

Report to: **Salcombe Harbour Board**
Date: **25 September 2017**
Title: **Appointment of a Deputy Harbour Master**
Portfolio Area: *Commercial Services*
Wards Affected: **All**

Relevant Scrutiny Committee:

Overview and Scrutiny Committee

Urgent Decision: **N** Approval and clearance obtained: **N**

Date next steps can be taken: **N/A**
(e.g. referral on of recommendation or implementation of substantive decision)

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Recommendations:

That the Board NOTES the intended creation of a Deputy Harbour Master post.

1. Executive summary

1.1 In July the Board noted that the Harbour Master's (HM) other duties as Marine Officer and Dart Lower Ferry manager required his frequent short-term absence from the Harbour. Although there are 3 Assistant Harbour Masters (AHM) each have separate areas of expertise, and there is not a single focal point of authority during HM's absence. This report converts of one of these posts into that of a Deputy Harbour Master (DHM).

1.2 This proposal introduces an in-year salary cost pressure of approximately £700 (in the event of the successful postholder starting their role on 1 October 2017). This cost can be funded from the current projected surplus for 2017/18. In addition this change would create an ongoing budget pressure which would amount to £2,600 in 2018/19. This cost has not been factored in to the 2018/19 budget proposals, subject of a later report on this meeting's Agenda.

2. Background

2.1 None of the AHMs are *primus inter pares* during the HM's absence. Furthermore the responsibilities of each role overlap which can be confusing for the staff when seeking direction and guidance.

3. Outcomes and outputs

3.1 A Deputy Harbour Master (DHM) post ameliorates the aforementioned issues. S/He continues with their existing responsibilities but additionally acts as the HM in his absence.

4. Options available and consideration of risk

4.1 The DHM post replaces an AHM role. It is proposed that this post is raised to Level 4 of the Council's Pay and Grading structure to recognise the additional responsibilities undertaken.

5. Proposed way forward

5.1 Candidates are selected from the 3 existing AHMs using internal recruitment processes.

6. Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|--|---------------------------|--|
| Legal/Governance | Y | Governance during periods of HM is clarified |
| Financial | Y | If agreed, this report creates an in year cost pressure of approximately £700. For 2018/19, this report creates a budget pressure of £2,600. (NB. this pressure has not been factored in to the 2018/19 Budget report that it to be considered later on this meeting agenda). |
| Risk | N | |
| Comprehensive Impact Assessment Implications | | |
| Equality and Diversity | N | None |
| Safeguarding | N | None |
| Community Safety, Crime and Disorder | N | None |
| Health, Safety and Wellbeing | | None |
| Other implications | N | None |

Supporting Information

Appendices: None.

Background Papers: None.