseboat Charge (ex VAT)
£165.51	Nulife 42 (11m)	Marina	£695.24
£165.51	Hampton Belle (10m)	Marina	£695.24

£221.00	La Libertad (18.9m)	Marina	£695.24
£221.00	Wendy Ann 2 (22m)	Osborne of Arun	£926.63
£221.00	Pez Vela (17.4m)	Osborne of Arun	£926.63
£165.51	John Rose (11m)	Osborne of Arun	£695.24
£221.00	Lola (12.6)	Shipyard	£695.24
Nil	Staincliffe (18.3m)	Old Canal Basin	£926.63
Nil	The Admiral (>13.72)	Old Canal Basin	£926.63
Nil	Reedwarbler (>13.72)	Old Canal Basin	£926.63
£1,380.53			£8,109.35 (£5,329.46 less vessels at Ford)

This list is not conclusive and is the current assumed number of vessels used as live aboard accommodation or permanent dwelling.

4. Discussion

- 4.1 Management of Houseboats and Live-aboard vessels is necessary for a number of reasons including environmental health and public safety. In Shoreham Harbour Houseboats are defined as any vessel that pays Council Tax. These vessels are registered with the Harbour Master and receive a discounted Harbour Dues rate to compensate for the tax already paid.
- 4.2 Live-aboard vessels are defined by Shoreham Harbour Authority as vessels which are used by individuals staying overnight more than 21 nights per annum. These vessels are charged at a higher rate than standard Harbour Dues.
- 4.3 There are two vessels at the Old Canal basin in Ford that are currently included in the Arun District Council Tax list. These vessels will be charged at band A and the current annual charge ADC make for this is £998.47.
- 4.4 Along with Fishing Vessels a higher rate of charging should be considered for vessels used as permanent or long term dwellings. This charge would serve to control numbers of houseboats and non LI registered vessels on the river. Having said this, serious consideration should also be given to the level of service received by these harbour users.

5. Recommendation

5.1 Re. Fishing Vessel Harbour Dues

Option 1

Enforce published charges with a view to increasing revenue;

Option 2

Continue to charge Commercial Harbour Dues for non LI registered fishing vessels, reserving the right to review this decision if facilities for fishing vessels in Littlehampton were improved.

Bearing in mind fishing vessels in Littlehampton receive little support from the LHB other than general conservancy activity and that if charges to fishing vessels currently operating from Littlehampton were increased they would be likely to formally LI register and the LHB would lose all revenue Option 2 is recommended.

The LHB should reserve the right to review this if facilities provided within the harbour were improved such that visiting vessels were encouraged to use them at the detriment to vessels moored within the harbour.

5.2 That the Board approve a definition for Houseboats as Live-aboard vessels;

Recommendation: to define a Houseboat as a vessel paying Council Tax.

Recommendation: to define a Live-aboard vessel as one lived onboard overnight on a regular basis, more than 10 times per calendar month.

(In Shoreham Harbour a houseboat is defined as a vessel paying Council Tax or with Planning Permission. A Live aboard vessel is defined as any vessel stayed onboard overnight on a regular basis.)

5.3 To include the vessels at the Old Canal Basin at Ford in any Harbour Dues charges from April 2017.

5.4 Re. Houseboat and Live-aboard Harbour Dues

Option 1

Continue to charge standard Harbour Dues as at present and to remove the charge for Houseboats from the Schedule of Charges.

Option 2

To charge Houseboat Harbour Dues for Houseboats and Live-aboard Vessels as per the published Schedule of Charges from April 2017 onwards.

Option 2a

To charge Houseboat Harbour Dues for Houseboats and Live-aboard Vessels as per the published Schedule of Charges from April 2017 onwards, offering a rebate up to the value of the amount payable for Council Tax paid.

Option 2b

To charge Houseboat Harbour Dues for Houseboats and Live-aboard Vessels at a rate varied from the published Schedule of Charges from April 2017 onwards.

Considering the lack of facilities formally offered by the harbour to Houseboats, but the fact that it is not wished to encourage the practice of living onboard vessels in the harbour without contributing extra to the upkeep of the harbour (particularly with regard to the environmental consequences of live aboard vessels) Option 2a is recommended.

LHB MEETING – 25th January 2016

Agenda Item: 9

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board
Report on: Harbour Stakeholder Group Meeting
Report by: Harbour Master

Date: 6th January 2016

1. Context

1.1 A meeting of the Littlehampton harbour Stakeholder Group was held at the Arun Yacht Club on 5th January 2016 and was chaired by the LHB Chair and Recreational Users Rep Mr P Bush.

1.2 Minutes will be forwarded to the Group by email.

2. Key Points

- a. Extensive discussions on flood defences in the river took place and it was highlighted that the lead authorities for flooding and coastal management were the Environment Agency or the District Council Coastal Engineer rather than Littlehampton harbour Board.
- b. The HM updated all present on progress with a Dredge Baseline document in line with sector-wide best practice.

3. Recommendation

3.1 That the Board note the minutes from the Harbour Stakeholder Group meeting.

LHB MEETING – 25th January 2016

Agenda Item: 10

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Report on: Port Marine Safety Code Annual Compliance Review

Report by: Harbour Master

Date: 4th January 2016

1. Context

1.1 Every year the LHBS DP (Designated Person), Peter Nicholson, of Nicholson Risk management conducts a review of Port Marine Safety Code (PMSC) Compliance within the harbour. This review took place on 9th November.

1.2 On the basis of this review a certificate of compliance was issued and the Harbour Master and DP have revised the ports Safety management System (SMS) for publication as Issue 9 dated 1st January 2016.

1.3 The report, audit letter to the HM and revised SMS are at the annexes.

2. Key Points

2.1 Action points for infrastructure, risk controls and governance from the PMSC Compliance Audit Letter should be noted.

3. Recommendation

3.1 That the Board note the report of PMSC compliance issued by Nicholson's Risk management dated 13th November 2015 following the annual audit;

3.2 That the Board note the contents of the Compliance Audit Letter to the HM;

3.3 That the Board approve publication of the revised SMS (Issue 9, dated 1st January 2016)



LITTLEHAMPTON HARBOUR BOARD
SAFETY MANAGEMENT SYSTEM

In Compliance With

THE PORT MARINE SAFETY CODE

Prepared By:

The Harbour Master with Nicholson's Risk Management Ltd

HARBOUR BOARD MEMBERS

Mr Philip Bush (Chairman)	Recreational User's Representative
Cllr Nigel Peters	WSCC
Cllr Mike Claydon	ADC
Mr Mathew Marchant	Commercial User's Representative
Cllr Roger Elkins (Vice Chairman)	ADC
Mr Richard O'Callaghan	EA
Mr Tony Squires	ADC
Cllr James M Walsh	WSCC
Cllr Janet Mockridge	WSCC
Cllr George Blampied	ADC
Cllr Ian Buckland	WSCC

LITTLEHAMPTON HARBOUR BOARD SAFETY MANAGEMENT SYSTEM

IN COMPLIANCE WITH THE PORT MARINE SAFETY CODE

SUMMARY AND INDEX

Purpose:

To have a Safety Management System that is structured, cohesive and auditable.

Introduction

Littlehampton Harbour Board's constitution, powers and procedures comply with the Port Marine Safety Code (PMSC) 2009. 4

This document describes how the Littlehampton Harbour Board has a Safety Management System (SMS) comprising the 7 essential elements of policy, organisation, plan, measure, review, record and continuous improvement.

Outline Chart of Safety Management System 6

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1.1 Adopting health and safety policies which contribute to business performance

whilst meeting responsibilities to people and the environment in a way which fulfils both the spirit and the letter of the law. 7

2) Organisation

2.1 Establishing a positive organisation or culture which puts the policies into effective practice. 10

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2.3 Training will also be an inherent part of the organisation 12

3) Planning

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4) Measuring

4.1 Measuring health and safety performance against predetermined standards. 29

5) Reviewing

5.1 Auditing, monitoring and reviewing the performance so that lessons are learnt from all the relevant experience and are effectively applied. 30

Training and education are implicit as part of good safety management.

6) Recording and publishing what has been done

6.1 Maintaining a record of due diligence. 32

7) Continuous Improvement 33

7.1 The Board is responsible for policy.

7.2 The Harbour Master is responsible for the organisation and the facilities.

7.3 The Staff implement the policy. Together these three categories form the system that puts policy into effective practice.

INTRODUCTION

Background.

The Port Marine Safety Code (PMSC) was first published in March 2000 and revised by the Department of Transport in 2009. It aims to establish an agreed national standard for port marine safety and a measure by which harbour authorities can be held accountable for the legal powers and duties that they have to run their harbours safely. The format is that of the International Standards Organisation, ISO, for Quality Management Systems. The aim of this document is to describe and direct how the Littlehampton Harbour Board (LHB) complies with the PMSC and how it will continue to do so.

Littlehampton Harbour Board

The plans and policies for the harbour discharge the roles and statutory duties which are placed on the Harbour by the Littlehampton Harbour and Arun Drainage Outfall Act 1927 as modified by the Littlehampton Harbour Revision Orders of 1986, 1988 and 2015, and Part II of the West Sussex County Council Act, 1972.

The Board's responsibility and authority extends to "the River Arun and the estuary thereof below the line of high water mark of ordinary spring tides from the south side of Arundel Bridge, the seaward limits being defined by point A (North 50 degrees 48.014 minutes West 0 degrees 32.844 minutes), point B (North 50 degrees 47.865 minutes West 0 degrees 32.849 minutes), point C (North 50 degrees 47.858 minutes West 0 degrees 32.069 minutes) and point D (North 50 degrees 48.135 minutes West 0 degrees 32.055 minutes); and ... the quays, piers, landing places and all other works, land and buildings for the time being vested in or occupied or administered by the Board as part of the harbour undertaking, whether or not within the area described." (Littlehampton Harbour Revision Order 2015).

For the purposes of pilotage under Part I of the Pilotage Act 1987 the area is extended "three nautical miles on the west by an imaginary line joining Halnaker Mill and Middleton Church and on the east by an imaginary line joining Chanctonbury Ring and Goring Church" (Littlehampton (Pilotage) Harbour Revision Order 1988).

