



SUMMARY OF GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Following the completion of the capital works at Porthcawl Harbour and Marina and having gained knowledge from the initial operational period of 2 years, Bridgend County Borough Council has established a structure for facility and service management that will support the following objectives:-

- Compliance with the obligations placed on the Council to operate Porthcawl Harbour under the Mid Glamorgan County Council Act 1987.
- Supporting the ongoing development of the Harbour area and Marina, including any planned future investments.
- Ensuring that the assets are appropriately maintained and remain fit for purpose.
- Ensure that the business plan and financial performance of Porthcawl Marina meet agreed performance standards.
- Ensure that service users are engaged in reviewing levels of service and plans for the operation and improvement of facilities and services.

Based on these objectives the following structures and operating approaches are in place:

A) HARBOUR BOARD (current-a process of transition is progressing)

Key Purpose	To support the governance and strategic management requirements of Porthcawl Harbour/Marina advising the Council of identified issues and responsibilities and making recommendations where appropriate.
Chair	Corporate Director – Communities
Membership	Group Manager – Prevention and Wellbeing Team Leader- Regeneration Group Manager-Property Corporate Health and Safety representative Corporate finance representative legal services representative (as required)
Status of Board	Review of operational issues. To provide recommendations on issues requiring corporate approval (e.g.pricing)
Frequency of meetings	2 meetings per annum (May and October)
Area of Focus:	

- To ensure compliance with the Mid Glamorgan County Council Act1987.
- To review financial performance and agree finalised annual accounts.
- To review and secure asset investment requirements.

- To review further investment proposals and impact on Harbour / Marina operations.
- To approve and monitor the business model and all aspects of performance.

B) MARINA OPERATIONAL BOARD (current-transition in progress)

Key Purpose	To ensure the safe and effective operation of the Marina facility and advise the Harbour Board on matters of importance.
Chair	Group Manager – Prevention and Wellbeing
Membership	Harbour Master Team Leader – Regeneration Stakeholder Group Representative Corporate health and safety representative Other co- opted members by arrangement (e.g. RNLI)
Status of Board	To make recommendations to harbour board
Frequency of meetings	4 per annum (May, September, January, March)
Areas of Focus	<ul style="list-style-type: none"> • To review the operation of the systems and procedures in place at the Marina. • To receive the views and issues of berth holders as presented by stakeholders. • To review incidents and accidents and the management of risk at the Marina and its usage. • To identify opportunities for improvement of services and business development within the Marina. • To review systems of promotion and communication relating to Marina services and activities.

C) MARINA STAKEHOLDER GROUP

Key Purpose	To operate as a consultative group that will support the Council to operate the Marina in an efficient and effective manner and improve customer service.
Chair	Stakeholder group representative
Membership	All berth holders Commercial operators Porthcawl Harbour Boating Club
Status of Group	Stakeholder engagement
Frequency of meetings	2 per annum (April, August)
Areas of Focus	<ul style="list-style-type: none"> • To review Marina operations and to work in partnership with BCBC to identify improvements.

- To improve communication between Bridgend County Borough Council and berth holders / partner organisations.
- To work as partners to raise the profile of the Marina and improve quality of experience for both berth holders and visitors.
- To identify opportunities for enhancing facilities, services, activities and events.

**PORTHCAWL HARBOUR
INDICATIVE ANNUAL MEETING
SCHEDULE**



APRIL			Stakeholders Group
MAY	Harbour Board	Operational Board	
JUNE			
JULY			
AUGUST			Stakeholder Group
SEPTEMBER 2016		Operational Board	
OCTOBER 2016	Harbour Board		
NOVEMBER 2016			
DECEMBER 2016			
JANUARY 2017		Operational Board	
FEBRUARY 2017			
MARCH 2017		Operational Board	