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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 at Forth Ports, Leith and online, via Teams
on Wednesday 27 November 2024 at 11:00

PSS attendees:

Angela Ward (AW)	Skills, Careers and Diversity Lead
Debbie Cavaldoro (DC)	CEO
Rhiannon Harty (RH)	Office and Events Manager

Member attendees & speakers:

Natalie Dalglish (ND)	Chair
Aaron Vickers (AV)	Vice Chair
Callum Hogan (CH)	Forth Ports

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

The meeting opened at 10:00.

1. Welcome

Delegates were welcomed to the meeting in Leith by ND. AW, DC and RH introduced themselves to the delegates.

2. Minutes and actions

It was agreed that the minutes from the meeting held on 17 September 2024 were approved.

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

3. CEO updates

An update from PSS was provided, in relation to the new strategies for skills, safety and the overall strategy that brings them both together, details of which can be seen on pages 7-8 of the presentation [slides](#).

It was reported that PSS has requested data from members in several areas and the importance of data for ongoing work to help create safer working environments in the future was highlighted. It was advised that, in some instances, anonymised data could be taken forward to Government, particularly in relation to early careers and future skills, to demonstrate potential gaps.

The PSS remit was presented to the group, with the difference noted in the port and marine based roles, with PSS focused on the shore side.

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A summary of the recent PSS EV Maritime Safety Conference was provided. It highlighted that the conference brought members and non-members together with thought-provoking speakers to ask questions, discuss the challenges and spark the debate on how to move forward with EV safety in maritime. It was highlighted that PSS will seek to provide further events on topics that are relevant to members.

An overview of the Women in Ports Group (WiPG) was given, noting that it is a safe space to be open and honest about experiences and help drive change.

It was stated that the group is open to all working in ports and port-related organisations. An invitation to join the group was made - the next meeting date will coincide with International Women's Day in March 2025. A link to the new LinkedIn group was also provided on page 10 of the [slides](#).

A mentoring scheme as part of this work was highlighted, and a request was made for any interested parties to take part either as a mentor or a mentee. Delegates were asked to get in touch if interested in either.

4. Member presentation: Forth Ports

Callum Hogan, Asset Manager at Forth Ports, joined the meeting to present on renewables and ports.

A general update on Forth Ports and its renewable projects was provided. It was noted that Port of Leith has just spent over £50m on the new quayside for renewables. Details of the next level project delivery can be seen on pages 12-16 of the presentation [slides](#).

The presentation raised the point that there will be a shortage of workers for renewables but also that many existing workers in ports will have transferable skills that, paired with job specific training and additional training on new equipment and understanding of the different loads, could transfer to offshore projects.

One example given was upskilling workers, such as port operatives and then backfilling the gaps as the skills required are often the same.

The group discussed what their organisations are doing to address the skills gap and upskill staff where they can. Further examples were given of organisations redeploying staff, who have years of knowledge and experience, to reinforce the upskilling and knowledge transfer.

It was advised that retraining and redeploying have been key to progress the renewables projects that Forth Ports are currently working on.

5. Breakout groups: What new skills are required by ports to meet the need for the renewables sector

AW split the room into three groups to discuss what new skills are required by ports to meet the need for the renewables sector. Feedback from those groups has been included on the [PSkG webpage](#).

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6. Campaign weeks

An introduction to the annual Mental Health in Ports (MHiP) campaign was provided and it was explained that articles and resources are shared throughout the dedicated week to help improve and promote good mental health and wellbeing in the port industry. Details can be seen on the [PSS campaigns page](#).

It was advised that the following topics will be included for MHiP 2025:

- Why it is vital to let port workers have their say.
- Building good mental health and resilience in port workforces.
- Mental health at every level.
- The impact of shift work on mental health.
- Stay connected - The importance of social support in ports.
- Healthy minds safe ports.
- Neurodivergence and mental health.

The group discussed each topic and was asked to submit resources and articles or case studies that they would be happy for PSS to share during campaign week.

It was noted that the Port Happiness Survey would be launched in January 2025 to allow more time for members to complete and distribute to staff. It was explained that the survey helps track changes in mental health over time, to reveal any emerging challenges or improvements.

An update on apprenticeship weeks and career weeks was provided and members were prompted to start making plans for those weeks. A request was made to members to submit both business and individual case studies for use by PSS during these weeks.

It was highlighted that some of the information and toolkits relating to the apprenticeship weeks and career weeks had been issued in a recent PSS skills bulletin and could be seen on the PSS website under [Skills Bulletins and Resources](#).