The Statutory Harbour Authority for Littlehampton Harbour is the Littlehampton Harbour Board, which includes 4 Members appointed by West Sussex County Council, 4 Members appointed by Arun District Council, 1 by the Environment Agency, 1 by the Board to represent Recreational Users of the Port and 1 by the Board to represent Commercial Users of the Port.

The terms of reference of the LHB are to administer Littlehampton Harbour in accordance with the Littlehampton Harbour Acts and Orders, 1927 to 2015 and the principles of governance promoted in Modernising Trust Ports (second edition) published 2009 by the DfT.

The 1927 Act incorporates certain sections of the 1847 Harbours, Docks and Piers Clauses Act that give the Harbour Master statutory powers concerning the management of the Harbour. The LHB is also a Competent Harbour Authority (CHA) under the Pilotage Act, 1987.

Managing Littlehampton Harbour - The Safety Management System.

The LHB is a safety conscious and a publicly accountable body. It is committed to undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public and the environment.

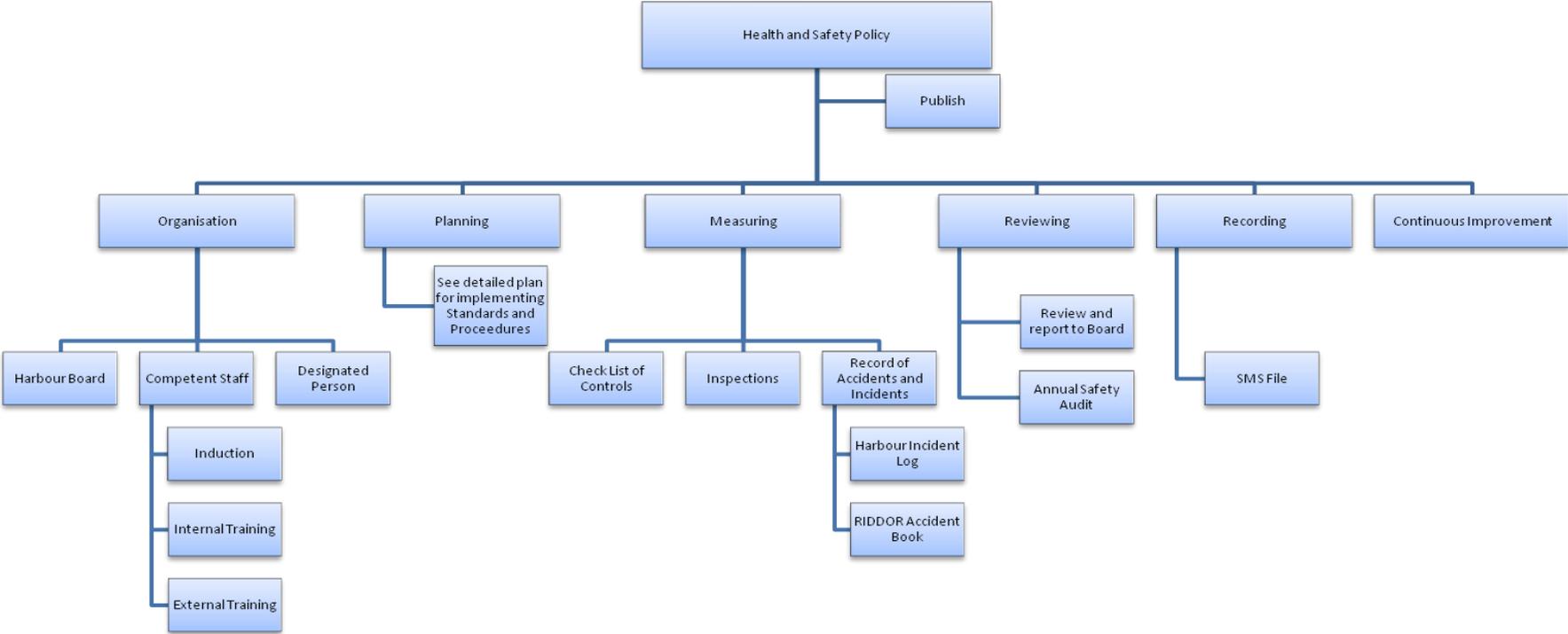
The safety procedures that form the plan to implement the safety management system are on Page 13.

Public Documents

Management of these safety controls and procedures are set out in existing public documents, which, together, form a cohesive web of management. As appropriate, relevant sections of these documents are cross-referenced to PMSC standards:

1. Littlehampton Harbour and Arun Drainage Outfall Act 1927
Littlehampton Harbour Board Byelaws, 1927, 1936 and 1950
West Sussex County Council Act, 1972
2. Harbour Revision Orders 1986, 1988 and 2015
Littlehampton Harbour General Directions 2015
Pilotage Directions and Pilotage Training Plan (2014)
Admiralty Charts 1991 (2012) and 1652 (2014)
3. Port Marine Safety Code (2009)
Guide to Good Practice on Port Marine Operations (2013)
Managing Trust Ports (2nd Ed.)
National Policy Statement for Ports (2011)
HSE Safety in Docks – Approved Code of Practice and Guidance
4. Littlehampton Harbour Board Constitution (2013)
Littlehampton Harbour Board Standing Instructions (SIs) (2012)
Littlehampton Harbour Board Staff Handbook
5. Littlehampton Harbour Board Safety Management System (SMS)
Littlehampton Harbour Emergency Plan (2011)
Littlehampton Harbour Oil Spill and Contingency Plan, ARUNSPILL (2011).
Littlehampton Harbour Waste Management Plan (2011)
The LHB Business Plan (2015)
Littlehampton Harbour Health & Safety and PMSC Risk Assessments
Littlehampton Harbour Standard Operating Procedures (SOPs)
6. Local Notices to Mariners (LNtMs)
Littlehampton Harbour Guide for 2016

OUTLINE CHART OF SAFETY MANAGEMENT SYSTEM



1. POLICY - SETTING A STANDARD

The Littlehampton Harbour board will manage the safety and sustainable development of an effectively run public corporation trust port and provide a friendly and efficient customer focussed service to all customers. The six core principles that underpin all the activities of the Harbour Board are safety, stakeholder involvement, value for money, environmental stewardship, a commitment to act as a catalyst for substantial economic development and provide support for local employment.

The LHB shall identify, quantify and manage the significant marine risks associated with Littlehampton Harbour. This will ensure there is proper control of movements of all vessels by regulating safe arrival, departure and movement within the harbour.

Existing powers shall be reviewed on a periodic basis, to avoid a failure in discharging duties or any risk exceeding powers of control.

Plans and reports shall also be published as a means of improving the transparency and accountability of harbour authorities, as well as providing reassurance to the users of port facilities. The LHB shall consider past events and incidents to recognise potential dangers and the means of avoiding them.

The key principles of Harbour management that the Board has adopted to achieve its objectives are:

- The shore and harbour should be managed together;
- There should be a co-ordinated effort between all those with responsibility for the harbour and its surrounding area;
- Meaningful consultation should continue;
- Change should be monitored and reported;
- Action should be taken to prevent the loss or degradation of the resource;
- Management strategy should be supported in development plans.

The LHB will provide a safe port within the limits of their jurisdiction, which is open to the public for the transportation of passengers and goods. They will ensure the safety of their harbour by exercising their statutory conservancy functions to a high standard. They will regulate the use of the harbour by maintaining the necessary byelaws and ensuring that these and other statutory regulations are appropriately enforced. The board will ensure such marine services as are required for the safe use of their harbour are available and are maintained and operated to a high standard.

The Board will ensure that current plans are available to deal with emergency situations and that the resources required to implement these plans are maintained and exercised.

The Policy incorporates input from officers, from staff and from harbour users as high standards of safety can only be achieved through dialogue and co-operation.

Littlehampton Harbour Board is committed;

- To ensure that the best channels for navigation are determined, marked and monitored;
- To monitor lights and marks used for navigation within their jurisdiction;
- To provide hydrographic surveys of the harbour when required for the maintenance of up-to-date charts (including diagrammatic charts of all mooring areas);
- To have an effective system for promulgating navigation warnings affecting the Harbour;
- To consider the effect of weather on harbour safety and promulgate warnings as required;

- To consider the effects on harbour safety of proposed changes in use or harbour works;
- To maintain up to date secondary legislation (byelaws and general directions as appropriate) in consultation with port users and enforce them so as to effectively regulate harbour use;
- To enforce all relevant statutory Harbour legislation, Health and Safety regulations, the Merchant Shipping Act and Harbour byelaws as necessary;
- To provide suitable resources to deliver effective marine services such as the provision of the pilot boat and harbour launch;
- To carry out all its functions with special regard to the possible environmental impact, protecting the character of Littlehampton Harbour;
- To operate efficiently and safely the Harbour workshops, machinery, plant, equipment, Harbour vessels, pontoons and boat storage compound;
- To ensure that suitable plans for emergency situations are maintained and regularly updated and exercised;
- To keep the duties and powers under review;
- To confirm the roles and responsibilities of key personnel at the harbour authority;
- To outline present procedures for marine safety within the harbour and its approaches, Standard Operating Procedures, Appendix 2 ;
- To measure performance against targets, after building a database recording incidents, including near misses;
- Refer to emergency plans that would need to be exercised; and
- Be audited on an annual basis.

All employees have a duty to;

- Take reasonable care regarding their own health and safety and that of other harbour users who may be affected by their acts or omissions;
- Comply with all harbour safety procedures laid down by Littlehampton Harbour Board;
- Report hazard, risk, accident, incident or near miss to the Harbour Master;

Harbour users operating both commercially and for pleasure are responsible for;

- Their own health and safety and that of other harbour users insofar as they may be affected by their acts or omissions;
- Complying with byelaws, directions and other regulations aimed at ensuring the safe use of the Harbour.

Health and Safety Management System;

The Littlehampton Harbour Board has adopted a health and safety management system in compliance with the principles set out in the Port Marine Safety Code.

