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MINUTES OF THE MEETING OF THE LIGHTHOUSE BOARD HELD IN TRINITY HOUSE LONDON ON THURSDAY 13 NOVEMBER 2014

Present: Captain I McNaught (Executive Chairman)
Captain N J Palmer
Commodore S J Scorer
Captain R H Barker
Mr J S Wedge
Mrs E D Johnson
Professor P Matthews
Mr D J Ring

In attendance: Mr J D Price (Clerk to the Board)

1. APOLOGIES FOR ABSENCE

None.

2. CONFLICTS OF INTEREST

There were no declarations of interest beyond those already declared in the Register of Members' Interests.

3. MINUTES OF MEETING – 16 OCTOBER 2014

3.1 The minutes of the meeting on 16 October were approved and signed.

3.2 Mr Price reported that one of the recommendations of the Triennial Review had been that the Lighthouse Board minutes should be published on the Trinity House website. As previously agreed, this would be after the Court had received them. To this end he had, in consultation with the Executive Chairman, produced a set for publication, which the Board noted and approved. **[Action: Clerk to the Board]**

4. MATTERS ARISING

Arising from item 10.4, the Board noted that an internal audit of succession planning was being carried out and requested that the outcome be reported to the Board in terms of any recommendations for talent management / succession planning at Board level.

[Action: Director of Finance & Support Services]

5. HEALTH & SAFETY

5.1 The report on health and safety matters was noted.

5.2 Arising from item 3, the Board noted that the Trinity House Accident Incident Rate was based on reportable accidents per 100 employees using the Port Skills and Safety Group Port Marine

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Industry figures as a benchmark and agreed that consideration should be given as to whether there was a more appropriate benchmark for incidents at sea.

[Action: Clerk to the Board]

6. BUSINESS PERFORMANCE

Mr Wedge presented the report on business performance. Captain Barker added that there was to be a cross-Directorate meeting on 17 November to discuss how performance against the Risk Response Criteria might be measured.

[Action: Director of Navigational Requirements]

7. REPORT FROM EXECUTIVE DIRECTORS

7.1 The report from the Executive Directors was noted.

7.2 Arising from Operational matters, Commodore Scorer reported that:

7.2.1 The modernisation of Bardsey Island Lighthouse was now complete.

7.3 Arising from Finance and Support Services matters, Mr Wedge reported that:

7.3.1 Light Dues income to 31 October 2014 had been £54.67M, 3.83% lower than to the same period in 2013/14. Much of the fall was due to the one penny reduction in Light Dues from 1 April 2014. There were, however, fewer but larger vessels calling at UK ports, something which was also having an impact.

[Action: Director of Finance and Support Services]

7.3.2 The Board noted the circumstances of a disciplinary investigation at Swansea Depot.

7.4 Arising from the report on Research and Radionavigation matters, Captain Barker reported that:

7.4.1 Initial Operating Capability in respect of eLoran had been declared on the East Coast of the UK on 31 October. A strategy for eLoran was being prepared. The Executive Chairman added that Captain Barker and he were to give a presentation on 3 December to the DfT Maritime Administration Board on the subject of GNSS vulnerability and eLoran and its implications for e-Navigation. The Board noted the position and the fact that GNSS vulnerability was very much a cross-Government issue inter alia in terms of the resilience of the national infrastructure.

7.5 The Board agreed that the Non-Executive Directors should receive the minutes of the Executive Committee prior to their formal approval at the next meeting and, where possible, before the next Board meeting so as to inform the discussion at the Board. [Action: Clerk to the Board]

8. AIDS TO NAVIGATION PERFORMANCE

8.1 The Board noted the report on aids to navigation performance covering the period from 7 October to 29 October 2014. There had been no significant casualties.

8.2 Captain Barker added that the casualty return was scrutinised and closely monitored by the Navigation Directorate in terms of responses to individual casualties.

9. TRIENNIAL REVIEW ACTION PLAN

Mr Price presented the Triennial Review Action Plan which had been updated as shown. An update from the DfT in respect of the recommendations to be carried out by the Department had been sought and would be followed up.

