



Appointment to the Board of Poole Harbour Commissioners

The Appointment

Poole Harbour Commissioners operate a trust port and are responsible for the management of Poole Harbour, with a general duty to conserve, regulate and improve the Port and Harbour.

In accordance with the provisions of the amended Poole Harbour Revision Order 2001, 5 seats on the Board of Commissioners are scheduled for appointment for a period of 3 years, commencing on **1st November 2021**.

Accordingly, Poole Harbour Commissioners are looking for high calibre individuals with an interest in public services, and welcome applications from persons who consider they meet the requirements.

The Requirement

The successful candidates will be able to demonstrate ability and a proven track record in their chosen profession, or other activities relevant to the current vacancy. Residence within a reasonable distance (i.e. 50 miles) and familiarity with local issues relating to the Harbour/Port of Poole and the surrounding region are highly desirable. In order to ensure that the Board has an appropriate balance of skills, Poole Harbour Commissioners are ideally looking for individuals with experience in the following categories:

- Commercial
- Engineering – mechanical & civil
- Finance
- Marketing

Commitment/Remuneration

The Board normally meets on the last working Friday of each month. Additionally, ad hoc meetings are held from time to time with a variety of Stakeholder Groups, and Board Members are encouraged to attend as many of these as possible. An annual total commitment of around 15 days or so is thus envisaged. Commissioners will also be required to attend training seminars as considered appropriate by the Chairman. A remuneration of £5,647 per annum will be payable, subject to regular attendance. Travel expenses from home to meetings will not be paid.

Poole Harbour Commissioners are committed to the principles of public appointment on the basis of merit, aptitude, personal integrity, objectivity and honesty.

Poole Harbour Commissioners are an equal opportunity employer and welcome applications from suitably qualified persons, regardless of their sex, race, disability, religion/belief, sexual orientation or age.

If you are interested in being considered for these appointments, please email for an application form and supporting pack not later than 5pm on Friday 13th August 2021 to natashagama@phc.co.uk or download from our website: www.phc.co.uk

All applications must be returned by midday on Friday 27th August 2021.

Shortlisted candidates will be interviewed in September.

Information for Candidates

These notes provide information for potential applicants interested in serving as a part-time non-executive member on the Board of Poole Harbour Commissioners. The notes include short introductions to the work of the Port, an explanation of the role of Board Members and the qualities sought in applicants. Section 6 explains how to apply.

Unsuccessful applicants may also be considered for relevant appointments in subsequent years.

1. Introduction

It is an important objective of Poole Harbour Commissioners to appoint candidates representing a wide range of appropriate experience to serve on the Board. Therefore, you should not rule yourself out from applying because you imagine that “you are not the kind of person” who is appointed to such things. On the other hand, it is also an important objective to appoint competent individuals suited to what are demanding positions. Therefore, you should only apply if you feel you possess the qualities, skills and competencies sought in our advertisement (a copy of which is attached) at a level sufficient to take part in the leadership of this Port/conservancy. A process which is open is also intrinsically competitive; it is not possible to recommend for appointment everyone who possesses the qualities described. Therefore, if you apply, it is important that your application clearly shows, with concrete examples, the level and depth of your achievement and experience as applicable to the qualities we are seeking in a new Board Member. Some people may find it helpful to ask a friend to read through their application and comment before submitting it.

2. How to Use These Notes

In Section 5 you will find an introduction to what qualities are sought in our Board Members. Do you feel you can make a valuable contribution to this work? If so, turn to the notes attached which give information about our Port and its operations. Do not apply unless you have the adequate time to give to the Board.

To apply, carefully follow the directions in Section 6 of these notes. Because of the high degree of interest in appointments of this kind, unless your application closely follows these directions (and is received at the correct address by the closing date) it will not be possible for it to be considered.

3. About the Appointment

As well as considering those who respond to the present advertisement, the Board may also consider names from other sources. Experience, interests, location, amount of time available and other relevant factors are important so that sensible matches between individuals and bodies can be considered.

The appointment is part-time, typically 2/3 days a month exclusive of time required for participation in an induction training programme. It attracts a small honorarium subject to regular attendance. Travelling expenses may be reimbursed in some cases.

This appointment offers opportunities to individuals who wish to contribute to the community and to the efficient administration of Port business. The opportunity may be to help run the Port more effectively, to offer advice on a challenging and complex issue, or to broaden a Board's approach by bringing a fresh outlook to discussions on new areas of expertise.

