



**SCHEME OF DELEGATION**  
**Approved by the Board 17 February 2020**

**SECTION 1 – General**

**1.0 GENERAL CONDITIONS GOVERNING DELEGATION OF FUNCTIONS**

- 1.1 These General Conditions and any amendment of or addition thereto made by the Harbour Board shall apply to the delegation of functions specified elsewhere in this Scheme of Delegation and in the Articles, and to any amendment of or addition thereto made by the Harbour Board.
- 1.2 Powers delegated shall, unless expressly stated to the contrary, be deemed to include all of the powers of the Harbour Board under the legislative/common law provisions in question but shall be exercised in conformity with the Constitution of the Harbour Board and in accordance with the expressed policies and objectives of the Harbour Board relevant to the matters upon which action is to be taken.
- 1.3 The delegation of authority to deal with any matter shall not derogate from the power of the Harbour Board to call for a report on any decision or action taken, or to require any such matter under consideration to be referred to the Harbour Board or to the appropriate Committee for determination.
- 1.4 If a matter involves considerations not within the purview of the posts of Harbour Master/Manager, Clerk or Treasurer he shall consult any other relevant member of the Harbour Management Team concerned before authorising action and shall take due account of the views expressed.
- 1.5 Authority to take decisions and other action including the signing of documents (except where the Harbour Board's Seal is required - see Article 9.5) and the requirement to arrange consultations shall be exercised and undertaken on behalf of the Harbour Board by the relevant officer of the Harbour Board to whom the authority to act is given. Further, the Harbour Master/Manager, Clerk and Treasurer may delegate to any other officer any function delegated to him/her in this Scheme which in his/her judgement is appropriate to that other officer's responsibilities.
- 1.6 It is the responsibility of each Member of the Harbour Management Team to ensure that a proper scheme of delegation to officers is established within his/her area of responsibility and is operating effectively. Any delegation of duties should be formally documented by the delegating officer and notified to those given the authority.
- 1.7 All delegated functions shall be deemed to extend to any statutory re-enactment and amendment thereof (whether amended in extent and/or wording).
- 1.8 The authorities to exercise the powers, including the service of statutory notices contained in the list of specific delegations shall include authority to take all necessary and/or consequential action arising there from including the institution (and conduct) of proceedings and shall include also power to determine the need to serve the notice as well as to arrange for its service.

- 1.9 Where a delegation requires the agreement of, or consultation with or other action by the Chairman or Sub Committee Chairman, such delegation shall allow for the substitution of another Board Member in the absence of any of the specified Board Members. In the case of a Chairman, this shall be the Vice Chairman. In the case of a Sub Committee Chairman, it shall mean the Vice-Chairman of the Sub Committee or, in his/her absence, another member of the Sub Committee.
- 1.10 The authorised officer shall have power to undertake all work to give full effect to any decision of the Harbour Board.
- 1.11 Where the Harbour Master/Manager, Clerk or Treasurer has delegated a power or duty:
- within his area of responsibility or
  - to another Member of the Harbour Management Team prior to the coming into effect of this Constitution,
- such delegation shall continue until amended or revoked by him/her.
- 1.12 Subject to the foregoing, and without derogation from the powers or duties now or hereafter confirmed or imposed upon officers of the Harbour Board by statute or by any statutory instrument or regulation, authority to act for and on behalf of the Harbour Board without reference to the Harbour Board or any Sub Committee or the Cabinet shall be delegated as follows:

## **2.0 GENERAL AUTHORITIES APPLICABLE TO ALL FUNCTIONS**

### **2.1 To the Harbour Master/Manager and, where appropriate, the Clerk or Treasurer**

Authority to:-

- (a) Take all necessary action for the effective day-to-day management, administration and supervision of his/her area of responsibility and of the services and premises for which he is responsible and for the efficient discharge of the professional responsibilities of his/her office, subject always to the provisions of his/her job description.
- (b) Incur expenditure provided for in approved or revised capital or revenue budgets, subject to reference to the Harbour Board in respect of any item which is marked or is identified by regulation or instruction as requiring such reference before commitment.
- (c) Authorise other officers under his/her control to attend courses/conferences and similar events appropriate to their personal official responsibilities and/or the work of the Board in accordance with policies laid down from time to time within approved budget provision.
- (d) Take those decisions and exercise those powers delegated by this scheme to officers within his/her specific areas, with the exception of those powers specifically delegated to the Clerk or Treasurer

