

12 January 2023

**To: The Chair and Members of the Workington  
Harbour Management Committee**

# Agenda

## WORKINGTON HARBOUR MANAGEMENT COMMITTEE

A meeting of the Workington Harbour Management Committee will be held as follows:

**Date: Friday 20 January 2023**  
**Time: 10.00 am**  
**Place: Port of Workington**

**Catherine Parkinson**  
**Interim Chief Legal Officer and Monitoring Officer**

Enquiries and requests for supporting papers to: **Lorraine Davis**  
Direct Line: **07929 164805**  
Email: **[Lorraine.davis@cumbria.gov.uk](mailto:Lorraine.davis@cumbria.gov.uk)**

*This agenda is available on request in alternative formats*

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Serving the People of Cumbria

## **MEMBERSHIP**

### **County Councillors (5)**

Mr A Bowness  
Mr R Dobson  
Mr Little (Chair)  
Mr A Markley  
Mrs C Tibble

### **Allerdale Borough Councillors (3)**

Mr M Heaslip  
Mr M Johnson (Vice-Chair)  
Mr C Sharpe

### **Co-opted Member (non voting)**

Mr J Coughlin

## **ACCESS TO INFORMATION**

### **Agenda and Reports**

Copies of the agenda and Part I reports are available for members of the public to inspect prior to the meeting. Copies will also be available at the meeting.

The agenda and Part I reports are also available on the County Council's website – [www.cumbria.gov.uk/councilmeetings/](http://www.cumbria.gov.uk/councilmeetings/)

### **Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to Legal and Democratic Services at the address overleaf between the hours of 9.00 am and 4.30 pm, Monday to Friday.

# **A G E N D A**

## **PART 1: ITEMS LIKELY TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC**

### **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

### **2 EXCLUSION OF PRESS AND PUBLIC**

To consider whether the press and public should be excluded from the meeting during consideration of any item on the Agenda

### **3 DISCLOSURES OF INTEREST**

Members are invited to disclose any non pecuniary interest not already registered, and any disclosable pecuniary interest they have in any item on the agenda which comprises

- 1 Details of any employment, office, trade, profession or vocation carried on for profit or gain.
- 2 Details of any payment or provision of any other financial benefit (other than from the authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
- 3 Details of any contract which is made between you (or a body in which you have a beneficial interest) and the authority
  - (a) Under which goods or services are to be provided or works are to be executed; and
  - (b) Which has not been fully discharged.
- 4 Details of any beneficial interest in land which is within the area of the authority.
- 5 Details of any licence (alone or jointly with others) to occupy land in the area of the authority for a month or longer.
- 6 Details of any tenancy where (to your knowledge)
  - (a) The landlord is the authority; and
  - (b) The tenant is a body in which you have a beneficial interest.

- 7 Details of any beneficial interest in securities of a body where
- (a) That body (to your knowledge) has a place of business or land in the area of the authority; and
  - (b) Either –
    - (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - (ii) If that share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

In addition, you must also disclose other non-pecuniary interests set out in the Code of Conduct where these have not already been registered.

#### **Note**

**A “disclosable pecuniary interest” is an interest of a councillor or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they are civil partners).**

#### **4 MINUTES**

To confirm as a correct record the Minutes of the Workington Harbour Management Committee meeting held on 21 October 2022 (copy enclosed).

#### **5 MEMBERSHIP**

To report any changes in membership

#### **6 ACTION PLAN**

To consider the Action Plan

#### **7 ACCOUNTS AND PERFORMANCE INDICATORS**

To consider a report by the Executive Director, Economy and Infrastructure (copy enclosed).

#### **8 DATE AND TIME OF NEXT MEETING**

To note this will be the last meeting of the Committee in the life of Cumbria County Council.

**PART 2: ITEMS LIKELY TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC**

**9 PORT MANAGER'S REPORT**

To consider a report by the Executive Director – Economy and Infrastructure (copy enclosed).

**10 UPDATE ON EXISTING CUSTOMER**

To consider a report by the Executive Director, Economy and Infrastructure (copy enclosed).