Service on the Board of a Trust Port can give you a valuable insight into the practice of government. It can be a useful development opportunity for rising stars; it can provide those at the peak or end of their careers in the public or the private sector with a chance to contribute their expertise for the public good; and it can also offer an opening for valuable contributions from people taking career breaks or who have gained their experience in other areas, such as voluntary work.

a) Personal Liability

Each Commissioner has a duty of care to the Commissioners' undertaking. However, the Commissioners have decided that, as a matter of policy, Commissioners will be effectively indemnified out of the Commissioners' resources for all actions taken with their powers. Accordingly, where a Commissioner has acted honestly, reasonably, in good faith and without negligence he or she will not have to meet out of his or her personal resources any personal civil liability which is incurred in the execution or proposed execution of his or her functions as a Commissioner, except where that Commissioner has acted recklessly.

b) Newly Appointed Commissioners

Commissioners have a duty to ensure that any newly appointed Commissioner is provided with clear information on all aspects of his or her duties as a Commissioner. Each Commissioner has a duty to undertake relevant training during his/her first term of office. Certified completion of training is a precondition of reappointment for Board Members.

c) Overall Performance Assessment Procedures

Commissioners will be subject to a regulated annual appraisal of their performance by the Chairman who will take appropriate action if any Commissioner is judged not to be performing his/her duties adequately.

A Board Member will be familiar with the area served by the Port.

You should have wide experience in one or more of the following areas:

- Environment
- Shipping
- Industrial, commercial or financial matters

4. An Overview of Our Port/Conservancy

Poole Harbour Commissioners is a Trust, which means it is an independent statutory body, governed by legislation within the Poole Harbour Revision Order 2012 and Poole Harbour Revision Order 2001.

The Poole Harbour Revision (Works) Order 2015 was made by the Marine Management Organisation on the 12th June 2015 and came into force on the 10th July 2015, giving the Commissioners the opportunity to make major improvements to the Port going forward. South Quay was completed in January 2018. This new quay will encourage potential new customers and expand on cruise shipping to Poole.

Trust Ports can be said to be special, holding a unique place in the UK ports industry. There are no shareholders or owners. Any surplus is ploughed back into the harbour and port operations for the benefit of the stakeholders of the Trust. The stakeholders are all those who use the Harbour and Port, the employees and all those individuals, organisations and groups having an interest in the operation of Poole Harbour.

It is the responsibility of Poole Harbour Commissioners to ensure that all these varied interests operate in harmony, both for the common good and for the long-term sustainability of the whole harbour and its stakeholders.

Poole Harbour is one of the world's largest natural Harbours and is one of the most beautiful parts of the British Isles. In consequence, it is host to many conflicting interests – commercial, recreational, military and environmental.

In addition to the busy Port, the Harbour's extensive sheltered waters also provide a magnificent haven for recreational sailing and water sports. The mudflats and salt marshes are of great ecological value for feeding and roosting birds.

Sharing the navigation channels with sightseeing vessels and leisure craft of all types are cross-Channel ferries and cargo vessels proceeding to and from the commercial Port. The local fishing fleet arrives and departs at all hours. Poole is also home to several boat builders, the Royal Marines and the RNLi headquarters. There is a wide choice of marinas to be found in Poole Harbour, along with many swinging moorings. Two of the marinas are run by the Commissioners, Poole Quay Boat Haven and Port of Poole Marina.

Poole Harbour is an internationally important area for nature conservation, and is designated as a SSSI, and an SPA under the European Habitats Directive. Sites around the Harbour are designated as areas of outstanding natural beauty and the southern shores have Heritage Coast status. There are three national and three local nature reserves, as well as Dorset Wildlife and RSPB managed areas.

Poole Harbour Commissioners, as the Harbour Authority for Poole and by virtue of being empowered to consent or undertake operations in relation to land or waters within or adjacent to a European Marine Site, is a relevant authority under the Habitats Regulations. As a relevant authority, the Commissioners have functions in relation to the Poole Harbour European Marine Site.

Poole Harbour Commissioners' Jurisdiction

The Commissioners' jurisdiction covers the entire water area up to the line of MHWST of Poole Harbour from the Haven entrance as far as the mouths of the Rivers Frome and Piddle near Wareham including Holes Bay and Lytchett Bay and the area of the main approach channel outside.

Commissioners Responsibilities

Poole Harbour Commissioners' main responsibilities are:

- Ensuring that statutory duties are fulfilled, such as maintaining an open Port.
- Maintaining the shipping channels by surveying, dredging and marking with navigational aids such as buoys and lights.
- Providing a pilotage service for ships visiting the Harbour.
- Allocating areas of the Harbour for yacht moorings.
- Licensing works around the Harbour (e.g. construction of jetties, etc.).
- Providing and co-ordinating resources in the event of oil or chemical pollution in the Harbour.
- Contributing to the management of any maritime emergency in the harbour.
- Providing a 24-hour manned Harbour Control Office, for harbour traffic management and emergency response.
- Maintaining and developing Port facilities to retain existing customers and encourage new ones.
- Offering a full range of cargo handling services.

