

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.

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.

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. Please 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) your application may not 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.

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.

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.

Overall Performance Assessment Procedures

Commissioners will be subject to a regulated annual appraisal of their performance by the Chair 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 any of the following areas:

- Management of harbours;
- Industrial, commercial or financial matters;
- Water related leisure activities;
- Administration; and
- Local Governance

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 12th June 2015 and came into force on 10th July 2015, giving the Commissioners the opportunity to make major improvements to the Port going forward. South Quay was completed in January 2018.

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 an SSSI, and an SPA under the Habitats Regulations. 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 Trust and RSPB managed areas.

Poole Harbour Commissioners, as the Statutory Harbour Authority for Poole Harbour have environmental duties under the Harbours Act 1964 and environmental legislation, including the Habitats Regulations.

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 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 General Directions 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 Waste and Habitats Regulations.
- Compliance with the Port Marine Safety Code (PMSC).

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 sixty 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 timber. 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.

PMSC Duty Holder

Organisations must have a “duty holder” who is accountable for their compliance with the Code and their performance in ensuring safe marine operations. The role of duty holder for Poole Harbour Commissioners is undertaken by Board members who are both collectively and individually publicly accountable for marine safety under the Code.

Management

Poole Harbour Commissioners currently comprise of a Board of 12 Trustees (Commissioners) and approximately ninety employees. 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

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.

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 Ports Good Governance Guidance updated by the Department for Transport, Local Government and the Regions in 2018.

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.

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.

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 (i.e. matters relating to an individual Commissioner or a member of staff) are involved.

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.

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.

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.

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.

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 Ports Good Governance Guidance.*
- *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 place 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 two pages). Your response may be quite limited in one or more cases, in which case please complete as far as you feel able.

1. *Describe briefly the most challenging problem with practical implications which you have faced and what you contributed to its solution.*
2. *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?*
3. *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.*
4. *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 gillianhill@phc.co.uk or post your application to:

Captain Brian Murphy
Chief Executive Officer
Poole Harbour Commissioners
20 New Quay Road
Poole
BH15 4AF

NB. The content of unsuccessful applications will remain confidential and will be processed in accordance with UK GDPR regulations. Personal data will only be retained for as long as necessary and will be securely deleted thereafter.

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 2018, 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.

Requesting Reasonable Adjustments or Support During the Application Process

We are committed to ensuring that our recruitment process is accessible and inclusive for all applicants. If you require any reasonable adjustments or support as part of your application, please do not hesitate to get in touch.

Who to Contact

For any requests related to reasonable adjustments or additional support, please contact our HR team. You can reach us through the following means:

- **Email:** Gillianhill@phc.co.uk
- **Phone:** 01202 402225

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 gillianhill@phc.co.uk or post to:

Capt Brian Murphy
Chief Executive Officer
Poole Harbour Commissioners
20 New Quay Road
Poole BH15 4AF

PERSONAL DETAILS

Title	First Name	Surname
Address		
Postcode		
Email		
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 finishing) on

I have the right to work in the UK	Yes	No
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REFERENCE INFORMATION

Name of Referee 1
Address
Job Title
Organisation Name
Brief details
Name of Referee 2
Address
Job Title
Organisation Name
Brief details
I am happy for PHC to contact the referees at the point of application Yes No

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.

Signed

Date

EQUAL OPPORTUNITIES STATEMENT

Poole Harbour Commissioners are committed to promoting equality, diversity, and inclusion in the workplace. We welcome applications from all qualified candidates, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We strive to provide an inclusive environment where all individuals are treated with respect and dignity. This application process is designed to ensure fairness and equity, allowing every applicant the opportunity to succeed based on their skills, experience, and merit.

Thank you for considering Poole Harbour Commissioners. We look forward to receiving your application.