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## WORKINGTON HARBOUR MANAGEMENT COMMITTEE

Minutes of a Meeting of the Workington Harbour Management Committee held on Friday, 21 October 2022 at 10.00 am at Port of Workington

### PRESENT

Mr M Johnson (Chair)

#### County Councillors

Mr A Bowness  
Mr R Dobson  
Mr A Markley

#### Allerdale Borough Councillors

Mr M Heaslip  
Mr C Sharpe

#### Officers in Attendance:-

Mrs L Davis	-	Democratic Services Officer
Mr A Harty	-	Assistant Director - Environment and Enterprise
Ms A Jones	-	Executive Director - Economy and Infrastructure
Mr S Richards	-	Port Manager

### **PART 1 – ITEMS CONSIDERED IN THE PRESENCE OF THE PUBLIC AND PRESS**

#### 12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr K Little, Mrs C Tibble and Mr J Coughlan.

#### 13 EXCLUSION OF PRESS AND PUBLIC

**RESOLVED**, that the press and public be excluded from the meeting during consideration of Agenda Item 9 – Port Manager's report and Agenda Item No 10 – Update on Existing Customer on the grounds that they contain exempt information as defined under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 relating to the financial or business affairs of any particular person including the authority holding that information.

#### 14 DISCLOSURES OF INTEREST

Mr M Johnson declared an interest as a Managing Director of A J Johnson.

## **15 MINUTES**

**RESOLVED**, that the minutes of the meeting held on 22 July 2022 be confirmed as an accurate record.

## **16 MEMBERSHIP**

There were no changes in membership to note.

## **17 ACTION PLAN**

Members received the recommendations and action plan for Workington Harbour Management Committee from the Port Manager.

It was noted that the Port's business plan had been agreed and would be added to the Action Plan for monitoring purposes.

**RESOLVED**, that the report be noted.

## **18 ACCOUNTS AND PERFORMANCE INDICATORS**

The Port Manager updated members on the last Revenue and Expenditure for the quarter ending 30 September 2022 and outlined cargo that had passed through the Port and new business activities that were expanding the Port's customer base. Members were informed of generated revenue during the first months of this financial year. It was noted that dredging was completed. The Port Manager outlined proposals for using part of the reserve budget for maintenance and this was supported by members.

In answer to a member's question on elevated pilotage costs, the Port Manager explained that this was due to increased fuel costs but gave assurance that officers were aware of the issue. An annual review of the tariffs would take place, but with a caution that the prices needed to remain competitive

The key performance indicators were noted.

**RESOLVED**, that the report be noted.

## **19 DATE AND TIME OF NEXT MEETING**

It was noted that the next meeting of the Committee would be held on 20 January 2023 at 10 am at the Port of Workington.



## **PART 2 – ITEMS CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS**

### **20 PORT MANAGER'S REPORT**

Members received a report that informed and advised on the latest operational, commercial and financial position in relation to the Port's strategy and policies for the period from 1st July 2022 -30th September 2022.

The financial report covered the six-month period of this financial year 1st April 2022 - 30th Sep 2022. Members noted that during the first months of this financial year a total of 153k tonnes of cargo had been shipped through the Port. It was noted that a downturn in the DIY market had impacted on the port's customers. Members received a Covid 19 Update on response and recovery as well as a summary of the Port's commercial and business activities from 1 April 2022 to 30 June 2022. The Port's Health and Safety matters were outlined by the Port Manager.

Members were informed that the Port had recently recruited a business administration apprentice and an appointment had been made to the vacant Health and Safety and Environment Manager post. The Port Manager outlined the promotional work that was taking place to raise the Port's profile.

It was noted that a new 5 year business plan has been prepared for the Port, and was appended to the report.

Members were informed that detailed survey work had been carried out by a consultant to assist in planning the infrastructure improvements particularly in the areas of the quay walls. The full report was made available at the meeting.

To conclude, the Executive Director – Economy and Infrastructure updated members on Local Government Reform (LGR) and Investment Zones.

**RESOLVED**, that the report be noted.

### **21 REPORT ON EXISTING CUSTOMER**

The Assistant Director - Environment & Enterprise verbally updated members on an existing Port customer.

The Committee members supported the proposed actions.

