



## LITTLEHAMPTON HARBOUR BOARD

### NOTICE OF MEETING – MONDAY 6 FEBRUARY 2017

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

A Meeting of the Littlehampton Harbour Board will be held **in Committee Room 1, Arun District Council, Maltravers Road, Littlehampton** on **Monday 6 February 2017** commencing at **10.00 hours** and you are requested to attend.

**Sue Simpson**  
**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. Public Questions (15 mins)**

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.



**6. \*Minutes of the meeting held on 5 December 2016 (p 3) (5 mins)**

To approve as a correct record the Minutes of the previous Board meeting held on 5 December 2016.

**7. \*Harbour Operational Report (p 11) (10 mins)**

To receive the Harbour Master's Operational Report.

**8. \*Treasurer's Report (p 15) (10 mins)**

To receive a report from the Treasurer relating to Income and Expenditure.

**9. \*Interim Internal Audit Report (p 19) (5 mins)**

To receive a report from the Treasurer on the outcome of the Interim Internal Audit Report.

**10. \*Port Marine Safety Code (PMSC) Review (p 23) (5 mins)**

To receive a report from the Harbour Master on the review of the PMSC.

**11. Personal Watercraft (PWC) Management Policy (p 65) (5 mins)**

To receive a report from the Harbour Master on a PWC Management Policy.

**12. \*Minutes of Stakeholder Group meeting held on 10 January 2017(p 66)(5 mins)**

To receive the minutes of the meeting of the Stakeholder Group held on 10 January 2017.

**13. \*Corporate Complaint's Procedure (CCP) (p 75) (5 mins)**

To receive a report from the Clerk on the LHB's CCP.

**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 5 December 2016 (p 77) (2 mins)**

To approve as a correct record the Confidential and Exempt Minutes of the previous Board meeting held on 5 December 2016.

**16. Chairman's Update (10 mins)**

To receive an update on current issues from the Chair.

**Date of next meeting: Monday 20 March 2017.**

**MINUTES OF THE MEETING**      **AGENDA ITEM 6**  
**OF THE LITTLEHAMPTON HARBOUR BOARD**  
**HELD IN COMMITTEE ROOM 1 AT THE ARUN DISTRICT COUNCIL CIVIC**  
**CENTRE, MALTRAVERS ROAD, LITTLEHAMPTON ON**  
**MONDAY 5<sup>TH</sup> DECEMBER 2016 AT 10AM**

**Present:** Mr P Bush (Chairman)  
Councillor Elkins (Vice Chairman)  
Councillor Blampied  
Councillor Buckland  
Councillor Clayden  
Mr R O'Callaghan  
Councillor Peters  
Mr Squires  
Councillor Dr Walsh

**In Attendance:** Mrs S Simpson, Clerk to the Board  
Mr C Braby, Treasurer to the Board  
Mr B Johnson, Harbour Master  
Mrs J Harris (Notes Secretary)

**67. WELCOME AND NOTICES**

The Chairman welcomed everyone to the meeting. He reported that in response to a request from the Stakeholder Group Public Questions had been brought forward to the beginning of the meeting.

**68. 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.

**69. APOLOGIES**

Apologies were received from Mr Marchant.

**70. DECLARATIONS OF INTEREST**

Councillor Buckland declared a personal interest across the agenda in matters relating to Littlehampton Town Council and Arun District Council as Town and District Councillor.

Mr Bush declared a personal interest in agenda item 10, The Proposed Budget for 2017/18 Budget and Schedule of Charges as he paid Harbour Dues.

## **71. PUBLIC FORUM**

- 71.1 There were 14 members of the public present. Observing that the change in the running order was requested by Stakeholders, Members of the Board hoped that this would give members of the public an opportunity to have more input into the Board's discussions. Before opening the meeting to questions from the public gallery, the Chairman reminded those present of the protocol for raising questions.
- 71.2 Observing that the vessel Port of St David had changed moorings, Mr Chapman asked how much was being paid for the use of the District Council's mooring.
- 71.3 The Harbour Master confirmed that the vessel had swapped moorings and that nothing had been paid.
- 71.4 Mrs Boyce of the Littlehampton Yacht Club addressed the Board regarding the Section 43 relating to repairs to their slipway. Having submitted the materials and methodology statement to the Harbour Master she asked why the Section 43 had not been granted and if the Members of the Board had visited the area.
- 71.5 In response the Chairman stated that the LHB's requirements for a Section 43 application had not been submitted and referred Mrs Boyce to the LHB's website.
- 71.6 Observing the use of some large equipment at the mouth of the Harbour, Mr Terry Ellis of the Littlehampton Civic Society and Community Charter Group asked for information about the nature of the works being carried out.
- 71.7 The Harbour Master reported that this related to repair work that had been undertaken to the West Works and ground works that had been required to facilitate it.
- 71.8 Regarding the continued levy of pontoon charges Mr David Robinson stated that, in his view, the Board was acting outside its powers in making such charges and that this could render the remaining charges under the Schedule of Charges void. Having examined the legislation under which the Board was constituted he was greatly concerned at the implications for Members of the Board if this was the case and asked that the proposals be withdrawn and the legal implications investigated. In response the Chairman noted that parts of his question were under legal consideration, but he undertook to respond in writing where possible.
- 71.9 Regarding the proposed Schedule of Charges for 2017/18, Mr Boyce asked if the charges for administrative work included Section 43s.
- 71.10 The Harbour Master confirmed that charges for Section 43s were included.
- 71.11 Mr Boyce stated that under the Littlehampton Harbour and Arun Drainage Outfall Act 1927 the Board must provide written consent for works in the river. Pointing out that the Act also specified how the Board should raise funds; he questioned why a further charge was needed.
- 71.12 The Chairman asked Mr Boyce to put his request in writing to which Mr Boyce responded that this was pointless as he never received a reply. The Chairman restated the protocol for public questions and again asked Mr Boyce to put his question in writing.
- 71.13 Hazel Duncan reported that she had witnessed children climbing underneath the metal fencing. Concerned at the Health and Safety implications, she asked what risk assessments and checks were in place to monitor this.
- 71.14 The Harbour Master thanked Mrs Duncan for bringing this issue to his attention and stated that he would investigate this further.

- 71.15 Shirley Grant and Sue Wyke, County Wharf residents, addressed the Board regarding the state of a vessel that had been moored in the Harbour for some time. It was also reported that a BBQ was being used on the vessel in question. They had also written to the local MP on the matter and as yet had not received a response from him.
- 71.16 In response, the Chairman suggested that they revert to the MP as the Board had been contacted by him and had sent back a comprehensive reply.
- 71.17 Regarding the boat Mayflower, Mr Ellis questioned whether the moorings were suitable for this type of vessel.
- 71.18 In response the Harbour Master stated that, in his view, the moorings were appropriate. He went on to say that the moorings were being monitored and vessels would be moved up to the Town Quay moorings as space became available.
- 71.19 Mrs Boyce asked if the provisions in the Late Payment of Commercial Debts (Interest) Act 1998 had been considered by the Board when reviewing the Schedule of Charges.
- 71.20 In response, the Harbour Master stated that the provisions in this Act had not been checked and that a review of charges levied by other harbours formed the basis of the changes proposed.
- 71.21 Mr Boyce asked that this legislation be considered as part of the review.
- 71.22 Observing that a large boat was moored to the railings at the RNLI slipway, Mr Ellis asked if this was appropriate.
- 71.23 The Harbour Master stated that this was a temporary mooring and that a cleat had also been introduced.
- 71.24 Ann Barker, a County Wharf resident reported witnessing many instances of unpleasant and anti-social behaviour on the moorings.
- 71.25 The Harbour Master expressed regret that residents had had to put up with such behaviour. He added that the Board did not condone this type of behaviour and highlighted that those using the Harbour Board's moorings had access to facilities at Town Quay. Councillor Dr Walsh expressed concern about this matter and requested that Board Members received details of these reports.
- 71.26 Regarding the Accounts, Mr Boyce asked for details of the source and nature of the income relating to the Footbridge.
- 71.27 In response the Treasurer stated that the income related to charges billed to West Sussex County Council (WSCC) to staff and operate the footbridge. He also confirmed that WSCC were responsible for the maintenance of the footbridge.

## 72. MINUTES

- 72.1 Regarding Minute 56.6, the Waterfront Festival, Councillors Buckland and Dr Walsh, provided clarification in respect of the Town Council's support for the event. It was noted that the Town Council had not been approached in connection with the preparations for this year's event. It was therefore proposed that the following be deleted from the Minutes, "*The Chairman highlighted the lack of support from the Town Council and*".
- 72.2 It was **RESOLVED** that subject to this amendment to Minute 56.6, the Minutes of the meeting held on 19<sup>th</sup> September 2016 (previously circulated) be approved and signed by the Chairman.

### **73. 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:

#### **73.1 Commercial Trade**

The Harbour Master reported that two further ship visits were scheduled for December. Regarding the overall decline in the number of visits, it was noted that this was due to factors outside the Board's control. Although the number of visits was declining, in terms of revenue, the impact was lessened because of the larger class of vessels now in use. Observing the highways infrastructure projects expected in the area, Members discussed what might be done to promote the Harbour as a point of delivery for the associated aggregates. The Harbour Master stated that he was in regular contact with Tarmac as the sole commercial wharf operator and welcomed Member support to attract commercial business.

#### **73.2 Workboat Activity**

It was noted that the workboat had also been contracted to undertake ground work in connection with repairs to the river wall at Arundel.

#### **73.3 Aids to Navigation**

The Harbour Master reported that the ADC Met Mast and Southern Water buoy were now lit and the buoys had been recovered.

#### **73.4 Environment**

The Harbour Master reported that the Oil Spill Contingency Plan had been redrafted and would be going out to consultation with the appropriate agencies this week.

#### **73.5 News and Activity on the River**

Regarding crane lifting activity, a lift had recently taken place at the Board's Workshop, and the Harbour Master confirmed that the Arun Yacht Club lift out was scheduled for the coming weekend.

#### **73.6 Safety MarNIS Report**

The Harbour Master stated that he was pressing the Coastguard for an update regarding the investigation into the death of a diver (report 013 of 2016). It was thought that the inquest had taken place and he would keep Members informed. He also confirmed that the outcome of the investigation into this incident had been considered as part of the Port Marine Code Safety Review. It was therefore **RESOLVED** that:

**The Contents of the Harbour Operational Report be otherwise noted.**

**74. TREASURER'S REPORT**

- 74.1 The Treasurer presented the income and expenditure statement and income analysis for the period to the end of September 2016 (previously circulated). It was noted that income for the year to date remained significantly ahead of budget at this point due to workboat income and the receipt of unbudgeted lease income from the new tenant at the former UMA wharf. Income from commercial shipping was only marginally below budget and the reasons for this had been covered in part during the discussion of the Harbour Master's operational report. However, income in this category had also been affected by a bad debt and a report had been prepared for the Board outlining this issue. It was noted that owing to the confidential nature of the matter, this would be discussed under Exempt Business. It was therefore **RESOLVED** that:

**The Report be noted.**

**75. OUTCOME OF THE EXTERNAL AUDIT OF THE 2015/16 ANNUAL RETURN**

- 75.1 The Board received a report from the Treasurer which set out details of the outcome of the External Auditor's Report on the Annual Return for the year ended 31<sup>st</sup> March 2016 (previously circulated). The Board were pleased to note the positive outcome of the External Audit and Members recorded their thanks to Staff for their work in this respect. It was therefore **RESOLVED** that:

- 1) The findings of external audit, i.e. no issues raised, be noted.**
- 2) The completed and audited 2015/16 Annual Return be approved and accepted.**

**76. OUTCOME FOR 2016/17 AND THE 2017/18 BUDGET AND SCHEDULE OF CHARGES**

*Councillor Dr Walsh declared a personal interest in this matter regarding staff costs as a Trustee of the West Sussex Local Government Pension Scheme*

- 76.1 The Treasurer presented details of the predicted outcome for the current financial year and the proposed budget and schedule of charges for 2017/18 (previously circulated). The originally envisaged year end operational deficit had been reduced largely due to the income generated by the new work boat, the unexpected rental income derived from the leasing of the UMA Wharf and an improvement in mooring income. The decision not to install an additional pontoon at the workshop had created further savings producing a reduction in the budgeted deficit for 2016/17 of £16K.

