



## APPLICATION PACK – BOARD OF THE CATTEWATER HARBOUR COMMISSIONERS

### Introduction

These notes provide information for potential applicants interested in serving as a board member of the Cattewater Harbour Commissioners (CHC).

In recruiting suitable candidate/s to the Board, the Commissioners' objective is to ensure that the final mix of candidates chosen reflects the range of qualities, skills and competencies required to allow the Board to deliver its objectives and meet its statutory responsibilities effectively and efficiently.

A process which is open is also intrinsically competitive: it is not possible to recommend for appointment everyone who possesses the qualities described. Therefore, if you apply, it is important that your application brings out clearly, with concrete examples, the level and depth of your achievements and experience as applicable to the qualities we are seeking in a new board member.

Please ensure your application closely follows the directions in these notes and is received at the correct address by the closing date. We regret that we cannot consider late applications.

Successful candidates must be able to attend within the date range specified for interviews. It is not possible to arrange individual interview dates given the structure of the selection committee and process.

### An Overview of our Port

The Cattewater Harbour is a Trust Port. Trust ports are independent statutory bodies, safeguarded by a Board of Commissioners, with responsibilities to manage, maintain improve and conserve a harbour. Trust ports operate on a commercial basis generally without ongoing public sector financial support and have no shareholders. Surpluses are re-invested in the harbour for the benefit of stakeholders, including harbour users, local communities and Government. Trust ports are accountable to their stakeholders.

The Commissioners were constituted in 1874, initially to facilitate the building of the Mount Batten Breakwater. Since then the organisation has evolved into a modern trust port whose duties are that of a conservancy i.e. to maintain an open, fit for purpose, port - responding where possible to new demands as they arise.

The Cattewater Harbour Commissioners are the Statutory Harbour Authority for that area of the mouth of the River Plym known as the Cattewater, which sits within the wider Dockyard Port of Plymouth.

In 1988 the Cattewater Harbour Commissioners assumed responsibility from Trinity House for providing the Port of Plymouth with a civilian pilotage service.

The harbour boundaries are from a line drawn between Fisher's Nose and the end of Mount Batten breakwater to the west, Laira Bridge to the north, and include the waters of Hooe Lake.

# CATTEWATER HARBOUR COMMISSIONERS

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 665934  
Email: [info@plymouthport.org.uk](mailto:info@plymouthport.org.uk)

PORT OF PLYMOUTH



[www.plymouthport.org.uk](http://www.plymouthport.org.uk)

# PLYMOUTH PILOTAGE SERVICE

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 662708  
Email: [pilot@plymouthport.org.uk](mailto:pilot@plymouthport.org.uk)

## CATTEWATER HARBOUR LIMITS



The Trust Port is overseen by 10 Commissioners\* and employs around 30 people to manage the harbour and provide the pilotage service.

Income, required to defray costs arising from the statutory burden, is raised from dues levied on all craft using the harbour, goods and passengers.

Due to the unusual juxtaposition of a Civilian Port with a Dockyard Port, there is a high level of interaction with the MoD. The Cattewater abuts Plymouth Sound, a Special Area of Conservation, which gives rise to important environmental issues.

*\* Please refer to our website [www.plymouthport.org.uk](http://www.plymouthport.org.uk) for details of our current Commissioners.*

## About the Appointment/s

A position will become vacant at the end of November 2025. An understanding of ports, their operations and challenges is desirable but not essential; it's of more importance that Commissioners collectively have current, regional knowledge, and a varied skill base to create an effective, proactive Board.





Appointments offer opportunities to individuals who wish to contribute to the community and to the efficient administration of port business; helping to run the port more effectively, offer advice on a challenging and complex issue, or to broaden a board's approach by bringing a fresh outlook or new area of expertise to discussions.

Board members should be familiar with the port areas and may have experience in one or more of the following areas:

- Shipping/Fishing/Cargo Handling
- Commerce & Business Strategy
- Commercial Property Development
- Accounting & Financial Management
- Management/previous Board experience
- Health & Safety
- Maritime Leisure Activities
- Environment and Sustainability
- Community Issues/Local Government
- Other Relevant Skills, e.g. maritime R&D, Smart Shipping etc.