The meeting ended at 11.05 am

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**CUMBRIA COUNTY COUNCIL – PORT OF WORKINGTON**  
**Recommendations and Action Plan for Workington Harbour Management Committee**

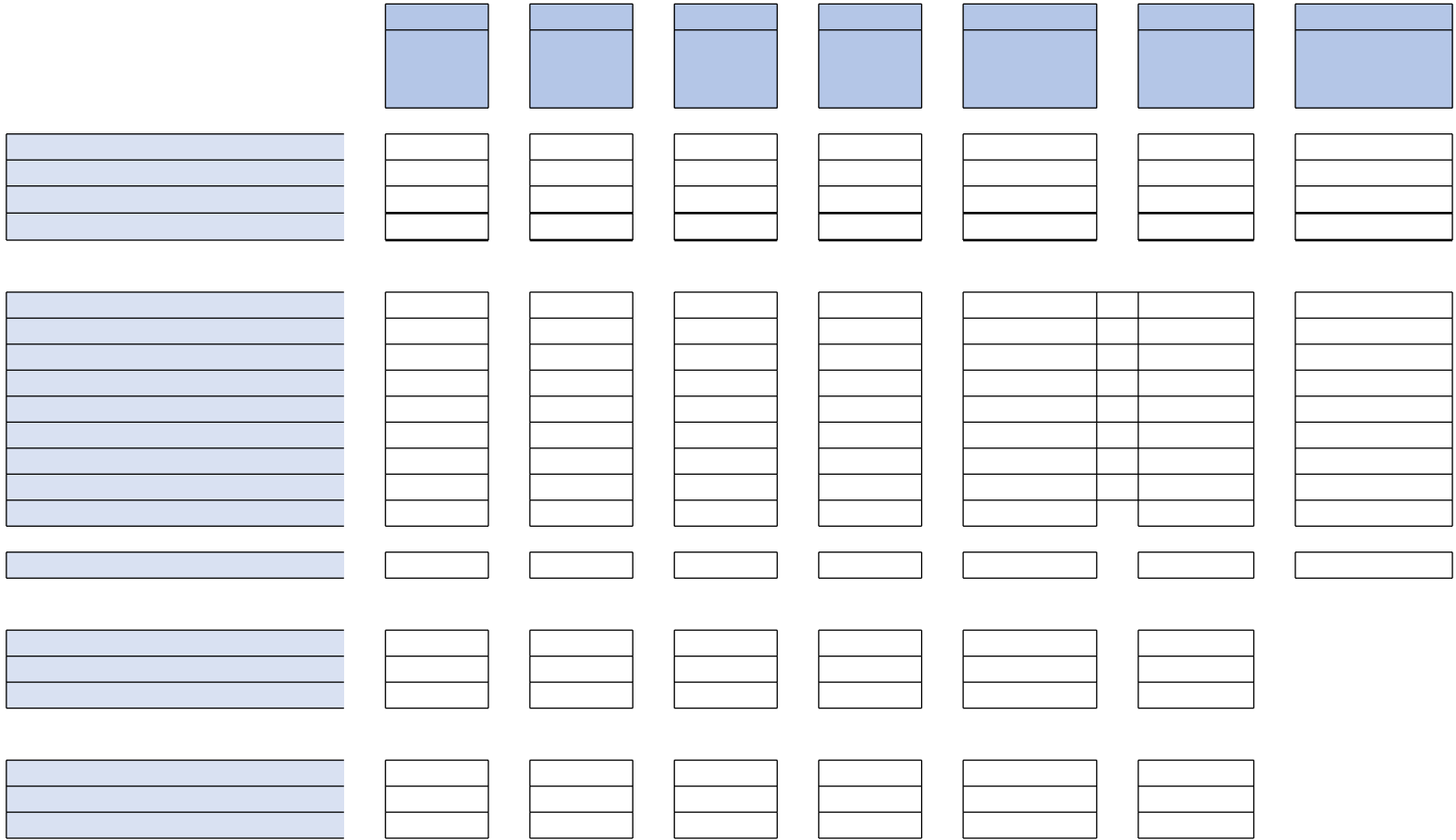
<b>Ref No.</b>	<b>Recommendation</b>	<b>Person Responsible</b>	<b>Agreed/Intended Action</b>	<b>Implementation Date</b>	<b>Progress update</b>
1	Workington Harbour Management Committee members to consider developing a future Port of Workington Masterplan & Business Plan.	Executive Director / Port Manager	Develop a Port Wide Masterplan & 5 year Business Plan	31 October	Master plan has been Agreed and a business plan development is underway.
2	Workington Harbour Management Committee to monitor KPI's and outstanding audit actions	Port Manager	Review outstanding audit actions and KPI's as part of the WHMC meeting	Quarterly	
3	Workington Harbour Management Committee to review & update Port's Terms and Conditions of Use	Port Manager/Legal Services	Review existing Port terms and conditions of use	<b>October 22</b>	Amended Terms & Conditions drafted for legal to review and approve
4	Establish audits of the Port's Marine Safety Management System.	Designated Person	Internal audit to carry out annual audits which include assurance to the Duty Holder that the Port's Marine Safety Management System is working effectively, and the Port is operating as it should be.	December 22	

