

South Hams District Council

Job Specification – Salcombe Harbour Board (Part One)

The Standards of Harbour Authority Membership

All Board Members will be 'local authority nominees' and will be bound by the Council's Member Code of Conduct and sign a declaration of acceptance of office.

All Board Members must adhere to the following Nolan Principles in the conduct of municipal harbour board business.

1. Independence

Board members are appointed to act in the best interests of the Council, harbour users and other interested stakeholders both present and future.

2. Accountability

Board members are accountable for their decisions and actions to all stakeholders and the Council and should submit themselves to whatever scrutiny is appropriate to their office.

3. Openness

Board members should be as open as possible with stakeholders about the decisions and actions they take. They should publicise the reasons for their decisions and restrict information only to the extent that matters of commercial or personal confidentiality are involved.

4. Selflessness

Board members should take decisions solely in terms of the interest of the Council, harbour users, other interested stakeholders. They should not do so in order to gain financial or other material benefits for themselves, their family and friends or any group or organisation with whom they are associated.

5. Integrity

Board members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

6. Objectivity

In carrying out Harbour Board business, including making appointments, awarding contracts, Board members should make choices on merit.

7. Honesty

Board members have a duty to declare any private and/or prejudicial interests that might influence their Harbour Board duties and take steps to resolve any conflict arising in a way that protects the interests of the Council, harbour users and other interested stakeholders.

8. Leadership

Board members should promote and support these principles (and ensure that they are adopted by fellow Board Members) by leadership and example.

Job Specification – Salcombe Harbour Board

CHAIRMAN OF SALCOMBE HARBOUR AUTHORITY (Part Two)

Position: Chairman of Salcombe Harbour Board
Accountable to: Full Council
Responsible to: The Leader of Council

Job Purpose: The duties of a Board Member are considered to be on a par with those of a director of a company, in addition to which there are obligations, responsibilities and statutory duties peculiar to the Harbour Authority as part of the District Council. In particular Board Members will act as 'local authority nominees' for the benefit of the Council, harbour users and other interested stakeholders including the local community.

Key Tasks of the Chairman of the Harbour Board

1. To be responsible for providing leadership and direction to the Board.
2. To lead the Board in achieving effective strategic direction of the affairs of the Harbour Authority, based upon a sound understanding of the business, its finances, operational environment, and the statutory and regulatory framework within which it must function.
3. To lead the Board in taking a balanced and objective view of the Harbour Authority's current performance and future plans.
4. To ensure recognised 'Harbour Community Forums' are attended and their views are considered as part of the Harbour's business activities.
5. To lead the Board in critically assessing the output and performance of Board and Harbour activities.
6. To act as an ambassador for the Harbour Authority locally, regionally and nationally as required.
7. To abide by the principles of good corporate governance set out in this guidance.
8. To bring support to the Board and ensure that any undue concentration of power, influence or interest is avoided.
9. To be able to devote sufficient time to the Board's affairs on a regular basis and be able to make additional commitment from time to time as circumstances require.
10. To be responsible for ensuring that the Board remains 'fit for purpose' and compliant with this guidance.
11. To ensure that Board composition and succession are regularly reviewed so that an appropriate balance of skills is retained.
12. To review the performance of Board Members through annual appraisal and also be appraised as Chairman.
13. To ensure that the Board has a clear understanding their own responsibilities, duties and obligations as Board Members.

14. To be technically competent in making presentations, speeches and in handling public occasions.
15. To attend meetings of the Council as required.
16. To liaise with the Head of Service – Harbour Master as well as other officers of the District Council in the pursuit of harbour activities in relation to the Harbour's Strategic Business Plan.

Specific Technical Board Skills

Entrepreneurial skills need to be balanced with a public service commitment.

Experience and independence are of equal importance.

The Harbour Board must contain an appropriate balance of skills, competencies and experience to control the harbour effectively and provide it with leadership, motivation and strategic direction. Board Members will therefore need to have a mix of professional skills and personal qualities.

To demonstrate 'fit for purpose' each Board Member will be required to provide evidence of their skills, knowledge, understanding and working experience on two of the following six technical attributes:-

- a. Knowledge of harbour operations and/or other maritime/nautical work experience;
- b. General finance and business knowledge or work experience;
- c. A direct understanding of Harbour and/or Estuary users;
- d. Awareness of environmental issues relating to marine practices;
- e. Working knowledge of the promotion of marine based leisure activities, ideally connected to tourism and marketing;
- f. Knowledge, understanding and interest in the local communities' needs.

