

Belfast **Harbour**

BELFAST HARBOUR COMMISSIONERS

PUBLICATIONS SCHEME

2018

1.0. Introduction

Belfast Harbour Commissioners [BHC] is committed to keeping the general public informed of its activities. Information is published in the local press, social media and available on the website www.belfast-harbour.co.uk. Copies of publications are also distributed to known interested parties including local libraries and are available on request.

Our Publications Scheme contains a list of documents that we produce or plan to produce. For ease of reference, information is organised by 'class'. Under each class heading there is a brief description outlining the information that is or will be included and how it can be accessed.

2.0. Classes of Information

Belfast Harbour's publications are organised into classes of information covering the following areas: -

- 1. Who we are and what we do**
- 2. Spending, priorities and performance**
- 3. How we make decisions**
- 4. Our policies and procedures**
- 5. Lists and Registers**
- 6. The Services we Offer**

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1. Who we are and what do we do?

Overview – Belfast Harbour Commissioners

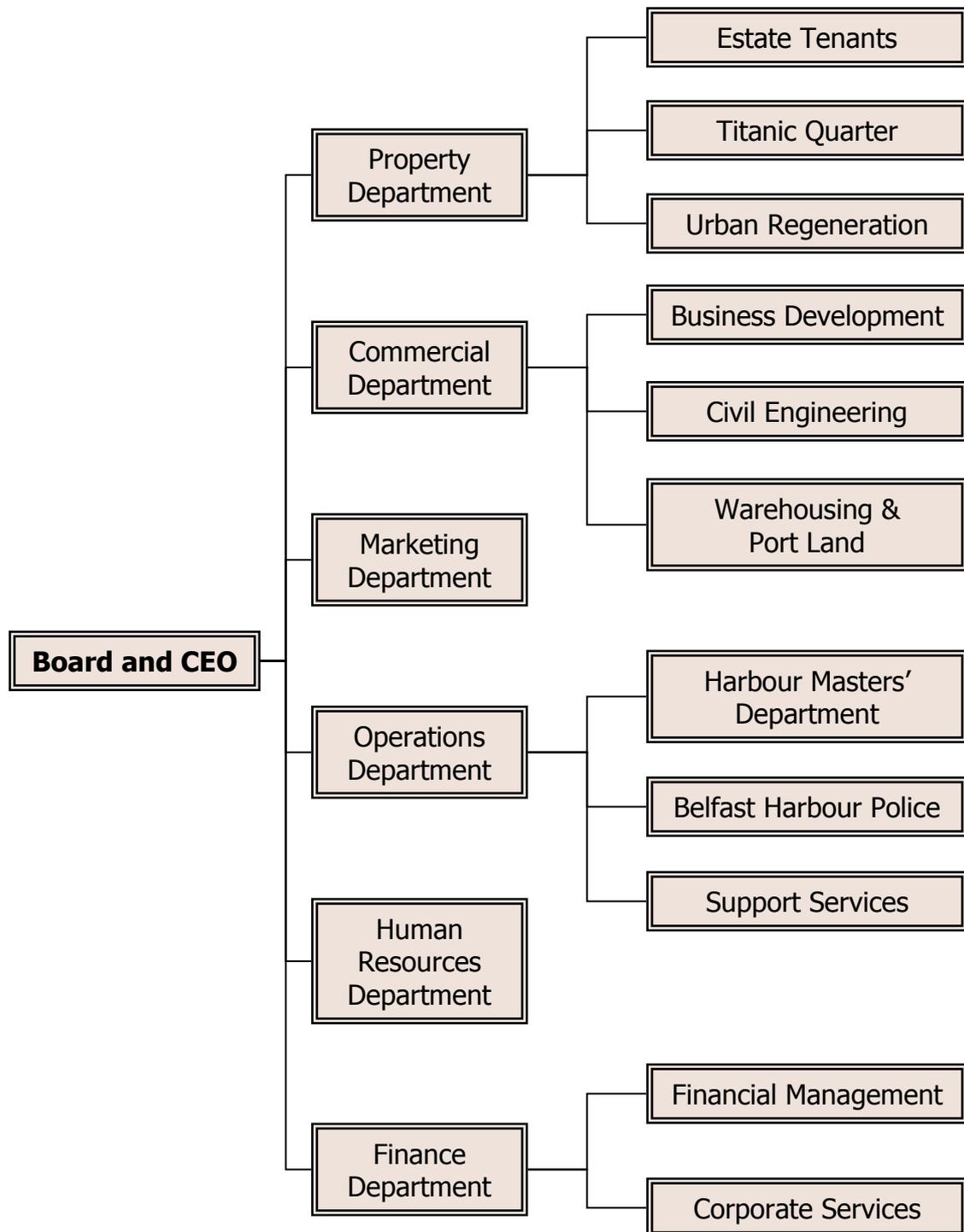
Belfast Harbour Commissioners [The Board] was first constituted by the Belfast Harbour Act 1847 as a body corporate with perpetual succession which will continue in existence until statutorily dissolved, with the underlying purpose of operating and improving Belfast Harbour.

