

**LITTLEHAMPTON HARBOUR ADVISORY BODY
TERMS OF REFERENCE**

1.0 Membership

- 1.1 In line with the Ports Good Governance Guidance, the Membership of the Group will comprise a wide range of stakeholders with an interest in the Harbour (**'the Advisory Body'**). A full list of organisations or user groups represented on the Advisory Body is provided at Section 8 and will be kept under review by Littlehampton Harbour Board (**'the Board'**).
- 1.2 The Board will consult the Advisory Board on all matters substantially affecting the management, maintenance, improvement, conservation, protection or regulation of the Littlehampton Harbour and its navigation (except in a case of special urgency where it is not reasonably practicable to do so).
- 1.2 The Advisory Body shall comprise not less than 8 and not more than 16 members who are appointed by the Board following consideration of nominations of the organisations or user groups listed at Section 8. If the Board decides not to appoint a nominated representative of an organization or user group, it shall provide reasons for its decision and the relevant organisation will propose another member for consideration. The quorum for the Advisory Body at each meeting shall be forty percent of appointed Members.
- 1.3 The Board shall consider the nomination of any suitable candidate taking into consideration a range of matters including their skills and experience and if they are representative of persons having an interest in the functioning of the harbour. The precepting authorities will each be entitled to a position on the body. Individuals will be required to demonstrate a thorough understanding of the user groups they represent. The following are ineligible to serve as Members: a. anyone who has an unspent criminal conviction; b. anyone who is an undischarged bankrupt and; c anyone who is involved in litigation (directly or indirectly) against the Board.
- 1.4 If it appears to the Board that an organisation asked to nominate a representative has refused or failed to do so or if the organisation has ceased, the appointment in question may be made by the Board after consultation with such persons (if any) appearing to them to be representative of the interests represented, or formerly represented by the organisation.
- 1.5 Each organisation or user group at Section 8 will be asked to nominate a representative to the Advisory Body for a three-year term of office. At the end of that period they will be eligible for reappointment for a maximum of two further three-year terms of office (i.e. 9 years in total). Any reappointment will need to be proposed by the stakeholder organisation and approved by the Board.
- 1.6 Members may resign from their position at any time by notice in writing given to the Board via the Clerk and the Chairperson of the Advisory Body. Should a casual vacancy occur on the Advisory Body by reason of resignation or otherwise, a vacancy shall be filled by the appointment of a new Member in the same manner as the Member in whose place that person is appointed. That person shall hold office during the remainder of the term of office of the member in whose place they are appointed.
- 1.7 Members are permitted, on giving notice in writing to the Chairperson of the Advisory Body and the Board, to send a substitute to any meeting of the Advisory Body. That substitute may not attend more than one such meeting (whether on behalf of the same member or a different member), unless that substitute is approved by the Board in respect of each additional meeting.
- 1.8 If at any time the Advisory Body or the Board are satisfied that it is not in the best interests of the management of Littlehampton Harbour for an Advisory Body Member to continue their role (including but not limited to pending the outcome of an investigation, whether internal or external) the Advisory Body or

the Board may suspend that Member until further notice by giving notice in writing or end the appointment of the Member concerned.

1.9 The Advisory Body shall annually appoint a Chairperson and Vice Chairperson from amongst its Membership. If the Chairperson and Vice Chairperson are both unable to attend a meeting, the members present shall agree that one of their number shall chair the meeting.

1.10 Any requests for representation from the Board at an Advisory Body meeting must be made in writing to the Clerk to the Board.

2. Frequency of Meetings

2.1 The Advisory Body shall meet a minimum of twice a year.

3. Scope

3.1 The core Objective of the Advisory Body is to represent a wide range of stakeholder opinion and viewpoint and to provide feedback and advice to the Board to assist in managing Littlehampton Harbour in the best interests of its stakeholders, as a whole.