- 76.2 The Budget for 2017/18 as drafted included proposals that charges should increase in 2017 in line with inflation at 1% (CPI). Although the income from

rental had been calculated at the current level, it was noted that the rents on the workshop and Railway Wharf were due for review during the budget year. Based on a conservative estimate of the anticipated use of the new workboat, income in this respect in the next financial year was predicted at a lower level than the current year. This was thought to be realistic and it was noted that Officers would make every effort to generate additional income through new and repeat contracts. The proposed 2017/18 precept of £204,413 represented a reduction of 1% over 2016/17 and the Treasurer commended the draft 2017/18 budget and schedule of charges to the Board for approval.

- 76.3** The Board went on to consider the proposals in more detail and discussion focussed on the reduction in the provision to meet legal and professional costs in 2017/18, capital expenditure and the proposed changes to the Schedule of Charges. Regarding legal fees it was noted that all fees and charges to date had been charged or passed on as appropriate and the provision was based on advice regarding the status of current claims. Further discussion on the details of the claims was deferred for consideration in Exempt Business. Reviewing staff and administration costs, the impact of changes in pension's costs was noted. The need to monitor fixed term contracts was also emphasised. Further information was sought regarding other administration costs and the Treasurer agreed to provide a detailed breakdown of this to Members after the meeting.
- 76.4** Regarding investment and capital expenditure, the presumption that there was no capital expenditure requirement was questioned. The Harbour Master explained that this was in line with the aspirations of the Board's Business Plan which included some planned works but did not envisage anything major in 2017/18. The acquisition of other larger scale assets was not therefore thought necessary in 2017/18. Highlighting the work that had been completed to improve the Harbour infrastructure, it was also noted that the Business Plan was a five year costed strategy. The 2017/18 Budget had been drafted with this in mind and was balanced by the Board's ability to accumulate reserves, as prescribed by The 1927 Act, and the need to keep the level of precept in check.
- 76.5** Concerns were raised relating to the statements made during the Public Forum about the legality of some the proposed charges contained within the revised Schedule of Charges. The Chairman informed Members that if anything came to light that might affect the integrity of the Board's stance in this matter, there was provision within the Constitution to revoke the decision. However, Councillors Buckland and Dr Walsh expressed reservations about the proposals and stated that they could not support these charges or the proposed 2017/18 Budget.
- 76.6** A request had also been received from the Arun Yacht Club who sought further concessions on dinghy fees for large events. Whilst there was some support for this request it was also noted that visiting vessels of this size taking part in open races organised by a local club already benefitted from a substantial discount on the normal fee.

**76.7** The Board proceeded to vote on the recommendations as set in the report and the additional concessionary fee request from the Arun Yacht Club. On a show of hands it was **RESOLVED** that:

- 1) The forecast revisions to the 2016/17 Budget be noted and the Treasurer be authorised to vire income and expense among the relevant budget categories**
- 2) The 2017/18 Budget and consequent precept of £204,413 to be shared equally between West Sussex County Council and Arun District Council be approved.** *Councillors Buckland and Dr Walsh voted against this proposal.*
- 3) The 2017/18 schedule of charges be approved as presented.** *Councillors Buckland and Dr Walsh voted against this proposal.*
- 4) The request for further concessions on dinghy fees from the Arun Yacht Club be declined.** *Councillors Buckland and Dr Walsh voted against this decision and Mr Bush, as a member of the AYC, abstained from the vote on this item.*

**77. MINUTES OF THE STAKEHOLDER GROUP MEETING 4<sup>TH</sup> OCTOBER 2016**

**77.1** The Harbour Master presented a report which contained the minutes of the meeting held on 4th October 2016 (previously circulated). Regarding the implementation of procedures to control the use of jet skis in the Harbour, the Harbour Master confirmed these were being prepared. Noting that this would be presented to the Board for approval at the next meeting, it was **RESOLVED** that:

**The minutes of the Safety Stakeholder Group meeting held on 4th October 2016 be noted.**

**78. CORPORATE COMPLAINTS POLICY (CCP)**

*Councillor Dr Walsh declared a personal interest in this matter as a Member of the District Council's Standards Committee.*

**78.1** The Clerk presented a report (previously circulated) which set out proposals for the future implementation of a Corporate Complaints Procedure (CCP). She explained that having such a procedure in place would enable complaints from the public to be dealt with in a fair and consistent manner. Members were supportive of this proposal and it was therefore **RESOLVED** that:

**Authority be delegated to Officers, in consultation with the Deputy Chairman, to compile a CCP and that the CCP relating to complaints against staff becomes immediately operative but, that these and the procedure for dealing with complaints against Members, is thereafter, submitted to the next meeting of the Board for formal adoption.**

**79. CONFIDENTIAL & 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 or personal information relating to an individual, the business of third parties and/or legal proceedings.

**SUMMARY OF MATTERS DISCUSSED IN THE  
EXEMPT PART OF THE AGENDA**

- The Clerk, the Treasurer and the Harbour Master left the meeting at 11.40am.*
- 80. MINUTES OF THE PERSONNEL SUB GROUP MEETING HELD ON 9<sup>TH</sup> NOVEMBER 2016**
- 80.1 The Board received the minutes of the Personnel Sub Group held on 9<sup>th</sup> November 2016 (previously circulated to Members of the Board only) and approved the Sub Group's recommendations regarding the staff pay awards for 2016/17.  
*The Clerk, the Treasurer and the Harbour Master re-joined the meeting at 11.42am.*
- 81. THE CONFIDENTIAL AND EXEMPT MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> SEPTEMBER 2016**
- 81.1 It was **RESOLVED** that:
- The Confidential and Exempt Minutes of the meeting held on 19<sup>th</sup> September 2016 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the Chair.**
- 82. COMMERCIAL SHIPPING DEBT**
- 82.1 The Board received a report from the Treasurer which set out the background and current position regarding a commercial shipping debt (previously circulated to Members of the Board only). It was **RESOLVED** that:
- Authority be delegated to Officers to begin negotiations in an effort to prevent any further losses and that the Board be kept informed of progress.**
- 83. CHAIRMAN'S UPDATE**
- 83.1 Members received a comprehensive update on and agreed the way forward on a number of current confidential matters affecting the Board.

The meeting closed at 12.35pm.

CHAIR

**LITTLEHAMPTON HARBOUR BOARD**

**Report to:** Littlehampton Harbour Board

**Report on:** Harbour Operations

**Report by:** Harbour Master

**Date: 16<sup>th</sup> January 2017**

**Commercial Activity**
**Pilotage/Commercial Shipping Trade**

The LHB continues to operate an open port and un-interrupted pilotage service. Following voluntary administration of Absolute Shipping a new agent Armac Marine has been used for the call of the MV VICTRESS early in January. Due to a lack of commercial calls (15 in 2016) John Jones is one ship below the published number of pilotage trips to re-qualify (see recommendation).

UMA Wharf

Dec	1
Jan	1

Railway Wharf

Dec	0
Jan	0 (to date)

**Leisure Trade**
Town Quay

Dec	9
Jan	3 (To date) excl. winter berthing for commercial FV SS765.

**Workboat Activity**

Dec	Nil. Staff used by ADC at Arundel for further quay wall inspection.
Jan	ERICA booked for dredge work at Littlehampton Marina.

**Conservancy Duty**
**Survey**

Bar	last conducted	6 <sup>th</sup> May 15
Pier Road	last conducted	19 <sup>th</sup> Jun 15
Town Quay	last conducted	19 <sup>th</sup> Oct 15
Dukes Wharf	last conducted	3 <sup>rd</sup> Dec 14
Complete Port survey	last conducted	3 <sup>rd</sup> Jun 16

**Maintenance**

Minor repairs to Dicker Works and refurbishment of visitor facilities ongoing. Repairs to Dukes wharf access (highlighted at previous board meeting) also ongoing. Electrical hardwire testing carried out at all LHB premises.

**Aids to Navigation**

AYC race marks recovered. Met Mast and Southern Water Outfall buoy confirmed re-lit.

**Dredging**

Shingle recycling complete at West Beach. Further dredge work planned at Pier Road and Marina.

**Local Notices to Mariners**

01 of 2017 – Local Notices In Force

Issued 9<sup>th</sup> Jan 17

**Consents/Consultations**
**Section 43 Consents**

AYC dinghy pen wall reconstruction	Formal application expected
LYC slipway repairs	Formal application expected

## **MMO/Trinity House Consultations**

Nil

### **Environment**

Oil Spill Contingency Plan undergoing 5 year consultation and MCA approval process. Tier 2 exercise with new contractor scheduled for 28<sup>th</sup> Feb 17.

### **Safety**

#### **MarNIS Report**

Date	ID Code	Accident Category	Name
17/09/2016	LHP4080CLO	I Other personnel or public safety item	014 of 2016 - Yachts Crew Caught in Mooring Line
01/09/2016	LHP4079CLO	I Diving Injury	013 of 2016 - Death of Diver from HUNTRESS IV
21/08/2016	LHP4078CLO	I Sinking and capsizing	012 of 2016 - Motorboat Capsize
08/08/2016	LHP4076CLO	I Collision ship - ship	010 of 2016 - Yacht / Final Answer
06/08/2016	LHP4077CLO	I Other personnel or public safety item	011 of 2016 - Landrover slipway
30/07/2016	LHP4075ACT	I Impact with Structure	009 of 2016 - Jetski Collision Marina
12/06/2016	LHP4074ACT	I Diving Injury	008 of 2016 - Diving MediVac
27/05/2016	LHP4073CLO	I Collision ship - ship	007 of 2016 - Berthing Incident Final A + Adelaide
27/05/2016	LHP4071ACT	I Ranging	005 of 2016 - Speeding Rib at Arundel
10/05/2016	LHP4070CLO	N Collision ship - ship	004 of 2016 - Lynander CQS in Narrows
06/05/2016	LHP4069ACT	I Impact with Structure	003 of 2016 - Runaway Jetski
15/04/2016	LHP4072CLO	I Collision ship - ship	006 of 2016 - Berthing Incident Adelaide + Final A
24/01/2016	LHP4068ACT	I Impact with Structure	002 of 2016 - Heavy Berthing of BEN VARREY

### **News and Activity On The River**

#### **Craning**

AYC crane out took place 3<sup>rd</sup> Dec 17. LHB craning for 31<sup>st</sup> Jan, 14<sup>th</sup> Feb, 17<sup>th</sup> Feb and 13<sup>th</sup> March booked, with only 1 or 2 spaces on 14<sup>th</sup> Feb still available.

#### **Flood defence**

Predicted tidal surge and high tides over weekend of 14<sup>th</sup>-15<sup>th</sup> Jan 17 reached height of 6.6m at the Arun Platform. Temporary flood defence put in place by EA at River Road.

#### **Training**

LHB staff conducted training on working at height, manual handling, use of abrasive wheel tools and operation of marine knuckle-boom crane.

#### **PMSC Review**

Formal review by DP finalised 17<sup>th</sup> Nov 16. See separate agenda item.