The powers and duties of the board are limited to those conferred by the various Belfast Harbour Acts and Orders 1847 to 2002 and any relevant public general Acts such as the Harbours Act [Northern Ireland] 1970. In common with other Northern Ireland and Great Britain ports whose management is similarly constituted, the Belfast Harbour is commonly referred to as a 'Trust Port'.

Board Members are appointed by the Department for Infrastructure on the basis of open public advertisement. The number of Board Members, including the Chairman and the Chief Executive Officer, may be no less than ten and no more than fifteen, with up to four Board Members being Elected Members of Belfast City Council. As at 1st Jan 2018, there were fourteen Board Members, including the Chairman and the Chief Executive Officer. A list of Board Members is outlined within the organisation's Annual Report & Accounts or is available within the Corporate Section of the website.

Belfast Harbour has facilities for handling all types of trade and is the largest bulk port in Ireland. Over 70% of Northern Ireland's seaborne trade is handled at the Port and more than 20% of the total for the island of Ireland. In excess of 1.5 million passengers pass through the Port annually. The Port currently employs 150 people.

Organisational Structure – Belfast Harbour Commissioners



Additional information relating to Belfast Harbour is available in the following publications: -

- **Annual Report & Accounts**

Description: A review of the Port's activities and financial performance in the year previous to the current year.

Availability: Available to download on the Port's website or by post on request.

- **Corporate Plan**

Description: A business plan detailing the port activities for a three year period.

Availability: Available to download on the Port's website or by post on request.

- **Annual Policing Report**

Description: An annual review on policing activity in the Port

Availability: Available to download on the Port's website or by post on request.

- **Annual Environment Report**

Description: An annual review of the environmental status of the Port

Availability: Available to download on the Port's website or by post on request.

- **Annual Health and Safety report**

Description: An annual review of the Health and Safety record of the Port

Availability: Available to download on the Port's website or by post on request.

- **Responsible Business Report**

Description: A bi-annual review of Corporate Responsibility Activity.

Availability: Available to download on the Port's website or by post on request.

- **Belfast Harbour Office Booklet**

Description: A booklet outlining a brief history of the Harbour Office building with images of the rooms.

Availability: Available at reception in the Harbour Office. Document is also available by post or e-mail on request.

- **Paintings, Sculptures and Bronzes in the Collection of Belfast Harbour Commissioners: Eileen Black**

Description: A catalogue listing and describing the paintings, sculptures and bronzes included in the Belfast Harbour Commissioners' collection.

Availability: Can be viewed in the Harbour Office by arrangement.

- **Belfast Harbour Byelaws**

Description: Byelaws imposed by the Board to facilitate the operation of the Port and management of the Harbour Estate.

