



Publication Scheme

Reviewed March 2023

Context

Belfast Harbour invests considerable time in ensuring that up to date information is available on the organisation's corporate website and social media channels. In addition, our commitment to success to information is illustrated through a Annual Stakeholder Meeting, which is open to the public and advertised through local media channels.

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**

Who we are and what we do

Belfast Harbour is Northern Ireland's principal maritime gateway and logistics hub, serving the Northern Ireland economy and increasingly that of the Republic of Ireland.

Belfast Harbour is a Trust Port. Trust Ports are independent statutory corporations, with their only source of funding being profits generated from trading. Hence Belfast Harbour must generate an acceptable return on assets in order to sustain operating expenditure and future investment.

Our purpose is to provide the region with a best-in-class Port to meet current and emerging market requirements and to develop the Estate as a key economic hub and iconic waterfront for Belfast to drive our income from trade, tradeable services and tourism.

Belfast Harbour's real estate land holding extends to some 2,000 acres, strategically located at the focal point of the city's transport infrastructure. This land bank represents some 20% of the Belfast City area.

Relevant documents

Annual Report and Accounts (website)
A Port for Everyone (website)
Harbour Office Guide (website)
Belfast Harbour Police By Laws (available by request)
Belfast Harbour Acts and Orders (available by request)
Tide Tables (website and limited hard copies)
Schedule of Charges (Website)

What we spend and how we spend it.

Belfast Harbour is incorporated as a Statutory Corporation, and whilst not directly bound by The Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013, Belfast Harbour has

adopted the main provisions of the Act and therefore presents a Strategic Report consistent with corporate entities of a similar size.

The organisation 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 and developing land for development that is surplus to port operational requirements as well as developing regeneration schemes on the waterfront. The Port's operating surplus is used to develop and maintain the Port through the provision of new and upgraded port and logistics facilities.

Relevant documents

Annual Report and Accounts (website)

A Port for Everyone (website)

What our priorities are and how we are doing

Belfast Harbour has a published strategy - *A Port for Everyone* available on the organisation's website. This document is a Vision until 2035 with a review expected to be published in 2024.

Annually Belfast Harbour publishes an Annual Report and Accounts, updating stakeholders on the organisation's activities within a calendar year. This document is downloadable from the website and hard copies are available by request from the Harbour Office.

Relevant documents

Annual Report and Accounts (website)

A Port for Everyone (website)

How we make decisions

The day-to-day operation of the organisations are managed by a senior executive team who report to the Board and which comprises the Chief Executive Officer, Finance and Compliance Director, the Port Director, the Property and Place Director, the Infrastructure and Sustainability Director, the People and Corporate Services Director, Development Director and the Communications & Marketing Director.

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

1. Ensure high standards of corporate governance;
2. 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, where relevant;
3. Ensure that, in reaching decisions, Government policy is taken into account;
4. Ensure that, in carrying out their functions, due regard is paid to the need to promote equality of opportunity.

Relevant documents

Annual Report and Accounts (website)

A Port for Everyone (website)

Belfast Harbour Board and Committee Minutes (Board members published on website and Board and Committee membership published in Annual Report)

Our policies and procedures

HR Policies – EDI, Equality Scheme

H&S Policies/statements

Port Emergency plan

Pollution Plan

Marine Safety Management System

Occupational Health and Safety Management System

Port Waste Plan

Relevant documents

Tender Documents (website)

Job adverts (website)

Complaints Procedure (website)

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

The services we offer

The range of services offered by Belfast Harbour is extensively outlined within the Real Estate and Port sections of the website.

Relevant documents

Tide Tables (website and limited hard copies)

Schedule of Charges (Website)

Notice to Mariners (website)

Cruise Schedule (website)

News and press releases (website)

Freedom of Information

Charges for Freedom of Information requests are in line with that permitted under the Freedom of Information Act.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Environmental information

(Statements, policies)

Currently on website –

- Environmental Policy Jan 2021
- Single plastics policy
- Air Quality Statement 2020
- ISO 14001 EMS 2020-2023

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 and Compliance 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.

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.

Contact Details

Address: Belfast Harbour Commissioners
Harbour Office
Corporation Square
Belfast BT1 3AL

Tel: 028 90 554422

Website: www.belfast-harbour.co.uk