Details of information shared in relation to campaign weeks can be seen on pages 20-21 of the presentation [slides](#).

7. Competency framework

A recap was provided on how and when the competency framework started, noting that in previous skills groups there was a voiced concern from members regarding the skills competency in ports.

The stages of work to date in relation to the competency framework were presented and can be seen on page 26 of the presentation [slides](#).

Delegates were split into four breakout groups to review the draft documentation provided to each group and consider their own expectations of the work and whether the current format and level of detail worked or suggest how it should be changed.

Following the breakout session, each breakout group facilitator summarised their feedback, details of which can be seen on the [PSkG webpage](#).

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A whole group discussion followed around using the PSS Safety in Ports (SiP) guidance as a basis for the competency/skills assessments to be written against and also for using the safety dashboard data to steer where the work could focus.

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, and noted the importance of the conversations during these meetings.

9. Dates of next meetings

25 February 2025 – online.

14 May 2025 – Port of Blyth.

09 September 2025 – online.

26 November 2025 – Port of London Authority, Gravesend.

10. Any other business

An update on the apprentice platform was provided. Data was presented to show which members currently have apprentices registered on it.

The group went on to have a brief discussion in relation to the usage of the platform. It was noted that while it was set up as a valuable resource, the reality is that some apprentices have enough resources from their training providers and/or are operatives, without direct access to a laptop.

The group was reminded that PSS subscribes to corporate membership with the Association of Apprentices to provide the platform to all members and their apprentices and, as this comes at an annual cost, the usage and usefulness will be reviewed in June/July 2025.

Members were asked to contact AW with topic suggestions for future meetings and invited to give member presentations on projects, ongoing work that could be shared with other members.

The topic for the July 2025 members' conference was announced as "safer tomorrow".

The meeting closed at 15:40, followed by a tour of the Port of Leith.

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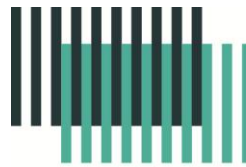
Appendix 1: Attendance

Name	Company
Alison Burstow	Shoreham Port
Alison Knight	Associated British Ports
Amy Swash	UK Major Ports Group
Claire Clark	Forth Ports Ltd
Claire McKay	Peel Ports Ltd
Fraser Wallace	CalMac Ferries Ltd
Gary Scott	Forth Ports Ltd
Hector Camm	Ensemble Analytics
Helen Meldrum	Nautilus International
James Wright	Port of Tyne Group
Jas Kaur	PD Group Management
Jerry Male	The Bristol Port Company
Johanne Smith	Forth Ports Ltd
Mhairi Quinn	Forth Ports Ltd
Natalia Peisert	COMET
Natalie Dalgleish	Forth Ports Ltd
Nick Taylor	Port of Tyne Group
Paul Parry	Port Training Services
Sarah Masters	Forth Ports Ltd
Victoria Cameron	Forth Ports Ltd

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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	Complete
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	Closed
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	Ongoing
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	Complete
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	Complete
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
99	17 Sep 24	Review SVQ Level 2 Port Operations qualification with input from relevant employers and stakeholders.	AW	28 Feb 25	Ongoing
100	27 Nov 24	Email early careers data to AW	All (except Shoreham and Tyne)	31 Jan 25	Open
101	27 Nov 24	Send information and case studies on Peel Ports Mental Health First Aiders to RH.	CK	31 Jan 25	Open
102	27 Nov 24	Send information on Port of Tyne's counsellor sessions to RH.	JW	31 Jan 25	Open



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No.	Date	Action	Allocated to	Due by	Status
103	27 Nov 24	Send information on the neurodiversity training at Shoreham Port to RH (NB: RH to establish if/how it can be related back to helping mental health).	AB	31 Jan 25	Complete
104	27 Nov 24	Send information on the Talking Rooms/Mental Fitness programme, tailored for apprentices and graduates at Forth Ports, to RH.	ND	31 Jan 25	Open
105	27 Nov 24	Send information/link on Private Night, that supports night shift workers at The Bristol Port Company, to RH.	JM	31 Jan 25	Open
106	27 Nov 24	Send any Forth Ports job descriptions relating to gaps in the port career work to AW.	All	31 Jan 25	Open
107	27 Nov 24	Review website pages to enable apprentices' quicker access to the apprentice platform information and registration page.	AW	31 Jan 25	Open
108	27 Nov 24	Provide a member presentation on the ABP graduate programme at the next meeting in February.	AK	31 Jan 25	Open