### **2.2 To the Clerk Authority to:-**

- (a) Settle any points requiring interpretation or clarification in the practical application of this Scheme of Delegation.
- (b) Except where the power is specifically delegated to the Harbour Master/Manager or Treasurer to issue written authorities to individual officers to act as the Harbour Board's authorised officers in the performance of their statutory or other duties (as evidence of their bona fides).
- (c) Make consequential amendments to the Scheme of Delegation to reflect the re-designation of posts and the re-allocation of functions which affect the terms of the Scheme.

### **3.0 AUTHORITIES RELATING TO PARTICULAR FUNCTIONS OR SERVICES**

#### **3.1 Finance**

	<b>Function</b>	<b>Responsibility</b>
<b>Certification of Claims and Returns</b>		
3.1.1	Authority to sign all grant and similar claims, tax returns and all other statutory financial returns, on behalf of the Harbour Board except where the Chairman's and/or Clerk's signature is also required.	Treasurer
<b>Signing Cheques on Behalf of the Harbour Board</b>		
3.1.2	General Current Account and on an interest-bearing account.	Two authorized signatories from the following: Treasurer Harbour Master/Manager, Clerk, a named member of the Board
3.1.3	Petty Cash Account	
3.1.4	All matters relative to the invoicing, administration, collection and recovery of Miscellaneous Income	The Harbour Master/Manager, Treasurer, Accounting & Administration Officer and Clerk with authority to further delegate as he /she considers appropriate
3.1.5	Power to write-off irrecoverable amounts up to £500	The Harbour Master/Manager Treasurer and Clerk with authority to further delegate as he considers appropriate
3.1.6	Power to act for the Harbour Board in matters relating to the recovery of sundry debts via the County Court	
3.1.7	Transfer of monies between authorised Harbour Board Accounts.	Treasurer with the authority to further delegate as he considers appropriate

### 3.2 Human Resources

	<b>Function</b>	<b>Responsibility</b>
3.2.1	Authority to take action in relation to the appointment of the Harbour Master/Manager, Clerk and Treasurer and key 2nd tier appointments to be delegated as follows:	
	Harbour Master/Manager, Clerk, Treasurer and Chairman	The Harbour Board upon receiving a recommendation from the Personnel Sub Committee or a panel of the Sub Committee as set out in its Terms of Reference.
	Deputy Harbour Master	Personnel Sub Committee as set out in its Terms of Reference
<b>Recruitment and Selection</b>		
3.2.2	Appointment of staff other than management posts	Harbour Master/Manager, Clerk, Treasurer as appropriate.
<b>Conditions of Service</b>		
3.2.3	Payment of annual cost of living salary/wage awards	Personnel Sub Committee if within the approved budget or the Board if not.
3.2.4	Granting of additional increments within the appropriate grade for established posts if within budget.	
	Senior Management Posts	Harbour Board/ Personnel Sub Committee
	Other Posts	Harbour Master/Manager in consultation with the Treasurer and Chairman.
3.2.5	Authorisation of training courses for: <ul style="list-style-type: none"> <li>• Management and General training and</li> <li>• Professional and Technical if above are within approved budget limits</li> </ul>	Harbour Master/Manager

	<b>Function</b>	<b>Responsibility</b>
3.2.6	Payment of overtime for hourly paid staff	Harbour Master/Manager
3.2.7	Regrading of Staff (other than management posts, i.e. Harbour Master/, Clerk, Treasurer)	Personnel Sub-Committee if within agreed budget and full Harbour Board for management posts and for any proposed re-gradings or increase in fees which are outside the approved budget.
3.2.8	Variation of detail of disciplinary and grievance procedures following consultation/agreement with staff side representatives	Harbour Master/Manager in consultation with the Human Resources Advisors at WSCC.
3.2.9	Authority to implement changes in conditions of service which arise from:  legislative requirements or  changes in nationally adopted terms and conditions applying to Harbour Board employees	
3.2.10	Approval of all terminations of service in respect of early retirement and/or redundancy within the framework of restructuring proposals	To be approved by the Harbour Board
<b>Establishment</b>		
3.2.11	Revision to establishment within business plan requirements and budgetary/financial restrictions. (Note: major organisation changes will require Board approval.)	Harbour Master/Manager, in consultation with Human Resources Advisors at WSCC .

