

# Harbour Management Committee

July 23<sup>rd</sup> 2024



**Report of:** Patsy Mellor - Director of Management of Place

**Title:** Harbour Management Committee Terms of Reference

**Ward:** Hotwells and Harbourside, Centre, Lawrence Hill, Brislington East, St George Troopers Hill, Southville.

**Officer Presenting Report:** Jon James - Natural and Marine Environment Head of Service

## Recommendation

The Committee approve the Harbour Management Committee Terms of Reference as laid out in Appendix A

## Summary

The Bristol Harbour Management Committee Terms of Reference (TOR) defines the purpose and structure of the committee. The document is produced to provide a framework within which the committee can operate effectively.

## The significant issues in the report are:

- a. To ensure the harbour is managed in accordance with the provisions of the Harbours Act 1964, the Bristol Harbour Order 1998 and the Harbour Docks and Piers Clauses Act 1847 (as incorporated), as amended from time to time (the 'Harbour Legislation').
- b. To manage the Harbour's financial matters in accordance with the Council's approved financial procedures and the Council's objective for the harbour to be financially self-sustainable.



## **Policy**

1. Not applicable

## **Consultation**

2. **Internal**  
Bristol City Council Legal Department  
Bristol City Council Democratic Services
3. **External**  
Not applicable

## **Context**

4. The Terms of Reference set out the purpose of the Harbour Management Committee, its membership and provides guidance on meeting frequency and topics that are recommended to be discussed.
  - 4.1 Purpose  
To determine all matters relating to the strategic management of the Council's function as a Statutory Harbour Authority, and consistent with the Council's Policy Framework.
  - 4.2 Membership  
The committee comprises 9 members – 5 of whom are elected councillors, the other 4 being co-opted members who bring relevant skills and experience of managing harbours and associated businesses.
  - 4.3 Meetings  
The Committee shall meet at least 4 times a year and be governed by Council's Committee Procedure Rules as set out in the Council's Constitution.

## **Proposal**

5. The committee is requested to review and approve the Terms of Reference document as laid out in Appendix A

## **Other Options Considered**

6. None

## **Risk Assessment**

7. Establishment of a Harbour Management Committee is recommended within the Ports Good Governance Guidance, published by the Department for Transport. Whilst this is not a regulatory requirement, Legal advice indicates the committee (and associated TOR) are required.

## Summary of Equalities Impact of the Proposed Decision

8. Equalities Impact has been considered and as this report is seeking the adoption of the Harbour Management Committee Terms of Reference, there will be no Equalities Impact.

## Legal and Resource Implications

### Legal

BCC Legal consulted

### Financial

Finance have been consulted.

#### (a) Revenue

The committee cannot make a key decision and any decisions over the value of £500,000 will need to be referred to the appropriate policy committee.

#### (b) Capital

The committee cannot make a key decision and any decisions over the value of £500,000 will need to be referred to the appropriate policy committee.

### Land

Not applicable

### Personnel

Not applicable

## Appendices:

Appendix A: Bristol City Council – Harbour Management Committee Terms of Reference

## LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

### Background Papers:

**Department for Transport – Ports Good Governance Guidance**

[Good governance guidance for ports – GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**Department for Transport – Port Marine Safety Code**

[Port marine safety code – GOV.UK \(www.gov.uk\)](http://www.gov.uk)