#### **Recommendation**

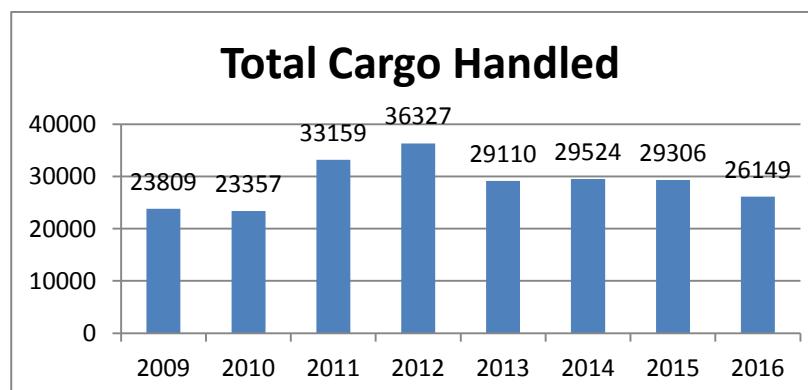
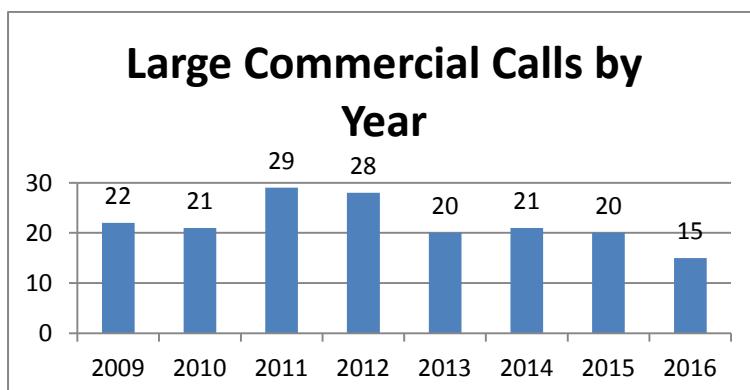
**That the Board notes this report.**

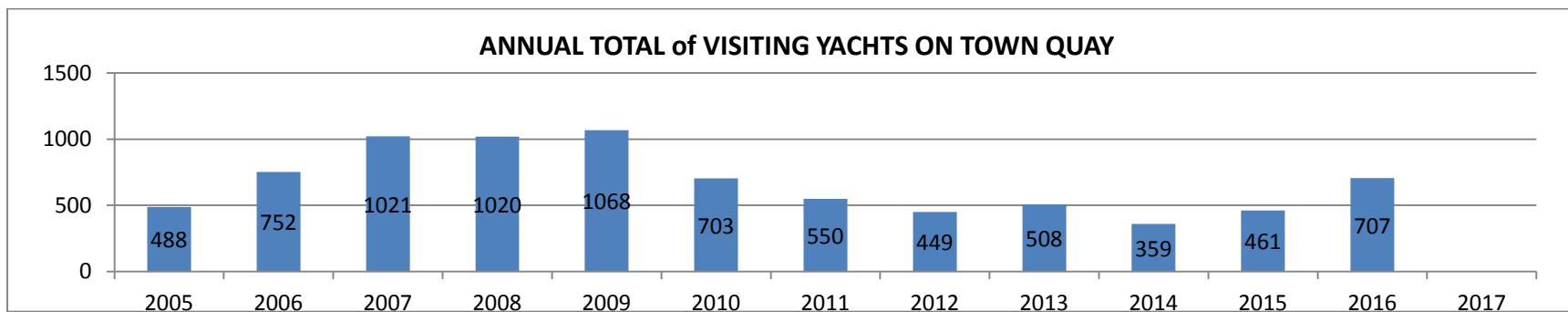
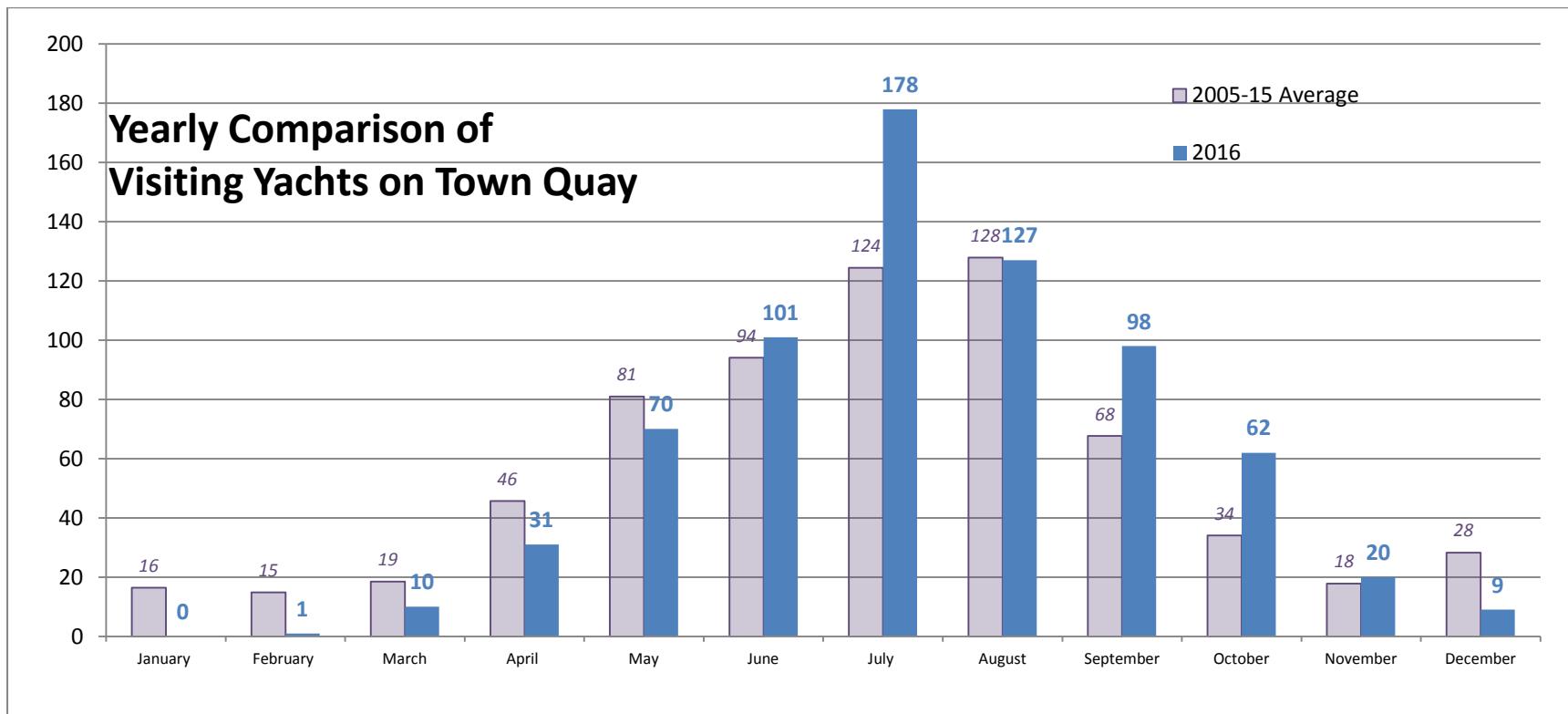
**That the Board approve the HM's recommendation to extend the qualification period for John Jones to allow re-validation as an LHB Pilot.**

**That the HM be directed to double-bank with John Jones as pilot during the next commercial visit to the port to allow re-validation to take place.**

Commercial Shipping
**Totals for Financial Year 2016/17**

No of Ships	Month	GRT	Gt Dues (£)	Cargo Dues In (£)	Pilotage £	Pilot Boat and Mooring Service	Commercial Trade Total	Total incl Pilotage
		<b>0.4863</b>			<b>0.2392</b> <b>in/out</b>	Inv @ £126.51 per boat/gang		
					<b>0.4784</b>			
0	April		0.0000	0.0000	0.00		<b>0.00</b>	<b>0.00</b>
2	May	2509	1220.1267	2086.2798	1200.31	1012.08	<b>3,306.41</b>	<b>5,518.79</b>
2	June	2379	1156.9077	2112.6904	1138.11	1012.08	<b>3,269.60</b>	<b>5,419.79</b>
2	July	2379	1156.9077	2097.4620	1138.11	1212.08	<b>3,254.37</b>	<b>5,604.56</b>
2	August	2894	1407.3522	2281.8523	1384.49	1265.1	<b>3,689.20</b>	<b>6,338.79</b>
0	September	0	0.0000	0.0000	0.00	0	<b>0.00</b>	<b>0.00</b>
1	October	1382	672.0666	1243.9865	661.15	506.04	<b>1,916.05</b>	<b>3,083.24</b>
0	November	0	0.0000	0.0000	0.00	0	<b>0.00</b>	<b>0.00</b>
1	December	1512	735.2856	1224.8500	723.34	506.04	<b>1,960.14</b>	<b>3,189.52</b>
1	January	1512	735.2856	1157.8147	723.34	506.04	<b>1,893.10</b>	<b>3,122.48</b>
	February		0.0000	0.0000	0.00		<b>0.00</b>	<b>0.00</b>
	March		0.0000	0.0000	0.00		<b>0.00</b>	<b>0.00</b>
<b>11</b>		<b>14567</b>	<b>£7,083.93</b>	<b>£12,204.94</b>	<b>£6,968.85</b>	<b>£6,019.46</b>	<b>£19,288.87</b>	<b>£32,277.18</b>



Leisure Visitors


## LITTLEHAMPTON HARBOUR BOARD

**Report to:** Littlehampton Harbour Board

**Agenda item 8**

**Report on:** Treasurer's Report

**Report by:** Treasurer to the Board

For the 6<sup>th</sup> of February Board Meeting

### **Income and Expense to the end of December 2016**

Included in this report are the Income and Expenditure Statement and the Income analysis both to the end of December 2016.

#### **Summary**

Income is currently ahead of budget by £68,000 primarily due to workboat income which is £40,000 ahead of budget at this point, £8,700 of unbudgeted lease rental income with respect to the new tenant on the former UMA Site, £7,000 up on chargeable services and £13,000 for moorings and boat storage. After discounting recoverable expense, operating expense was £25,000 above budget. The outlook for 2016/17 is forecast at a reduced deficit of £22,000.

**Operational income-** As stated above overall income at £352,406 is ahead of budget by £68,562; **commercial shipping** is below budget by £9,171 with ship visits continuing to run below budget expectations albeit with larger tonnage capacity. **Commercial Rents** are now £8,738 ahead due to the new lease on the remainder of the former UMA site, and this also has a knock on effect on our rates bill, (£5,000). **Chargeable Services** in total exceed budget by £10,068 however after discounting fuel sales referred to below and crane invoicing which is a not for profit service, the excess above budget drops to £4,896. **Work Boat** income is now £40,180 ahead of budget, the primary contributors coming from outside the harbour. **Leisure Harbour Dues** are marginally ahead of budget expectations. Likewise **Moorings and Storage income** which now moves ahead of budget by £13,000. **Fuel Sales** earlier in the year, (dispensed to the "Wessex Explorer" during its survey work), keeps sales well ahead of budget. Miscellaneous income is boosted by the recovery of the 2016/17 insurance premium on the Old Customs house, (£1,686).

**Operating expense** i.e. before loan repayments and capital amounted to £341,536 and after discounting recoverable expense exceeded budget by £25,355. The main contributors to this are: **Employee Costs** up by £17,280 partly driven by the need to increase manning levels to operate the workboats and meet maintenance commitments, (£13,000), and NI and Pension £4,000, (auto enrolment). **Harbour Structures** above budget by £6,670 due to rescheduling of work on the West Works, (below budget in 2015/16 by £15,000), **Rent and Rates** are below budget reflecting a rebate brought about by the leased occupation of the remainder of the former UMA site. **Recoverable Costs** include costs for carrying out the ADC Met Mast Contract and the costs of fuel purchased for resale.

**Capital of** £25,000 included in the budget was for the acquisition of the new harbour management system "Harbour Assist" which was in fact purchased towards the end of last financial year at a discounted price of £12,500 and the installation of a new pontoon at the workshop.

#### **Comparison with last year**

The impact of the WSCC loan balance for "ERICA", and the net proceeds from the sale of the former Pilot Boat "Jumna" have been removed from this presentation to better reflect

true operational performance, **income** this year is ahead by £38,000. Shortfalls in commercial shipping are offset by workboat income, services rendered and mooring income. **Overheads** were £39,000 lower this time last year, increased employment costs, purchase of fuel for resale, the full year cost of the “Harbour Assist” support contract and the material for the ADC Met Mast contract being the main contributors to this year’s increase in spend.