The health and safety management system arising out of risk assessments, Appendix 1, includes policies for emergency plans, conservancy, the environment, management of navigation, pilotage and marine services.

Nominated Harbour Safety Officer

The Deputy Harbour Master is the Safety Officer. In his absence urgent harbour safety matters should be referred to the Harbour Master.

Emergencies in the Harbour

Emergencies where life is in danger must be notified at once to the Coastguard by dialling 999 or through VHF channel 16. Other emergencies should be notified to the duty Harbour Master by the quickest available means. The nearest A&E unit is at Worthing.

Reporting of Accidents, Incidents and Near Misses

The public are asked to bring matters of safety - all accidents, incidents and near misses – promptly to the attention of the Harbour Master at the Harbour Office, telephone 01903 721215 or 07775 743 078. Alternatively there is an online Accident or Incident Reporting Form available on the LHB website.

Mr Philip bush (Chairman)
Littlehampton Harbour Board

2. ORGANISATION

Accountability and Responsibility - The Duty Holder

In accordance with the PMSC, members of the Littlehampton Harbour Board are, jointly, the Duty Holder. They are collectively and individually responsible and they cannot assign or delegate their accountability for compliance with the Code on the grounds they do not have particular skills.

The Board has an established Safety Management System, the components of which are shown diagrammatically on Page 6.

The Littlehampton Harbour Board sets the policy and the strategy. The Harbour Master and staff provide the means of implementing the Policy.

Any decisions taken or policy set must take into account any issues related to harbour safety.

The consideration of such issues is to be minuted. The Board is responsible for deciding where risks are to be insured, disclaimers issued and notices displayed.

The delegation of responsibility is contained in the detailed job descriptions for all harbour staff.

The organisation of the harbour staff is shown in the Organisation Plan on Page 11.

The “Designated Person” as described in the PMSC is Nicholson’s Risk Management Limited.

The Designated Person has direct access to the Harbour Board.

Competence Standards.

The LHB shall assess the fitness and competence of all persons appointed to positions with responsibility for safe navigation. Employees of the Harbour are recruited and selected on their suitability to fill their job descriptions.

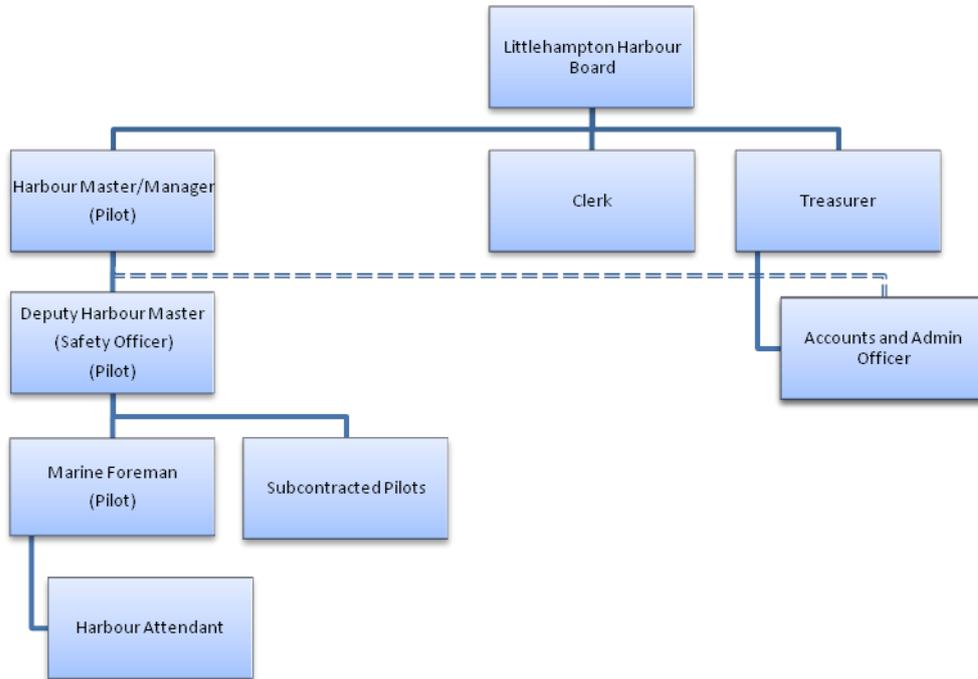
Employees are appraised annually and, at that time, their job description, performance and training requirements are reviewed. They are reminded of their safety duties set out in the Safety Policy and responsibilities and shown diagrammatically in the chart below.

Reports on harbour office staff are held in confidential personnel files in the harbour office.

Recruitment

The Harbour Master recruits suitably qualified staff within his reporting chain to fill the roles set out in the following Organisation Plan. Other positions are recruited by the Board.

2.2 LITTLEHAMPTON HARBOUR BOARD – ORGANISATION PLAN



2.3 TRAINING POLICY

It is recognised that the successful implementation of the Harbour's Safety Management System can only be achieved through a policy of continuous training, with regular reviews of specific training requirements.

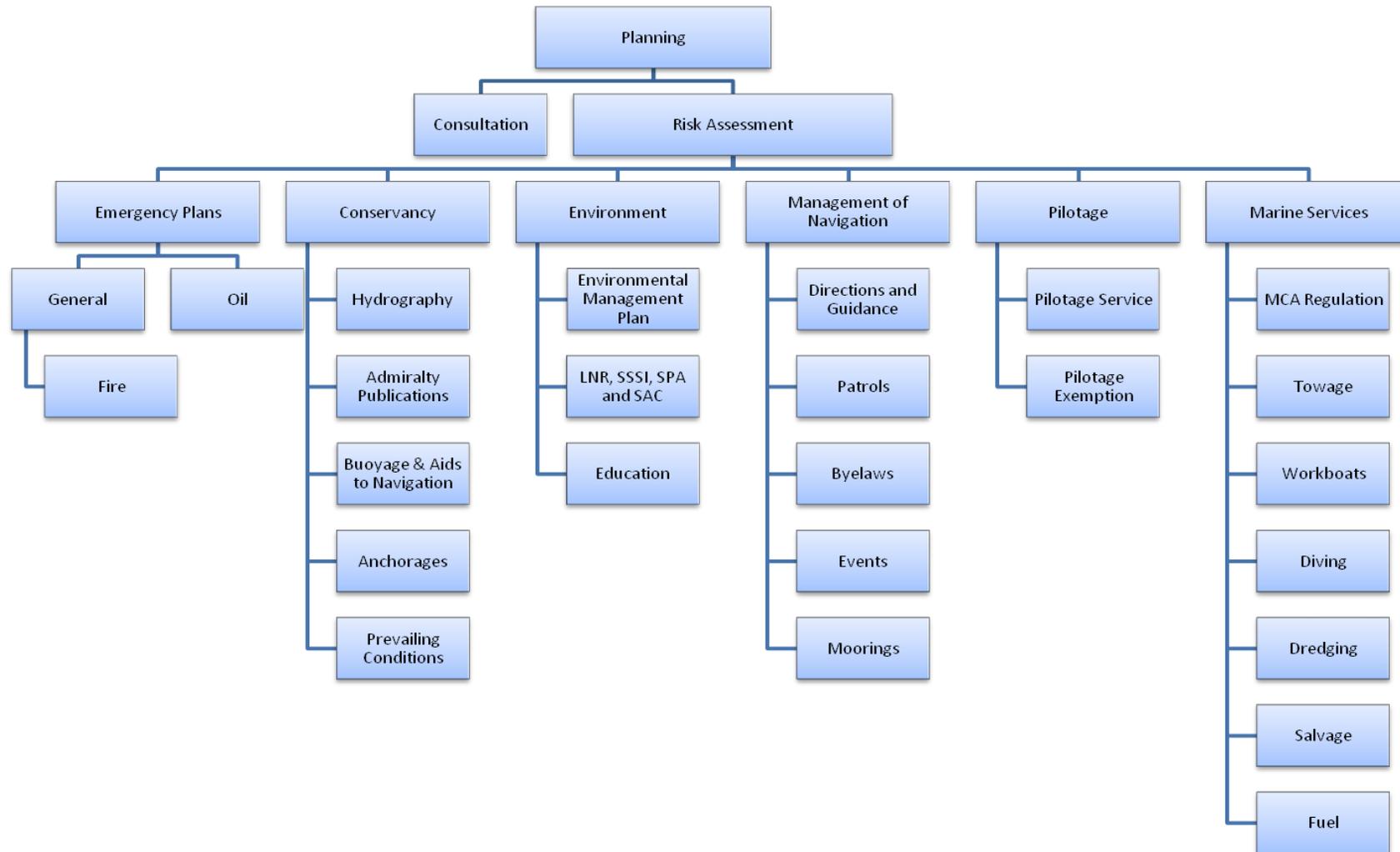
The training policy is to undertake training where appropriate for all members of staff in order to provide the services required by the Board and to meet the required standards. Officers and staff are to be suitably trained to be competent and qualified up to a minimum national standard to fulfil their roles within the organisation.

- Safety training is regarded as an indispensable ingredient of an effective Port Marine Safety Management system and programme, as it is with Health and Safety matters. It is essential that all involved in the management and operation of the port are trained to perform their roles safely.
- The main training profile for the Harbour Board is to ensure that all members of staff are qualified to operate the Harbour launches and the many items of equipment used in the daily operation of the Harbour. This includes the re-validation of these qualifications where necessary. Training is seen as continuous to meet the ever-increasing demands made on the Harbour management.
- All permanent members of staff working afloat have undertaken and qualified for the RYA Advanced Powerboat Level with commercial endorsement. Casual staff hold RYA Power Boat Level II or Safety Boat qualifications.
- There will be induction training for any seasonal staff prior to commencing their duties, in line with the requirements of the Port Marine Safety Code.
- It is vital that new members of staff are promptly qualified in those areas where deficiencies are recognised. Staff will not be permitted to undertake tasks without supervision unless they are adequately trained.
- Members of staff are trained both internally and externally to achieve the requisite level of competence. The importance of "on the job" training in the workplace (on the Standard Operating Procedures (listed on Appendix 2) is not underestimated. In house training forms an invaluable part in achieving high standards of safety and of quality.
- Records of training will show clearly the type and the date of training received and a schedule of future training requirements.

