

Bristol Harbour Stakeholder Group
Terms of Reference



1. Introduction / Purpose

1.1. The Bristol Harbour Management Committee ('HMC') will establish a group, to be known as the **Bristol Harbour Stakeholder Group** ('the Stakeholder Group'). The HMC will regularly consult the Stakeholder Group on all matters substantially affecting the conservation, protection, regulation, management, safety, maintenance and improvement of Bristol Floating Harbour and its navigation.

2. Aims and Objectives

2.1. 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.

2.2. The Stakeholder Group is entrusted with the following mission:

"To consider matters of interest to the HMC related to conservation, protection, regulation, management, safety, maintenance and improvement of Bristol Floating Harbour and its navigation. To identify matters of interest to harbour users and other stakeholders and make recommendations that then may be considered by the HMC. To provide advice and opinion to the HMC on matters under consideration."

3. Form and Composition

3.1. The Stakeholder Group shall consist of up to 10 persons appointed by the Harbour Authority (or such other number as the Harbour Authority from time to time approves). These persons shall be invited from the following organisations and stakeholder groups:

- (a) two appointed on the nomination of the Bristol Harbourside Forum
- (b) two appointed on the nomination of Bristol Harbour Recreational User Group
- (c) one appointed on the nomination of the Bristol Boaters Community Association
- (d) one appointed on the nomination of the Bristol Water Safety Partnership
- (e) one appointed on the nomination of the Business Improvement Districts
- (f) one appointed on the nomination of the Environment Agency
- (g) one appointed to represent local residents
- (h) one appointed to represent commercial passenger carrying vessels' interests in the harbour including trip boats and ferries.

- 3.2. Membership and composition of the Stakeholder Group shall be reviewed annually.
- 3.3. If the Harbour Authority does not receive a nomination for any reason from any of the organisations mentioned in paragraph 3.1 (a) to (h) above, the Council may, after consulting with such other organisations it thinks appropriate, appoint a suitable alternative or none at all. This procedure will also be followed if any of the organisations mentioned in paragraph 3.1 (a) to (h) above cease to exist or the function of the organisation changes significantly.
- 3.4. The term of office of a member of the Stakeholder Group shall be **three years** from the date of their appointment. Should an organisation request that they rotate their representative on an annual basis, the Harbour Authority will need to be notified of the intention to do this and provide the Harbour Authority with sufficient notice of who will be representing their organisation. Service of a term as chairperson shall not count as a term of membership under this provision.
- 3.5. A member of the Stakeholder Group may at any time, by notice in writing to the Harbour Authority, resign their office.
- 3.6. The Stakeholder Group shall nominate its own Chairperson and Vice-Chairperson. These positions will be elected by the Group annually. The Group shall conduct itself in accordance with these terms of reference.
- 3.7. A member of the Stakeholder Group shall not also be a member of the HMC.

4. Meetings

- 4.1. The Stakeholder Group shall meet not less than four times a year (and may meet more often).
- 4.2. Meetings shall be convened by notice in writing to each member.
- 4.3. Minutes of all meetings will be prepared and circulated in advance of the next meeting. These minutes will be approved at the next meeting.
- 4.4. Without prejudice to paragraph (1) above, the HMC may seek the views of the Stakeholder Group on:-
- a) The Bristol Harbour Business Plan.
 - b) Proposals to vary any charges in relation to business and recreational use of the harbour and its use by any vessels.
 - c) The making of byelaws or directions.
 - d) Any harbour revision order application.
 - e) Changes to the use of the harbour.
 - f) Harbour risk assessment and Pilotage consultation.

- 4.5. The HMC shall take into consideration any matter, recommendation or representation which may from time to time be referred or made to them by the Stakeholder Group, whether or not it has been consulted by the HMC on the matter, recommendation or representation so referred or made.
- 4.6. Members may, on giving notice in writing to the chairperson and the Harbour Authority, nominate a substitute to attend the Stakeholder Group meetings: Provided that, no person may act as a substitute (whether on behalf of the same member or a different member) more than once in any one-year period without the prior approval of the Harbour Authority.
- 4.7. In the absence of the Chairperson at any meeting, responsibility for chairing the meeting shall be taken by the Vice-Chairperson.
- 4.8. The Harbour Authority will find a venue and provide secretarial support for the Stakeholder Group meetings.
- 4.9. The Bristol Harbour Master (or authorised deputy) may attend Stakeholder Group meetings to observe and advise but will have no voting rights.

5. Quorum

- 5.1. A minimum number of 5 members are required in attendance at a meeting of the Stakeholder Group for it to be quorate.

6. Voting

- 6.1. Each member attending any meeting, shall have one vote on a Stakeholder Group motion. Decisions will be by simple majority. In the event of a hung vote, the Chairperson, or person presiding, shall have the casting vote.
- 6.2. The Stakeholder Group can submit recommendations to the Harbour Management Committee, but it should be noted the HMC may not act upon the recommendation.

Approved by (signature).....

Name.....

Position.....

Date.....