## BACKGROUND PAPERS

Statement of Income and Expenditure to the end of December 2016 compared with Budget and Last Year

Income Analysis by source

C.C.Braby 16<sup>th</sup> January 2017

**RECOMMENDATION:** That the Board note this report

LITTLEHAMPTON HARBOUR BOARD						
2016/17 Financial Year		2016/17	2016/17	2016/17	2016/17	This Time
		Actual to	Budget to	Budget	Forecast	Last Year
		Dec	Dec	FY	FY	
INCOME	Description	£	£	£		£
Commercial Vessels	Harbour Dues	6,051	7,797	10,396	8,628	7,613
	Cargo Dues	11,047	13,358	17,811	14,722	13,471
	Pilotage Service	6,246	7,712	10,283	8,828	7,489
	Pilot Boat and Mooring Service	5,460	9,108	12,144	6,978	8,745
<b>Commercial Shipping</b>		<b>28,804</b>	<b>37,975</b>	<b>50,634</b>	<b>39,156</b>	<b>37,318</b>
Commercial Rents	Railway Wharf (Tarmac)	63,000	63,000	84,000	84,000	63,000
	Railway Wharf (ex UMA)	13,238	4,500	6,000	18,488	6,420
	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
		105,994	97,256	129,675	142,163	99,176
Footbridge	Footbridge WSCC	20,203	20,203	26,936	26,936	20,203
Work Boats		51,918	11,738	15,650	56,000	31,892
<b>TOTAL COMMERCIAL INCOME</b>		<b>206,919</b>	<b>167,172</b>	<b>222,895</b>	<b>264,255</b>	<b>188,589</b>
Leisure	Harbour Dues Leisure Craft	52,066	50,170	50,170	52,640	52,449
	Visitor Harbour Dues	4,993	4,550	4,550	6,300	4,412
	Commission Look and Sea	(45)	0	0	(45)	(77)
		57,014	54,720	54,720	58,895	56,784
Chargeable Services	Crane	2,591	826	1,102	3,847	983
	Labour	4,313	113	150	4,500	500
	Electricity Cards	326	75	100	375	107
	Office Services	0	0	0	0	0
	Supplies	483	38	50	483	58
	Tide Table Sales	0	0	3,800	0	3,564
	Fuel Sales	3,782	375	500	3,782	516
		11,495	1,427	5,702	12,987	5,728
Moorings & storage	Moorings	64,542	52,000	52,000	67,750	50,389
	Visitors Berths	5,703	5,300	5,300	6,100	5,246
	Boat Storage	2,679	2,625	3,500	3,500	4,223
		72,924	59,925	60,800	77,350	59,858
Income from Investments						
	Investment Interest	217	225	300	300	258
Misc Income		3,837	375	500	4,250	2,988
Grants		0	0	0	0	0
<b>TOTAL INCOME</b>		<b>352,406</b>	<b>283,844</b>	<b>344,917</b>	<b>418,037</b>	<b>314,205</b>

2016/17 Income and Expenditure Statement to December 2016

	2016/17 To Dec	2016/17 Budget To Dec	2016/17 Budget FY	2016/17 Forecast FY	This time Last Year
	£	£	£	£	£
<b>Income</b>					
Commercial Income	155,000	155,434	207,245	208,255	156,697
Leisure Income	129,938	114,645	115,520	136,245	116,642
Chargeable Services	7,713	1,052	5,202	9,205	5,212
Work Boats	51,918	11,738	15,650	56,000	31,892
Fuel Dispensing	3,782	375	500	3,782	516
Misc Income	3,838	375	500	4,250	2,988
Investment Income	217	225	300	300	258
Total Income	352,406	283,844	344,917	418,037	314,205
<b>Expenses</b>					
Employee Costs	182,426	165,146	219,025	241,955	162,956
Services to the Board	9,775	11,213	14,900	15,200	9,332
Legal and Professional Services	19,047	19,000	24,000	29,000	40,228
Repairs and Maintenance					
Premises	11,208	7,585	10,113	12,371	9,937
Moorings	1,138	750	1,000	1,500	233
Harbour Structures	23,394	16,725	22,300	26,343	2,480
Navigational	7,763	3,451	8,600	12,120	1,781
Boats and Vehicles	7,715	6,140	8,334	11,958	7,550
Equipment Hire	2,507	1,493	1,990	3,847	920
Administration					
Rent and Rates	11,180	16,819	17,225	12,586	15,595
Utilities	1,686	2,550	3,400	3,100	1,949
Printing, Postage and Stationery	2,527	3,545	7,645	5,685	5,995
Insurance	28,402	27,245	27,245	28,402	26,449
IT	7,368	7,725	10,300	9,155	7,973
Telephone	958	1,013	1,350	1,350	868
Training	2,533	4,365	5,820	6,573	1,054
Bank and Credit Card Charges	2,694	2,438	3,250	3,250	2,426
Other Administrative	6,844	6,607	8,960	11,137	4,698
Recoverable costs	12,371	450	450	12,371	568
Total Expenses	341,536	304,260	395,907	447,903	302,992
Loan and interest payments- PWLB	124,026	126,694	157,287	157,287	128,786
Loan and interest payments- WSCC	19,825	19,825	19,825	19,825	19,825
Capital	2,463	25,000	25,000	20,000	0
Total Expense	487,850	475,779	598,019	645,015	451,603
Precept	206,457	206,457	206,457	206,457	207,494
(Deficit)/Surplus		71,013	14,522	(46,645)	(20,521)
					70,096

**LITTLEHAMPTON HARBOUR BOARD****Agenda item 9****Report to:** Littlehampton Harbour Board**Report on:** The Interim Internal Audit Report November 2016**Report by:** Treasurer to the Board**Date:** 16<sup>th</sup> January 2017**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 Auditor's report on the outcome of the interim audit carried out in November 2016 is attached.

**Summary and Opinion**

There were no issues raised as a result of this midterm audit reflecting the fact that issues raised last year have been satisfactorily dealt with.

**RECOMMENDATION :****That the Board note the Internal Auditor's report**C.C. Braby 16<sup>th</sup> January 2017

**28 November 2016**

**LITTLEHAMPTON HARBOUR BOARD**

**INTERIM INTERNAL AUDIT REPORT**

**FOR THE YEAR ENDED 31 MARCH 2017**

## **INTRODUCTION**

An internal audit of the Harbour Board's financial records for the year 2016/2017 has recently been completed. The audit included all financial transactions for the period 1 April 2016 to 31 October 2016 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Harbour Board must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Harbour Board must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Harbour Board, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

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 the sales export from the Harbour Management system to SAGE. I agreed credit card listing, and cash receipts for July 2016 to the bank statements. 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. I also vouched miscellaneous income receipts and remittance advices to SAGE and to the bank statements

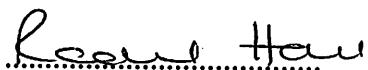
- 2) Review of purchase orders, purchase invoices and payments – I vouched a selection of purchase invoices for the entire period from the purchase order, to the invoice, and also confirmed that the invoices had been recorded correctly in the SAGE nominal ledger. I also agreed payments in the period 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.

#### **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)  
28 November 2016

**LITTLEHAMPTON HARBOUR BOARD**

**Report to:** Littlehampton Harbour Board  
**Report on:** PMSC Compliance Audit  
**Report by:** Harbour Master

**Date: 16<sup>th</sup> December 2016**

1. Context

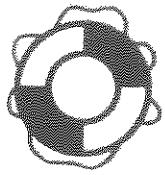
- 1.1 Every year the LHBs DP (Designated Person), Peter Nicholson, of Nicholson Risk management conducts a review of Port Marine Safety Code (PMSC) compliance within the harbour. This review took place on 25<sup>th</sup> October and 10<sup>th</sup> November 2016.
- 1.2 On the basis of this review a certificate of compliance was issued and the Harbour Master and DP have revised the ports Safety Management System (SMS) for publication as Issue 10 dated 1<sup>st</sup> January 2017.
- 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 (section 10) should be noted.

3. Recommendation

- 3.1 **That the Board note the report of PMSC compliance issued by Nicholson's Risk management dated 17<sup>th</sup> November 2016 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 10, dated 1<sup>st</sup> January 2017)**



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## REPORT

To the Littlehampton Harbour Board.

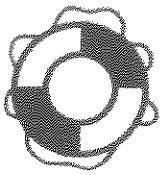
We have reviewed compliance with the Safety Management System during the past year and conclude that in our opinion the Littlehampton Harbour Board have complied with the Port Marine Safety Code.

The new Port Marine Safety Code, revised risk assessments and risk controls, 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 10), to be dated 1 January 2017. 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

17 November 2016



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

17 November 2016

Dear Billy,

### Port Marine Safety Code (PMSC) Compliance Audit

During the audit a Safety Management System [SMS], Issue 10, to be dated 1 January 2017 has been drawn up to reflect a few changes in terminology to come into line with the recently published 2016 edition of the Port Marine Safety Code [PMSC], updated public documents, the objectives and mission statement of the 2016 Business Plan, reviewed risk assessments and controls (now based on the MarNis software) and the actions now identified for continuous improvement next year.

The November 2016 edition of the PMSC does not change the fundamental requirements of the Code incorporated in the SMS. This has been verified by an exercise to first list the key measures described in the PMSC - the three sections summarising accountability requirements, the ten for compliance, the eight for general duties and powers and the four for specific duties - and then cross referencing each one to the pages and sections that cover them in Littlehampton Harbour's SMS.

Enclosed is the formal audit report on this review.

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 have been running below budgeted levels and the loss of income has only been partially restored by the larger ships each bringing more cargo dues. It is the work carried out by LHB's *Erica* that will bring the total commercial income above budget.

There have been small increases in the activities and the income from leisure craft and moorings. The range of craft has not altered and includes the jet-skis, whose safety is under review following two accidents this year.

Taken together the income and expenditure levels, with the precept funding annual loan repayment commitments, enable the Harbour to fund foreseeable capital and maintenance costs for the infrastructure needed for the safety of Littlehampton Harbour.

## 2. Changes in Legislation

Powers of General Direction, following the 2015 Harbour Revision Order, were issued on 21 March 2016. A formal enforcement policy has been drafted and will soon be adopted.

The new 2016 edition of the PMSC has just been published by the DfT and MCA and a revised Managing Trust Ports document is expected soon.

## 3. Changes in Organisation and Staffing.

Last year's management structure remains largely unchanged, but with two Marine Operations Assistants - one an additional member of staff - reporting directly to the Deputy Harbour Master.

Sue Simpson is the new Clerk.

With three qualified pilots Littlehampton Harbour continues to have adequate in-house backup and is unlikely to have to call for support from other harbours.

There have not been any changes to the membership of the Harbour Board.

## 4. Accidents and Incidents

There have been no deaths, no fires, no serious spillages, nor any serious injuries incurred within Littlehampton Harbour so far this year.

A detailed analysis of accidents and incidents is published in board papers and will be summarised in the Annual Report. In total it shows a trend gradually declining from a peak of 33 back in 2011 to less than 20 a year now.

This year there was a casualty taken by helicopter off a commercial dive boat based at Littlehampton and the death of another diver from a vessel moored in Littlehampton. Enquiries are being made through the MAIB to make sure that safety procedures were followed by the divers and that the emergency services were not unduly delayed in providing assistance.

In commercial shipping an MAIB report was lodged after the *Ben Varrey* did not engage astern propulsion when berthing and her starboard bow made heavy contact with the quayside. This does not appear to be in any way related to a berthing incident involving the same ship in 2014. There was no threat to life or limb.

On the other hand there were two incidents reported to MAIB involving jet-skis and the potential consequences could well have led not just to serious damage but to fire, pollution, personal injury and even loss of life. Both incidents involved throttles of the same model of jet-ski jamming in the open position and the jet-skis crashing into the harbour, one into a pontoon and one into the fuel station. Though fortunately no one was injured in either incident the potential for serious harm is recognised and action is being taken to prevent a reoccurrence.

The MAIB is to be encouraged to raise the issue of jammed throttles with the manufacturer of this particular model. LHB is to discontinue the practice of issuing users of jet-skis with a daily licence and to return to the formal issue of annual licences only, with check on insurance and formal safety notification.

## 5. Risk Assessments

All the marine risk assessments were reviewed by the Harbour Master in October. These are now compiled through the MarNis process of identifying significant risks and there has now been drawn up a schedule of the controls required to keep each risk as low as reasonably practical. Then a manager has been allocated to each risk control and a period set for formal review to see that each control is maintained.

The requirement for a few further controls are in next year's schedule of continuous improvements.

The HSE risk assessments for employees and for the public ashore were also reviewed this year. The need was identified for training in slinging and signalling for crane operations, abrasive wheel and chain saw, and these courses have now been booked.

## 6. Are the “customers” requirements being satisfied?

The number of Littlehampton Harbour Board Stakeholder Group meetings is four a year. Representatives at the last meeting came from:

- Arun Yacht Club
- Osborne of Arun Group
- Cllr Ian Buckland
- Yacht LEONA
- Angmering Park Estates
- Littlehampton Charter Fisherman
- Littlehampton Sea Cadets
- RNLI Beach Patrol
- RNLI Lifeboat Station
- Ford Marina
- Arun District Council
- Littlehampton Harbour Board

The meetings discussed, amongst other things, the role of the police's Special Branch Ports Unit, accident reports, the management of users of jet-skis and the possible formation of a Littlehampton Users Group.

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

- Issue the Harbour Revision Order with Powers of General Direction.
- Adopt the Business Plan 2015, with its specific objectives.
- Continue to monitor the safe navigation of merchant vessels that regularly visit.
- The plan to improve facilities for the fishermen beyond the bridge, east side, was considered but it was decided not to progress this project.

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

### Infrastructure

- Consider the need for a davit at Nelson's Steps.

