

<b>NAME OF COMMITTEE</b>	<b>ANNUAL COUNCIL</b>
<b>DATE</b>	9 May 2013
<b>REPORT TITLE</b>	<b>SALCOMBE HARBOUR BOARD – APPOINTMENT OF CO-OPTED BOARD MEMBERS</b>
<b>Report of</b>	<b>Member Services Manager</b>
<b>WARDS AFFECTED</b>	<b>Kingsbridge East, Kingsbridge North, Salcombe and Marlborough, Saltstone, Stokenham, Thurlestone, Westville &amp; Alvington</b>

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**Summary of report:**

To approve the appointment of four Co-opted Members to the Salcombe Harbour Board following the recommendations of the Appointments Panel

**Financial implications:**

None

**RECOMMENDATIONS:**

That Council **RESOLVES** that, with immediate effect:-

1. **Mr Geoff Burrell, Mr Christopher Harling CBE, Mr Hugh Marriage and Mr Mark Taylor be appointed to the Salcombe Harbour Board as Co-opted Members for the period to the date of the Annual Council meeting in May 2016; and**
2. **The process in respect of Council Member appointments be amended as outlined in paragraph 2.8 below.**

**Officer contact:**

Kathryn Trant, Tel. (01803) 861185 Email: [Kathryn.trant@southhams.gov.uk](mailto:Kathryn.trant@southhams.gov.uk)

**Member contact:**

Cllr John Carter, Tel. (01548) 560086 Email: [Cllr.Carter@southhams.gov.uk](mailto:Cllr.Carter@southhams.gov.uk)

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## **1. BACKGROUND**

- 1.1 On 20 July 2006, the Council considered and approved proposals for the reconstitution of the Salcombe Harbour Board. This was to ensure that the Council could best govern as a Harbour Authority for the future in line with Department of Transport's (DfT) 'Guide to Good Governance' and the Municipal Ports Review which had been published.
- 1.2 As part of that reconstitution, Members approved the establishment of a 'fit for purpose' Board consisting of up to ten members, of which up to six could be co-opted and four made up by nominated District Councillors. A recruitment process was agreed with appointments being based upon a range of technical skills demonstrated by applicants together with other relevant criteria which would make them suitable Board Members. This applied to both co-opted members and Council nominees.
- 1.3 To provide sufficient continuity, the appointment of co-opted Members has been staggered and there are currently four vacancies to be filled on the Board.

## **2. RECRUITMENT PROCESS**

### **Co-Opted Members**

- 2.1 In order to maximise the recruitment opportunities for potential Board Members, adverts were placed in the local press as well as on the Council's website. A recruitment pack was created which set out the requirements for a Board Member, job specification, technical skills, and other important experience / knowledge required and clear instructions for making an application.
- 2.2 A number of application packs were requested with the deadline being set for Friday 5 April 2013.
- 2.3 Ten applications were received and the Council interviewed nine applicants.
- 2.4 The interviews took place on Friday, 26 April 2013, with the Panel consisting of Cllr John Carter (current Harbour Board Chairman), Cllr Michael Saltern (Executive Portfolio Holder for Corporate Services) and David Vaughn (Teignmouth Harbour Master and Maritime Advisor to Exeter City Council and external advisor).
- 2.5 As a result of the interview process, Messrs Geoff Burrell, Christopher Harling CBE, Hugh Marriage and Mark Taylor were assessed by the Panel as the four most suitable applicants for appointment (when judged against the criteria) and were recommended for the vacant positions on the Board.
- 2.6 In making these recommendations, the Board wishes to formally put on record its gratitude to Messrs Barrett and Waring for all their work during their terms of office.

## District Council Appointments Process

2.7 The current process for appointing District Council Members to serve on the Board is that they are appointed annually by the Council.

2.8 It is suggested that this process should be amended to read as follows:-

*'Members of the Council shall be appointed to the Board at the first annual meeting of Council following a District Council Election for a four year term. In the event of a casual vacancy arising during the four year term, the Member who was felt during the recruitment process to be the next most 'fit for purpose' Member to serve on the Board shall be recommended for appointment.*

*(In the event of there being no other 'fit for purpose' Members serving on the Council, expressions of interest will be invited from all Members, with interviews then taking place.)'*

### 3. RISK MANAGEMENT

The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

<b>Corporate priorities engaged:</b>	Economy, Community Life and Environment.
<b>Statutory powers:</b>	Local Government Act 2000 Local Government Act 1972 and the Pier and Harbour Order (Salcombe) Confirmation Act 1954.
<b>Considerations of equality and human rights:</b>	No impact assessment required.
<b>Biodiversity considerations:</b>	N/A
<b>Sustainability considerations:</b>	N/A
<b>Crime and disorder implications:</b>	None
<b>Background papers:</b>	Council Constitution; Department of Transport's (DfT) 'Guide to Good Governance'; and The Municipal Ports Review
<b>Appendices attached:</b>	None.

## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Failure to appoint a 'fit for purpose' Board Member	The Council fails to appoint Members to the Board who are 'fit for purpose' and who are unable to provide the required strategic direction for the future.	2	1	2	↔	Robust recruitment process judging applications against clear criteria.	Salcombe Harbour Master
2	No acceptance of appointment or failure to complete term on Board	The prospective Board Members may fail to accept an appointment or not remain on the Board for the term of their appointment.	2	2	4	↔	Interview addressed this potential risk in clarifying as part of the process.	Salcombe Harbour Master

Direction of travel symbols ↓ ↑ ↔