

Information provided by OCHDA to Argyll & Bute Council

This document shows the agreed schedule of deliverables between OCHDA and Argyll & Bute Council, together with abstracts which summarise the principal documents which OCHDA has already supplied to Council officers.

The list is correct as at 25/10/2021. OCHDA is happy to provide full copies of any of the documents if Members wish.

Proposed timetable and order of priority of deliverables

Assumptions made:

- All items include the same reference number as set out in Schedule 1 to the draft MOU;
- Timeframe for completion of deliverables from OCHDA has been based on A&BC providing the listed information by the proposed date;
- All deliverables will be provided once they have been completed (ie they will not be 'held back' until the target date) in order to allow workflow to be as continuous as possible;
- Feedback will be provided on each deliverable within a two-week timeframe to allow edits/changes to be made;
- All relevant deliverables will be included in a single document once they have all been completed.

Note: bright green shading denotes work fully completed, pale green denotes partially completed.

Items to be provided by Council

By 14-5-21

F1	Up to date, accurate accounts for the three Council owned assets at the North Pier (Harbour Office, pontoons and the pier itself)
F2	Breakdown and explanation of North Pier expenditure classifications (still ongoing at 9/6/21)
F3	Updated staff costing/scales as per request to SC and JS of 12/2/21

By 28-5-21

F4	Copies of any reports and 'business cases' generated for Oban Harbour by ABC over the past 18 years that have led to Officers and Councillors deciding not to proceed with the Municipal Port option. Not completed or available
G4	Confirmation of current staff tasks and responsibilities undertaken at the North Pier (an expansion of job descriptions that reflects what tasks are actually carried out and typical time allocations)
T4	Details of existing PMSC status and existing MSMS (Marine Safety Management System) (link to Web version)
T6	Details of existing Vessel Traffic Service operation (Nothing formal)

By 11-6-21

A2	Copies of most recent asset condition surveys - not available
A3	Valuation of assets - not considered to be relevant
A4	Details of maintenance requirements/plans/budgets
A5	Details of existing lease arrangements relating to North Pier assets

Date TBC at next management meeting as it will require negotiation between both parties and is dependent on other outputs

A6	Preparation of lease
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Items to be provided by OCHDA

By 14-5-21

	Ranked list of deliverables and projected timescales (this document)
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By 21-5-21

A1	Details of Council assets which OCHDA is seeking to lease from the Council
T1	Confirmation of harbour extents

By 28-5-21

F6	Updated paper on proposed Conservancy Charge
G1	Overview of proposed Governance Structure
G2	Details of the proposed Board, how this will be made up and to whom it reports, Stakeholder representation
G3	Details of Board appointing process and timescales for appointment etc
G5	Staffing structure proposals – including job descriptions and seasonal staff
T2	Navigation, buoyage and other ATONs
T9	Expertise within the Trust Port Board (see also G2)

By 9-7-21 (or four weeks after last of deliverables has been provided by ABC, whichever is the later)

F5	OCHDA's financial plans, projected expenditure and banking details
G6	Differences between existing and planned service delivery
T3	Pilotage
T5	Proposed PMSC and MSMS arrangements
T7	Proposed VTS/vessel monitoring system
T8	Proposals re Duty Holder and Designated Person
T9	Expertise within the Trust Port Board (see also G2)
T10	Proposed technical/professional advisors to support the Trust Port

ASAP thereafter, no later than 23-7-21

F7	Financial model and projections for the operation of Oban Bay as a Trust Port, including details of how income will be generated, anticipated expenditure and investment planning, community benefit etc., plus all previous relevant deliverables contained in a single document. Lease terms to be agreed with A&BC
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