## Risk Controls

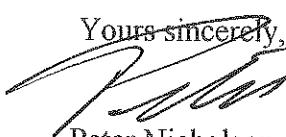
- Review the Littlehampton Fire Plan and the Oil Spill Contingency Plan.
- Keep under review the list of marine risks.
- Maintain the programme for allocating each specific control to a particular manager and specifying when he is to check that the control is in place.
- Improve signage specific to the dangers of launching and recovery on the steep slipway.
- Continue with the training programme.  
Use the drafted matrix for showing what training is needed for each employee.  
Run a calendar of safety topics.  
The Standard Operating Procedures to be reviewed progressively in team meetings.  
Specifically, train for slinging and signalling for crane operations, abrasive wheel and chain saw
- Record the personal protective equipment issued to each member of staff.
- Introduce a hot work policy and procedure.
- Following the recent diving incidents, check through the MAIB to see that safety procedures were followed by those running the dive boat based in Littlehampton and that there were no unnecessary delays by the emergency services.
- The MAIB is to be encouraged to raise the issue of jamming throttles with the manufacturer of the particular model of jet-ski the subject of recent accidents.
- LHB is to discontinue the practice of issuing to those using jet-skis a daily licence and to return to the formal issue of annual licences only, with a check on insurance and a formal safety notification.
- Resist the claim for a refund of harbour dues on pontoons.

## Governance

- Finalise and then adopt an Enforcement Policy (with procedures) to make it clear how any decision to prosecute is arrived at.
- Continue to ensure that the efficient and safe running of Littlehampton Harbour is not compromised by any budgetary constraints at Local Authority level.
- Follow any guidance in the forthcoming Managing Trust Ports document for the appointment of Board Members.

Thank you for all your help in undertaking this major review and revision of the SMS this year. Should the Harbour board consider it useful I would be pleased to attend any meeting where safety management is to be discussed.

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

Yours sincerely,  
  
Peter Nicholson



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**

Philip Bush (Chairman)	Recreational User's Representative
George Blampied	Nominated by ADC
Ian Buckland	Nominated by WSCC
Mike Claydon	Nominated by ADC
Roger Elkins (Vice Chairman)	Nominated by ADC
Mathew Marchant	Commercial User's Representative
Janet Mockridge	Nominated by WSCC
Richard O'Callaghan	Representative for the EA
Nigel Peters	Nominated by WSCC
Tony Squires	Nominated by ADC
James M Walsh	Nominated by 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) 2016. 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

##### **1) Policy**

**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  
**2.2** Organisation Chart, "Family Tree" 11  
**2.3** Training will also be an inherent part of the organisation 12

##### **3) Planning**

**3.1** Chart of Planning System, for planning, implementation, standards and procedures 13  
**3.2** Consultation with Harbour Users 14  
**3.3** Assessing risk and then adopting a planned and systematic approach to policy implementation. Risk assessments are the key for judging what safety plans are needed. 15  
**3.4** Risk Assessments  
**3.5** Remove Any Unacceptable Risks 16  
**3.6** Management of Safety Controls  
**3.6.1** Check List 17  
**3.6.2** Emergency plans 21  
**3.6.3** Conservancy 22  
**3.6.4** Environment 24  
**3.6.5** Management of Navigation 25  
**3.6.6** Pilotage 26  
**3.6.7** Marine Services 27

##### **4) Measuring**

**4.1** Measuring health and safety performance against predetermined standards. 28

##### **5) Reviewing**

**5.1** Auditing, monitoring and reviewing the performance so that lessons are learnt from all the relevant experience and are effectively applied. 29  
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. 31

##### **7) Continuous Improvement**

**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.

# **THE LITTLEHAMPTON HARBOUR SAFETY MANAGEMENT SYSTEM**

## **INTRODUCTION**

### **Background.**

The Port Marine Safety Code (PMSC) was first published in March 2000 and periodically revised by the Department of Transport with a new edition in 2016. 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 Halmaker 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.

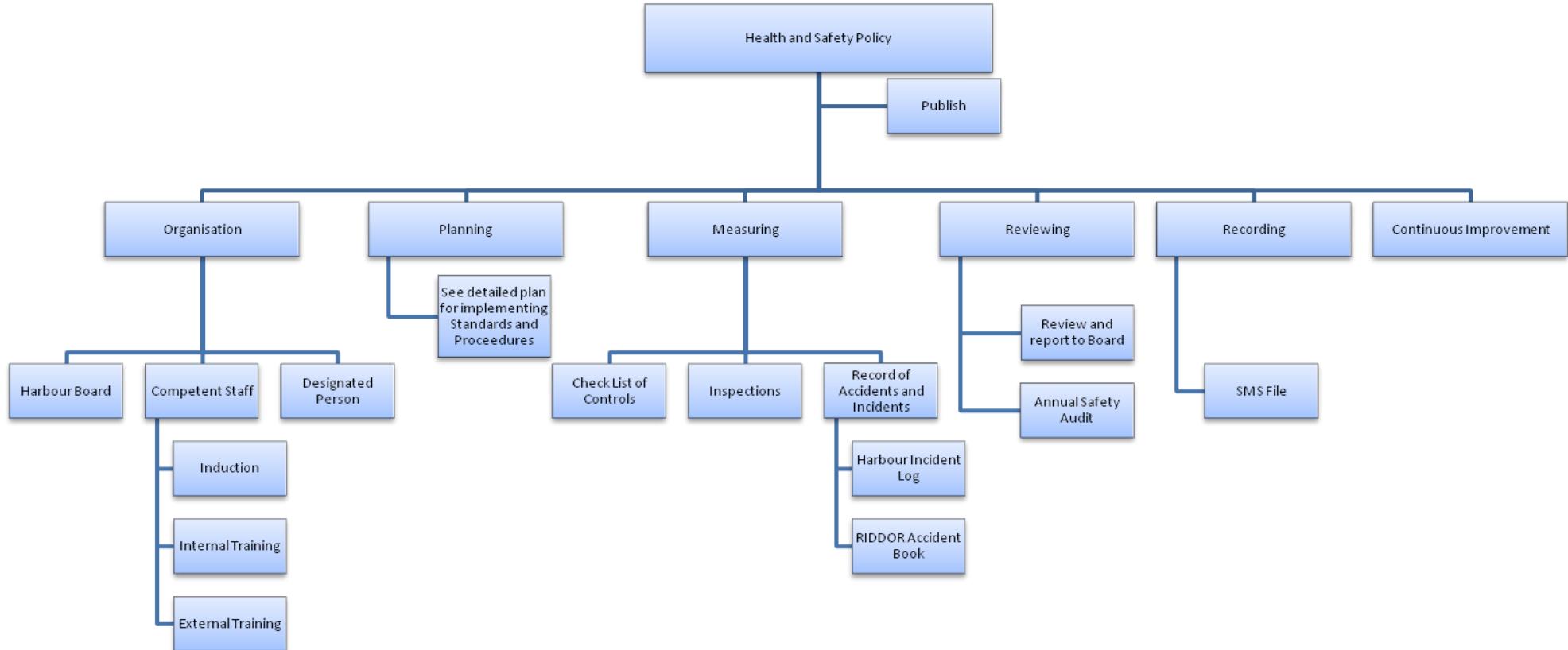
The safety procedures that form the plan to implement the safety management system are on Page 13.

## **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 – shortly to be rescinded.  
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 (Ed. 7 published 2012, Ed. 8 expected 2017) and 1652 (Ed. 8 published 2016)
3. Port Marine Safety Code (November 2016)  
Guide to Good Practice on Port Marine Operations (July 2013)  
Managing Trust Ports (2<sup>nd</sup> Ed.)  
National Policy Statement for Ports (2011)  
HSE Safety in Docks – Approved Code of Practice and Guidance (April 2014)
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 – revised annually)  
Littlehampton Harbour Emergency Plan (December 2015)  
Littlehampton Harbour Oil Spill and Contingency Plan, ARUNSPILL (2011).  
Littlehampton Harbour Waste Management Plan (2011)  
The LHB Business Plan (January 2016)  
Littlehampton Harbour Health & Safety and PMSC Risk Assessments (Reviewed annually)  
Littlehampton Harbour Standard Operating Procedures (SOPs – reviewed annually)
6. Local Notices to Mariners (LNtMs)  
Littlehampton Harbour Guide for 2017

## OUTLINE CHART OF SAFETY MANAGEMENT SYSTEM



## **1. POLICY - SETTING A STANDARD**

### **Mission Statement**

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 harbour users.

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 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 General Directions 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 LHB marine 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.

### **Business Plan, a shared vision;**

To maintain an open port and to act in capacity as a Competent Harbour Authority (CHA). It will use all reasonable endeavours to maintain the port as a viable commercial operation for the major commercial tenant, Tarmac.

To transform the harbour and seafront into a thriving leisure destination, creating a variety of new skills, development and business opportunities that are economically sustainable as one part of a holistic approach to regeneration in Littlehampton. The harbour will have attractive and accessible waterfronts that are well connected with the town, supporting a harbour that is extensively used by local people and attracts visitors to the area with a range of marine, cultural, heritage and recreational activities.

The harbour will be managed cost-effectively, safely and sustainably as a Trust Port in the interest of all its beneficiaries. We will encourage active use of the harbour by all stakeholders including the leisure, commercial, and fishing sectors.

## **Strategic Business Aims**

Manage the harbour's infrastructure for safe navigation of Littlehampton Harbour and improve the financial and operational efficiency of the Harbour Board including its consultation with stakeholders.

Work towards a business-as-usual state where precepting powers can be relinquished in favour of a long-term management plan for the harbour and its assets as a Trust Port.

### **Littlehampton Harbour Board is committed to Port Safety;**

- 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, (See 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 for the harbour. 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. They shall be appropriately trained, experienced and qualified.

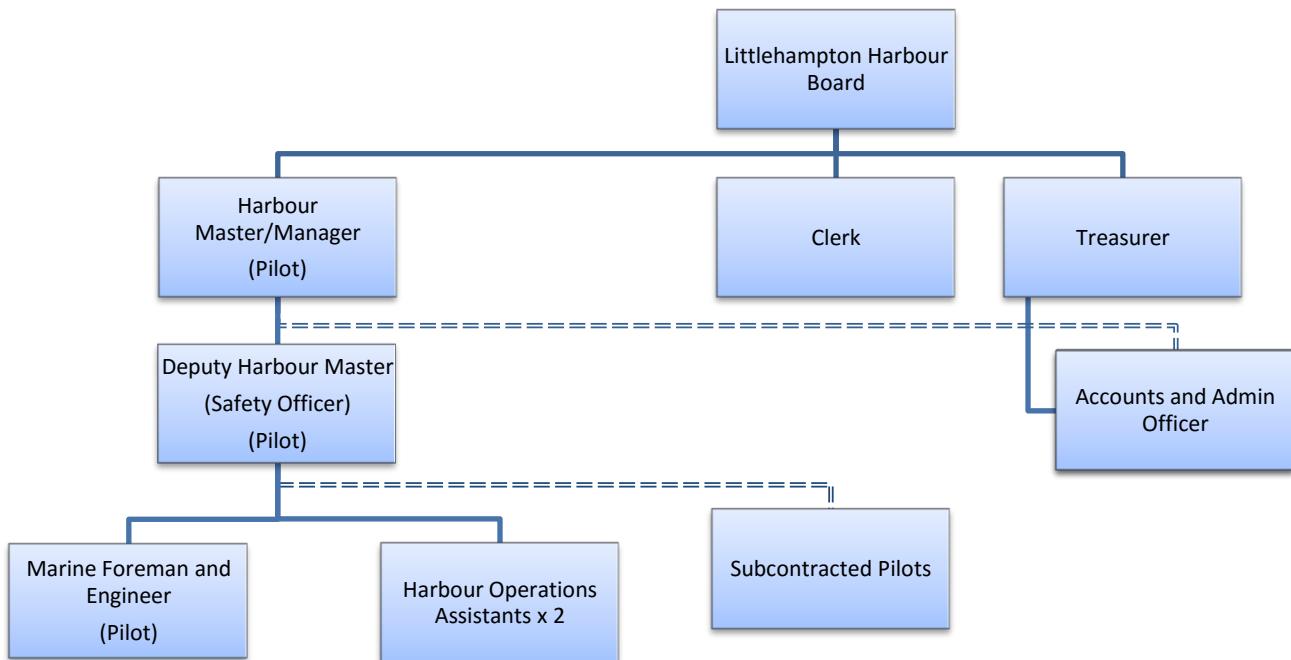
Employees are appraised annually and, at that time, their job description, performance and training requirements are reviewed. They are reminded of their safety duties set out in the Safety Policy and responsibilities and shown diagrammatically in the chart below.

