

## **Oban Bay Stakeholder Group**

### **Terms of Reference Revision 1.0 July 2018**

#### **1. Purpose**

- a. The Oban Bay stakeholder group has been established by the Oban Bay Management Group to supplement the work of the OBMG, to improve navigational safety at Oban and establish a wider harbour authority to implement safety measures.
- b. The Oban Bay stakeholder meetings are for the purpose of consultation between the OBMG and the stakeholders in matters of marine safety at Oban Bay, methodology to improve marine safety and benefits to the local maritime community. This includes changes to Aids to Navigation, voluntary codes of practice, statutory harbour areas and Harbour Revision Orders.

#### **2. Membership**

- a. Membership of the Oban Bay stakeholder group is inclusive of all users or the representative bodies of users of Oban Bay.

#### **3. Accountability**

- a. A Chair and Vice Chair will be selected by a majority consensus of the stakeholders in attendance at the meetings.
- b. An OBMG representative will chair the meeting if no consensus is reached or the Chair or Vice Chair is unavailable.
- c. The Chair will ensure the stakeholders are represented within the OBMG by attending OBMG meetings.
- d. The Chair and OBHM will ensure as wide a representation of the Oban Bay maritime users is consulted as reasonably possible, through invitation to the stakeholder meetings, individual consultation and promulgation of the meeting notes.

#### **4. Review**

- a.** The TORs will be reviewed at least annually at stakeholder meetings.
- b.** The TORs must reflect the purpose of the group.
- c.** The Chair and Vice Chair will serve for 1 term of 2 years.
- d.** The group will use the following KPIs to check progress annually:
  - Meetings held in line with requirements
  - Agenda and papers distributed in line with requirements
  - Actions created, completed and outstanding reported on
  - Feedback provided to OBMG

#### **5. Working methods**

- a.** It is intended meetings will be held every 2 months, in between OBMG meetings.
- b.** The Oban Bay Harbour Manager will give administrative support to the stakeholder Chair and ensure all minutes from the stakeholder group and OBMG are distributed throughout both groups.
- c.** Agendas and meeting information will be published at least 7 days prior to the meeting.
- d.** Minutes of Oban Bay stakeholder meetings will be promulgated within 10 days of a meeting, then subsequently approved and published on the Oban Harbour website within 30 days.
- e.** If a working group is convened the stakeholders will select the required representatives from the stakeholder group.
- f.** All evaluation processes, data and decisions of the OBMG will be shared with stakeholders. OBMG meeting notes will be published on the Oban Harbour website within 30 days of the meeting.
- g.** Agenda items will be gathered by the Chair and OBHM.

Oban Bay Management Group



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## 6. Definition of terms

- a. **Oban Bay** is defined as all waters inside the Island of Kerrera.
- b. **User** is any individual, business representative, representative body of an individual operating a vessel (or likely to operate a vessel) or business within Oban Bay.
- c. **OBMG** Oban Bay Management Group made up from representatives from CMAL, NLB, A&BC, CFL and the Chair of the Oban Bay stakeholder group.
- d. **CMAL** Caledonian Maritime Assets Ltd the company owning the Scottish governments ferry infrastructure.
- e. **NLB** Northern Lighthouse Board the organisation owning Scottish waters AtoNs
- f. **A&BC** Argyll and Bute Council
- g. CalMac Ferries Ltd
- h. **AtoN** Aid to Navigation
- i. **OBHM** Oban Bay Harbour Manager