

APPOINTMENT OF COMMISSIONERS

APPLICATION FORM

STRICTLY CONFIDENTIAL

Before filling in this form please read the accompanying Information for Prospective Commissioners, which defines the selection criteria more fully and describes the requirements of the position. Please print clearly, using dark ink.

PERSONAL DETAILS

Title	Forename (s)	Surname

Permanent Address

Post Code

e-mail

Telephone (daytime)

Address for Correspondence (if different)

PERSONAL QUALIFICATIONS

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PRESENT PRINCIPAL OCCUPATION

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OTHER APPOINTMENTS

Please provide details of other public appointments or directorships held at present or previously, including those on any other Port Authority.

Organisation and Position	Appointed by	Time Commitment	Period of Appointment

EXPERIENCE

To achieve a balance of expertise on the Commissioners, candidates are required to provide evidence of their professional and personal experience in one or more of the following:

- (a) commerce;
- (b) maritime activities;
- (c) health and safety;
- (d) management;
- (e) public relations and community issues;
- (f) knowledge and understanding of the Port Seton area;
- (g) industrial relations;
- (h) shipping, fishing or cargo handling;
- (i) accountancy or financial management;
- (j) boating and other water related leisure activities;
- (k) environmental matters affecting harbours;
- (l) any other skills and abilities considered to be relevant to the discharge by the Commissioners of their harbour functions.

With reference to your professional and personal circumstances please describe your specific experience in the above listed areas, including how recently and in what capacity you acquired your knowledge and also how often you apply this.

PERSONAL QUALITIES

To allow assessment of how your background and personal qualities would contribute to the Commissioners' work please describe briefly, drawing on your professional and personal life, including any voluntary work, how your own personal qualities meet the following criteria:

The 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

A depth of management or specialist expertise without personal bias towards any particular sector of activity

REFERENCES

Please provide contact details for two referees who can provide references as to your suitability for this position. All references will be taken up and should not be enclosed with your application.

Name	Name
Address	Address
Telephone No.	Telephone No.

DECLARATION

I have read the information provided about these appointments. In addition to the information requested, I have disclosed any other information that is relevant to my suitability as a public appointee – for example any convictions or bankruptcies or anything such as business interests or personal relationships that might lead to a question of a conflict of interest. I confirm to the best of my knowledge that the information I have provided 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.....

PORT SETON HARBOUR COMMISSIONERS

INFORMATION FOR PROSPECTIVE COMMISSIONERS

1. Introduction

These notes provide information for applicants interested in serving as a Commissioner of Port Seton Harbour Commissioners. The notes include an explanation of the role of members of the Commissioners, an overview of the work of the harbour and the qualities sought in applicants. Paragraph 7 explains how to apply.

Candidates not listed for election may also be considered for relevant appointments in subsequent years.

2. About the Appointment

The appointment is voluntary and part-time, typically up to two days per month exclusive of time required for participation in an induction training programme. Board meetings generally last two to three hours and are normally held in the last week of each month, with the exception of July when normally no meeting is held due to the summer recess.

3. About the Appointing Process

The Commissioners consist of 18 members, comprising three permanent members and fifteen elected members. Elected members will be appointed until 31 December 2027 and may be eligible for re-election for a further term subject to performance. Commissioners may not be a board member of any other harbour authority.

All appointments of Elected Commissioners are made after an election carried out in accordance with the Port Seton Harbour Order 1878 (for further details please see the Notice of Commissioner Applications and Elections).

When considering applications by persons to stand for election as a Commissioner, consideration will be given to the core aim of reflecting a complementary range of qualities, skills and competencies, which will allow the Commissioners to deliver their 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 Commissioners. The skills and qualities being sought by the Commissioners are described in Paragraph 6.

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

4. An Overview of the Harbour

Port Seton is a busy small harbour. As well as a small fishing fleet, the Harbour is home to creel boats and leisure craft.

Throughout the changing seasons, Port Seton Harbour pulses with activity. Spring and summer bring an influx of visiting yachts and pleasure craft, while our year-round fishing fleet maintains the harbour's working identity.

5. Trust Port Status

Port Seton Harbour Commissioners are a trust port authority. There are approximately 100 such port authorities in the UK, autonomous bodies that were created by local Acts of Parliament. Trust ports are not Government-owned and are not treated as part of the public sector.

All trust ports operate on broadly commercial lines, but are limited financially to operating from within their revenue, often supplemented by commercial loans up to borrowing limits set in their constitutions. Any profits from their activities are reinvested in the port for the benefit of users.

The powers of the Commissioners and their constitution are laid down in the Port Seton Harbour Order 1878.

6. Skills and Qualities Sought in Potential Representative Commissioners

The objective of the selection process for Commissioners to stand for election is to ensure that the Commissioners have an appropriate balance of skills, competencies and experience to provide them with leadership and effective strategic direction. The Commissioners should have:

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

In order to achieve an appropriate balance of expertise on the Commissioners, candidates will be required to provide evidence of their professional or personal experience in one or more of the following areas;

- (a) commerce;
- (b) maritime activities;
- (c) health and safety;
- (d) management;
- (e) public relations and community issues;
- (f) knowledge and understanding of the Port Seton area;
- (g) industrial relations;
- (h) shipping, fishing or cargo handling;
- (i) accountancy or financial management;
- (j) boating and other water related leisure activities;
- (k) environmental matters affecting harbours;
- (l) any other skills and abilities considered to be relevant to the discharge by the Commissioners of their harbour functions.

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 Commissioners are committed to incorporating the standards and objectives of the Guide to Good Governance for trust ports, which require the annual performance of members of the Commissioners to be assessed.

7. How to Apply

To apply, please complete and return the accompanying application form to the Clerk of the Commissioners by:

- email to info@portsetonharbour.co.uk; or
- hand or post to Port Seton Harbour Commissioners, the Harbour Master's Office East Pier, Port Seton Harbour Port Seton, EH32 0DS.

Candidates should ensure that their application is received at the correct address by the closing date (5pm on 22 August 2025). Late applications will not be considered.

Candidates should note that the Commissioners will only accept completed application forms and up to two accompanying information sheets on A4 paper. Curriculum Vitae or other personal profile documents will not be accepted.

Following review of the application forms, those to stand for election will be informed on Tuesday 26 August 2025.

By submitting an application form, you acknowledge that:

- (1) your name will be included on the notice of candidates for election published on the Harbour website; and
- (2) your personal information contained in your application form will be processed in accordance with our Privacy Notice.