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.**

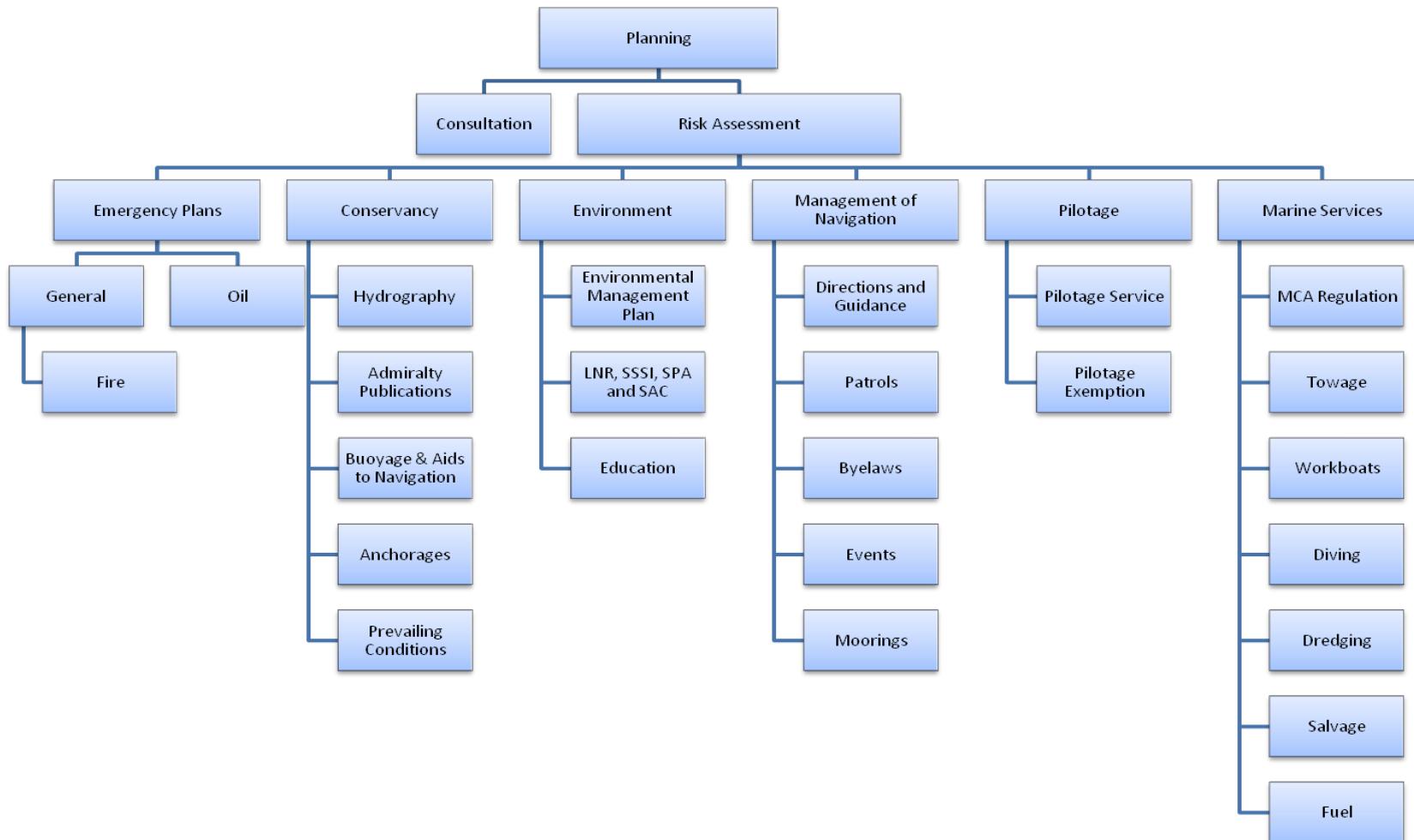
The training policy is to undertake training where appropriate for all members of staff in order to provide the services required by the Board and to meet the required standards. Officers and staff are to be suitably trained to be competent and qualified up to a minimum national standard to fulfil their 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 staff.
- All permanent members of staff working afloat as a minimum have undertaken and qualified for the RYA Power Boat Level 2 (or equivalent). Harbour Staff skippering the ERICA or taking vessels outside the SHA have STCW II/1 or an Advanced Powerboat qualification with a commercial endorsement. Casual staff hold RYA Power Boat Level 2 and/or RYA 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 safe

### **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 and service providers so there is a consensus, as far as possible, about safe navigation.**

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
- Littlehampton Police
- Maritime & Coastguard Agency
- Arun District Council Foreshore Officer
- West Sussex Fire and Rescue
- Arun Yacht Club
- Osborne Boatyard
- Littlehampton Marina
- Ship & Anchor Marina Ford
- Littlehampton Marina Berth Holders Association
- Arun Youth Aqua
- Littlehampton Sailing Club
- The Shipyard
- Harbour Park
- Sea Cadets
- Nautical Training Corps
- Littlehampton Angling Club
- Charter Fishermen's Representative
- RNLI
- Environment Agency
- Commercial Fishermen Representative
- Angmering Park Estate Representative
- 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 the 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 periodically as well as part of accident and incident reviews 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 32.

## **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**

	Existing Controls	Notes	Responsibility	When Checked and Frequency
1	Accurate tidal information	Tide Boards available at Entrance/Narrows/Scrubbing Piles and Bridge. Predictions from UKHO received as part of bi-lateral agreement.	JJ HM	Monthly Annual review with UKHO
2	Availability of latest hydrographic information	Chart BA1991 ed. 7 Dec 2012. Ed. 8 expected early 2017 to incl. multibeam coverage from spring 2016.	HM	As required
3	Controlled vessel movements	Harbour closed for merchant vessel movements and escorts for commercial shipping to prevent conflict with small craft.	Pilot	During pilotage
4	Escort Towage	ERICA available during pilotage within CHA area.	JJ	Daily
5	Guard/patrol vessels	The Harbour is patrolled during the day in the season and with security patrols in the winter Patrols, as LHB Standard Operating Procedures.  Support from LHB patrol boats – as above.	LH	Pre-season meet
6	Oil spill contingency plans	Littlehampton Harbour Oil Spill and Contingency Plan, with regular staff training exercises and reviews. Supported National Contingency Plan. (Arunspill)  Littlehampton Harbour Oil Spill and Contingency Plan, Tier 2, and Waste Management Plan, MCA approved. See staff training records.	BJ	Annual MCA review  Annual exercise  Three yearly multi agency ex  5 year OSCP
7	Operational pilot launch	ERICA available during pilotage within CHA area.	JJ	Daily
8	Passage planning (Pilot as per National Standard)	Pilotage Record form and Passage Planning chartlet available. Pilotage Directions s.9 – Passage Planning.	Pilot	As req'd
9	Pilotage directions	Pilotage Directions (last updated October 2016) and procedures, including CERS. Pilotage Direction: compulsory for all vessels over 60 gt., over 20m and carrying more than 12 passengers. Erica available to Assist  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 78m.  PECs would be issued according to Littlehampton Harbour Pilotage Direction: Seasonal controls by patrol boats in the harbour to mitigate conflict with other vessels.	BJ Pilot BJ	As req'd By act As req'd
10	Standard Operating Procedures (SOPs)	Littlehampton Harbour Standard Operating Procedures (SOPs) provided for key tasks and reviewed at Team Meetings. Responsible Harbour Staff manage the harbour operations, with job descriptions and procedures (SOPs).	BJ	Team meetings and annually
11	Suitably qualified Marine Staff	The MCA require evidence of qualification, training, first aid, fire fighting and sea survival.	HM DHM	Annually As req'd

	<b>Existing Controls</b>	Notes	<b>Responsibility</b>	<b>When Checked and Frequency</b>
12	<b>Suitably trained Marine Staff</b>	Experienced, trained Littlehampton Harbour staff. Commercially endorsed pilot boat cox'n. Annual training programme, including training for seasonal staff. LHB SOP on Training.	BJ DHM	Annually As req'd
13	<b>Training &amp; Authorisation of pilots</b>	Pilotage Training Programme approved by board.	HM	As req'd
14	<b>Availability Emergency Services / Equipment - shoreside</b>	HM Coastguard and RNLI emergency resources.		
15	<b>Availability of pollution response equipment</b>	Tier 1 response equipment held at workshop incl. 2 x Grab bags and 50m of floating boom. Tier 2 contract in place with Adler and Allan 17 October 2016 for 3 years.	DHM HM	Annual Annual
16	<b>Fire Emergency Plan</b>	Fire Plans for Office and Workshop include annual internal inspection. Fire Afloat Plan The premises are provided with appropriate FFE in each working space. <ul style="list-style-type: none"> <li>• There is a regular maintenance contract for the servicing and inspection of FFE</li> <li>• The premises are signed to indicate escape routes.</li> <li>• The premises are fitted with a smoke/fire alarm system which is tested regularly</li> <li>• Water pumps on workboats</li> <li>• Procedure when faced with a boat on fire</li> </ul>	LH	Annual internal inspection  Annual review of Plan
17	<b>Communications - Stakeholder</b>	Signs and warnings, e.g. "Speed Limit 6.5 knots". Notices directing no swimming at Fisherman's Quay & footbridge.  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  Web site, <a href="http://www.littlehampton.org.uk">http://www.littlehampton.org.uk</a> with byelaws, weather links, realtime weather observations and safety advice. Annual Harbour Guide. Admiralty and other charts, Reeds Almanac. Accurate Tidal Information, tide boards throughout the harbour  Reporting CQS at stakeholder meetings  Promulgate safety advice through Harbour Safety Group.	LH  Duty Officer  BJ  JJ  BJ  BJ	Annual  Weekly in season  Annual  As required As required Quarterly  As required
18	<b>General directions</b>	Powers of General Direction in place. No boat to race within 5metres of a berthed boat. General Direction forbids amateurs from diving. Professional diving requires permit granted by Harbour Master.	BJ	As required
19	<b>Guidance for small craft</b>	PWC required to receive safety brief and register details with the harbour office.  Standing Local notice for small craft in place and renewed annually.	BJ/LH HM	As required Annually
20	<b>Notices to mariners (Standing)</b>	<u>Number 04 of 2004 – Shoal Bank in Harbour Entrance</u> <u>Number 08 of 2010 – Automatic bilge-pumps</u>	BJ/LH	As required

	Existing Controls	Notes	Responsibility	When Checked and Frequency
		<u>Number 02 of 2011 – Safety advice</u> <u>Number 05 of 2013 – Controlling Depth at Entrance</u> <u>Number 05 of 2014 – Jet Skis and Personal Watercraft</u> <u>(PWCs) Management Policy</u>  PWC required to receive safety brief and register details with the harbour office. See Standing LNTM. Standing Local Notice for small craft in place and renewed annually.		
21	Aids to navigation, Provision & maintenance of	LHB Duties, with quarterly PANAR reports, as implemented in compliance with guidelines of Trinity House, who inspect and audit annually. Navigation marks regularly checked. Vessel reports followed up. Lit navigation marks in harbour approaches. Retro reflective tape / reflective plates. Siting of channel marks. Temporary buoys ready for deployment	LH JJ JJ	Quarterly Daily Daily
22	Availability of suitably qualified boatmen	Annual training programme, including training for seasonal staff and staff likely to be used in tying up commercial vessels.		
23	Bunkering/Refuelling areas restricted	Bunkering checklist supplied to commercial vessels at Tarmac berths.		
24	Contingency plan exercises	LHB Emergency Plan	LH	Annual review
25	C.C.T.V. coverage	Good CCTV coverage.	LH	
26	Byelaws	Littlehampton Harbour Board bye-laws now removed in favour of General Directions now in place.		
27	LPS broadcast (navigation and safety information)	VHF Broadcasts, e.g. announcing commercial traffic movements.	Pilot	By Act
28	Notices to mariners (Temporary)	Local Notices to Mariners, published on web site and by e-mail to distribution list managed via web site..	BJ/LH	As req'd
29	Port Operational Guidelines	Fuelling berth subject to Local Authority licence. MCA Certificate requirements for trip and angling boats. The skippers are responsible and hold MCA certificate of competence. LHB and ADC (as Licensing Authority) have adopted Inland Waters Small Passenger Boat Code.		
30	COLREGS 1972 (as amended)	International Regulations for the Prevention of Collisions at Sea [IRPCS].		
31	Hazardous cargoes, Advance notice of	Notification requirements for hazardous cargo and vessel defects.		
32	Hydrographic surveying program	Survey regime as required by Harbour Master. Bar – bi-annually 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	HM	Annually
33	Protective fendering	Adequate crane tyre fendering of quays at commercial wharves and wooden fendering at railway Wharf. Tyre fendering offered to charter fishing vessels.		

