1. **Introduction**

These notes provide information for potential applicants interested in serving as a part-time non-executive member of the Port of Cromarty Firth, including an explanation of the role of Board members, an overview of the work of the port and the qualities sought in applicants.

Board Members are appointed as individuals for their skills, expertise and knowledge and are not representative of any organisation or business.

1. **About the Appointment**

The appointment is part-time, typically one or two days per month exclusive of time required for participating in an induction training programme. The dates of Board meetings are normally set one year in advance. Board members are remunerated for attendance at Board meetings. At present this is £7,131 (2021) per annum paid monthly in arrears, reviewed annually on 1st January. Board members are also appointed to at least one of the two standing sub-committees.

1. **About the Appointing Process**

The Board consists of eight members, comprising seven non-executive members and one executive member. Non-executive members are appointed for a period of three years and may be eligible for reappointment for a further term subject to performance. Board members may not be a member of any other Harbour Authority.

The Board makes all appointments after a process of interviewing and selection carried out by a selection panel. As well as those who respond to the present advertisement the appointing panel may also consider names from other sources.

In making appointments to the Board the main purpose is to ensure that the Board continues to reflect a complimentary range of qualities, skills and competencies, which will allow it to deliver its objectives positively and efficiently. It is therefore important that candidates demonstrate clearly, with examples, any specific knowledge, experience or abilities they consider would be of value to the Board. The skills and qualities being sought by the Board are listed in Section 6.

Board members are required to disclose any relevant financial and other interests; are expected to act faithfully and impartially in the best interests of the Board and will also be required to sign a declaration to that effect.

The appointment process follows the good practice standards set out in the Modern Trust Ports for Scotland a Guidance for Good Governance. .

1. **An Overview of the Port**

The Port was established under the Cromarty Firth Port Authority Order Confirmation Act 1973 as amended.

The Cromarty Firth is a broad, sheltered, deep sea-water inlet on the north-east coast of Scotland, extending for some 19 miles from the seaward limit in the Moray Firth to the inner limit at Dingwall. It offers easy access under all weather conditions and states of the tide and the seaward approaches provide an uncluttered passage to large vessels.

Berth facilities are located at the Nigg Oil Terminal, Nigg Energy Park, Invergordon Service and Supply Base, Queen’s Dock at Invergordon, Saltburn Pier, Admiralty Pier and Highland Deephaven at Evanton.

The Cromarty Firth is the premier harbour and base for oil-rig inspection, repair and maintenance in Europe. The Port is active in the renewables sector and intends to accommodate decommissioning work in the future. The Port is also a major port of call for international cruise liners.

In 2020 the Port of Cromarty Firth had a turnover of £12.7m with a pre-tax profit of £4.8m; all profits are reinvested in the port. Port-related activity is estimated to generate approximately £275m per year in economic activity.

Further information on Cromarty Firth Port Authority can be obtained from our website: [www.cfpa.co.uk](http://www.cfpa.co.uk).

1. **Trust Port Status**

The Port of Cromarty Firth is a Trust Port. Trust Ports are independent statutory bodies, set up to serve regional and local interests, governed by their own unique, local legislation and controlled by an independent board for the benefit of all stakeholders. Across Scotland there are 35 such bodies.

Trust ports operate on commercial lines but are limited financially to operating from within their revenue, often supplemented by commercial loans up to borrowing. The Port can retain any profits from their activities for reinvestment in the port.

The powers of the Board and the constitution thereof are laid down in the Cromarty Firth Port Authority Order Confirmation Act 1973. This has been amended and updated by subsequent Harbour Revision Orders. This makes the Port Authority responsible for overall control and management of sea-borne traffic in the Cromarty Firth and its approaches, as well as for the general conservation of the port.

1. **Skills and Qualities Sought in Potential Board Members**

The objective of the selection process is to ensure that the Board continues to have an appropriate balance of skills, competencies and experience to provide it with leadership and effective strategic direction. The Board should have:-

* Specialist knowledge of subjects which are relevant to the port (e.g. financial, legal or operational);
* Interest in the organisation of the port without becoming too identified with it;
* Knowledge of relationships between the port and Central Government departments and the Scottish Government;
* An understanding of the legal and statutory framework within which the port operates and the duties and obligations this places on the Board.

In order to achieve an appropriate balance of expertise on the Board the appointing panel will require candidates to provide evidence of their professional and personal experience in one or more of the following areas:-

* Finance and Accounting
* Capital projects.
* Business development and strategic decision making.

Candidates will also need to demonstrate the following personal qualities:-

* An ability to formulate and discuss strategic subjects in a boardroom environment in a coherent and structured way;
* The ability to contribute effectively and impartially to group discussions involving a wide range of subject matter and people, including specialists and professionals, and
* A depth of management or specialist expertise without personal bias towards any particular sector of activity.

The Board is committed to incorporating the standards and objectives of the Guide to Good Governance for Trust Ports, which require the annual performance of Board members to be assessed. Details of the publication ‘Modern Trust Ports for Scotland – Guidance for Good Governance’ 2012 edition can be viewed on the Transport Scotland website:

http://www.transportscotland.gov.uk/strategy-and-research/publications-and-consultations/j249946-00.htm

1. **Working for the future**

The Port of Cromarty Firth has embarked on a major port development programme to extend its facilities at Invergordon; this consists of three phases as follows:

* Phase 1 - improved surfacing of three acres of land completed in 2010 at a cost of £1m;
* Phase 2 - paving of three acres of land completed in 2012 at a cost of £1m;
* Phase 3 - construction of berth and reclamation of approximately 10 acres of land, completed in 2015 at a cost of £24m.
* Phase 4 – construction of berth and reclamation of approximately 9 acres of land, commenced in 2019 and currently in construction at a cost of £30m

This is an exciting time to join a forward thinking development Trust Port working for the economic regeneration of Easter Ross.