### 3.3 Legal

	<b>Function</b>	<b>Responsibility</b>
3.31	Execution of legal documents on behalf of the Harbour Board	Clerk to the Harbour Board together with other persons authorised by the Clerk
3.3.2	Authority to brief Counsel and take Counsel's Opinion	

	<b>Function</b>	<b>Responsibility</b>
3.3.3	Legal proceedings for the recovery of debts owing to the Harbour Board	The Harbour Master/Manager and Treasurer to the Harbour Board
3.3.4	The serving of relevant legal and other Notices required to implement the decisions of the Harbour Board and the decision to take enforcement action.	The Harbour Master/Manager and the Clerk
3.3.5	Authority to engage outside legal assistance including the appointment of Legal Agents	Clerk to the Harbour Board in consultation with the appropriate other officers of the Board
3.3.6	Institution of any criminal or civil legal proceedings against persons occupying without licence or consent, land or buildings owned by the Harbour Board or in respect of which the Harbour Board is entitled to possession	Harbour Master/Manager where involved with the management or occupation of the land or buildings, in consultation with the Clerk, the Board's approved HR adviser.

#### **3.4 Estates Management**

	<b>Function</b>	<b>Responsibility</b>
3.4.1	To agree terms for the temporary letting on licence of all or part of any buildings or land	Harbour Master/Manager in consultation with the Clerk and Treasurer
3.4.2	In respect of items paragraphs 3.4.1 above, to negotiate any of the matters therein referred to	Harbour Master/Manager

### 3.5 Resources – General

	Function	Responsibility
3.5.1	Authority temporarily to let Harbour Board accommodation facilities on appropriate charges	Harbour Master/Manager
	Engagement of consultants as and when required	Harbour Master/Manager, Clerk and Treasurer, subject to Standing Orders Relating to Contracts being adhered to and being within approved budgets.

### 3.6 Governance Framework and Policies

3.6.1	Review and approval of the Governance framework (comprising Articles, Board Structure, Code of Conduct, Protocol of Member/Officer Relations, Committee Terms of Reference, Scheme of Delegation, Governance Rules and Procedures and Financial Regulations	Harbour Board
3.6.2	Review and approval of Board Policies and Procedures (comprising Access to Information Policy, Customer Complaints Policy, Anti Bribery, Whistleblowing, Health & Safety and Organisational Structure Charts)	Harbour Board
3.6.3	Review and approval of Organisational Policies and job descriptions that relate solely to a senior officer post (i.e. Harbour Master, Treasurer or Clerk)	Personnel Committee
3.6.4	Review and approval of Organisational Policies and non senior staff job descriptions, including staff handbook	Harbour Master

### 3.6 HARBOUR ACTS

Ref	Function	Responsible	Empowering Act(s)	Limit of Authority
3.6.1.0	<b>Setting &amp; Collection of Dues</b>			
3.6.1.1	Establishing and varying the Schedule of Charges	Harbour Master/Manager/ Treasurer to the Board	Harbour, Docks & Piers Clauses Act 1847 (XXX) 350	Must be sanctioned by the Board before implementation
3.6.1.2	Power to compound charges	Harbour Master/Manager/ Treasurer to the Board	Harbour, Docks & Piers Clauses Act 1847 (XXX) 351	Must be sanctioned by the Board before implementation
3.6.1.3	Power to levy penalty of 3 times the rate of harbour dues for non payment	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847 (XL111) 353	None
3.6.1.4	Requirement to publish dues and rates	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847 (XXLV11) 354	None
3.6.1.5	Distrainment/arrest/disposal by sale of vessel(s) in the event of non payment of dues	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847	None