	<b>Existing Controls</b>	Notes	<b>Responsibility</b>	<b>When Checked and Frequency</b>
34	<b>Safe allocation of berths (depth,available,suitable)</b>	Emergency berth at Old Quay Wharf	HM	
35	<b>AIS coverage</b>	Available by mobile phone (HM and DHM receive allowance), work ipad and onboard ERICA.		
36	<b>Harbour/Dock Masters powers</b>	<p>As authorised by: Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended), Merchant Shipping Act 1894, Harbour, Docks &amp; Piers Clauses Act 1847, Harbours Act 1964 and Pilotage Act 1987.</p> <p>Local licensing for 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>		
37	<b>Operational communications equipment,</b>	<p>Littlehampton Harbour Office monitors channels 71 and 16, during the working day and is on call to the HMCG 24 hours a day.</p> <p>The Duty Officer carries the duty mobile phone.</p> <p>Regulated VHF procedures and channel allocation.</p> <p>VHF available at Workshop and harbour Office. Portable units available for all staff.</p>		
38	<b>Communications between the dock/jetty and traffic</b>	Linesmen and Pilot to carry VHF.		
39	<b>Mooring plans</b>			
40	<b>Dock regulations 1988 &amp; A.C.O.P. Safety in docks</b>	<p>H &amp; S Policy for Harbour staff and PMSC Policy for Port Operations.</p> <p>Risk Assessments carried out and staff to work to SOPs</p> <p>Plant to be operated by personnel not judged to be competent in its use.</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>		
41	<b>Requirement for notification of vessel defects</b>	Notification requirements for hazardous cargo and vessel defects.		

## **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:-

#### Tier 1

H M Coastguard and RNLI emergency plans and resources with two inshore lifeboats.  
National Contingency Plan

#### Tier 2

Littlehampton Harbour Fire Policy and Procedures  
Littlehampton Harbour Oil Spill and Contingency Plan (Arunspill)  
Littlehampton Tier 2 Oil Spill Response contract (Adler and Allan, Oct 16 valid for 3 years)

#### Tier 3

Life saving apparatus on pontoons Harbour Office and Harbour Workshop:  
Fire drill and fire practices  
First aiders and first aid boxes.  
First response oil spill equipment including spill bags and 50m floating boom.

### **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 (Ed. 7, 2012) and 1652 (Ed. 8 2016) 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 County Council

##### **Anchorages**

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 along with links to a number of remote local monitoring stations and to forecasts

A printed 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); and to the Kingmere Marine Conservation Zone (MCZ) 6nm offshore.

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.

### **Pollution Response**

The LHB retains first response oil spill materials and 50m of floating boom at the LHB Workshop. A Tier 2 contract with Adler and Allan (commencing 17<sup>th</sup> October 2016 and valid for 36 months is in place.)

### **3.6.5 - MANAGEMENT OF NAVIGATION**

#### **Policy for Management of Navigation**

- A. The LHB has made a set of General Directions, , rules which every user must obey as a condition of his or her right to use the harbour. All byelaws have now been rescinded.
- B. The LHB recognises its duty to make proper use of powers to give Directions and to regulate all vessel movements in its waters, and if necessary it's powers to make byelaws as required.
- 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 is developing 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.

#### **General and Special Directions**

The LHB was granted powers of General Direction in the HRO of 2015 to manage the hazards identified in the risk assessments. A set of General Directions (GDs) were issued by the Board in September 2015 and were made in March 2016. All byelaws remaining extant have now been cancelled. Special Directions may also 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 and the 2015 HRO.

#### **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.

Procedures for the conduct of patrols are in place while procedure for enforcement in accordance with Police and Criminal Evidence Code will be incorporated into the GDs Enforcement policy currently at draft stage and to be published prior to summer 2017.

#### **Byelaws**

The Littlehampton Harbour Board has now rescinded all extant byelaws. The power for the board to make byelaws is however retained.

### **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 has been compiled and published 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 their pontoons. The Littlehampton Marina supplies fuel to the public. The harbour supplies diesel 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 (Page 17). Each control is where possible allocated a person responsible (within MarNIS) and regular maintenance and inspection controls are carried over to the Planned Maintenance Schedule.

## **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.

Every three years the MCA will be given a letter confirming compliance with the Port Marine Safety Code. 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 and be available to be read and downloaded from the LHB website.

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 2017 are as follows,

### Infrastructure

- Consider the need for a davit at Nelson's Steps.
- 

### Risk Controls

- Review the Littlehampton Fire Plan and the Oil Spill Contingency Plan.
- Keep under review the list of marine risks.
- Maintain the programme for allocating each specific control to a particular manager and specifying when he is to check that the control is in place.
- Improve signage specific to the dangers of launching and recovery on the steep slipway.
- Continue with the training programme.  
Use the drafted matrix for showing what training is needed for each employee.  
Run a calendar of safety topics.  
The Standard Operating Procedures to be reviewed progressively in team meetings.  
Specifically, train for slinging and signalling for crane operations, abrasive wheel and chain saw
- 
- Record the personal protective equipment issued to each member of staff.
- Introduce a hot work policy and procedure.
- Following the recent diving incidents, check through the MAIB to see that safety procedures were followed by those running the dive boat based in Littlehampton and that there were no unnecessary delays by the emergency services.
- The MAIB is to be encouraged to raise the issue of jamming throttles with the manufacturer of the particular model of jet-ski the subject of recent accidents.
- LHB is to discontinue the practice of issuing to those using jet-skis a daily licence and to return to the formal issue of annual licences only, with a check on insurance and a formal safety notification.
- Resist the claim for a refund of harbour dues on pontoons.

## Governance

- Finalise and then adopt an Enforcement Policy (with procedures) to make it clear how any decision to prosecute is arrived at.
- Continue to ensure that the efficient and safe running of Littlehampton Harbour is not compromised by any budgetary constraints at Local Authority level.
- Follow any guidance in the forthcoming Managing Trust Ports document for the appointment of Board Members.

## APPENDIX 1

### RISK ASSESSMENTS

<b>Marine Ops</b>	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 ashore	Public Access to LHB Pontoons Public Slipway Other Supervised Slipways (LM, AYC, LYC)
<b>Employee Activity</b>	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 Hot Work Permit
- 4 Banking and Accounts – TO BE UPDATED
- 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 No Longer Used
- 15 Streamline Card Machine
- 16 Credit and Debit Card Accounting Procedures
- 17 Fuel Dispensing\*
- 18 Fresh Water for Merchant Vessels.

\*Associated with PMSC RA

See also Standing Instructions (SIs) for: Use of Private Cars (8), Lone Working (11) and Hot Work (23)

**LITTLEHAMPTON HARBOUR BOARD**

**Report to:** Littlehampton Harbour Board  
**Report on:** Personal Watercraft (PWC) Management Policy  
**Report by:** Harbour Master

**Date:** 9<sup>th</sup> January 2017

**1. Context**

- 1.1 Following incidents with PWCs (more commonly known as Jetskis) during summer 2016 the Board resolved in its September meeting to approve revised controls to be implemented prior to the 2017 summer season.
- 1.2 On the basis of this, a review of existing and historic controls has been carried out.
- 1.3 The issue of how best to manage PWC use to ensure safety on the river was also discussed at October and January Stakeholder meetings. Consideration was given to a variety of measures including an end to the practice of issuing daily harbour dues to PWC users, the requirement to submit details of insurance and a total ban on PWCs proceeding up river without permission from the HM.

**2. Conclusions**

- 2.1 Revised controls recommended are as follows:

Before launching in the Harbour PWC users must:

- a) Purchase Annual Harbour Dues;
- b) Receive a Safety Briefing from the Harbour Manager or Deputy;
- c) Be insured with valid third party insurance with a minimum cover of £2 million for each and every claim and shall, upon request, produce evidence of such cover;
- d) Obey all Harbour Byelaws, Directions and Collision regulations, ensuring they navigate and manoeuvre in a safe and courteous manner;
- e) Provide evidence of attendance on a RYA training course or of logged experience;
- f) Provide details of the craft to the Harbour Office (make, model, colour or photograph, data tag number etc.).

- 2.2 It is intended to bring a General Direction to this extent to the Board for approval in due course. Designated consultees will be the Chamber of Shipping and the Royal Yachting Association.

**Recommendation**

- 3.1 That the Board approve the revised controls for PWCs in the harbour;
- 3.2 That HM be directed to keep under review the potential to exclude PWCs from travelling beyond the A259 without permission;
- 3.3 That the Board direct the HM and Clerk to draft and consult on a suitable General Direction encompassing the controls now approved and bring this Direction to the Board for its formal approval.

LHB MEETING – 6<sup>th</sup> February 2017

Agenda Item: 12

**LITTLEHAMPTON HARBOUR BOARD**

**Report to:** Littlehampton Harbour Board

**Report on:** Harbour Stakeholder Group Meeting

**Report by:** Harbour Master

**Date:** 12<sup>th</sup> January 2017

**1. Context**

1.1 A meeting of the Littlehampton Harbour Stakeholder Group was held at the Arun Yacht Club on 10<sup>th</sup> January 2017 and was chaired by the Recreational Users Rep, Mr P Bush. Minutes can be found at the Annex.

1.2 Minutes have been forwarded to the group by email.

**2. Key Points**

- a. Conservancy activity within the harbour was outlined to the group.
- b. Discussions took place on the HMs proposed controls on PWCs (jetskis) launching in the harbour which were generally well received.

**3. Recommendation**

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

**MINUTES OF A MEETING OF THE LITTLEHAMPTON HARBOUR  
STAKEHOLDER CONSULTATION GROUP HELD IN THE ARUN YACHT CLUB  
ON TUESDAY 10<sup>TH</sup> JANUARY 2017**

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Present: Philip Bush (LHB) – Chairman  
Billy Johnson (Harbour Master)  
Cllr Ian Buckland (LHB)  
Roger Elkins (LHB)  
Roger Elliman (AYAC)  
Helen Bryett (Ford Marina)  
Simon Gibson (Ropewalk Flood Action Group)  
Ivan Warren (RNLI Lifeboat Station)  
Emma Finnamore (Littlehampton Marina)  
Vernon Parker (Littlehampton Charter Fisherman – OURJOY)  
Daniel Parker (Littlehampton Charter Fisherman – OURJOY)  
Gerry McGeehan (Boat Owner/Resident Mariners Quay)  
Nigel Anderson (Boat Owner/Resident Mariners Quay)  
Graham Easton (HMCG)  
Robert Boyce (Osborne of Arun Group)  
Mark Taylor (Littlehampton Yacht Club)  
Joe Gibbs (Osborne of Arun)  
Barry Almond (Arun Yacht Club)  
Brian Flook (AYC and PWC user)  
David Moore (Littlehampton Sea Cadets)  
Peter Nicholson (PMSC Designated Person)

**ITEM 1 – INTRODUCTION AND APOLOGIES**

The Chairman welcomed those present to the meeting. He asked the Arun YC representative to pass on his thanks to the Commodore for the use of the clubhouse as a venue.

Apologies had been received from:

Sgt John Begley (Sussex Police – Police Port Unit)  
Bill Chapman (Yacht LEIONA)  
Nigel Draffan (Angmering Park Estate)

**ITEM 2 – MINUTES OF PREVIOUS MEETING and MATTERS ARISING**

The Minutes of the previous meeting held on 4th October 2016 were agreed. There were no matters arising.

### **ITEM 3 – UPDATE FROM OUTSIDE ORGANISATIONS**

RNLI Lifeboat Station. Ivan Warren summarised the incidents where Lifeboats had been involved in the last period as follows:

Service calls since 4<sup>th</sup> October.

1. 26.10.16 cabin cruiser fuel blockage got started escorted to Shoreham Brighton take over tow into Brighton.
2. 11.11.16 15ft boat 1 mile south of harbour engine failure.
3. 28.11.16 45ft yacht low on fuel paged but Selsey attended.
4. 9.1.17 Both boats shoreline search for a despondent woman later returned home by police.

Total launches of both boats for 1916, 55.

1915 65 launches.

HMCG. Graham Easton provided an update on HMCG matters. He reported that there had been no changes in the maritime operations service. He reported that a new Coastguard helicopter had been acquisitioned and would be based at Lee-On-The-Solent and would be operational from March 2017. He added that it was likely that this aircraft would use a new call sign yet to be confirmed. In concluding his update, he reminded all present of the importance of safety at sea measures including the use of lifejackets, boat engine servicing and so on.

