

Harbour Management Committee

July 23rd 2024



Report of: Patsy Mellor - Director Management of Place

Title: Harbour Stakeholder Group 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 Stakeholder Group Terms of Reference as laid out in Appendix A

Summary

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

The significant issues in the report are:

- a. This is a newly constituted stakeholder group.
- b. The Harbour Authority have a statutory duty to appoint a Harbour Stakeholder Group
- c. Its suggested membership seeks to represent the wide range harbour service users, institutions, businesses, and residential communities that interact with day-to-day management and future development of the Harbour.
- d. Harbour users and special interest groups that already exist; these groups will continue to function.



Policy

1. Equity and Inclusion Policy and Strategic Framework

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 Stakeholder Group, its Aims and Objectives, composition of its membership, frequency of meetings and procedure for making recommendations to the Harbour Management Committee (HMC).
 - 4.1 Purpose
The core objective of the Stakeholder Group is to represent a wide range of stakeholder opinion and viewpoint and to provide feedback and advice to the HMC to assist in managing Bristol Floating Harbour in the best interests of stakeholders including the local community.
 - 4.2 Membership
The committee comprises 10 members. Membership is reviewed on an annual basis
 - 4.3 Meetings
The Stakeholder Group shall meet at least 4 times a year.

Proposal

5. The Harbour Management Committee is requested to review and approve the Terms of Reference document for the Harbour Stakeholder Group as laid out in Appendix A.

Other Options Considered

6. None

Risk Assessment

7. The Department of Transport's Good Governance Guidance for Ports outlines the principles for harbour stakeholder engagement. The Harbour Revision Order establishes a statutory basis for user groups.

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 Stakeholder Terms of Reference. The councils Equity and Inclusion Policy and Strategic Framework has been acknowledged and we will ensure the appointment of stakeholders is representative of the Harbour Community.

Legal and Resource Implications

Legal

BCC Legal consulted

Financial

BCC Finance have been consulted.

(a) Revenue

Not applicable

(b) Capital

Not applicable

Land

Not applicable

Personnel

Not applicable

Appendices:

Appendix A: Bristol City Council – Harbour Stakeholder Group 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 \(www.gov.uk\)](https://www.gov.uk/guidance/good-governance-guidance-for-ports)

Department for Transport – Port Marine Safety Code

[Port marine safety code – GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/port-marine-safety-code)

Equity and Inclusion Policy and Strategic Framework

[Bristol City Council Equality and Inclusion Policy and Strategic Framework 23–27](#)