[Action: Clerk to the Board]

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Hospitality and gifts received by Board Members were now published on the Trinity House Website.

Arising from item 3.20, the Board noted the Government's wish for greater scrutiny of the justification for reappointments of Board Members and discussed how that might be approached with regard to the Lighthouse Board in the future.

10. STRATEGIC ISSUES

SVS Retention

Mr Wedge presented a paper, which provided a detailed explanation of the retention issues amongst Trinity House Support Vessel Service staff and identified a number of options designed to increase retention levels. The Board noted the paper and agreed with the view of the Executive Committee that the paper was very comprehensive and suggested a number of ideas for further investigation and work.

[Action: Director of Finance and Support Services/Director of Operations]

To assist the process the Clerk to the Board agreed to provide a written debrief on the points discussed to the Executive Directors and HR and Planning and Marine Operations Managers.

[Action: Clerk to the Board]

11. MATTERS FOR DISCUSSION

11.1 DfT and Parliamentary Matters

11.1.1 Mr Price reported that Captain Barker and he had attended a meeting of the All Party Parliamentary Maritime and Ports Group at the Houses of Parliament on 18 November. Sir Alan Massey, the Chief Executive of the MCA, had provided an update on the work of the Agency. Amongst other things the discussion had included the need for an appropriate balance between qualifications and practical training for seafarers.

11.2 Fleet Review

Mr Price reported that a tri-GLA response had been submitted to the DfT on 23 October in respect of the Fleet Review Project Initiation Document (PID).

Once the PID had been finalised, the next stage of the Project would be the first meeting of the Project Board which was likely to be in the New Year. NLB would take the lead in terms of a date for the meeting from the GLA side as the current lead GLA.

12. JSB MATTERS

12.1 JSB Strategic Agenda

The Board noted the JSB Strategic Agenda, which had been updated to reflect the target dates in respect of the move of CIL to Irish funding with regard to its operations in the Republic and the changes to the Fleet Review item agreed at the last meeting of the Board. It would be reviewed by the JSB at its meeting on 19 November.

13. OTHER MATTERS TO BE NOTED OR APPROVED

13.1 OHSAS 18001

Mr Price presented a paper setting out the proposed move from the RoSPA Quality Safety Audit (QSA) to the Occupational Health and Safety Management Systems Standard (OHSAS

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18001), which better reflected current legislation and Health and Safety Executive guidance. An initial gap analysis audit had been undertaken of the existing safety management system which had not identified any gaps or issues which would prevent OHSAS 18001 certification. The Executive Committee had considered the proposed move and had agreed that it would be in the best interests of Trinity House. The Board noted the position and endorsed the change and that Trinity House should seek certification to the Standard as part of the recertification process against the ISO 9001 and 14001 Standards early in 2015. **[Action: Clerk to the Board]**

13.2 Tri-GLA Working

Mr Price presented for information a paper setting out the scope for further tri-GLA working, which was in furtherance of Trinity House's 2014-19 Strategy of identifying and exploiting opportunities to work collaboratively with the other GLAs. Each Trinity House Inter-GLA Committee (IGC) representative had considered their respective areas and contributed to the paper which had been noted and agreed by the Executive Committee. As reported previously, there were many examples of positive co-operation between the GLAs and, as the paper illustrated, opportunities for further initiatives in the future which would lead inter alia to greater value for money and operational and other efficiencies. In noting the report the Board agreed that a note should be circulated to the Non-Executive Directors summarising the role and functions of each IGC. **[Action: Clerk to the Board]**

13.3 Annual Review of Effectiveness

Mr Price presented the Report on the Review of Board Effectiveness in 2013/14, which had been completed following the discussion at the last meeting of the Board to include the recommendations agreed at the meeting. Subject to minor amendment of the Report, the Board approved the Report and agreed that an action plan should be prepared in respect of the recommendations and the Board briefed as to progress accordingly.

[Action: Clerk to the Board]

14. ANY OTHER BUSINESS

15. DATE & TIME OF NEXT MEETING

It was agreed that the next meeting would be held in Trinity House London on 22 January 2015 commencing at 1030.

Distribution:

All Members of the Board

The Secretary to the Corporation,

Worksite (217709)