

**HARBOURS COMMITTEE**

**APPOINTMENT OF CO-OPTED INDEPENDENT  
COMMITTEE MEMBER**

**INFORMATION PACK**

**2021**

# APPOINTMENT OF CO-OPTED INDEPENDENT MEMBERS ONTO THE DORSET COUNCIL HARBOURS COMMITTEE

## NOTES FOR APPLICANTS

### The role of the Harbours Committee

The Dorset Council Harbours Committee consist of 10 voting members in all, 6 councillors selected by Dorset Council and 4 co-opted members. The committee's responsibility includes Bridport, Lyme Regis and Weymouth Harbours.

The terms of reference of the committee are part of the new constitution for Dorset Council. [More information can be found on the Dorset Council website](#) including the committee's responsibilities of:

- primarily responsible for exercising functions of the Council as a harbour authority as defined in the Harbours Act 1964 s
- any other functions arising under any local Act and/or byelaw as appropriate.
- undertaking the role of "duty holder" for the purposes of the council's responsibilities under the Port Marine Safety Code.
- determining income and expenditure matters relating to the harbours for which it is responsible.

The aim of the committee is to discharge these functions within the overall policy direction set by the Council from time to time including the Harbour Business Plans and the budget framework set by the Council.

### Appointment Process

Dorset Council is seeking a Co-opted Independent Member who has expertise to offer the committee in two or more of the following categories:

1. Management of harbours, shipping and other forms of transport
2. Local industrial, commercial, business, financial or legal (especially maritime law) matters
3. Management of marine leisure activities
4. Safety management
5. Community issues
6. Environmental matters
7. Nautical experience including local area marine knowledge
8. Any other skills and abilities considered from time to time to be relevant to the discharge by the committee of its functions
9. Co-opted members may be recruited in specialist areas or fields in which there is no cover by Council officers.

Applicants should indicate the areas of expertise they believe they can offer to the Council.

Appointments will be made on an open, transparent and competitive basis with the aim of complementing the skills and abilities of the current committee membership to obtain a committee that is independent and fit for purpose. This will ensure that the committee is able to provide the Harbours with effective strategic direction.

### **Selection Criteria**

All appointments will be based on merit. The appointments panel will choose candidates through their abilities, personal experience and qualities to match the needs of the Harbours Committee. The appointment of Co-opted members recommended by the appointments panel will require approval by Dorset Council's Full Council.

### **Impartiality**

No appointment will be made to the Harbours Committee to provide representational rights for specific groupings. Appointees must be committed to the principles and values of the harbours and be ready to serve the harbours with integrity in a completely impartial manner.

The aim will be to ensure that the appointment process is open and accountable and that the successful appointees are demonstrably independent and fit for purpose.

### **Committee Skills**

The appointment of Independent Members will seek to ensure that the Harbours Committee contains an appropriate balance of skills, competencies and experience to control the Harbours effectively and provide them with leadership, motivation and strategic direction. These skills will be a mix of professional and personal. Entrepreneurial skills will need to be balanced with a commitment to public service. Experience and independence are of equal importance.

### **Voting Rights**

The four co-opted members of the harbours committee have voting rights on matters confined within the budget delegated to the Harbours Committee.

Co-opted members are not eligible for election to the position of Chair or Vice-Chair of the Harbours Committee.

### **Term of Appointment**

Appointments shall be for three years from the date of confirmation of appointment. An Independent Member may be appointed to a second but no further three year term without recourse to open competition, subject to the agreement of both the Chairman and the committee's assessment that the member has performed satisfactorily during the first term. The intention is for Harbours Committee Members to build an expertise and experience in the role and a commitment to fulfil the role for a three-year period should be demonstrated.

## **Probity and Conflicts of Interest**

Although the intention is for the Harbours Committee to operate on an independent basis within the policy and budget framework set by the Council, technically those serving on the Harbours Committee will be co-opted members of a Dorset Council Committee. As such, they will be subject to the same Constitution and Code of Conduct as Local Authority Councillors and will be required to sign the Declaration of Acceptance of Office as required by law.

The council recently adopted the [Local Government Association's model councillor code of conduct which is available on this link](#) for your information.

Should those who are interested in making an application have any concerns about this matter they are welcome to request to discuss the issues with a Council governance representative.

Applicants who will need to declare a potential conflict of interest will not be automatically debarred. However, should they be short-listed, they should demonstrate an ability to act in an independent and impartial manner in the interests of the Harbours to the satisfaction of the Interview Panel.

The declaration of financial and other interests by Harbours Committee Members will be available for inspection by the public.

It is essential in the interests of openness and accountability that Harbours Committee Members are perceived not to be influenced or motivated by private interests in the discharge of their duties. All Harbours Committee Members therefore must declare any personal or business interests which might be construed by any reasonable person to influence their judgment on matters relevant to the Committee and the operation of the Harbours.

## **Remuneration and Workload**

Appointments to the Harbours Committee should be seen as a form of public service akin to that provided by becoming a councillor of a Local Authority or the like. Allowances paid to co-opted members of the Harbours Committee is in accordance with the [Council's Members' Allowances Scheme](#). Co-Opted members are currently offered an annual allowance of £350 plus travelling expenses when attending committee meetings or carrying out other activities on behalf of the Committee on the same basis as councillors.

It is envisaged that the Harbours Committee will meet routinely four times per annum. Normally these are in-person meetings and legislation is currently not available for members to attend and vote a committee meeting via virtual means instead. In addition, there may be additional meetings, special meetings, workshops and training which may be a mixture of both virtual and in-person opportunities.

## **Training**

It is essential that all Harbours Committee Members, both Councillors and Independents, are fit for purpose and in order to achieve this it will be necessary for all Committee Members to receive regular on-going training to enable them to undertake their role effectively. Training in the Code of Conduct, Port Marine Safety Code and other harbour-related skills are mandatory for all members of the Committee.

It is a requirement of Harbours Committee Membership that all members will undertake training programmes to understand the duties and responsibilities involved in running of the Harbour and the responsibilities of being a member of Dorset Council's Harbours Committee. This may include visits to other Harbours undertakings to exchange experience and to improve understanding of the ports industry.

You will be provided with a training induction on your appointment and supported throughout your term of office by the Harbour Master and team as well as by the council's Democratic Services Team.

## **Job Description for Co-opted Independent Members of Dorset Council's Harbours Committee**

- Job Title:** Independent Co-opted Harbours Committee Member
- Responsible to:** Harbours Committee
- Responsible for:** Providing independent advice to the Dorset Council Harbour's Committee and Dorset Council within member's sphere of expertise
- Main Activities:** Attending quarterly meetings of the Harbours Committee  
Providing advice on areas of expertise  
May be required to take lead on specific areas of the Harbour Committee's work
- Special Conditions:** Payment of expenses in attending meetings  
Subject to the National Code of Conduct for Councillors  
The appointment will be for 3 years  
Maximum term of appointment – 6 years

## **Person Specification for Independent Members of Dorset Council's Harbours Committee**

Detailed knowledge and involvement of two or more of the following subjects:

- Management of harbours, shipping and other forms of transport
- Local industrial, commercial, business, financial or legal matters especially at Board/Director level.
- Management of marine leisure activities
- Safety management
- Community issues
- Environmental matters
- Nautical experience including local area marine knowledge
- Any other skills and abilities considered from time to time by the Appointments Panel to be relevant to the discharge by the Committee of its functions
- Co-opted members may be recruited in specialist areas or fields in which there is no cover by Council officers.