The current vacancy will prioritise applicants with a track record in:

- Business Strategy Planning;
- Leadership at management and directorship level;
- Maritime sector (e.g. harbour/marina) development and operations

Board appointments are for an initial term of 3 years. Based on performance a second term can be served. Only in exceptional circumstances will Commissioners be appointed for a third term.

Appointments typically demand 1 days commitment per month (based on a 2-3 hour meeting which takes place at the Harbour Offices), exclusive of time required for participation in induction/training programmes or any other matters which require attention outside the main board meeting/s.

There are currently 9 main board meetings per year (usually held on the last Tuesday morning of the month).

The board comprises of 8 appointed Commissioners and 2 statutory posts (held by a Ministry of Defence representative - currently the King's Harbour Master and the Cattewater Harbour Master/Chief Executive).

If you feel you can make a valuable contribution to the board, these notes give information about our port and its operations.



## Department of Transport Guidance Document

Applicants should refer to **Department for Transport** document '[Ports Good Governance Guidance](#)' for more information *click link here...* [DfT Ports Good Governance Guidance](#)

## How to Apply

Your application should comprise of the following:

- **Application Form** (*pages 6 – 9*)
- **Declaration of Interests Screening Questionnaire** (*pages 10 - 11*)
- **A covering letter**, not exceeding two pages, stating why you consider that your appointment will enhance the Board's overall performance, and including responses to the 2 questions below:
  1. *Summarise any specialist or management experience (or local or regional knowledge in the case of geographical bodies) which you think are particularly relevant to the port in which you are interested;*
  2. *Trust Ports need to represent a broad cross-section of experience of the community. How wide is your experience of the varied circumstances of life faced by individuals in your region? This could include, for example, personal / family experience as well as voluntary or professional experience.*
- **A full CV** listing your educational, professional and life qualifications and a full career history, paid or unpaid, including details of any budgets and numbers of people you have managed, with relevant achievements.

Please include the names, addresses and brief details of two referees who know you well but are not personally connected to you and can assess your potential to contribute to the Board.

Completed applications must be returned by **1700 on Thursday 25th September 2025** to:  
The Chairman, Cattewater Harbour Commissioners, 2 The Barbican, Plymouth. PL1 2LR.  
[info@plymouthport.org.uk](mailto:info@plymouthport.org.uk)

It is anticipated that interviews will be held in mid-October 2025.



## **NOTE FOR GUIDANCE ON THE DISCLOSURE OF FINANCIAL AND OTHER INTERESTS BY PROSPECTIVE MEMBERS OF HARBOUR AUTHORITIES**

1. You should provide the Chairman of the Cattewater Harbour Commissioners with particulars of: -
  - a. any trade or business you are engaged in, or propose to become engaged in;
  - b. any appointment as a director or officer of any corporate body which you may hold or be proposing to take up;
  - c. membership of any organisation (such as the Freemasons) which might be deemed by a reasonable person to have the potential to prejudice the discharge of your functions;
  - d. any securities (including stock, shares, mortgages, debentures and debenture stock) or other interests, held by or for you, that might have a prejudicial effect upon the discharge by you of your function as a Member of the Harbour Authority, or might prima facie appear to be likely to have such an effect;
  - e. any land in which you have an interest, if that land is in or near the area of any of the Harbour Authority's land or is likely to have its value affected by development on or near the port, or by the policy or operations of the Harbour Authority;
  - f. whether in the last five years you have held office in any political party, or affiliated body, which fields candidates at local or general elections in any part of the United Kingdom, or in elections to the European Parliament; whether you have spoken in public in support of a political party or have stood as a candidate in local, Parliamentary or European Parliament elections.
2. The Cattewater Harbour Commissioners must necessarily rely upon your discretion and judgement in the provision of all relevant particulars and disclosure of relevant matters. In considering what particulars to provide and what matters to disclose, you should be guided by the premise that the Trust Board and its executive would wish to be made aware of any interest or connection that might raise in the mind of a reasonable person the question whether your duty to promote the interests of the Harbour Authority was in conflict with the obligations imposed by your other interests. Your attention is drawn to the relevant sections of the [DfT Ports Good Governance Guidance](#).
3. Should you acquire, during the course of your appointment, any new interest or connection that could be construed as liable to lead to possible conflict with your duties as a member of the Harbour Authority, the Chairman should be notified as soon as possible.
4. Should you change either your business or home address, or any associated telephone number, during the course of your appointment the Chairman should be notified as soon as possible.