Job Specification – Salcombe Harbour Board

VICE CHAIRMAN OF SALCOMBE HARBOUR AUTHORITY (Part Two)

Position: Vice Chairman of Salcombe Harbour Board
Accountable to: Full Council
Responsible to: Chairman of the Harbour Board

Job Purpose: The duties of a Board Member are considered to be on a par with those of a director of a company, in addition to which there are obligations, responsibilities and statutory duties peculiar to the Harbour Authority as part of the District Council. In particular Board Members will act as 'local authority nominees' for the benefit of the Council, harbour users and other interested stakeholders including the local community.

Key Tasks of Vice Chairman of the Harbour Board

1. To support the Chairman of the Board to discharge their responsibilities.
2. To assist with the provision of leadership and direction to the Board.
3. To assist with the leadership of the Board in achieving effective strategic direction of the affairs of the Harbour Authority, based upon a sound understanding of the business, its finances, operational environment, and the statutory and regulatory framework within which it must function.
4. To assist with the leadership of the Board in taking a balanced and objective view of the Harbour Authority's current performance and future plans.
5. To ensure recognised 'Harbour Community Forums' are attended and their views are considered as part of the Harbour's business activities.
6. To support the Board in critically assessing the output and performance of Harbour activities.
7. To act as an ambassador for the Harbour Authority locally, regionally and nationally as required.
8. To abide by the principles of good corporate governance set out in this guidance.
9. To bring support to the Board and ensure that any undue concentration of power, influence or interest is avoided.
10. To be able to devote sufficient time to the Board's affairs on a regular basis and be able to make additional commitment from time to time as circumstances require.
11. To assist with the review the performance of Board Members through annual appraisal as required and to be appraised as Vice Chairman.
12. To support the Board with a clear understanding their own responsibilities, duties and obligations as Board Members.
13. In the absence of the Chairman to attend meetings of the Council as required.

14. To assist with liaison with the Head of Service – Harbour Master as well as other officers of the District Council in the pursuit of harbour activities in relation to the Harbour’s Strategic Business Plan.

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- a. Knowledge of harbour operations and/or other maritime/nautical work experience;
- b. General finance and business knowledge or work experience;
- c. A direct understanding of Harbour and/or Estuary users;
- d. Awareness of environmental issues relating to marine practices;
- e. Working knowledge of the promotion of marine based leisure activities, ideally connected to tourism and marketing;
- f. Knowledge, understanding and interest in the local communities’ needs.

Job Specification – Salcombe Harbour Board

BOARD MEMBER OF SALCOMBE HARBOUR AUTHORITY (Part Two)

Position: Harbour Board Member
Accountable to: Full Council
Responsible to: Chairman of the Harbour Board

Job Purpose: The duties of a Board Member are considered to be on a par with those of a director of a company, in addition to which there are obligations, responsibilities and statutory duties peculiar to the Harbour Authority as part of the District Council. In particular Board Members will act as 'local authority nominees' for the benefit of the Council, harbour users and other interested stakeholders including the local community.

Key Tasks of a Harbour Board Member

1. To support the Chairman of the Board to discharge their responsibilities.
2. To assist with effective strategic direction of the affairs of the Harbour Authority, based upon a sound understanding of the business, its finances, operational environment, and the statutory and regulatory framework within which it must function.
3. To take a balanced and objective view of the Harbour Authority's current performance and future plans.
4. To attend recognised 'Harbour Community Forums' and ensure their views are considered as part of the Harbour's business activities.
5. To critically assess the output and performance of Harbour activities.
6. To act as an ambassador for the Harbour Authority locally as required.
7. To abide by the principles of good corporate governance set out in this guidance.
8. To be able to devote sufficient time to the Board's affairs on a regular basis and be able to make additional commitment from time to time as circumstances require.
9. To be appraised as a Board Member.
10. To attend meetings of the Council as required from time to time.
11. To work with the Head of Service – Harbour Master and other officers of the District Council in the pursuit of harbour activities in relation to the Harbour's Strategic Business Plan.

Specific Technical Board Skills

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The Harbour Board must contain an appropriate balance of skills, competencies and experience to control the harbour effectively and provide it with leadership, motivation and

strategic direction. Board Members will therefore need to have a mix of professional skills and personal qualities.

To demonstrate 'fit for purpose' each Board Member will be required to provide evidence of their skills, knowledge, understanding and working experience on **two of the following six technical attributes:-**

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