Availability: Can be viewed at the Harbour Office by arrangement.

- **Belfast Harbour Acts and Orders**

Description: Legislation outlining the Board's statutory duties and powers.

Availability: Can be viewed at the Harbour Office by arrangement. Copies available from The Stationary Office, 16 Arthur Street, Belfast, BT1 4GD, www.tso.co.uk. A charge may be made by TSO for these documents.

2. Spending, priorities and performance

The Port generates revenue through charges made on ships using the Port and on the goods handled at the Port through the provision of cranes, pilotage and storage facilities. Revenue is also generated through leasing land for development that is surplus to port operational requirements. The Port's

operating surplus is used to develop and maintain the Port through the provision of new and upgraded port and logistics facilities.

Information on the organisation's financial performance and spending priorities can be viewed in the following documents: -

- **Annual Report & Accounts**

Description: A review of the Port's activities and financial performance in the year previous to the current year.

Availability: Available to download on the Port's website or by post on request.

- **Corporate Plan**

Description: An outline of the Port's objectives and planned actions for the 3 year period 2017-19.

Availability: Available to download on the Port's website.

- **Annual Policing Report**

Description: An annual review on policing activity in the Port

Availability: Available to download on the Port's website or by post on request.

- **Annual Environment Report**

Description: An annual review of the environmental status of the Port

Availability: Available to download on the Port's website or by post on request.

- **Annual Health and Safety report**

Description: An annual review of the Health and Safety record of the Port

Availability: Available to download on the Port's website or by post on request.

- **Responsible Business Report**

Description: A bi-annual review of Corporate Responsibility Activity.

Availability: Available to download on the Port's website or by post on request.

At the start of each year, Belfast Harbour releases its trading performance for the previous year in the form of a news release. The figures receive

widespread coverage in the local printed and broadcast media. The release is also available to download from the news section of the website.

3. How we make decisions?

The management of Belfast Harbour is independent of Government and falls to the Board and the Executive Team. The duties of Board Members are akin to those of a company director, in particular to be accountable for the proper exercise of the statutory and administrative requirements placed upon them. In addition, Board Members are required to: -

- Ensure high standards of corporate governance;
- Establish the overall strategic direction of the Port having regard to the best interests of the Port and the local economy following consultation with key stakeholders;
- Ensure that, in reaching decisions, government policy and relevant guidance provided by the sponsor Department are taken into account;
- Ensure that, in carrying out their functions, due regard is paid to the need to promote equality of opportunity.

The day-to-day operation of the Port is managed by a senior executive team who report to the Board and which comprises the Chief Executive Officer, Finance Director, the Commercial Director, the Property Director, the Operations Director, the Human Resources Manager and the Communications & Marketing Manager.

Information highlighting the organisation's decision-making process is available in the following documents: -

- **Annual Report & Accounts**

Description: A review of the Port's activities and financial performance in the year previous to the current year.

Availability: Available to download on the Port's website or by post on request.

- **Corporate Plan**

Description: An outline of the Port's objectives and planned actions for the 3 year period 2014-16. Updated every two years.

Availability: Available to download on the Port's website.

- **Minutes of BHC Board**

Description: Minutes are produced for each of the Board meetings during a calendar year.

Availability: Board minutes are available to view within the Harbour Office on request and by appointment.

- **4. Our Policies and Procedures**

The written protocols for delivering the organisation's functions and responsibilities are to be found in the following documents: -

- **BHC Equality Scheme**

Description: Approved scheme outlining how the Port is complying with the requirements of Section 75 of the NI Act 1998. Reviewed every five years.

Availability: Current scheme is available on the Port's website and by post on request.

- **BHC Equality Consultation Documents and Reports on Consultation**

Description: Consultation documents and reports on the outcome of consultation exercises relating to the implementation of the Port's Equality Scheme.

Availability: Current documents are available on the Port's website and by post on request.