# CATTEWATER HARBOUR COMMISSIONERS

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 665934  
Email: [info@plymouthport.org.uk](mailto:info@plymouthport.org.uk)

PORT OF PLYMOUTH



[www.plymouthport.org.uk](http://www.plymouthport.org.uk)

# PLYMOUTH PILOTAGE SERVICE

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 662708  
Email: [pilot@plymouthport.org.uk](mailto:pilot@plymouthport.org.uk)

## STRICTLY CONFIDENTIAL

### APPLICATION FORM – BOARD VACANCY CATTEWATER HARBOUR COMMISSIONERS

Before completing this form, please read the 'Information for Applicants' and the Department for Transport's [Ports Good Governance Guidance](#)  
Please complete this form clearly using black/dark blue ink and CAPITAL letters.

Attach your CV and covering letter, completed in accordance with the application pack instructions, to: **The Chairman, Cattewater Harbour Commissioners,**  
**2 The Barbican, Plymouth. PL1 2LR. [info@plymouthport.org.uk](mailto:info@plymouthport.org.uk)**

#### PERSONAL DETAILS

Title:	First Name:	Surname:
Address for Correspondence:		
Postcode:		e-mail :
Telephone (Daytime):	Telephone (Mobile):	

#### CURRENT/MOST RECENT EMPLOYMENT (OR OTHER ACTIVITY)

Position held :
Name of employing organisation:
This employment is current: Y/N
Date employment finished/finishes on:
How much time could you make available to our board appointment?
Days per month:

# CATTEWATER HARBOUR COMMISSIONERS

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 665934  
Email: [info@plymouthport.org.uk](mailto:info@plymouthport.org.uk)

PORT OF PLYMOUTH



[www.plymouthport.org.uk](http://www.plymouthport.org.uk)

# PLYMOUTH PILOTAGE SERVICE

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 662708  
Email: [pilot@plymouthport.org.uk](mailto:pilot@plymouthport.org.uk)

## PROFESSIONAL QUALIFICATIONS:

Please advise any particular interest you may have in the Cattewater Harbour e.g. leisure sailing / commercial shipping etc:

Do you represent a club or organisation? If so, please give details:

## OTHER APPOINTMENTS

Are you a member of any other boards or committees? Please provide details of current appointments:

<u>Organisation and Position</u>	<u>Appointed by</u>	<u>Time Commitment</u>	<u>Period of Appointment</u>



**Please give details of all previous public appointments and any held on the Board of a Harbour Authority**

<u>Organisation and Position</u>	<u>Appointed by</u>	<u>Time Commitment</u>	<u>Period of Appointment</u>

## **BACKGROUND**

To allow us to assess how your background would contribute to the Board's work, please answer the following questions.

1. With reference to the specialist skills listed in the Information for Applicants, i.e. shipping/fishing/cargo, maritime leisure activities, community issues etc. – please detail any specific experience, strength you may have in these areas.

2. Becoming a member of the board represents a unique and exciting opportunity, drawing upon your previous or present experience, where do you feel your strengths would be most valuable?

3. What opportunities do you feel the Cattewater Harbour Commissioners could benefit from engaging in now or in the future?



# CATTEWATER HARBOUR COMMISSIONERS

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 665934  
Email: [info@plymouthport.org.uk](mailto:info@plymouthport.org.uk)

PORT OF PLYMOUTH



[www.plymouthport.org.uk](http://www.plymouthport.org.uk)

# PLYMOUTH PILOTAGE SERVICE

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 662708  
Email: [pilot@plymouthport.org.uk](mailto:pilot@plymouthport.org.uk)

In summary, please include any additional information you feel pertinent to the position, not covered elsewhere.

## **DECLARATION**

I have read the information provided about these appointments.

In addition to the information requested, I have disclosed in an accompanying letter and CV any other information which is relevant to my suitability as a public appointee - for example any convictions or bankruptcies or anything, such as business interests or personal relationships, which might lead to a question of a conflict of interest.

I confirm that to the best of my knowledge the information which I have provided whether in this form or in any accompanying papers is accurate and not misleading.

I realise that failure to disclose relevant information or the provision of inaccurate or misleading information may result in an appointment being terminated.

Signature.....

Date .....



