

MUNICIPAL PORTS REVIEW

LOCAL AUTHORITY QUESTIONNAIRE

Thank you for taking the time to complete this questionnaire. If you have any queries when filling it in please contact Ruth Adamson on 020 7944 2639. Please return completed forms to Ruth in the pre-paid envelope enclosed with this survey, by the end of June 2004.

Please supply the name of your port

Section 1: Profile of port

1. Who is your owning authority?.....

2. What type of activities and traffic do you service/handle?

General cargo		Fishing	Leisure	Ferry		Other
Dry	Liquid			Passenger	Freight	

Please specify other

3. What is your annual volume of traffic of the categories specified above over the last five years?

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4. How many people are employed by the port (*please give estimated figures if actuals are not known*)?

Actual (jobs created by port and shipping facilities activities and services, could include processing of raw materials)	
Indirect (jobs created by suppliers of goods and services to port and shipping operators)	
Induced (jobs created by local services purchased by workers)	

5. Which local Act do you derive your port powers from? (*please can we have a copy*)

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6. A) Do you have a Harbour Revision Order in the planning or application stages with the Department for Transport?

Yes	No
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B) If yes, please name it:.....

7. A) Do you operate under a formal or informal memorandum of understanding with the Local Authority defining your areas of competence and responsibilities?

Yes – formal	Yes – informal	No
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B) Please give details:.....

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8. Does the port have ownership of all operational or potentially operational facilities and infrastructure? *(if yes, please go to question 11)*

Yes	No
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9. A) If the answer to question 9 is no, how important is further consolidation in terms of development and effective management of the harbour?

Very important	Important	Not important
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B) Please explain and specify any barriers to achieving consolidation:

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10. Please provide a brief summary of your financial position.

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If you are able to provide a copy of your most recent annual reports and accounts, please do so.

11. Please give your views on whether your current financial position is likely to change significantly in the foreseeable future.

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Section 2: Organisational structure

12. Who are the specified duty holders?.....

13. What style of governance has been adopted by your Local Authority?

Executive with Elected Mayor	Executive, with Leader elected by Council / Leader and Cabinet	Executive – Elected Mayor and Council Manager	District Council with Committee System / Alternative arrangements	Local choice (please specify below)
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14. Reporting lines - please can you supply an organisational chart showing linkages to the Local Authority, council members, stakeholder groups.

15. Which elected representatives do you report to?

Portfolio holder	Committee	Full Council	Other
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Please specify portfolio holder.....

Please specify committee.....

16. Which Local Authority Department / Officers do you report to? (please specify)

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17. Please explain the decision making process including all delegations resting with you and other Local Authority officers.

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18. Who are the key decision makers for your port? *(please specify)*

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 19. A) Do you have any problems in accessing the decision makers to obtain decisions?

Yes	No
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B) If yes, please give details:.....

20. A) In your opinion, are the arrangements currently in place an advance on the situation before the improvement of modernisation of Local Government initiatives?

Yes	No
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B) Please explain your views in terms of accountability, efficiency and effectiveness:

21. A) Do you believe that the existing structure of governance in the port meets the standards of openness and accountability recommended in "Modernising Trust Ports - A guide to good governance according to Government guidelines"?

Very fit for purpose	Fit for purpose	Neither fit or unfit for purpose	Unfit for purpose	Very unfit for purpose
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B) Please explain your views.....

22. A) Do you have any advisory groups / stakeholder forums? (if no, please go to question 23)

Yes	No
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B) If yes, please describe how they are constituted.....

C) How frequently do they meet?

D) What level of delegation or influence do they have?

Very strong	Strong	Neither strong or weak	Weak	Very weak
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Please give details.....

E) How beneficial are they to the accountability and effectiveness of port operation?

Very beneficial	Beneficial	Neither beneficial or detrimental	Detrimental	Very detrimental
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Please give details.....

23. If you do not have any advisory groups / stakeholder forums, why not?

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Section 3: Business planning

24. How is your business planning integrated into Local Authority plans?

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25. How are relative port priorities decided in relation to overall Local Authority plans?

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26. A) Do you believe that the commercial status of the port and its commercial needs are adequately taken into account in the overall business planning process?

Yes	No
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B) Please explain:.....