Regular staff meetings are held to ensure good communications and quality, both in service and in delivering health and safety.

3.1 PLANNING - RISK ASSESSMENTS AND SAFETY MANAGEMENT

Diagram of the various procedures for putting the safety policy into practice.



3.2 - CONSULTATION

Consultation is a continuous and wide-ranging process. It includes meetings with all users.

The main vehicle for consultation with harbour users, in line with the Guide to Good Governance, is the Stakeholder Safety Committee Meeting that sits four times a year, with representatives invited from

- Littlehampton Harbour Board
- Sussex Police – Police Port Unit
- Maritime & Coastguard Agency
- Charter Vessel Operators
- Littlehampton Marina
- Littlehampton Marina Berth Holders Association
- Arun Yacht Club
- RNLi
- Arun District Council Foreshore Officer
- Arun Youth Aqua Centre
- Ship and Anchor Marina
- Littlehampton Yacht Club
- Littlehampton Coastguard
- The Littlehampton Shipyard
- Harbour Park
- West Sussex Fire and Rescue Service
- Edible Sandwich, Arundel
- Littlehampton Sea Cadets
- The Environment Agency
- Mariners Quay Residents Association
- Osborne of Arun Group
- Tarmac
- Littlehampton Commercial Fishermen’s Representative
- Angmering Park Estate
- Bairds Farm

3.3 RISK ASSESSMENT

It is the policy of the LHB to have powers, policies, plans and procedures based on a formal assessment of hazards and risks, and to have a formal marine safety management system. The marine safety management system shall be in place to ensure that all risks are controlled – the more severe ones must either be eliminated or kept “as low as reasonably practicable” (ALARP).

Detailed Risk Assessments.

The activities and the responsibilities of the LHB are covered in 48 specified areas (listed on Appendix 1) for each of which there has been drawn up a detailed risk assessment following the principles laid down by the Health and Safety Executive and PMSC. Further specific Risk assessments are conducted as and when necessary.

The aim of this process is to eliminate the risk or, failing that, to reduce risks to “as low as reasonably practicable”. This means what it says and any activity for which control of the risk might be regarded as too expensive is prohibited.

Formal risk assessments shall be used to:

- identify hazards and analyse risks;
- assess those risks against an appropriate standard of acceptability; and where appropriate, consider a cost-benefit assessment of risk reducing measures.

The level of risk was determined after considering the risk to life, to the environment, to port operations and to port users. Risks are ranked in likelihood and severity.

The process of compiling the risk assessments is shown in a flow chart.

Each hazard is given a likelihood rating between 1 and 3; 3 being the more likely.

Against each hazard the severity of harm has then been assessed, both in terms of direct injury to people, property and environmental damage, again using a scale of 1 to 3.

For personal injury a “score” of 3 represents a major injury or a fatality.

For environmental damage, 3 is given if regional assistance is required.

Significant Risks

The likelihood is multiplied by the severity to establish significant risks. These are identified by those activities that produce a score of 6 or more on each Risk Assessment.

These risks must be mitigated by the implementation of specific control measures.

If for any reason the safety management system identifies a control measure that is not effective the activity is to cease until suitable control measures are in place and the risk mitigated to as low as reasonably practical.

There is a list ranking the most significant risks down to the lowest risks.

Risk Controls

The safety controls for the risks identified, listed on pages 17 to 20, are to be reviewed and amended where necessary.

Further Controls

The further measures necessary to bring the risks as low as reasonably practical, and in line with the policy to seek continuous improvement, are listed on page 33.

3.5 - REMOVE UNACCEPTABLE RISKS

THE GREATEST RISKS ARE IDENTIFIED IN THE RISK ASSESSMENTS

There is a preferred hierarchy of risk control principles

- eliminate risks - by avoiding a hazardous procedure, or substituting a less dangerous one;
- combat risks - by taking protective measures to prevent risk;
- minimise risk - by suitable systems of working.

No risk was assessed both as frequently occurring and the consequence being either a serious injury or a pollution incident requiring national assistance.

3.6 - MANAGEMENT OF SAFETY CONTROLS - CHECK LIST

TYPE	DETAIL OF CONTROL	MEMBER OF STAFF RESPONSIBLE	WHEN TO BE RECORDED
Navigation Buoys Etc	<p>LHB Duties, with quarterly PANAR reports, as implemented in compliance with guidelines of Trinity House, who inspect and audit annually.</p> <p>Navigation marks regularly checked. Vessel reports followed up.</p> <p>Lit navigation marks in harbour approaches.</p> <p>Retro reflective tape / reflective plates.</p> <p>Survey regime</p> <p>Siting of channel marks. On board control.</p> <p>Adequate fendering of quays.</p> <p>Emergency berth at Old Quay Wharf</p> <p>Temporary buoys ready for deployment</p>	LH JJ	Quarterly Daily
Patrol Boats	<p>The Harbour is patrolled during the day in the season and with security patrols in the winter</p> <p>Patrols, as LHB Standard Operating Procedures.</p>	LH	
Notices	<p>Local Notices to Mariners, published by post, on web site and e-mail. VHF Broadcasts, e.g. announcing commercial traffic movements.</p> <p>Harbour Office displays weather forecasts and tidal information in-season on the public notice board. Real time weather reports available on the internet. Weather at harbour Office available on LHB Website</p> <p>Signs and warnings, e.g. "Speed Limit 6.5 knots". Bye laws displayed. Notices directing no swimming at Fisherman's Quay & footbridge.</p>	BJ/LH JJ LH	As required. Reviewed annually
Publications	<p>Web site, http://www.littlehampton.org.uk with byelaws, weather links, realtime weather observations and safety advice. Annual Harbour Guide.</p> <p>Admiralty and other charts, Reeds Almanac.</p> <p>Accurate Tidal Information, tide boards throughout the harbour</p>	HM	Annually
Inspection	<p>Servicing of power washer, generator, water tank and trailer.</p> <p>Maintained pontoons, moorings - record of maintenance cycle, Ensure suitability of shores and other materials for boats out of the water.</p> <p>Electrical Tools: have in date inspection label. Visual examination</p> <p>Restrict workshop access to authorised personnel. Only use if machine and in good working order and guard, where appropriate, fitted.</p> <p>Portable equipment tagged in compliance with regs.</p> <p>Routine electrical testing – 5 year cycle and annual PAT test.</p> <p>Regular maintenance of company vehicle. No private use.</p>	JJ	Scheduled
Personal, Protective Equipment	<p>Life jackets -- worn by harbour staff when afloat or on quay side.</p> <ul style="list-style-type: none"> -- carried as ISAF Rules of Racing -- worn as Club rules. -- MCA advice on Safety at Sea, but no legal compul -- Life rings -- Boots, gloves, goggles and ear defenders <p>In summer sun hats, sun cream and sunglasses as req'd</p> <p>Personal Locator Beacons; Sea Marshall Man Overboard system</p>	JJ & LH	Quarterly

	on Pilot Boat		
Access and Guardrails	<p>The MCA may inspect ships. No requirement for guards on sailing boats. LOLER regulations cover the lifting equipment, such as the Davit. Those not involved in lifting are kept clear of craning area. Only LHB's slings used, inspected 6 monthly by qualified engineer and before each time they are used. Working quays are not normally guarded, as this would negate their function as loading and unloading points. Workshop berth-holders advised of dangers. Rail where fall possible from quay edge down to pontoon. All walkways with fence protection of harbour edge. Any open edges marked with yellow lines. Marked area for launching. Advisory notices in place. Non-slip grip surface at Town Quay and Pier Road. Adequate lighting at working area and use of portable lighting at Railway Wharf. Restrict access to workshops, temporary signage, control barriers if necessary. Offices: Locks on office doors. Clear access/good housekeeping. Portable personal alarm.</p> <p>Fuel:-Public have access to a fuel station on the marina. Workshop has Diesel in bunded tank, Petrol in 5 litre labelled cans behind workshop in flammable store. Fuel Dispensing law LHB SOPs.</p>	JJ & LH	When used
Hydrographic Survey	<p>As required by Harbour Master. Bar – Quarterly Shoal – photographic as required, pre and post dredge ops Berths – as required, seasonally, pre and post dredge Channel – as required Commercial Berths and Turning Circle– as required Pilots kept informed</p>	HM	Annually
Qualification Or Permits	<p>Experienced, trained Littlehampton Harbour staff. Commercially endorsed pilot boat cox'n</p> <p>Pilotage Directions and procedures, including CERS. Pilotage Direction: compulsory for all vessels over 60 gt., over 20m and carrying more than 12 passengers. <i>Erica</i> available to Assist</p> <p>Planned pilotage – Pilot requires advance notice of arrival. Restricted to tidal window. Passage planning on board vessel. Guidance Notes from MCA. Full appraisal of weather conditions. Entry not permitted when visibility dangerously low or wind over Force 5 Southerly. Vessels entering in ballast above F4 at discretion of HM and/or pilot. Guidance: max length 75m. PECs would be issued according to Littlehampton Harbour Pilotage Direction: Seasonal controls by patrol boats in the harbour to mitigate conflict with other vessels.</p> <p>Other powered craft are not subject to any official safety check.</p> <p>No licence or permit required for the public to sail in Littlehampton Harbour.</p> <p>PWC required to receive safety brief and register details with the harbour office.</p> <p>Fuelling berth subject to Local Authority licen. Dredging, Outfalls, Private Jetties, Hards and Sea Defences: - Littlehampton Harbour consent required, after method statement and specific risk assessment drawn up by approved Contractor, an environmental impact study, EA and MMO consent. The conditions of the licence will require safe working.</p>	<p>HM PILOT</p> <p>HM LH</p> <p>HM/DHM</p>	<p>Annual</p> <p>Every time</p>