Ref	Function	Responsible	Empowering Act(s)	Limit of Authority
3.7.0	<b>Statutory Powers Vested in the Harbour Master/ Manager</b>	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847	
3.7.1	Regulate the time and manner in which any Vessel may enter, depart or berth within the Harbour Limits. Regulate the position in which any Vessel shall load or unload cargo or passengers. Regulate the manner of any repairs or servicing. Regulate the conduct of any vessel so as to prevent injury to other vessels and to the Harbour, Dock or Pier. For removing unserviceable Vessels and other obstructions from the Harbour, Dock or Pier. Regulate quantity or weight of ballast of vessels during delivery and discharging.	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847 (LII) 355/6	None
3.7.2	Power for the Harbour Master to remove wrecks or other obstructions which impeded safe navigation and recover costs of doing so if appropriate	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847 (LV1) 356	None
3.7.3	Power for the Harbour Master to remove unfit or neglected vessels from the Harbour limits and recover costs of doing so where appropriate.	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847 (LVII) 357	None
3.7.4	Power for Harbour Master to move unmanned vessels	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847 (LVIII) 357	None
3.8	<b>Powers Vested in the Board</b>			
3.8.1	Laying of navigation buoys and lights as directed by Trinity House	Harbour Master/Manager	Harbour, Docks & Piers Clauses Act 1847 (LXXX111) 362	None
3.8.2	Power to make Byelaws	Clerk to the Board	Harbour, Docks & Piers Clauses Act	Board Authority required

Ref	Function	Responsible	Empowering Act(s)	Limit of Authority
			1847 (LXXX111) 363	
3.9.0	<b>Repairs &amp; Maintenance to Harbour Infrastructure</b>			
3.9.1	Maintain west pier and east and west entrance walls south of the footbridge so as to maintain the harbour as an outfall of the River Arun	Harbour Master/Manager	Littlehampton Harbour and Arun Drainage Outfall Act 1927 Section 38	Board approval required if such works are not allowed for in the current budget and action is urgently required. The Harbour Master/Manager may authorise works within the financial limits set in the Constitution for this post.
3.10.0	<b>The Responsibilities and Duties of the Board with Regard to the Operation of the Harbour</b>			
3.10.1	To be the Competent Harbour Authority i.e. one which has statutory powers in relation to the regulation of shipping movements and the safety of navigation within its harbour and whose Harbour falls wholly or partly within an active pilotage district.	Harbour Master & Manager	Pilotage Act 1987	To carry out the Pilotage functions required of a competent harbour authority as regulated by the Pilotage Act 1987
3.10.2	As a Competent Harbour Authority, the Board shall keep under consideration: - a) whether any and, if so, what pilotage services need to be provided to secure the safety of the ships navigating in or in the approaches to its Harbour; and b) whether in the interests of safety pilotage should be compulsory for ships navigating in any part of the harbour or its approaches and if so, for which ships and in which circumstances and what pilotage services need to be provided for those ships.	Harbour Master & Manager	Pilotage Act 1987	To carry out the Pilotage functions required of a competent harbour authority as regulated by the Pilotage Act 1987

<b>Ref</b>	<b>Function</b>	<b>Responsible</b>	<b>Empowering Act(s)</b>	<b>Limit of Authority</b>
3.10.3	To keep life buoys available	Harbour Master/Manager	Littlehampton Harbour and Arun Drainage Outfall Act 1927	None
3.10.4	To ensure the Harbour is a place of safety operated to nationally agreed standards.	Harbour Master/Manager	Port Marine Safety Code	The Harbour Master/Manager to take whatever action is required to meet the standards required by the Port Marine Safety Code and current UK Health & Safety Legislation. If such steps may exceed the Board's approved budget, any such expenditure shall only be authorised after consultation with the Treasurer and a report submitted to the next available meeting of the Harbour Board. Such sums up to £2,000 may be authorised by the Treasurer.
3.10.5	To ensure that a safety management system exists for the Harbour and that such a system is informed by and based upon formal risk assessment	Harbour Master/Manager	Port Marine Safety Code	The Harbour Master/Manager must ensure that a safety management system is in place together with a documented risk analysis. The Board should ensure that such a system is regularly reviewed, and a report made to the Board.