- Enforcement of Harbour Byelaws and keeping them under review.
- Taking account of the environmental requirements of the Transport and Works Act 1992 and other relevant legislation.
- Ensuring the safety of harbour users and employees alike.
- Addressing the obligations placed upon the Trust by legislation including the Waste Disposal Regulations and the Habitats Directive.

Situated within the 10,000 acres of Poole Harbour, the Port of Poole is managed by the Poole Harbour Commissioners. The Trust Port was established by an Act of Parliament in 1895 to conserve, regulate and improve the Port and Harbour of Poole and for the construction of works and other purposes.

The commercial Port covers some 60 acres and in recent years, it has expanded with the increase in cross-Channel passenger traffic. Cargoes handled include Continental roll/on/roll off ferries and conventional cargoes, such as steel, ball clay, sand, gravel, grain and fuel. Channel Seaways operate between Poole and the Channel Islands.

Against strong competition for continental traffic between the south coast ports, Poole Harbour Commissioners maintain Poole as a prosperous, medium-sized port well in tune with its Harbour environment.

Management

Poole Harbour Commissioners currently comprise a Board of 12 Trustees (Commissioners) with a staff of some 107. All Board Members are required to sign a declaration that they will act impartially and make decisions in the best interests of the harbour.

Revenue

Poole Harbour Commissioners derive their entire revenue from the users of the Port and Harbour. In an average year, income amounts to around £10 million.

There is no other routine source of grant or aid from either local or central government authorities.

Mission Statement

Poole Harbour Commissioners' objective is to maintain a sustainable viable medium sized port, bringing a healthy level of trade to the region, at the same time maintaining the balance of the harbour between commercial, recreational and environmental interests.

5. Qualities Sought in Potential Board Members

a) Board Member

The duties of a Board Member are considered to be on a par with those of a non-executive director of a company, in addition to which there are obligations, responsibilities and statutory duties peculiar to the trust.

In particular they will act as completely independent trustees for the benefit of all stakeholders in the trust including all Port users and the local community and will abide by the principles of good corporate governance set out in this guidance.

The Trust's primary duty (and therefore that of a Board Member) shall be to take such steps as they consider necessary or expedient for the improvement, maintenance and management of the Port/conservancy and the accommodation and facilities afforded or in connection with the Port/conservancy with a recognition of the Port's role in the region.

A Board Member is expected to act with independent judgement, to use their skills and experience for the benefit of the Board, to be committed to working in the best interests of the Port/conservancy, to devote the necessary time to carry out the function of Board Member and to undertake such training as specified by the Board and the Department for Transport from time to time.

b) Generally

All Commissioners should adhere to the following principles in the conduct of the Commissioners' business. Commissioners must fully understand their duties and responsibilities and should familiarise themselves with the contents of the Guide to Good Governance issued by the Department for Transport, Local Government and the Regions in January 2000.

c) Independence

The Commissioners are an independent statutory body. All Commissioners are appointed to act independently in the best interests of the Commissioners' Harbour undertaking and all of its stakeholders both present and future.

d) Accountability

Commissioners are accountable for their decisions and actions to all stakeholders of the Commissioners' harbour undertaking and should submit themselves to whatever scrutiny is appropriate to their office.

e) Openness

Commissioners should be as open as possible with all 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 confidentiality or matters of personal confidentiality (ie matters relating to an individual Commissioner or a member of staff) are involved.

f) Selflessness

Commissioners should take decisions solely in terms of the interests of stakeholders of the Commissioners' harbour undertaking. 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.

g) Integrity

Commissioners 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.

h) Objectivity

In carrying out the Commissioners' business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, Commissioners should make choices on merit.

i) Honesty

Commissioners have a duty to declare any private interests which might influence their duties as Commissioners, and to take steps to resolve any conflict arising, in a way that protects the interest of stakeholders of the Commissioners' harbour undertaking.

j) Leadership

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

Before an individual is appointed to a Board, here are some of the things which need to be considered:

- *You must broadly agree with the overall mission of the port but be prepared to question hard the means of getting there*
- *You may well bring specialist knowledge (of marketing or finance, for example, or as a consumer) but you must not be a defender of functional or sectional interests*
- *You must understand the constraints of the Port's relationship with the Department for Transport and of working within the guide to good governance for trust ports*
- *You must understand the organisation of the Port (not necessarily before appointment) but not become too identified with it*
- *You must understand the legislative and statutory framework within which the Port operates and the duties and obligations this places on the Board*
- *You must have a commitment to getting the best value for money, taking into account social objectives, for the Port's end customers*
- *You must be prepared to spend time, if necessary, over and above that nominally required, to do the job properly*