	<p>Bye-law forbids amateurs from diving. Professional diving requires permit granted by Harbour Master.</p> <p>LHB to inform divers of underwater hazards, e.g. by the bridge.</p> <p>HSE qualifications and practices.</p> <p>Provide Risk Assessment and Method Statement to HA</p> <p>MCA Certificate requirements for trip and angling boats. The skippers are responsible and hold MCA certificate of competence. Plant to be operated by personnel not judged to be competent in its use.</p> <p>LHB adopts Inland Waters Small Passenger Boat Code. HB staff training law LHB SOPs.</p>		
Supervision & Instruction	<p>Capable and responsible Littlehampton Harbour management</p> <p>The MCA require evidence of qualification, training, first aid, fire fighting and sea survival.</p> <p>The public using Littlehampton Harbour need no qualification, training or ability.</p> <p>Responsible Harbour Staff manage the harbour operations, with job descriptions and procedures (SOPs). Lone working afloat by LHB staff avoided as far as possible. See LHB SOP on Lone Working.</p> <p>Reports in daily log include accidents and near misses. HM follows up with investigation, warning letter or prosecution, as appropriate.</p> <p>Safety awareness. PPE, including lifejacket. No waders or wet suits.</p> <p>Limitation on operating conditions (weather)</p> <p>Plant to be operated by competent personnel</p> <p>Chain saw qualified workshop staff</p> <p>Responsible organisers such as the sailing clubs and the sailing schools, with responsible race officers, who are trained (RYA courses). Choice of race areas suitable for wind and tide, particularly for juniors. Good communication between clubs and LHB staff. Harbour Office emails AYC to advise of shipping movements.</p> <p>HM comments on risk assessment from club/organisations when requested.</p> <p>Arun Yacht Club owns the scrubbing pile which has been condemned and appropriately signed.</p> <p>Bunkering checklist supplied to commercial craft</p>	<p>HM</p> <p>LH & JJ</p> <p>HM</p>	<p>Annually</p> <p>Daily</p> <p>As required</p>
Work Instructions and Procedures	<p>PWC required to receive safety brief and register details with the harbour office. See Standing LNtM.</p> <p>Nelson Steps cleaned where this is necessary : PPE/COSHH, Training, Restrict access with temporary signs. (Slipway cleaned by ADC).</p> <p>Use machine where risk of injury is considered unacceptable or where quantity of material to be moved exceeds capacity of manual workers.</p> <p>LHB vehicle not used to launch or to recover boats.</p> <p>Davit: Trained LHB staff are in charge.</p> <p>Each of the 3 contractors used have: Crane Inspection documentation in date, Driver's certification, method statement and insurance certificate.</p>	<p>HM/LH</p> <p>JJ</p> <p>HM</p> <p>LH & JJ</p>	<p>Ongoing</p> <p>Scheduled</p> <p>Pre- and post-season</p> <p>When Used</p>

	<p>Promulgate safety advice through Harbour Safety Group.</p> <p>Lines kept clear of propellers Clothing and equipment Use of LHB vessels - guidance to staff</p> <p>Vessel operating procedures Harbour Patrols. Nelson Steps and pontoons cleaned where this is necessary. PPE / COSHH, Training,</p> <p>Lifting: Use machine where risk of injury is considered unacceptable or where quantity of material to be moved exceeds capacity of manual workers. Power Washer, generator, water tank and trailer PPE, Training.</p> <p>Littlehampton Harbour Standard Operating Procedures (SOPs) provided for key tasks and reviewed at Team Meetings.</p> <p>No Smoking In LHB premises or yards. Appropriate FFE at hand during welding operations. Welding operations undertaken in buildings, behind screen, away from flammable materials. No Flammable materials permitted in vicinity of grinding or drilling operations. Only keep minimal quantities of fuel and stored in approved container Regularly remove waste to trolley with lid.</p>	<p>HM</p> <p>LH & JJ</p>	<p>When Used</p>
Storage of Petrol for own use	<p>Provision of approved, locked storage compartment remote from building Quantity of stored Petrol limited to 250 litres by Petroleum Regulations Provision of Dry Powder fire extinguisher in proximity of stored petrol Identification and demarcation of storage facility with signs. Prohibition of smoking, naked flames etc with approved notices Remove possible sources of ignition and maintain electrical installation to prevent sparking.</p>	<p>JJ</p>	<p>continuous</p>
Transport of petrol	<p>Small containers transported by car in 10 litre tanks Fire extinguishers provided for Works Vehicle.</p>	<p>JJ</p>	<p>continuous</p>
Command, Control & Coms	<p>Littlehampton Harbour Office monitors channels 71 and 16, during the working day and is on call to the HMCG 24 hours a day. The Duty Officer carries the duty mobile phone Support from LHB patrol boats – as above. Race Officer should contact Harbour Office to enquire of shipping movements (AYC procedures). Harbour Patrol staff warn any swimmers of the dangers. HM monitors boatyards for gross infringements of safety law and inform HSE if necessary. Good CCTV coverage. Reporting CQS at stakeholder meetings</p>	<p>LH & JJ</p>	<p>continuous</p>
Environment & COSHH	<p>Littlehampton Harbour Oil Spill and Contingency Plan, Tier 2, and Waste Management Plan, MCA approved. See staff training records. Notification requirements for hazardous cargo and vessel defects. Power wash only, no cleaning fluid. Painting: Ensure proper ventilation. COSHH assessment where appropriate. Thinners, petrol, diesel</p>	<p>HM</p>	<p>Annual</p>

	and oils. Quantity of waste oil at workshop in unbanded container limited to 200 litres max.		
Law	As authorised by: Littlehampton Harbour and Arun Drainage Outfall Act 1927, Merchant Shipping Act 1894, Harbour, Docks & Piers Clauses Act 1847, Harbours Act 1964 and Pilotage Act 1987. International Regulations for the Prevention of Collisions at Sea [IRPCS].	HM	Annual
Bye Laws	Littlehampton Harbour Board bye-laws, including Speed Limit and Care & Caution. Other non-enforceable consensuses: No boat to race within 5metres of a berthed boat	HM	Annual
Direction	Pilotage direction s.9. Powers of Direction. Powers of General Direction being introduced.	HM	Annual
Harbour Policy	Harbour business plan - DDA compliant.	HM	Annual
H & S Policy	H & S Policy for Harbour staff and PMSC Policy for Port Operations. Risk Assessments carried out and staff to work to SOPs	HM	Annual
H & S Management System	Management System for the LHB	HM	Annual
Training Programme	Annual training programme, including training for seasonal staff. See LHB SOP on Training.	HM	Annual
Procedures	LHB Standard Operating Procedures (SOPs), reviewed at Team meetings. Harbour closed for merchant vessel movements and escorts for commercial shipping to prevent conflict with small craft.	ALL	continuous
Emergency Plans	LHB Emergency Plan Notification requirements for hazardous cargo and vessel defects. H M Coastguard and RNLi emergency resources. Littlehampton Harbour Oil Spill and Contingency Plan, with regular staff training exercises and reviews. Supported National Contingency Plan. (Arunspill) Regulated VHF procedures and channel allocation. Fire Plans Fire Afloat Plan The premises are provided with appropriate FFE in each working space. <ul style="list-style-type: none"> • There is a regular maintenance contract for the servicing and inspection of FFE • The premises are signed to indicate escape routes. • The premises are fitted with a smoke/fire alarm system which is tested regularly • Water pumps on workboats • Procedure when faced with a boat on fire 	HM	Annual

3.6.2 EMERGENCY PLANS

Emergency Policy of the LHB:

The safety management system will include preparations for emergencies – and these should be identified as far as practicable from the formal risk assessment. Emergency plans need to be published and exercised.

Emergency Organisation and Management Responsibility

The Littlehampton Harbour emergency plans detail the immediate action to be taken by harbour staff and the emergency services in the event of most foreseeable emergencies.

The emergency response relies on the regulated VHF procedures and channel allocation.

They are held by all emergency services and local authorities.

The various emergency plans, in addition to the general Littlehampton Harbour Emergency Plan, comprise:-

1. H M Coastguard and RNLI emergency plans and resources with two inshore lifeboats.
National Contingency Plan
2. Littlehampton Harbour Fire Policy and Procedures
Littlehampton Harbour Oil Spill and Contingency Plan (Arunspill).
3. Life saving apparatus on pontoons
Harbour Office and Harbour Workshop:
Fire drill and fire practices
First aiders and first aid boxes.

Training for Emergencies

- Oil Spill Response Exercises
- Fire Practices
- Staff are shown reports published by MAIB

The MAIB Accident Reports and the Small Craft Digest are discussed at the monthly staff meeting. Electronic copies are also distributed to stakeholder organisations.

3.6.3 - CONSERVANCY

Conservancy Policy of the LHB

- A. LHB recognises its duty to conserve the harbour so that it is fit for use as a port, and a duty of reasonable care to see that the harbour is in a fit condition for a vessel to use it.
- B. LHB will aim to provide users with adequate information about conditions in the harbour.
- C. LHB recognises the extent of its duty and powers as a Local Lighthouse Authority; and specific powers in relation to wrecks.

Conservancy Organisation and Management Responsibility

Hydrography

LHB complies with the Hydrographic Office Code of Practice (2011) on the Provision of Hydrographic Information. Hydrographic records of channels in the harbour are maintained by the harbour office.

The authority has not undertaken maintenance dredging that required a Marine Licence from the new Marine Management Organisation. The navigation channels are monitored by echo sounder and other methods as appropriate and surveyed as required.

The Hydrographic Office receives all hydrographic information and Local Notices to Mariners produced by the Harbour.

Admiralty Charts 1991 (2011) and 1652 (2005) of Littlehampton Harbour are kept up to date.

Works and Dredging Licences

Licences for dredging, if required, will be obtained from the Marine Management Organisation.

Buoyage and Navigation Aids

The harbour has a comprehensive, well maintained and modern system of aids to navigation based on risk assessment and installed in consultation with Trinity House.

The Board inspects navigation marks under its jurisdiction in accordance with availability criteria laid down by the General Lighthouse Authority and effects maintenance and repairs as necessary. The alteration of existing marks and establishment of new marks is kept under review by the Board.

As Local Lighthouse Authority the Board communicates its requirements and the requirements of Trinity House to other bodies with responsibilities for maintenance of navigation marks in the harbour.