Ref	Function	Responsible	Empowering Act(s)	Limit of Authority
3.10.6	To demonstrate compliance with the Port Marine Safety code and in the interests of transparency the board will need to ensure that a periodic statement setting out the policy it has adopted for discharging its duty to ensure that marine operations in the harbour and its approaches are properly regulated is produced; reporting on the effectiveness of that policy and its associated systems and procedures is carried out regularly.	Harbour Master/Manager	Port Marine Safety Code	Harbour Master/Manager will need to ensure that such a statement is prepared and submitted to demonstrate such to the Board. <b><i>Board Members are collectively accountable and individually responsible under this Code for the proper exercise of the Harbour's statutory functions.</i></b>
3.10.7	Maintain Navigation Lights and Marks	Harbour Master/Manager	Trinity House; Harbour, Docks & Piers Clauses Act 1847 (LXXV11) 362 Littlehampton Harbour and Arun Drainage Outfall Act 1927 S.52 Port Marine Safety Code	The Harbour Master/Manager needs to ensure that the Harbour meets the standards required by Trinity House and the Port Marine Safety Code
3.10.8	<p>“The Board may from time to time –</p> <ul style="list-style-type: none"> <li>a] alter dredge and scour entrance channels and waterways of the harbour</li> <li>b] widen deepen enlarge improve and maintain the docks entrance channels and waterways of the harbour and reduce or remove any shoals or accumulations.</li> <li>c] abate or remove obstructions and nuisances in the entrance channels and waterways of the harbour or on the banks thereof</li> <li>d] sell or dispose of any materials raised by them under this section or lay</li> </ul>	Harbour Master/Manager	Littlehampton Harbour and Arun Drainage Outfall Act 1927 Section 38  Port Marine Safety Code	If such works are not allowed for in the current budget and action is urgently required, the Harbour Master/Manager may authorise works within the financial limits set in the Constitution for this post.

Ref	Function	Responsible	Empowering Act(s)	Limit of Authority
	<p>the same behind any piers or structure or otherwise use such materials for the purpose of making, altering, repairing and maintaining the banks and foreshore of and improving the harbour.</p> <p>e] execute all other works which shall be necessary or proper for rendering the harbour safe and commodious and for carrying out the purposes of the Act provided that no materials raised under the provisions of this section shall be deposited in any place below high-water mark otherwise than in such position and under such restrictions as may be fixed by the Board of Trade.</p>			
3.11.0	<b>The Financial Responsibilities of the Board</b>		Littlehampton Harbour and Arun Drainage Outfall Act 1927 and West Sussex County Council Act 1972	
3.11.1	All receipts of the Harbour Board shall be carried to a common fund and all expenses incurred by the Harbour Board shall be defrayed out of the fund.	Treasurer	West Sussex County Council Act 1972 s17 (1)	None
3.11.2	The Harbour Board shall make safe and efficient arrangements for the receipt of monies paid to them and the issue of monies payable by them and those arrangements shall be carried out under the supervision of the Treasurer to the Board	Treasurer, Accounting & Administration Officer	West Sussex County Council Act 1972 s17 (2)	None
3.11.3	Any deficiency (after taking into account any contributions made under Section 19 (Contributions to expenses of Harbour Board) of this Act in the revenues of the Harbour Board in any financial year shall be made good in the first instance out of the Reserve Fund and if the Reserve Fund shall be insufficient for the purpose of meeting the deficiency of the Harbour Board, (i.e. it would fall below the required £35,000), shall apportion the residue of the deficiency	Treasurer	West Sussex County Council Act 1972 s18 (1)	None

Ref	Function	Responsible	Empowering Act(s)	Limit of Authority
	equally between the two Local Authorities.			
3.11.4	The Harbour Board shall issue precepts to each of the two Local Authorities in respect of any deficiency in the Reserve Fund in equal proportions	Treasurer	West Sussex County Council Act 1972 s18 (2)	None
3.11.5.	The Harbour Board shall no later than 31 December in each year estimate the amount of money (if any) required by them for expenditure in excess of their income in the ensuing financial year.	Treasurer	West Sussex County Council Act 1972 s19 (1)	None
3.11.6	The Treasurer of the Board must call upon the two Constituent Authorities to pay any amount that cannot be met from the Reserve Fund by virtue of paragraph (a) of subsection (2) of Section 22 (Reserve Fund) in equal portions and by any instalments as may be demanded by the Treasurer to the Board.	Treasurer	West Sussex County Council Act 1972 s19 (2)	None
3.11.7	The Harbour Board shall as soon as practicable after the end of each Financial Year repay to the two Constituent Authorities the amount (if any) by which the contributions made under section 19 exceed the actual deficiency in the income of the Board for that year.	Treasurer	West Sussex County Council Act 1972 s19 (3)	None
3.11.8	The Harbour Board shall apply the revenue of the Harbour Board except borrowed money in a manner following: - first, in payment of the working and establishment expenses and cost of maintenance of the undertaking; secondly, in payment of the interest on monies borrowed by the Harbour Board under any statutory power; thirdly, in providing the requisite appropriations, instalments or sinking fund payments in respect of monies borrowed as foresaid; fourthly, in payment of all expenses of the Harbour Board properly chargeable	Treasurer	West Sussex County Council Act 1972 s20	None