The key qualities which need to be clearly demonstrated (by factual information and concrete examples) in your application include:

- *You must have achieved results in demanding situations. These can be in a career or in unpaid (such as voluntary) work*
- *You must have demonstrated the ability to contribute effectively in group discussions involving a wide range of people, including specialists and professionals. This includes the intellectual ability to extract the essence of an argument from papers and to analyse problems and assess evidence impartially*
- *You must demonstrate that you have been able to earn the respect of colleagues and been influential as a member of a team working over a sustained period of time towards demanding goals*
- *Your application should make clear the level and depth of your management or specialist expertise (if any) and any other experience which demonstrates your knowledge and interests relevant to the post*

You should also set out your reasons for wishing to be considered for this appointment.

6. **How to Apply**

Your application needs to comprise the following:

- A letter not exceeding two pages answering the four requests set out below
- A full CV listing your education, professional and personal qualifications, and full career history, paid or unpaid, including details of any budgets and numbers of people you have managed, and any relevant achievements. Please also give the names, addresses and brief details of two referees who know you well but are not personally connected to you, and can assess your potential to contribute to the Board.

Please include in your covering letter a response to the four questions below (not more than 2 pages). Your response may be quite limited in one or more cases, in which case please complete as far as you feel able.

- *Describe briefly the most challenging problem with practical implications which you have faced and what you contributed to its solution;*
- *Describe a group situation in which you had to balance either your strongly held views or your specialist skills against wider or contrary considerations. What impact did others' views have on you and your views on them?*
- *Summarise any specialist or management experience (or local or regional knowledge in the case of geographical bodies) which you think particularly relevant to the port in which you are interested;*
- *Trust Ports need to represent a broad cross-section of experience of the community. How wide is your experience of the varied circumstances of life faced by individuals in your region? This could include, for example, domestic and family experience as well as voluntary or professional experience.*

Email your application to natashagama@phc.co.uk or post your application to:

Mr Jim Stewart
Chief Executive
Poole Harbour Commissioners
20 New Quay Road
Poole
BH15 4AF

NB. The content of unsuccessful applications will remain confidential.

DATA PROTECTION ACT 2018

Individual records shall be kept for a maximum of three years, in line with the maximum length of the appointment cycle. Information held by the Department about individuals in connection with appointments to trust port Boards shall be fully in compliance with the provisions of the Data Protection Act 1984, that is to say:

- Personal data shall be held only for the purposes specified in this guidance, and will be relevant
- Data shall not be used or disclosed in any manner incompatible with the appointments process
- All data shall be accurate and kept up to date
- Applicants shall be entitled, at reasonable intervals and without undue delay, to have access to data held and to have data corrected or erased where appropriate
- Appropriate security measures shall be taken to protect personal data against unauthorised access, alteration or deliberate or accidental loss or destruction.

STRICTLY CONFIDENTIAL

APPOINTMENTS TO BOARDS OF TRUST PORTS

Please complete both sides of this form clearly using black or dark blue ink and CAPITAL letters. Attach a copy of your letter and CV completed according to the attached instructions and email to natashagama@phc.co.uk or post to:

Mr Jim Stewart
Chief Executive
Poole Harbour Commissioners
20 New Quay Road
Poole - BH15 4AF

PERSONAL DETAILS

Title	First Name	Surname
Nationality		
Address for correspondence		
Postcode		
e-mail		
Telephone		Mobile

CURRENT/MOST RECENT EMPLOYMENT (OR OTHER ACTIVITY)

Position held (if position was in a particular branch, please state which)	
Name of employing organisation	
This employment is current or This employment finished (or finished) on	Most recent annual salary (approximate) but excluding bonuses and benefits

How much time could you make available for this appointment

Days per month

DECLARATION

I have read the information provided about these appointments. In addition to the information requested, I have disclosed in my accompanying letter and CV any other information which is relevant to my suitability as a public appointee – for example any convictions or bankruptcies or anything, such as business interests or personal relationships, which might lead to a question of a conflict of interest. I confirm that to the best of my knowledge the information which I have provided whether in this form or in any accompanying papers is accurate and not misleading. I realise that failure to disclose relevant information or the provision of inaccurate or misleading information may result in an appointment being summarily terminated.

Signature _____ Date _____

MONITORING INFORMATION

Please help us monitor the effectiveness of its equal opportunities policy and its advertising by completing the following details, which do not form part of your application and will be treated in strict confidence

I learned about these appointments from:

- Social Media
- Echo Advert
- PHC Website
- Other (please specify)

I am Male/Female

I consider myself to be disabled/not disabled

Poole Harbour Commissioners are an equal opportunity employer and welcome applications from suitably qualified persons, regardless of their sex, race, disability, religion/belief, sexual orientation, or age.