

NEWPORT HARBOUR USER/STAKEHOLDER GROUP: TERMS OF REFERENCE

V1.3 24.07.18

1. MEMBERSHIP

1.1 The Newport Harbour user/stakeholder group shall comprise the following members:

Isle of Wight Council

Cabinet member
Head of Place
Commercial Services Manager
Senior Harbour Master
Estuaries Officer
One representative of local elected members

Newport Harbour

- Berth holder
- Houseboat owner
- Blackhouse Quay Aggregates
- Odessa Marine
- Building lessee
- Vestas
- Businesses
- Water-based activities user

Other

- Cowes Harbour Commission
- Police
- Newport Parish Council

Plus one independent person to be appointed by agreement of the non public sector members of the group

1.2 Other officers/user group representatives will be requested to attend as required; typically

- Harbour master
- Port Marine Safety Code Designated Person
- Any new significant river user/business

1.3 Meetings will be chaired by the Head of Place or in their absence the Commercial Services Manager.

2. TERMS OF REFERENCE

2.1 To ensure that Newport Harbour meets the council's objectives as well as all legislative requirements.

2.2 To identify projects and initiatives that will enable the use and income of Newport Harbour to be maximised.

2.3 To be aware of matters substantially affecting the management, maintenance, improvement, protection or regulation of the harbour and its navigation.

2.4 To review and comment on any future management options and development proposals for the harbour estate.

2.5 To share information on key issues affecting the operation of Newport Harbour.

2.6 To review financial information as supplied by the council

2.8 To consider any matters raised by a member of the user group or any member of staff.

2.9 In the review of all issues, members of the group will be mindful of the implications. In particular: confidentiality, financial impact, health and safety, the environment risk and diversity.

3. MEETING PROCESS

3.1 The Newport Harbour user/stakeholder group will meet every three months.

3.2 The agenda will include as a minimum:

- Review of actions from previous meeting
- Update on operational issues
- Update on health and safety works
- Update on harbour estate
- Senior Harbour Master's report on activities
- Finance report
- User group feedback

3.3 The agenda will be issued a minimum of three working days before the meeting.

3.4 The chairman will ensure that notes are taken which will summarise the proceedings. These will include action points and clearly identify the task, responsible person and the deadline date.

3.5 The notes will be issued to all members of The Newport Harbour user/stakeholder group within five working days of the meeting.