Aids to navigation under its jurisdiction are variously maintained by:

- a) Littlehampton Harbour Board
- b) West Sussex Council

Anchorage

The Littlehampton Harbour Board has authority under the 1847 Act and harbour byelaws to regulate anchoring, should that be necessary.

Prevailing Conditions

Conditions at the Harbour Office are available online via the Harbour website. The weather forecast is displayed at the Harbour Office in-season on the public notice board along with daily tidal curve. Tide times are provided throughout the year.

The RNLI also displays weather forecasts and tidal predictions by the public slipway, as does the Foreshore Office of Arun District Council at the Foreshore Office by the coastguard tower.

Further information is available on request from the Harbour Office and information is readily available in the media and on the web.

3.6.4 - ENVIRONMENT

Environment Policy of LHB

The LHB recognises its duty to exercise its functions with regard to nature conservation and other related environmental considerations.

The Board will undertake and regulate all harbour activities in a manner sympathetic to the environment and in accordance with the best principles and practice of conservation.

Environmental Management Plan

The policy and functional objectives for managing Littlehampton Harbour are contained in the Littlehampton Harbour Management Plan. It sets out how the harbour will be managed in an environmentally responsible and sustainable way to take account of its close proximity to the West Beach Local Nature Reserve (LNR) which is part of the West Beach Site of Special Scientific Interest (SSSI).

The Harbour Master maintains good liaisons and working links with Natural England and the Environment Agency, who are consulted on potentially damaging operations (PDO's).

The risk assessments identify environmental consequences of accidents and the controls to reduce the risks to as low as reasonably practical.

Emergency plans have been drawn up to deal with accidents that might potentially threaten the environment.

The Board regulates all harbour operations in accordance with local, national and international requirements for nature conservation.

Environmental works undertaken by the Board are subject to risk assessment and training needs will be identified by performance appraisal.

Waste Management

The Board maintains a waste management plan which is reviewed every four years.

Waste transfer records are maintained by the wharf operators.

Five separate bins are provided for visitors; paper, plastic, glass, household waste and international food.

The Board complies with regulations controlling the disposal of certain wastes.

Education

The Harbour Master and the Deputy Harbour Master give talks to local interest groups.

All known educational activities in the harbour are subject to risk assessments and are led by competent staff.

3.6.5 - MANAGEMENT OF NAVIGATION

Policy for Management of Navigation

- A. The LHB has rules in byelaws and directions, which every user must obey as a condition of his or her right to use the harbour.**
- B. The LHB recognises its duty to make proper use of powers to make byelaws, and to give directions and to regulate all vessel movements in its waters.**
- C. These powers shall be exercised in support of the policies and procedures developed in the LHB's safety management system, and should be used to manage the navigation of all vessels.**
- D. The LHB has clear policies on the enforcement of directions, and would monitor compliance.**
- E. If they were appropriate in a particular case, the powers of direction would be used to require the use of a port passage plan.**

Management of Navigation Organisation and Management Responsibility

LHB's risk assessments showed that VTS would be inappropriate and excessive; instead a Local Port Service is provided.

The Board endeavours to provide a fair and balanced opportunity for all recreational sectors to enjoy the harbour in safety through the application of local rules and directions, zoning and, where applicable, permits and licences.

The Board will apply restrictions and controls in accordance with risk assessments for specific activities and will in so far as this is practicable consult with user groups in identifying and imposing control measures.

Though LHB was granted powers of General Direction in the HRO of 2015. A set of General Directions (GDs) were issued by the Board in September 2015 and these are undergoing formal consultation prior to their adoption and the cancelling of Byelaws. Special Directions may be given as laid down in the HRO of 2015,

Events

The Board requires full information on all harbour events (in compliance with harbour Byelaws), including risk assessments where applicable. The Harbour Master works closely with all sailing clubs and organisations that use the harbour. Where necessary, special arrangements are made to promote the safety of the events they run.

Marina and Yacht Clubs

The Board through the Harbour Master liaises on safety issues with Littlehampton Marina and the two yacht clubs.

Plan: Directions and Port Passage Guidance

There is no standing requirement for any vessel in Littlehampton Harbour to file a port passage plan. The Board has a power of Special Direction under the Pilotage Act, 1987.

Patrols

The Harbour maintains a patrol presence on the Harbour to enforce byelaws and other directions during the day in the season and with security patrols in the winter. There are procedures for the conduct of patrols and for enforcement in accordance with Police and Criminal Evidence Code.

Byelaws

The Littlehampton Harbour Board has byelaws and is in the process of implementing Powers of General Direction to manage the hazards identified in the risk assessments. Byelaws will formally be cancelled by the Board once formal consultation on General Directions is completed.

3.6.6 - PILOTAGE

Policy for Pilotage

The LHB has a duty to keep the need for pilotage and any service provided under constant and formal review, including the issue of pilotage directions.

Organisation and Management Responsibility

The Littlehampton Harbour Board's Local Port Service as set out in the Admiralty List of Radio Signals and as published on the web. The LHB is fully Consolidated European Regulatory System [CERS] compliant. It provides a safe and efficient pilotage service and has powers to conduct or require pilotage, as both a Competent Harbour Authority (CHA) and a Statutory Harbour Authority (SHA).

There is a Pilotage Direction for Littlehampton Harbour where pilotage is compulsory for all vessels:

- over 60GT.;
- over 20m and carrying more than 12 passengers;
- any vessel engaged in towing or pushing another where the combined tonnage exceeds 60GT;
- any vessel greater or equal to 20m suffering a defect or deficiency that effects its normal ability to navigate and/or manoeuvre or its ability to comply with the requirements of the COLREGS and/or STCW.

Ship reports are logged for each arrival and information passed, as CERS, to the relevant authorities.

The Board has set out pilotage arrangements, regulations, procedures, directions and records to ensure operating procedures keep the risks as low as reasonably practical.

Pilotage Directions were last reviewed in October 2013.

Pilot Training

The Board has adopted a Pilotage Training Programme.

Pilotage Exemption Certificates (PECs)

Pilotage Exemption Certificates are issued in accordance with the Board's Regulations for Pilotage.

3.6.7 MARINE SERVICES

Policy for Marine Services

- A. The LHB safety management system shall cover the use of harbour craft and the provision of pontoons.**
- B. The formal safety assessment shall be used to identify the need for, and potential benefits for safety management of harbour craft.**
- C. The LHB shall ensure that Board vessels or craft which are used in the harbour are fit for purpose and that crew are appropriately trained and qualified for the tasks they are likely to perform.**
- D. The LHB shall ensure that byelaws and the power to give directions are available for these purposes.**

Marine Services Organisation and Management Responsibility

Craft Regulation

MCA or Local Authority Certification is required for commercial vessels, including trip boats, venturing outside the Harbour Limits.

Vessels and Skippers of chartered boats or passenger vessels operating for commercial gain and venturing outside the Harbour are regulated according to MCA Codes of Practice.

Towage

Only those staff that have successfully completed in-house towage training are permitted to take vessels in tow.

Workboats.

There are Standard Operating Procedures and mandatory training requirements for the safe operation of the Board's workboat and pilot boat, based on risk assessments for these operations.

Diving

Diving within the harbour requires the Harbour Master's written consent.

HSE Commercial Diving standards and practices must be complied with.

Dredging

Dredging is subject to MMO licensing. A Maintenance Dredge Baseline document is being drafted by the LHB to outline current practices along with licensable and exempt activity.

Salvage

Only experienced staff would be authorised, following risk assessment, to get involved in a salvage operation.

Fuel

There is bunkering of berthed commercial vessels by road tanker and with formal check list. Smaller commercial boats are generally fuelled by hand from containers brought to the their pontoons. The Littlehampton Marina supplies fuel to the public. The harbour supplies fuel to commercial operators from its bunded tank at the Workshop, and a small amount of petrol is stored in a fire resistant cabinet outside the workshop.

4. MEASURE COMPLIANCE

Measuring Policy

- A. The LHB will measure health and safety performance against predetermined standards.**
- B. Performance in complying with the LHB safety management system will be required to meet the national standards as laid down in the Port Marine Safety Code.**
- C. Appropriate performance indicators will be set.**
- D. All accidents, incidents and near misses will be recorded and used to assist in assessment of the effectiveness of the Harbour Safety Management System.**

Recording accidents and incidents

Major incidents are subject to immediate investigation to establish cause and to validate control measures. The reporting requirements of RIDDOR and of the MAIB are followed.

Incidents, accidents, complaints and near misses are recorded in the MarNIS software tool Incident Log with contemporaneous information. This log records follow-up action where appropriate and is used to generate yearly KPIs and identify trends.

Safety Inspections and Checklist of Controls

There is also a checklist of control measures (Pages 17 to 21). Against each control is stipulated when each control measure is to be checked and by whom.

5. REVIEW

The LHB will monitor, review and audit the marine safety management system on a regular basis. Performance of the system shall be assessed against internal performance indicators and where appropriate, by benchmarking against other ports that have adopted good practice.

Procedure for Reviews

The Harbour Master will include both in his staff meetings and in the Board Meetings a review of any accidents, incidents or near misses.

Investigations by the Harbour Master of marine incidents have two essential purposes:

- a) to determine the cause of the incident, with a view to preventing a recurrence of that incident (or similar); and
- b) to determine if an offence has been committed: if so, there may be the need on the part of a harbour authority to initiate enforcement action that may lead to prosecution in their own right or through an agency of another authority such as the Police or the MCA.

By ensuring that a robust, rigorous, independent investigation has been carried out, the LHB as the duty holder can be assured that their obligations for compliance have been addressed.

Any conclusions from investigations or lessons learned will be included in the minutes together with measures being taken to prevent a recurrence. If appropriate a more detailed report will be submitted to the Harbour Board, Arun District Council's Health and Safety Officer and/or the MAIB, to the chief inspector and any other appropriate authorities, by the quickest means available.

Where necessary the MCA may undertake a verification visit. These verification visits are usually arranged following an MAIB investigation into an incident, but could also be triggered by other indicators of non-compliance.

