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PORT SKILLS AND SAFETY LTD

30 Park Street, London SE1 9EQ

Minutes of the meeting of the Port Skills Group

Held online, via Teams

on Tuesday 17 September 2024 at 10:00

PSS attendees:

Angela Ward (AW)	Skills, Careers and Diversity Lead
Rhiannon Harty (RH)	Office and Events Manager
Umayya Rahman (UR)	Health, Safety and Environment Technician Apprentice

Member attendees & speakers:

Aaron Vickers (AV)	Vice Chair
Alex Pepper (AP)	UK Major Ports Group (UKMPG)
Louise Orchard (LO)	Peel Ports Ltd
Daniel Mellis (DM)	PD Ports

Plus 20 member representatives (details included in **Appendix 1**).

The meeting opened at 10:00.

1. Welcome

Delegates were welcomed to the meeting and poll questions issued whilst delegates joined.

Apologies were received from Natalie Dagleish, Chair of the Port Skills Group (PSkG) Chair due to illness.

PSS's new safety, health and environment technician apprentice, Umayya Rahman, gave a brief introduction to her role.

Aaron Vickers of the Port of London Authority was introduced as the new Vice Chair, following a vote by attendees at the last meeting. Aaron went on to chair the meeting.

2. Minutes and actions

It was agreed that the minutes from the meeting held on the 10 June 2024 were approved.

Updates on actions from the previous PSkG were provided. Details of the actions are included in **Appendix 2**.

3. Working group updates

Louise Orchard provided an update on behalf of the pathway to ports working group. Details can be seen on pages 8-9 of the [meeting slides](#).

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A brief overview of the PSS competency framework, its working group and subgroups were provided. Details relating to this working group can be seen [here](#).

Daniel Mellis provided an update on behalf of the operations subgroup, including one of the draft SKATE documents produced by the group.

An update on the marine subgroup was provided. The challenges due to low availability of members of the group were noted. It was explained that, due to this, the work planned for the marine subgroup has been placed on hold until other members come forward to support it.

The group went on to discuss the assorted working groups, their importance, timeframes and challenges.

Delegates were reminded that they can join the working groups at any time and do not have to have been members from the beginning to participate.

4. Early careers data

An update on the Association of Apprentices platform was given. Details can be seen on page 13 of the [meeting slides](#).

Members were advised they can make a request to PSS to establish which of their apprentices have signed up to the apprentice platform.

It was advised that a greater understanding of early careers work in ports is needed to help focus information and promotion and measure progress. Following on from the meeting in June, members were reminded to send their anonymised early careers data to PSS by the end of September.

5. UKMPG update

Alex Pepper, Policy Director at UK Major Ports Group, provided an overview of the association and its work. Full details of the presentation can be seen on pages 16-22 of the [meeting slides](#).

6. Member presentations

Daniel Mellis, Operational Excellence Training Manager, at PD Ports presented details on the PD Ports new Learning Management System. Limitations of the old system, including lack of flexibility in accessing the data, lack of access to staff, etc. were provided and the challenges of creating a new system were discussed. Details of the presentation can be seen on pages 24-28 of the [meeting slides](#).

7. Members' updates

Members provided the following updates on behalf of their organisations:

Port of London Authority will be rolling out its new Sexual Harassment Policy late 2024.

PD Ports is increasingly looking at micro-learning to provide employees with smaller bite courses of 2-5 minutes in duration, rather than larger training packages.

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The group discussed the benefits in the port industry by providing short courses that can more easily fit around an ever-changing working environment.

The new PSS Supervision and Leadership training course was discussed. Port members were requested to provide details of any additional elements they would like included. It was explained that there is a possibility that a working group will be set up to take these discussions forward.

8. Chairs summary and actions

The chair summarised the meeting and thanked everyone for their contribution both in the meeting and in the working groups. It was noted that the more people who contribute and input to PSkG and working groups, the more all members will benefit.

9. Date of next meeting

[Wednesday 27 November 2024](#) - in person in Grangemouth, hosted by Forth Ports.

10. Any other business

It was noted that the PSS Electric Vehicle Maritime Safety Conference would be held in London on the 17 October, in partnership with the UK Chamber of Shipping, and that the early bird ticket rate would be extended to members who signed up directly after the meeting.

The meeting closed at 12:00.

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Appendix 1: Attendance

Name	Company
Alison Burstow	Sussex Port Forwarding Ltd
Amber Inglis	Port of Aberdeen
Amy Drury	Associated British Ports
Anne Skene	Port of Aberdeen
Antonella De Luca-O'Neil	Port of London Authority
Carl Appleton	Shape Associates
Chris Hatter	Portsmouth International Port
Doc Holliday	Shape Associates
George MacGregor	
James Milne	Shetland Islands Council
James Write	Port of Tyne
Jamie Jackson	Canal & River Trust
Janette Kay-Mouat	Channel Seaways
Kathryn Angus	Portsmouth International Port
Mhairi Quinn	Forth Ports Ltd
Natalia Peisert	COMET
Rose Heritage	Stafforce Training
Ross Gordon	Shetland Islands Council
Ryan Bruce	Peterhead Port Authority
Susan Cloggje-Holden	Ministry of Defence

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Appendix 2: Record of actions

No.	Date	Action	Allocated to	Due by	Status
9	11-Nov-22	Create Apprenticeship Guide for Managers	AW	28-Jul-23	On-going
75	05-Mar-24	PSS to use the ABP graduate programme as an example on the graduate programme page - ABP grads have a 'home' port and move around.	AW	30-Apr-24	On-going
76	05-Mar-24	PSS to consider hosting an apprentice group (or other groups) to bring them together and show them how other ports work or some sort of challenge between ports.	AW	31-Oct-24	Closed
78	05-Mar-24	Forth Ports to share their supervisory training for PSS to use as an example on the PSS website.	ND	17-May-24	Open
79	05-Mar-24	PSS to provide clear pathways and mapping of routes with case studies to bring them to life.	AW	31-Mar-25	On-going
92	17 Sep 24	Send any job profiles or job descriptions to AW that could help with the career pathways work.	All	31 Oct 24	Open
93	17 Sep 24	Contact AW if able to support any of the competency framework subgroups for operations, engineering (particularly groundworks) or marine.	All	31 Oct 24	Open
94	17 Sep 24	Contact Shape Associates and COMET to explore how they may be able to support with the competency framework.	AW	31 Oct 24	Open
95	17 Sep 24	Encourage apprentices to sign up to the Association of Apprentices apprentice platform under the PSS corporate membership	All	31 Oct 24	Open
96	17 Sep 24	Send a list of the Forth Ports apprentices already registered on the apprentice platform to Mhari Quinn at Forth Ports.	AW	11 Oct 24	Complete
97	17 Sep 24	Send early careers data to AW	AW	31 Oct 24	Open

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98	17 Sep 24	Contact AW with details of any presentations/projects/areas of work to present in the members' updates section of the next PSkG meeting in November.	AW	31 Oct 24	Open
99	17 Sep 24	Review SVQ Level 2 Port Operations qualification with input from relevant employers and stakeholders.	AW	28 Feb 25	Ongoing