In the ensuing discussion, Ivan Warren reported on a recent lifeboat call out where Dover Coastguard had tasked the Selsey Lifeboat rather than the Shoreham Lifeboat to respond to a casualty. Graham Easton agreed to note the observation, but pointed out that this was an operational decision taken at the time.

### **ITEM 4 –ACCIDENT AND INCIDENT REPORTS REVIEW**

The HM reported that no accidents or incidents had been reported since the last meeting.

A discussion ensued in which it was reported that some violent behaviour had taken place on the Ferry Pontoon. Sussex Police had been involved but the matter had not been reported to the HM. The HM added that he would be content to receive reports about such behaviour and suggested that this could be done using the online

Accident and Incident Reporting Form. In response to a query about the title of the form (Accident rather than Accident and Incident) the HM undertook to determine if this could be amended.

## **ITEM 5 – CONSERVANCY ACTIVITY**

The HM provided an update on conservancy activity issues.

a. Dredging.

The HM reported that the Environment Agency had completed the shingle recycling on the West Beach and had worked in conjunction with Natural England and the LHB. On this occasion no action was taken to clear the shoal bank at the harbour entrance.

He further reported that the ERICA had carried out some non-conservancy dredge work.

b. Aids to Navigation.

The HM report that a LNtM had been issued advising that the Weather Station and Sewage Outfall lights were now lit.

He further advised that a revised chart (1991) for Littlehampton Harbour was shortly to be issued by the UKHO.

He further advised that the Arun YC Race Marks had been recovered for the winter.

c. Environmental Protection.

The HM reported that in conjunction with the Environment Agency an oil spill exercise had taken place in November 2016. The harbours Oil Spill Contingency Plan (OSCP) was undergoing its 5-yearly review and it was anticipated that this would receive MCA approval in due course.

d. Maintenance Activity.

The HM reported that following a request from ADC some boarding had been replaced on the East Pier.

He further advised that Mackley had carried out some maintenance work on the West Works such that they were now in good order. Robert Boyce asked if the LHB were getting value for money, if a competitive tender process had taken place and if any expenditure made was in accordance with the limits laid down in the LHBs Standing Instructions. The HM advised that, following initial tendering for repairs to the West Works, activity carried out this season had been part of an ongoing maintenance strategy where Mackley had been selected as the preferred contractor.

## **ITEM 6 – PLANT AND EQUIPMENT EXPECTED**

The HM reported that some maintenance work was required on the Dicker Works (East Training Wall) where some capping and lateral marker poles required replacement. The associated work would require the deployment of an excavator for probably 1 day.

## **ITEM 7 – COMMUNICATIONS**

### a. Local Notices to Mariners.

Those present were informed that the following LNtM were in force:

Name	Date	Review Date	Status
No. 1 of 2017 - Notices in Force	07/01/2016	07/01/2017	Active
No. 2 of 2011 - Safety Advice	07/01/2011	01/01/2017	Active
No. 4 of 2016 - Arundel Quayside Wall Collapse – Update	21/01/2016	21/01/2017	Active
No. 4 of 2004 - Shoal Bank in Harbour Entrance	07/04/2004	01/01/2017	Active
No. 5 of 2013 - Controlling Depth at Entrance	13/02/2013	01/01/2017	Active
No. 5 of 2014 - Jetskis and Personal Watercraft	05/06/2014	01/01/2017	Active
No. 8 of 2010 - Automatic Bilge Pumps	15/10/2010	01/01/2017	Active
No. 8 of 2016 - Publication of Littlehampton General Directions	06/05/2016	01/01/2017	Active

### b. 2017 Tide Tables.

The HM reported that the Littlehampton Harbour 2017 Tide Tables had now been published. He advised that advertising had been removed and some changes to format and content had been incorporated. Robert Boyce opined a view that the new tide tables were excellent.

## **ITEM 8 – MANAGEMENT OF JET SKIS**

The HM advised that a revised policy for the management of PWCs (jet skis) was shortly to be presented to the Harbour Board for approval. In simple terms the policy reverted to the old policy where each user would be required to pay annual harbour

dues, receive a safety briefing, show evidence that that had adequate insurance and provide evidence of appropriate training or experienced logged.

Helen Bryant reported her concerns about jet skis speeding and asked if they could be identified. She was informed by Mr B Flook that each jetski had a visibly identifiable number such that they could be individually identified. She was encouraged to use the online Accident and Incident Form to report any incidents that gave rise to concern.

Helen Bryant further requested if jet skis could be banned from above the A259 Bridge. The HM advised that although this had been considered but would not be implemented at this point. He added that small speed boats were also the cause of a nuisance and if such a ban were to be instituted these too would need to be addressed. He also noted the potential that any ban on PWCs alone could be perceived as unjustly targeting PWC users and that there was a general right of navigation on the river.

Emma Finnamore advised that she insists on seeing evidence of harbour dues being paid before she issued an agreement to those jet skiers at Littlehampton Marina.

Graham Easton advised that the MCA had successfully prosecuted offending jet skiers and advised that the HM might consider contacting the Enforcement Branch for more information.

Daniel Parker asked if consideration could be given to displaying a notice on the public slipway (Lifeboat Station) advising potential users of the harbour of their responsibilities. The HM undertook to investigate.

### **ITEM 9 – OIL SPILL CONTINGENCY PLAN**

The HM reported that the Oil Spill Contingency Plan was currently under review. He advised that a new firm of contractors, Adler and Allan Ltd, had been appointed to support Tier 2 oil spills. Once the plan had been revised consultation would take place with the MMO, Natural England, WSCC, ADC and Littlehampton TC prior to it being presented to the MCA for approval.

### **ITEM 10 – ANY OTHER BUSINESS**

#### **a. Pump Out Facility.**

Cllr Ian Buckland asked if further consideration could be given to the provision of a pump out facility for vessels fitted with holding tanks. Robert Boyce

advised that all new vessels are likely to be fitted with these tanks. He added that Osborne of Arun and, he thought, other stakeholders might be willing to make a financial contribution to such a facility. The HM suggested that one option may be the provision of a portable pump out system. The Chairman advised that there were circumstances whereby vessels could pump out at sea which would probably include most visiting yachts. The HM undertook to investigate further and prepare a paper for consideration at a future Board Meeting.

b. Harbour Workshop Crane Out Arrangements.

Ivan Warren asked why details of the Harbour Workshop crane out planned for the end of January 2017 had not been notified to stakeholders. The HM advised that there was no space currently available to crane out additional vessels. However, he would consider the merits or otherwise of issuing a late notification.

c. Dukes Wharf – Provision of Lifering and Ladders.

Vernon Parker voiced concerns raised by owners of the vessel HOOK-A-FISH at the provision of liferings and safety ladders on Dukes Wharf. The HM agreed to investigate the situation but believed that, in terms of provision of life saving apparatus and safety ladders, the LHB moorings met the requirements laid down in the Yacht Harbour Association code of practice. Robert Boyce advised that his insurance company had advised minimum requirements for numbers and location. Barry Almond advised that the Arun YC had complied with the Yacht Harbour Association code of practice some years ago. The HM undertook to investigate the situation at Dukes Wharf.

d. LHB Berth Holders – Insurance Requirements.

Daniel Parker sought advice on the requirement to get insurance details verified by the HM. He stated that while he had insurance it had never been formally checked by the LHB as his mooring provider. He was advised that an undertaking to carry appropriate insurance was included in the acceptance of the terms and conditions of the annual mooring agreement with the LHB. Roger Elliman advised that there may be a penalty in physically checking insurance documents. The HM undertook to review the present arrangements.

Supplementary Note:

*Since the meeting the HM has contacted the Board's insurers and has been advised that by having mooring terms and conditions which state that by signing the user confirms they hold relevant insurance would likely fulfil insurer's requirements to take "reasonable precautions".*

e. South Coast Footpath.

Nigel Anderson enquired if the LHB intended to respond to the Government initiative to create a South Coast Path Walk and, specifically, the recently-issued consultation document prepared by Natural England. He added that he had recorded a concern about the right of public to access some areas of the harbour bed that were above low water as he was concerned that this could imply a right of access to private pontoons. Robert Boyce advised that he had sent a response as had the Angmering Park Estates Trust. The HM undertook to review the document and make representation as appropriate.

Supplementary Note:

*Since the meeting the Harbour Master has made contact with the Natural England Coastal Access Team and can confirm that the margin shown on the plans supplied by NE does not imply a right of access to private property and structures within that margin; and that specifically pontoons would be covered by the "excepted land covered by local restrictions and exclusions" mentioned on the plans supplied by NE.*

*Further information can be found by contacting the NE Coastal Access Team or downloading the guidance document on the Coastal Access Scheme from the direct.gov website.*

f. Harbour Dues.

Robert Boyce observed that some new charges had been introduced the recently-approved Schedule of Charges and asked why stakeholders had not been consulted prior to these being presented to the Board. He added that as, in his opinion, stakeholders owned the harbour they should have provided input. His comments were noted.

g. Publication of Standing Orders.

Robert Boyce asked if the LHB Standing Orders could be published on the website. He was advised that his request would be considered.

**h. Commercial Shipping – Debt**

Robert Boyce advised that he understood that a large debt had arisen following the non-payment of dues by a commercial shipping company. He asked if the monies involved might result in a future increase in Harbour Dues. He was informed that the detail fell under the exempt business umbrella so could not be discussed. However, in general terms any large financial loss would be recovered either by an increase in Harbour Dues or by requesting an increase to the precept. Without disclosing specific details those present were assured that the amounts involved were unlikely to require either course of action.

**ITEM 11 – ARRANGEMENTS FOR NEXT MEETING**

It was agreed that the next meeting would take place on Tuesday 4<sup>th</sup> April 2017 starting at 1800 hrs. The Arun YC agreed that we could, once again, use their facilities as a venue.

**LITTLEHAMPTON HARBOUR BOARD****Report to:** Littlehampton Harbour Board**Agenda item 13****Report on: Corporate Complaints Policy (CCP)****Report by: Clerk to the Board**For the 6<sup>th</sup> of February Board Meeting

Further to my last report on a CCP for the LHB, I now attach a version for complaints against members of staff. If deemed appropriate the version could be slightly amended to deal with complaints brought against members of the Board.

Members are requested to consider (i) formal adoption of the attached CCP in relation to complaints against members of staff and (ii) a similar format be prepared for complaints against members of the Board.

Sue Simpson 20 January 2017

**RECOMMENDATION:** That the Board adopt the CCP for complaints against members of staff and recommend that the Clerk prepare a similar CCP for complaints against members of the Board and present this latter version to the next Board Meeting for formal adoption.

## Corporate Complaints

The Littlehampton Harbour Board (LHB) aims to provide you with services of the highest quality possible within available resources. Our relationship with others is set on three basic principles: understanding, speed and fairness. We have a procedure for dealing with complaints from members of the public, which enables complaints to be dealt with in a fair and consistent way.

LHB would always prefer to put things right straight away if possible, so if you are not happy with the way we have dealt with you, please contact the Harbour Master and/or the Clerk to discuss the issue. If the complaint cannot be resolved in this manner, the following complaints procedure can be implemented.

### Stage 1

The LHB will ask you to fill in our complaint form, giving full details of the problem. Please provide as much information as possible - for example, dates of any correspondence the incident and names of persons involved. A complaint form can be obtained by emailing [harbour@littlehampton.org.uk](mailto:harbour@littlehampton.org.uk). Paper complaint forms are available from the Harbour Board offices or by telephoning us on 01903 721215. You will receive a written acknowledgement of your complaint within 10 working days and naming the person that will review the details on the complaint form to ensure that all the information is present to enable the complaint to progress to stage 2 below. Such a review may result in you being asked by the investigating officer to provide some additional information.

### Stage 2

Within 10 working days of the investigating officer deciding that the information provided with the complaint is complete the matter will be passed to the LHB's Personnel Sub Committee. Where possible they will talk to staff concerned, study reports and correspondence, and may make a visit if the problem is one where there is something to be seen. Where possible, this investigation will be completed within 20 working days. If this is not possible, you will be sent a progress report indicating the timescales for completion of their investigation.

When completed, the Stage 2 response will be passed to Clerk, Harbour Master or Treasurer who will notify you of the decision within 10 working days.

### Stage 3

If you are still not happy, you must notify the Clerk to the LHB within 10 working days from the date of the decision and you can have the matter referred to the next full Board Meeting for them to appoint a panel who will aim to review the decision within 20 working days of being appointed and to issue a final decision within 10 working days thereafter.