- **Port Emergency Plan**

Description: A contingency plan for dealing with major emergencies within the Belfast Harbour. A controlled document.

Availability: Will be posted on the Port's new website and can be viewed at the Harbour Office by arrangement.

- **Pollution Plan**

Description: A contingency plan required under legislation for dealing with major oil spills and chemical incidents within the Port of Belfast. A controlled document.

Availability: Will be posted on the Port's new website and can be viewed at the Harbour Office by arrangement.

- **Annual Policing Report**

Description: An annual review on policing activity in the Port

Availability: Available to download on the Port's website or by post on request.

- **Annual Environment Report**

Description: An annual review of the environmental status of the Port

Availability: Available to download on the Port's website or by post on request.

- **Annual Health and Safety report**

Description: An annual review of the Health and Safety record of the Port

Availability: Available to download on the Port's website or by post on request.

- **Marine Safety Management System**

Description: A safety assurance system to manage the safety of navigation within Belfast Harbour under the auspices of the Port Marine Safety Code produced by the Department of Transport.

Availability: Will be posted on the Port's new website and can be viewed at the Harbour Office by arrangement.

- **Occupational Health and Safety Management System**

Description: A management system to control health and safety within the workplace.

Availability: Will be posted on the Port's new website and can be viewed at the Harbour Office by arrangement.

- **Port Waste Plan**

Description: Information leaflet for ships outlining how ship's waste is dealt with in Belfast Harbour.

Availability: Will be posted on the Port's new website and by post on request.

- **Job Advertisements, Job Specifications, Personnel Specifications and Application Forms**

Description: Information communicated to potential employees about job opportunities arising within Belfast Harbour Commissioners.

Availability: Current job opportunities are advertised in the local press, online with host recruitment websites and on the Port's website. Job Specifications, Personnel Specifications and Application Forms relating to current opportunities are available online or by post on request.

- **Tender Documents**

Description: Information communicated to contractors relating to current contracts to be awarded by Belfast Harbour.

Availability: Can be viewed at the Harbour Office by arrangement

- **Complaints Procedure**

Description: Details of the procedure for making a complaint against Port personnel and the Belfast Harbour Police.

Availability: On the Port's website or by post, fax or e-mail on request.

5. The Services we offer: Publication Scheme

The range of services offered by Belfast Harbour is extensively outlined within the Commercial and Marine sections of the website.

- **Tide Tables for Belfast Lough**

Description: Tide Tables for Belfast Lough for the current year along with safety advice for users of the Lough.

Availability: Can be viewed at local schools, libraries and sailing clubs. Individual copies can be collected from the Harbour Office while stocks last.

- **Schedule of Charges**

Description: Booklet containing details of current charges levied by Belfast Harbour.

Availability: Issued to all port customers and port service providers. Available on the Port's website to download and by post on request.

- **Notice to Mariners**

Description: Ad-hoc statements issued by the Harbour Master to communicate marine information relating to the use of the Port.

Availability: Issued directly to port users. Notices are also available on the Port's website and by post, e-mail and fax on request.

- **Annual Scheduled Cruise Calls**

Description: A list of cruise ships scheduled to call at Belfast Harbour in the current year. Published on an annual basis and regularly updated.

Availability: On the Port's website or by post, fax or e-mail on request.

- **News/Press Releases**

Description: Ad-hoc statements issued by the Port during the past year to communicate information about the Port and Port activities.

Availability: Available on the Port's website within the news section and by e-mail on request.

6. Complaints Procedure

We have a duty to make information available as set out in this scheme. If we receive any complaints about our failure to do so, they will be investigated by the Finance Director, Belfast Harbour Commissioners, Corporate Square, Belfast BT1 3AL, who will reply within 15 working days. All complaints will be fully investigated and treated confidentially.

If your complaint is not handled satisfactorily you are entitled to refer your complaint to the Information Commissioner.

7. Written Requests

Information held by Belfast Harbour Commissioners that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.