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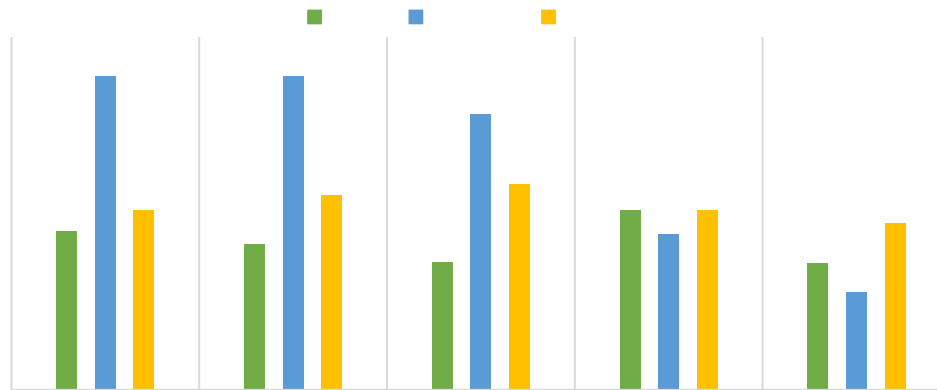
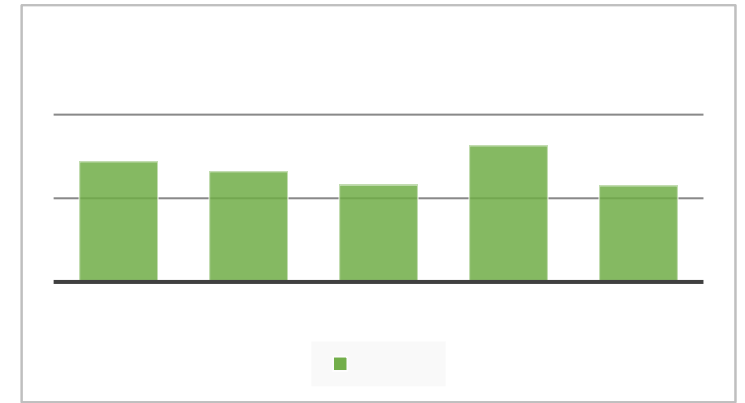
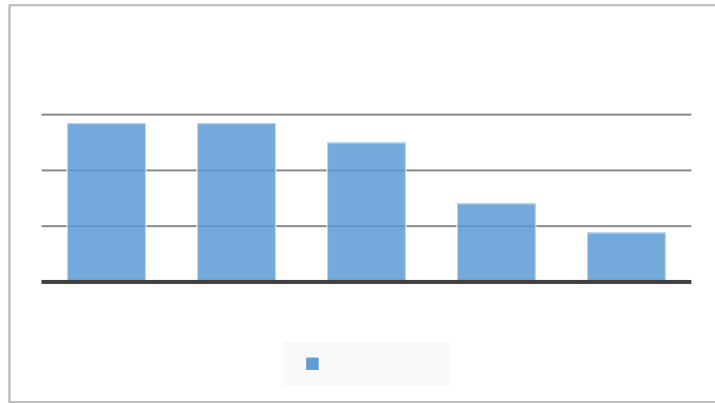
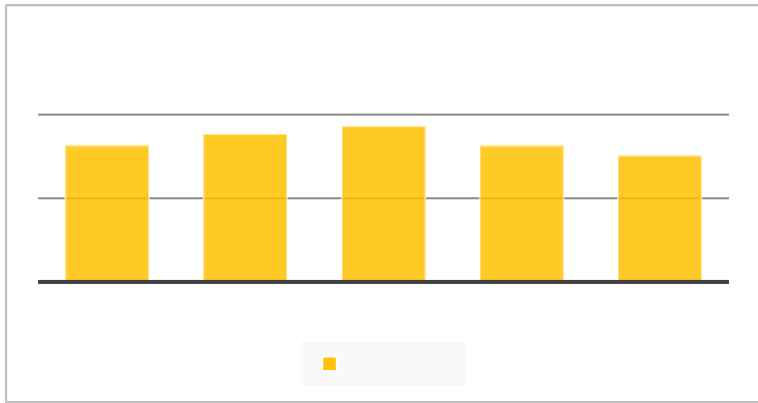
Agenda Item 6

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# Agenda Item 9

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