Ref	Function	Responsible	Empowering Act(s)	Limit of Authority
	<p>to revenue;</p> <p>fifthly, in payment of credit balances on the revenue account into the reserve fund;</p> <p>sixthly, in the payment to the two councils in equal shares of any surplus in the revenue which would otherwise cause the prescribed maximum amount of the reserve fund to be exceeded.</p>			
3.11.9	<p>Ensure that “taking one year with another, the revenues if the Harbour Board are, so far as is reasonably practicable, not less than sufficient to meet their outgoings ...” except for expenditure incurred under the Board’s liabilities in paragraph (b) Section 16 “....such drainage works as the Harbour Board may consider necessary for the purpose of maintaining or improving the harbour, being drainage works which the river authority *are not willing to undertake (*now the Environment Agency).</p>	Treasurer	West Sussex County Council Act 1972 s21	None
3.11.10	<p>The Harbour Board shall provide a reserve fund in respect of the undertaking by setting aside such amount as they may from time to time think reasonable and (unless the amounts so set aside are applied in any other manner authorised by any enactment) investing the same until the fund so provided amounts to the maximum reserve fund for the time being prescribed by the Harbour Board.</p> <p>The reserve fund shall be applicable: -</p> <ul style="list-style-type: none"> <li>a] to answer any deficiency at any time happening in the revenues of the Harbour Board, but not so as to reduce the reserve fund to any amount less than thirty-five thousand pounds;</li> <li>b] in or towards the payment of the costs of the construction, renewal, improvement or extension of any works, building, machinery, plant or conveniences forming part of the undertaking or otherwise for the benefit thereof;</li> <li>c] in repaying any capital monies borrowed for the purposes of the undertaking;</li> </ul>	Treasurer	West Sussex County Council Act 1972 s22 (1), 22 (2) (a) (b) (c) (d) 2 (3)	Board to define the maximum amount of reserve

Ref	Function	Responsible	Empowering Act(s)	Limit of Authority
	<p>d] in meeting any extraordinary claim or demand at any time arising against the harbour board;</p> <p>And so that if the reserve fund be at any time reduced it may thereafter be again restored to the prescribed maximum and so from time to time as often as such reduction occurs.</p> <p>Resort may be had to the reserve fund although such fund may not at the time have reached or may have been reduced below the prescribed maximum.</p>			
3.11.11	<p>The Modes by which the Harbour Board may raise money which they are authorised to borrow shall include borrowing by the means of agreement with the Public Works Loan Board Commissioners under Section 2 of the Public Works Loans Act 1965.</p>	Treasurer	West Sussex County Council Act 1972 s26	All loans must be authorised by the Board
3.11.12	<p>The Harbour Board may borrow from the Council such money as the Council think fit to lend and as the Harbour Board are authorised to borrow for the purpose for which such money so lent shall be repaid to the Council by the Harbour Board within the period prescribed by the sanctioning authority or otherwise for the repayment thereof.</p> <p>Any agreement under this section may be by resolution passed respectively by the Council and by the Harbour Board.</p>	Treasurer	West Sussex County Council Act 1972 s27 (1) (2)	All loans must be authorised by the Board
3.11.13	<p>The Harbour Board shall cause the Treasurer to the Board to keep proper books of accounts and other books in relation thereto and to prepare annual accounts.</p>	Treasurer	West Sussex County Council Act 1972 s29	None
3.11.14	<p>The Harbour Board shall within three months of the close of each financial year, or such longer period as the Secretary of State may allow, send to the Secretary of State a copy of the annual accounts of the undertaking.</p>	Treasurer	West Sussex County Council Act 1972 s30	None