Annual Review and Report

Every year Nicholson's Risk Management Limited will conduct an audit of the Safety Management System. A report will be given to the Board each year giving an overview of accidents and failures during the year, with recommendations for addressing shortcomings.

Notwithstanding this report, the system will be kept under continuous appraisal and immediate action taken where necessary. Such appraisals will include

- Safety inspections;
- Continuous appraisal;
- On-going Hazard Identification;
- Evaluation of Standard Operating Procedures and their effectiveness;
- Assessment of incident/accident reports;
- Re-evaluation of risks;
- Input of informal observations and reports.

In addition to the continuous management of the system described above, the SMS will be subject to annual review against the background of staff appraisals and performance monitoring. For this purpose the Board will:

- Review job descriptions in accordance with the changing needs of the Board;
- Provide advice and training where necessary to meet objectives;
- Ensure that reporting and recording procedures are sufficient to meet the needs of the SMS;
- Provide resources to ensure that the SMS is effective and evolutionary. Resources will be made available to enable an external audit of the SMS when appropriate.

Once every three years, the MCA will ask the duty holder to confirm in writing whether LHB is complying with the Code.

6. RECORD AND PUBLISH

The Harbour is careful to maintain due diligence records. This Safety Management System is itself clear evidence of care and commitment. The risk assessments provide considerable further examples of how the safety policy has been put into practice.

Publication of Plans and Reports

To demonstrate LHB's commitment to maritime safety and ensure the involvement of harbour users, the safety plan for marine operations (SMS) shall be published every year at an LHB meeting open to the press and the public. This plan shall illustrate how the policies and procedures will be developed to satisfy the requirements under the Code. It shall commit the authority to undertake and regulate marine operations in a way that safeguards the harbour, its users, the public and the environment. It shall refer to commercial activities in the harbour; the efficient provision of specified services and the effective regulation of vessels. It shall also explain how commercial pressures would be managed without undermining the safe provision of services and the efficient discharge of its duties.

The LHB, as duty holder, will also publish in the Annual Report an assessment of the harbour authority's performance against the plan. Information gathered from the monitoring and auditing of the marine safety management system, shall be used to support the analysis and conclusions

7. CONTINUOUS IMPROVEMENT

The object is to make continual improvement to the quality of the harbour management system and to provide customer satisfaction, which will be measured.

LHB shall establish, document, implement and maintain a management system and continually improve its effectiveness.

The specific improvements proposed for 2016 are as follows,

Infrastructure

- Pursue the plan to improve facilities for the fishermen beyond the bridge, east side.

Risk Controls

- Review the Littlehampton Harbour Emergency plans.
- Implement the Harbour Revision Order with Powers of General Direction through due process of further consultation and revision of General Directions.
- Review implementation of the risk controls identified through the MarNIS exercise. Put in place a programme for checking that the identified risk controls are kept in place. Allocate a manager to each risk control. List controls not yet in place to reduce risks to “As low as reasonably practical” and set dates for implementation.
- Improve signage specific to the dangers of launching and recovery on the steep slipway.
- Continue to monitor the safe navigation of merchant vessels that regularly visit.
- Continue with the training programme.
 - Maintain the training records
 - Run a calendar of safety topics.
 - The Standard Operating Procedures to be reviewed progressively in team meetings.
 - The Risk Assessments to be reviewed annually and signed off by Harbour Master.

Governance

- Draw up an Enforcement Policy (with procedures) to make it clear how a decision to prosecute is arrived at.
- Adopt the Business Plan 2015, with a refreshed mission statement.
- Continue to ensure that the efficient and safe running of Littlehampton Harbour is not compromised by budgetary constraints at Local Authority level.
- Follow the accepted good practice in the Modernising Trust Ports: a Guidance to Good Governance for the appointment of Board Members.

APPENDIX 1

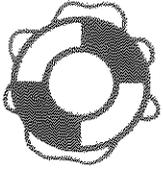
RISK ASSESSMENTS

Marine Ops	Sinking/capsizing	Merchant Shipping alongside Small Leisure/Fishing or Other Vessel on Mooring Leisure/Fishing Vessel underway Dinghies/Rowing Boats/Tenders/Kayaks/Paddle Boards in River
	Collision both underway	Merchant Shipping - Smaller Vessel Small Leisure/Fishing or Other Vessel - Small Leisure/Fishing or Other Vessel PWC - Any Other Vessel
	Collision not underway	Merchant Shipping - Smaller Vessel Small Leisure/Fishing or Other Vessel - Small Leisure/Fishing or Other Vessel PWC - Other Vessel
	Contact floating object	Small Vessel or PWC and Debris Any Vessel or PWC and Swimmer
	Contact Fixed object	Merchant Shipping - Entrance Merchant Shipping - Docks Leisure/Fishing Vessel
	Grounding/stranding	Merchant Shipping - Entrance Merchant Shipping - Docks Leisure/Fishing Vessel
	Fire/explosion	Fire afloat
	Non-accidental Event	Vandalism
	Environmental	Fuelling Ops - Bunkering Fuelling Ops - Commercial/Leisure at Marina or Workshop
Public Access	Public ashore	Public Access to LHB Pontoons Public Slipway Other Supervised Slipways (LM,AYC,LYC)
Employee Activity	Work afloat	Patrolling Ops Workboat Ops Salvage and Rescue Ops Maintenance Ops (incl. AtN) Pilotage Ops Diving ERICA - Bed Levelling ERICA - Towing ERICA - Craning and Slinging

		ERICA - Inland Passenger Code
	Shore based ops	Craning and Slinging Ops Chainsaw/Petrol Cutter Driving Workshop Office Bridge Working on Commercial Wharf
Fuel	Fuel Spill	LHB Fuelling Ops Other Independent Fuelling Ops
Fire	Fire ashore	Workshop Office
Events	Event Planning	Regatta Other non LHB Events

STANDARD OPERATING PROCEDURES

- 1 Office Daily Tasks
- 2 Training
- 3 Invoices and Contacts
- 4 Banking and Accounts
- 5 Lone Working and Staff Security
- 6 Patrols
- 7 Smoking, Alcohol and Substance Misuse
- 8 Shipping
- 9 Bridge
- 10 Crane
- 11 Removal of Vessels
- 12 Section 43 Applications
- 13 Till Operation
- 14 Harbour Management System
- 15 Streamline Card Machine
- 16 Credit and Debit Card Accounting Procedures
- 17 Fuel Dispensing
- 18 Fresh Water for Merchant Vessels.



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The Harbour Master,
Harbour Office,
Pier Road,
Littlehampton,
West Sussex
BN17 5LR

13 November 2015

Dear Billy,

Port Marine Safety Code (PMSC) Compliance Audit

During the audit a Safety Management System, Issue 9, to be dated 1 January 2016 has been drawn up to reflect changes in Board Members, the new list of proposed continuous improvements, the modified procedure for assessing risk and the updated schedules of risk controls and Standard Procedures. Enclosed is the formal audit report on this system.

While carrying out the audit the following issues were examined,

1. Activities in Littlehampton Harbour

Harbour activities continued with the mix of commercial and leisure. The visits from commercial ships has been running at budgeted levels. Leisure craft were also at expected levels before the poor weather in August. Mooring income was slightly down.

The East Bank Flood Defence Project was completed in the Spring.

The scope, efficiency and safety of harbour staff activities afloat and pilotage have been enhanced with the introduction of the new pilot/workboat, *Erica*.

2. Changes in Legislation

The Statutory Instrument has been issued by the MMO for the Harbour Revision Order granting Powers of General Direction (to include jet-ski definition as a vessel). This will improve enforcement when the final consultation process is completed and the General Directions can be implemented.

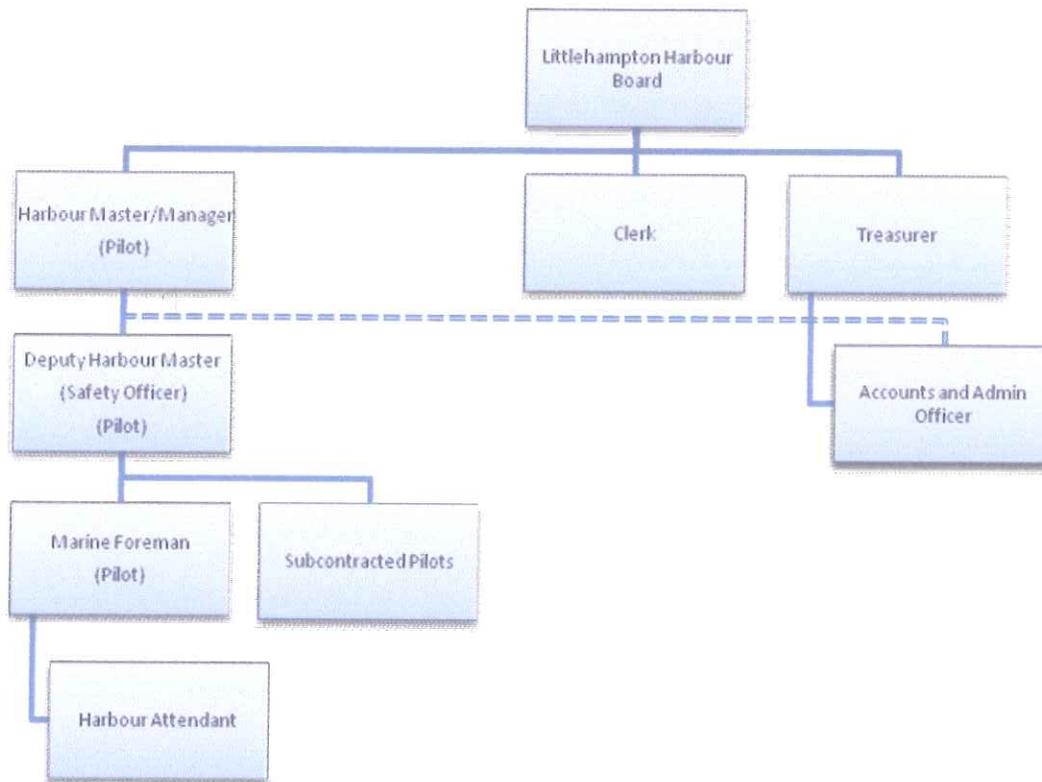
There were no other changes in legislation or accepted best practice to effect the management of Littlehampton Harbour.

