

**Salcombe Harbour Board – 14 February 2006****APPOINTMENT TO THE HEAD OF SALCOMBE HARBOUR****Report of Strategic Director (Operations)****Statutory Powers: The Local Government Act 1972**

**Financial Implications:** Within existing budgets.

**Purpose**

To enable the Board to comment on the process for seeking a replacement to this Head of Service position.

**Recommendations****The Board RESOLVES to:-**

- (a) note the process outlined in this report and support filling the position accordingly.**

**Background**

1. The Board is invited to consider how to fill the vacant post heading the Harbour Operation.
2. To ensure continuity of both harbour and wider maritime operations and also undertake corporate management responsibility the Council is keen to seek a replacement as soon as possible. Delegated authority to recruit to this position already exists with the Senior Management Team of the Council. However, in recruiting to this position the Strategic Director (Operations) seeks the views of the Harbour Board.

**Information to Consider**

3. In light of the Board's recommendation and Council's subsequent decision to review Harbour Board governance arrangements in line with Department for Transport (DfT) guidance, the Council has commenced work with a small officer group which is currently developing proposals for consideration. Indeed, DfT advisors are actively assisting with this work and recently attended a meeting to explore options concerning technical competence and to advise on board composition in light of their impending guidance document.
4. As previously highlighted senior officers and support staff of the Harbour are critical to the ongoing effective performance of the Harbour and to the Board itself. It has already been recognised that a new structure for the Harbour Team will be required.

5. The role of head of service in this respect is of the utmost importance and is critical to fulfil the statutory requirements of the Harbour and Council's other maritime duties. Not only should this post remain a highly visible one but it should also deliver several business management skills in its post holder which accord with the new governance arrangements being developed and support the future Business Plan.

### Recruitment Process

6. As with any staff vacancy that arises, the duties and responsibilities of the Head of the Harbour position will be reviewed and a person specification drawn up to set out clearly the skills, qualifications, knowledge, experience and personal characteristics of the post holder being sought, being minded of both the business and technical requirements. The position will then be advertised in the usual trade publications with interviews potentially taking place during March/April 2006.
7. In light of this opportunity to review the duties of this post and its relationship to the Harbour Board, it would be helpful to be aware of the views of Harbour Board Members in respect of this Report.

### Risk Assessment

Risk	Mitigation
The Council has does not have an adequate level of technical competence to cover statutory harbour and maritime duties.	The head of service position for the Harbour is filled as soon as practically possible and interim management arrangements are in place within the Harbour Team supported by the Strategic Director (Operations) for the interim period.
The future business management of the harbour is compromised.	The successful candidate to this head of service post possesses the required skill and experience to develop and implement the long term strategic Business Plan for the Harbour.
New governance arrangements and developing long term Business Plan cannot be supported.	Board arrangements are reviewed and brought into line with the DfT's 'Guide to Good Governance' which includes a suitably experienced and skilled maritime harbour manager.

### Conclusion

8. Appointment to Head of the Harbour will commence immediately with progress and outcome reported to the Board Members as part of the process.

Paula Brooks  
Strategic Director (Operations)

Salcombe Harbour Board  
 14 February 2006

**Background Documents:** None.