## **DECLARATION OF INTERESTS – SCREENING QUESTIONNAIRE**

**All applicants must complete the following declaration prior to interview**

All answers will be treated in confidence except those marked \* which will be included in the register of interests and open to public inspection if you are appointed.

### **PERSONAL DETAILS**

Name: *	
Private address:	
Business address:	
Telephone/Mobile:	
Email:	
Have you changed your name? If so give details	

### **OTHER BUSINESS INTERESTS\***

<b>Current employment details:</b> Please state whether there are any companies, partnerships, or other organisations:	<b>Yes/No &amp; Details</b>
<ul style="list-style-type: none"> <li>in which you or members of your immediate family have shares or securities with a nominal value of more than £25,000 or 1/100<sup>th</sup> of the total issued share capital</li> </ul>	
<ul style="list-style-type: none"> <li>of which you are or have been a director or partner in the last 10 years</li> </ul>	
<ul style="list-style-type: none"> <li>of which you own more than 50%, whether or not you are a director or partner.</li> </ul>	

### **OTHER APPOINTMENTS\***

<b>OTHER APPOINTMENTS*</b>	<b>Yes/No &amp; Details</b>
Have you any other current public appointments paid or unpaid?	

# CATTEWATER HARBOUR COMMISSIONERS

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 665934  
Email: [info@plymouthport.org.uk](mailto:info@plymouthport.org.uk)

PORT OF PLYMOUTH



[www.plymouthport.org.uk](http://www.plymouthport.org.uk)

# PLYMOUTH PILOTAGE SERVICE

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 662708  
Email: [pilot@plymouthport.org.uk](mailto:pilot@plymouthport.org.uk)

OTHER INTERESTS	Yes/No & Details
Are you a member of any political party, club or closed society?	
Do any of your close family or associates have pecuniary or non-pecuniary interests which relate closely, or could reasonably be construed as relating closely, to the trust's activities.	

<b><u>OTHER RELEVANT INFORMATION</u></b>	
<p><b>Any appointee to the trust could find that matters or incidents which previously attracted no attention could become matters of public interest once the person concerned holds public office.</b></p> <p><i>If the answer to any of the following questions is "yes, please provide details on a separate sheet.</i></p>	
Have you:-	Yes/No
• ever been convicted of any offence (other than minor motoring) which are not spent in accordance with the Rehabilitation of Offenders Act 1974;	
• any criminal charges outstanding;	
• become bankrupt in the past 10 years;	
• been dismissed from any office or employment in the past 10 years.;	
• ever been disqualified from either acting as a company director or in the management of a company;	
• ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration.;	
Are there any other facts to declare which you feel might be raised in public in future in relation to your suitability to hold the appointment for which you are being considered, for example because they could be presented as a conflict of interest?	



# CATTEWATER HARBOUR COMMISSIONERS

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 665934  
Email: [info@plymouthport.org.uk](mailto:info@plymouthport.org.uk)

PORT OF PLYMOUTH



[www.plymouthport.org.uk](http://www.plymouthport.org.uk)

# PLYMOUTH PILOTAGE SERVICE

2 The Barbican • Plymouth • Devon • PL1 2LR  
Tel: 01752 662708  
Email: [pilot@plymouthport.org.uk](mailto:pilot@plymouthport.org.uk)

## **DECLARATION**

I certify that the information given above is complete and correct to the best of my knowledge.

I also certify that, if appointed to the Trust, I will inform the Chief Executive/Chairman immediately of any change of circumstances that would materially change the information contained herein or my suitability to hold this office.

**Signed:** .....

**Name:**

.....

**Date:** .....



## **Data Protection Act 2018**

Successful applicant records shall be kept for a maximum of three years, in line with the maximum length of the appointment cycle. Information held in connection with appointments to Trust Port Boards shall be fully in compliance with the provisions of the Data Protection Act 2018, that is to say: -

- personal data shall be held only for the purposes specified in this guidance and will be relevant.
- data shall not be used or disclosed in any manner incompatible with the appointments process.
- successful applicants to the board shall be entitled, at reasonable intervals and without undue delay, to have access to data held and to have data, updated, corrected, or erased where appropriate.
- appropriate security measures shall be taken to protect personal data against unauthorised access, alteration or deliberate or accidental loss or destruction.
- Unsuccessful applicant data will be destroyed on conclusion of the application process.