3. Changes in organisation and staffing.

The Deputy Harbour Master qualified as a Littlehampton pilot in January 2015. With three qualified pilots Littlehampton Harbour has adequate in-house backup and is now unlikely to have to call for support from other harbours.

There have been a number of changes to the Harbour Board, including the appointment of a new chairman and a new commercial user's representative.

Otherwise there have been no changes in Harbour management.



4. Accidents and Incidents

There were no deaths, no fires, no serious injuries and no RIDDOR reportable accidents in the harbour.

There was one environment issue that was the subject of a formal Pollution Report, and the investigation found that there had been a leak from an industrial estate. Action has been taken to prevent a reoccurrence.

There was also one incident the subject of an MAIB Report, after there was damage to the bow of the Ben Varrey when berthing. Now the presence of *Erica* greatly reduces the risks when docking.

Detailed accident and incident statistics have been showing a decline. Though this year there will be an increase on last year it will probably be less than the year before.

5. Risk Assessments

All the marine risk assessments have been drawn up afresh using the MarNIS format. The risk controls identified this way are being reconciled with those already listed, allocated to a particular manager and systematically reviewed.

6. Are the “customers” requirements being satisfied?

The number of Stakeholder Safety Committee Meetings has been doubled from two to four a year. Representatives at the last meeting came from:

- Arun Yacht Club
- Sussex Police – Police Port Unit
- Osborne of Arun Group
- Cllr Ian Buckland
- Yacht LEONA
- Angmering Park Estates
- H M Coast Guard
- Littlehampton Charter Fisherman
- Littlehampton Sea Cadets
- RNLI Beach Patrol
- RNLI Lifeboat Station

The meetings discussed, amongst other things, speeding above the bridge, the wreck by the harbour entrance, the drifting of Arundel buoy and the imminent authorisation of General Powers of Direction.

9. Where actions were identified last year to bring the risks to As Low as Reasonably Practical [ALARP], the following have been completed,

- Obtain the Harbour Revision Order with Powers of General Direction
- Replace the pilot boat, which also serves as a workboat.
- Replace the lights on the footbridge.
- Improve governance and the quality of debate by having more Stakeholder Meetings open to the public and less public involvement at the fewer Board Meetings.
- Transfer the risk assessments into the MarNIS software tool.

10. Policy of continuous improvement, the plan for next year.

Infrastructure

- Pursue the plan to improve facilities for the fishermen beyond the bridge, east side.

Risk Controls

- Review the Littlehampton Harbour Emergency plans.
- Implement the Harbour Revision Order with Powers of General Direction through due process of further consultation and revision of General Directions.
- Review implementation of the risk controls identified through the MarNIS exercise.
Put in place a programme for checking that the identified risk controls are kept in place. Allocate a manager to each risk control.
List controls not yet in place to reduce risks to “As low as reasonably practical” and set dates for implementation.
- Improve signage specific to the dangers of launching and recovery on the steep slipway.
- Continue to monitor the safe navigation of merchant vessels that regularly visit.
- Continue with the training programme.
Maintain the training records
Run a calendar of safety topics.
The Standard Operating Procedures to be reviewed progressively in team meetings.
The Risk Assessments to be reviewed annually and signed off by Harbour Master.

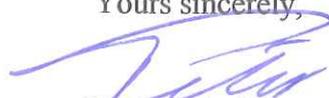
Governance

- Draw up an Enforcement Policy (with procedures) to make it clear how a decision to prosecute is arrived at.
- Adopt the Business Plan 2015, with its refreshed mission statement.
- Continue to ensure that the efficient and safe running of Littlehampton Harbour is not compromised by budgetary constraints at Local Authority level.
- Follow the accepted good practice in the Modernising Trust Ports: a Guidance to Good Governance for the appointment of Board Members.

Thank you for the invitation to attend the next board meeting, on Monday 23rd. Should the Harbour board consider it useful I would be pleased to attend the meetings at which the revised Safety Management system is tabled and the PMSC audit discussed.

Do let me know if I can be of any help meanwhile.

Yours sincerely,



Peter Nicholson



Nicholsons

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REPORT

To the Littlehampton Harbour Board.

We have reviewed compliance with the Safety Management System during the past year and conclude that in our opinion the Littlehampton Harbour Board have complied with the Port Marine Safety Code.

The new Harbour Revision Order, some minor changes in documentation and a fresh list of planned improvements have led to the drawing up of a revised issue of the Safety Management System.

We have reviewed this updated Safety Management System (version 9), to be dated 1 January 2016. In our opinion the Safety Management System now in place complies with the requirements of the Port Marine Safety Code in enabling the Littlehampton Harbour Board to continue to set out its safety policies, the organisation for putting these policies into practice and the procedures for a planned and systematic approach to policy implementation.

Nicholsons Management Ltd

13 November 2015

LITTLEHAMPTON HARBOUR BOARD**Agenda item 11****Report to:** Littlehampton Harbour Board**Report on:** The Interim Internal Audit Report November 2015**Report by:** Treasurer to the Board**Date:** 4th January 2016**Introduction**

The Board is statutorily required to maintain an adequate and effective system of internal audit of its accounting records and its system of Internal control. This is usually achieved by carrying out two audits per annum, one interim and one timed to review the Board's records and procedures after the books have been closed at the financial year end.

The Internal Auditors Report on the outcome of the interim audit carried out in November 2015 is attached to this report

Findings

The Internal Auditor has highlighted two items that require attention:

The first relates to the omission from some purchase orders or invoices of the relevant accounting code. The responsibility for this lies with the originator of the purchase documentation who should be aware of the "budget head" against which the expense is being drawn. However if the item is unbudgeted it may not be clear at the point of procurement which relevant code will apply. In this case the code has to be agreed at the very latest at the point of entry to the Board's accounting software (SAGE) and the code should be physically recorded on the supporting documentation at that point to ensure a robust audit trail. The Harbour Manager and the Accounting and Administration Officer will need to ensure that this is complied with in future.

VAT missing from on line purchase documentation; Unfortunately this is a common problem with purchases made on line, The Accounting and Administration Officer has agreed to use her best endeavours to ensure that all VAT claims are made against a valid tax invoice or receipt.

RECOMMENDATION :

That the Board note the findings of the Internal Auditor and the Officers agreed action to rectify the issues

C.C. Braby 4th January 2016

16 November 2015

LITTLEHAMPTON HARBOUR BOARD

INTERIM INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2016

INTRODUCTION

An internal audit of the Harbour Board's financial records for the year 2015/2016 has recently been completed. The audit included all financial transactions for the period 1 April 2015 to 31 October 2015 inclusive.

The audit was undertaken in compliance with the requirements of the Local Harbour Boards Governance and Accountability Guidance, and of Part 2 of the Accounts and Audit (England) Regulations 2011.

Regulation 6 of the Accounts and Audit (England) Regulations states that the Board shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control, and any officer or member of that body shall, if the body requires -

- (a) make available such documents of the body which relate to its accounting and other records as appear to that body to be necessary for the purpose of the audit; and
- (b) supply the body with such information and explanation as that body considers necessary for that purpose.

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE AND FINDINGS

At this visit I carried out the following tests on internal controls:-

- 1) Review of recording of income – I agreed sales invoices to the Sage nominal codes. I agreed credit card listing, and cash receipts for September 2015 to the bank statements and to the sales invoices. There is a clear audit trail and all cash / credit card receipts clearly identify payment method, and are attached to their own separate listing which is then posted to SAGE.
- 2) Review of purchase orders, purchase invoices and payments – I vouched a selection of purchase invoices for the entire period from the purchase order, to the invoice, and also confirmed that the invoices had been recorded correctly in the SAGE nominal ledger. I agreed all payments in June 2015 to the BACS listing, bank statement and invoices
- 3) Review of credit card account and posting of credit card payments / matching to purchase orders
- 4) General review of the nominal ledger to confirm that items have been recorded in the correct codes, and in a consistent manner.

FINDINGS AND RECOMMENDATIONS

- 1) The SAGE code is not always recorded on the purchase order or purchase invoice. This makes it difficult to trace the invoice to the nominal ledger. Kerrie will make sure the code is recorded if it has not already been done by Billy / Lee.
- 2) VAT has been claimed on purchases from Amazon without a VAT number or valid VAT receipt. Kerrie will endeavour to ensure such orders have VAT details on in future before claiming any VAT.

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to the Harbour Board that the financial systems and internal controls are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Harbour Board's financial position.

.....

RACHEL HALL (ACA)
16 November 2015

LITTLEHAMPTON HARBOUR BOARD

Agenda item 12

MEETINGS AND AGENDA PREPARATION TIMETABLE - 2016/17

Agenda Items to Clerk	Reports to Clerk	Agenda Preparation Meeting 1000 hrs	Despatch Date by 1600 hrs	Board Meeting Date 1000 hrs
Thu 21 April 16	Mon 25 April 16	Fri 29 April 16	Thu 05 May 16	*Mon 16 May 2016
Thu 16 June 16	Mon 20 June 16	Fri 24 June 16	Thu 30 June 16	Mon 11 July 2016
Thu 18 Aug 16	Mon 22 Aug 16	Fri 26 Aug 16	Thu 1 Sept 16	Mon 12 Sept 2016
Thu 13 Oct 16	Mon 17 Oct 16	Fri 21 Oct 16	Thu 27 Oct 16	Mon 7 Nov 2016
Fri 23 Dec 16	Fri 30 Dec 16	Fri 6 Jan 17	Thu 12 Jan 17	Mon 23 Jan 2017
Thu 23 Feb 17	Mon 27 Feb 17	Fri 3 March 17	Thu 9 March 17	Mon 20 March 2017

*Annual Meeting

Personnel Sub-Committee and Audit Sub-Committee Meetings are arranged separately

Meetings for Stakeholders to be held on Tuesday 5 April 2016; Tuesday 5 July 2016; Tuesday 4 October 2016 and Tuesday 3 January 2017