3.2 The Advisory Body is entrusted with the following mission:

“To consider matters of interest to the Board related to conservation, protection, regulation, management, maintenance and improvement of the Littlehampton Harbour and its navigation. To identify matters of interest to harbour users and other stakeholders and make recommendations that they should be considered by the Board. To provide advice and opinion to the Board on matters under consideration.”

3.1 In line with its mission above, the remit of the Advisory Body will be:

- To act as the main consultative body for all matters substantially affecting Littlehampton Harbour
- To satisfy the requirements of the Port Marine Safety Code and the Harbour Authority’s Safety Management System in communicating and consulting with the maritime related stakeholders and port users
- To ensure that an effective mechanism exists whereby information can be relayed between the Harbour Authority and its users, and vice versa and to act as a forum for discussion
- To independently determine issues it wishes the Board to consider in relation to the governance, sustainability and management of safety within the Harbour;
- To respond to requests from the Board or any of its committees for advice and guidance;
- To make recommendations based on their discussions for the consideration of the Board;
- To assist with the organisation of consultations, surveys and questionnaires to identify stakeholder opinion concerning the services delivered by the Board;
- To provide feedback to the Board as to the effectiveness of its stakeholder consultations and the quality of its communications.

4. Co-operative working

4.1 The Advisory Body shall promote positive and approachable attitudes amongst all users to create a better sense of community and understanding within Littlehampton Harbour.

4.2 The Advisory Body shall annually review its performance against its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

4.3 Except in a case of special urgency where it is not reasonably practicable to do so, the Board will consult the Advisory Body on all matters substantially affecting the management, maintenance, improvement, conservation, protection or regulation of the Littlehampton Harbour and its navigation.

5. Authority

5.1 The Advisory Body is authorised by the Board to consider any activity within its terms of reference.

6. Voting

6.1 Each member attending any meeting, shall have one vote. Decisions will be by simple majority. In the event of a hung vote, the Chairperson, or person presiding, shall have the casting vote.

7. Reporting

7.1 The Advisory Body will report its discussions as follows:

- The Advisory Body will make arrangements for the minuting of its meetings; Minutes are to be provided to the Board (via the Clerk) and made available to the public. They will clearly show matters that are referred to the Board for consideration.
- The Advisory Body will report to the Board through its Minutes. Any urgent issues should be reported to the Chair of the Board, via the Clerk.
- The Board is required to consider any recommendations made to them by the Advisory Body within a reasonable time period, whether or not the Advisory Body has been consulted by the Board. The Board are not compelled to implement any advice or guidance. They are however expected to provide the Advisory Body with feedback on any advice or guidance not implemented.

8. List of stakeholder organisations and user groups

8.1 The requisite 8 to 16 members are to be drawn from the stakeholders of Littlehampton Harbour with reference to representation of the following organisations and less formal user groups:

1. one appointed on the nomination of **West Sussex County Council**
2. one appointed on the nomination of **Arun District Council**
3. one appointed on the nomination of **Littlehampton Town Council**
4. one appointed on the nomination of the **Environment Agency**
5. one appointed on the nomination of **Natural England**
6. one appointed on the nomination of the **RNLI**
7. one appointed on the nomination of the **HM Coastguard**
8. one appointed on the nomination of **Tarmac's Littlehampton Asphalt Plant**
9. one appointed on the nomination of the **Littlehampton Harbour Stakeholders Association**
10. one appointed to represent the **mooring operators** within the harbour
11. one appointed to represent the **Commercial Fishermen** within the harbour
12. one appointed to represent **Charter Vessels, Ferries and Water Taxis** within the harbour
13. one appointed to represent **Littlehampton Jet Ski Club**
14. one appointed to represent other **marine volunteer organisations** around the harbour (such as the Sea Cadets, Sea Scouts, Maritime Volunteer Service etc.)
15. one appointed to represent **LHB casual staff**
16. one appointed to represent **LHB berth holders**