<b>Ref</b>	<b>Function</b>	<b>Responsible</b>	<b>Empowering Act(s)</b>	<b>Limit of Authority</b>
3.11.15	The accounts of the Harbour Board shall at all reasonable times be open to inspection and transcription without payment by a member of a constituent authority or by any officer of a constituent authority authorised by that constituent authority for that purpose. 31 (1)	Treasurer	West Sussex County Council Act 1972 s31	None
3.11.16	The Accounts of the Harbour Board shall be audited annually by the Government appointed auditor. It shall be lawful for the Harbour Board subject to the consent of the Secretary of State, from time to time by means of resolution to adopt the system of professional audit provided the system conforms to Section 239 (3) and (4) Accounts and Audit Act 1933.	Treasurer	West Sussex County Council Act 1972 s31 (2) (a) and (b) & s31 (3)	None
3.11.17	As soon as practicable after the completion of the audit in every financial year the Treasurer of the Harbour Board shall forward to each constituent authority a copy of the annual accounts of the Harbour Board for that year and of any report to the Harbour Board made by the Auditor.	Treasurer	West Sussex County Council Act 1972 s31 C (3)	None
3.11.18	As a Competent Harbour Authority, the Board must ensure that it makes available for inspection by the public any statement of accounts which relates to the activities of the Board in relation to pilotage.	Treasurer	Pilotage Act 1987	None

#### **4.0 GENERAL AND TENDERING PROCEDURES**

##### **4.1 Tendering Procedures**

	<b>Function</b>	<b>Responsibility</b>
4.1.1	Contracts under £10,000 - invitation of quotations - guidelines set out as follows: -	Appropriate Harbour Board officer
<p>The appropriate Harbour Board officer will place orders for goods and works and, in cases where more than one quotation is received, will accept the quotation which is most advantageous to the Harbour Board, provided the total amount of the order or contract involved does not exceed £10,000. The following guidelines will be adopted by the Harbour Officers when placing orders under £10,000, and these should be waived only in exceptional cases where the appropriate Harbour Board Officer considers such a course would be in the best interests of the Harbour Board. For the avoidance of doubt, the term "quotation" is used for matters under £10,000 in value, to distinguish them from such matters over £10,000 which fall under the Rules as to Contracts. Notwithstanding the minimum number of quotations set out below competitive quotations will, in all cases, be obtained where this is considered desirable &amp; officers will comply with the Contracts Procedure Rules.</p>		
	Value of Goods or Work	Category
	Minimum no. of Quotations to be obtained	
	Not exceeding £2,000	A
	1 (if justified)	
	Exceeding £2,000 but not exceeding £10,000	B
	3	
<p>Quotations under B are to be invited by letter, which should specify in detail the goods or works required and the date by which all quotations are to be received and opened.</p>		
4.1.2	The acceptance of the lowest tender received on any matter, provided any excess of the tender figure over the sum as estimated by the appropriate Officer shall not be greater than 10% of the estimated sum or £10,000 whichever is the lower.	The appropriate Harbour Board Officer to make recommendation to the Chairman or to the Full Harbour Board if the value exceeds the estimated sum by 10% or £10,000.
4.1.3	Selective tendering (ad hoc lists). Authority to select persons to tender in accordance with the Rules relating to Contract.	The Chairman

	<b>Function</b>	<b>Responsibility</b>
4.1.4	Selective Tendering (Approved List). Authority to approve a list of contractors and to approve additions or deletions at three-monthly intervals and complete annual reviews following consideration of reports from the officers.	The Chairman
4.1.5	Annual Tenders - authority to accept the most advantageous tenders for the supply of goods and services.	The appropriate Harbour Board Officer in consultation with the Chairman. The Chairman being authorised to agree the placement of orders in accordance with annual tenders accepted by the West Sussex County, Arun District Council or any relevant public authority, where appropriate.

Further details of the rules relating to Purchasing, Procurement, Contracts and Disposals can be found in the Financial Regulations.