27. A) Ports need to make (and stick to) long term plans through the nature of their business. Does the new funding and governance structure for Local Authorities allow you to participate in commercial planning on a par with private sector ports?

Yes	No
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B) Please explain, giving examples if possible.....
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Section 4: Financial Structure

28.A) Are your port accounts fully or part ring-fenced? *(if no, please go to question 29)*

Yes - fully	Yes – partly	No
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B) If yes, please specify and explain mechanisms

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29.A) Are your reserves fully or partly ring-fenced?

Yes - fully	Yes – partly	No
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B) If yes, please specify and explain mechanisms

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30. What benefits/ dis-benefits accrue from ring-fencing port accounts and/or reserves? Please explain:

Benefits:.....

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Dis-benefits:.....

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31. A) Are you in favour of ring-fenced accounts and/or reserves?

Yes	No
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B) If yes, in what terms?

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32. A) Are municipal accounting arrangements suitable for the effective management of a commercial port operation?

Yes	No
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B) Please explain your views.....

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33. A) What charges does the Local Authority levy on the port for services provided? Please provide details:

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B) Do these provide value for money?

Yes	No
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34. How are any surpluses distributed or losses subsidised? Please explain:

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35. A) Does the Local Authority make adequate provision for routine maintenance of port facilities?

Yes	No
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B) Please provide details

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36. How does the port raise capital for improvement and development work to the harbour?

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37. A) Do you believe that the prudential system will make it easier or more difficult for the port to obtain funding approvals?

Much easier	Easier	Neither easier or more difficult	More difficult	Much more difficult
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B) Please explain

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38. A) Do you believe that with the ending of SCAs for essential safety and maintenance works, there is sufficient commitment in Local Authorities to support continued maintenance of the ports infrastructure?

Yes	No
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B) Please give details:.....
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Section 5: Performance

39. Has your port been subject to a performance review? *(if no, please go to question 47)*

Yes	No
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40. If the answer to question 40 was yes, what type of performance review was it?

Best Value	Comprehensive Performance Assessment	Other
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Other please specify

41. What was the outcome? And when was it carried out?

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If you are able to provide a copy of any report, please do so.

42. Please summarise any recommendations

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43.A) Have these recommendations been implemented? (if no, please go to question 44)

Yes	No
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B) If yes, what beneficial and/or dis-beneficial impacts have they had on port operation?

Beneficial.....

Dis-beneficial.....

C) On balance, how would you rate the impact of the implemented recommendations on port operation?

Very beneficial	Beneficial	Neither beneficial or dis-beneficial	Dis-beneficial	Very dis-beneficial
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44.A) How appropriate do you feel the performance review procedures were to the assessment of a port operation?

Very appropriate	Appropriate	Neither appropriate or inappropriate	Inappropriate	Very inappropriate
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B) Please explain your views, giving examples if possible

45. How effective has the performance review been in moving Municipal Ports towards accountability and openness on a par with Government guidelines for the Trust sector?

Very effective	Effective	Neither effective or ineffective	Ineffective	Very ineffective
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Please explain:

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46. A) In your opinion what beneficial and/or dis-beneficial impacts has this review had overall? Please explain giving examples:

Beneficial:.....

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Dis-beneficial.....

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B) On balance, how would you rate the impact of the review overall?

Very beneficial	Beneficial	Neither beneficial or dis-beneficial	Dis-beneficial	Very dis-beneficial
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47. A) If you have not yet been reviewed, is it planned? (if no, please go to question 48)

Yes	No
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B) If yes, what type of review is planned?.....

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C) Can we be associated in any way?

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49. Do you consider open governance has an effect on the future operations of the business?

Yes	No
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Please explain:.....

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Section 6: Future plans

50. A) What principal challenges are you facing in the short to medium term?

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B) How will you resolve these?.....

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51. A) Are you planning any development in the port? *(if no please go to question 52)*

Yes	No
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B) If yes, how are you intending to fund this?

PPP	PFI	Other
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If other please give details

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52. A) Have any of the following options been considered or explored (*please tick all that apply*)?

	Considered	Explored
Public Private Partnership		
Public Public Partnership		
Joint Venture		
Lease		
Sale		
Conversion to Trust		
Closure		
Privatisation		
Other		

If other please give details

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B) Please elaborate and explain the outcome.....

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