

Report to: **Salcombe Harbour Board**  
Date: **11 July 2016**  
Title: **Annual Report**  
Portfolio Area: **Commercial Services – Cllr Gilbert**  
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:**

1. That the Harbour Board **RESOLVES** to publish the Annual Report

## **1. Executive summary**

1.1 This report proposes that an annual report be published so that Harbour users, other stakeholders and members of the public are informed of progress made against the Harbour Authority's legal and other obligations and responsibilities. It is also a vehicle to disseminate important safety and environmental messages.

## **2. Background**

2.1 The Harbour Board published its Strategic Business Plan in March 2012, against which Annual Reports articulate progress.

2.2 The report, covering the period 1 Apr 15 to 31 Mar 16, includes

2.2.1 Harbour Operations

- 2.2.2 Compliance with the Port Marine Safety Code
- 2.2.3 Progress made against the 2012-17 Strategic Business Plan
- 2.2.4 Financial report
- 2.2.5 Harbour Board and staff

2.3 Although the Annual Report is published in September, endorsement is sought in July to allow time for final amendments, formatting and printing.

### 3. Outcomes and outputs

3.1 The Annual Report is published in September.

### 4. Options available and consideration of risk

4.1 The Annual Report has in previous years been predominantly disseminated in printed form. This year it is proposed that most copies be electronically distributed with paper copies sent only to key stakeholders and public archiving bodies eg libraries etc. This is not only more sustainable and better reflects our aims as an eco-harbour but also saves significant printing and postage costs, as well as staff time.

### 5. Proposed Way Forward

5.1 Once final amendments are made this report will be formally published in September

### 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	The Pier & Harbour (Salcombe) Confirmation Act 1954
Financial	N	There are no new (ie outside the current budget) financial implications contained within this report.
Risk		There is a risk that performance and customer satisfaction could fall if the Harbour does not evolve to remain aligned with customer needs and expectations. These risks are mitigated to ALARP through regular Board meetings
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None

Community Safety, Crime and Disorder	N	No adverse impact
Health, Safety and Wellbeing		No adverse impact
Other implications		

### **Supporting Information**

#### **Appendices:**

None. A hard copy will be distributed at the meeting.

#### **Background Papers:**

None.

### **Approval and clearance of report**

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes/No</b>
SLT Rep briefed	<b>Yes/No</b>
Relevant Exec Director sign off (draft)	<b>Yes/No</b>
Data protection issues considered	<b>Yes/No</b>
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	<b>Yes/No</b>