

MINUTES FOR PUBLICATION



MINUTES OF THE MEETING OF THE LIGHTHOUSE BOARD HELD IN TRINITY HOUSE LONDON ON THURSDAY 16 OCTOBER 2014

Present: Captain I McNaught (Executive Chairman)
Captain N J Palmer (to item 14.3)
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 – 18 SEPTEMBER 2014

Approved and signed.

4. MATTERS ARISING

- 4.1** Arising from item 7.2.1, the Board noted that the minimum GLA response time was the time within which there should be the ability to respond, albeit for a number of reasons, such as the need to survey a wreck site at low water, the Director of Navigational Requirements might determine that action could be taken over a longer period. In terms of recording, the Board agreed that it required details to be recorded of occasions when the Risk Response Criteria could not have been met, regardless of whether the Fleet was required to attend a wreck or new danger. The Board noted that the approach to be adopted would be discussed at an internal meeting to be held on 17 November.

[Action: Director of Operations / Director of Navigational Requirements]

- 4.2** Arising from item 13.7, the Board noted that the Review of the Holiday Cottages was being undertaken by Trinitas Services Ltd and would therefore encompass only those cottages leased to the company.

5. HEALTH & SAFETY MATTERS

5.1 The Board noted the report on health and safety matters.

5.2 Arising from item 3, the Board agreed that MV MAIR should be included in the Trinity House health and safety reporting system on the basis that the Vessel was effectively on a time charter.

[Action: Clerk to the Board/Director of Operations]

5.3 Arising from item 4.1, Mr Price reported that the levels of cement dust emanating from the site of a neighbouring tenant at Swansea Docks were being monitored using a total dust meter.

6. REPORT FROM DESIGNATED PERSON ASHORE

The report from the Designated Person Ashore was noted.

7. BUSINESS PERFORMANCE

Mr Wedge presented the report on business performance. Light Dues income at the end of September was 4.93% lower than in 2013/14 compared to 6.3% lower at the end of August. The reasons for the variances against running costs and capital were given in the report. In the light of the decision in respect of monitoring the ability to meet risk response times, he would remove the reference to a KPI in this regard being under development.

[Action: Director of Finance and Support Services]

8. REPORT FROM THE EXECUTIVE DIRECTORS

8.1 The report from the Executive Directors was noted.

8.2 Arising from Navigational Requirements matters, Captain Barker reported that:

8.2.1 He had recently met with the MCA to discuss cross-organisational support and issues affecting the MCA's Navigation Safety Branch including offshore renewable energy developments.

8.3 Arising from Operational matters, Commodore Scorer reported that:

8.3.1 The modernisation works at the Nab Tower were now complete and the new aids to navigation were in operation. He had conducted a viewing trial, which had confirmed that the navigational requirement had been met.

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

8.4.1 The Light Dues changes consequent upon CIL's move to self-funding in respect of its operations in the Republic of Ireland had been agreed. In summary the current regulations would be enforced in full in terms of payment being required at a vessel's first port of call, where it became liable, and the Irish Department of Transport, Tourism and Sport would increase its contribution to support CIL's expenditure in terms of its Republic of Ireland operations. Changes would be required to the ALDIS Light Dues software and these were in hand.

8.5 Arising from Secretariat matters, Mr Price reported that:

8.5.1 ABS had undertaken its six-monthly ISO 9001 and ISO 14001 surveillance audit in Swansea earlier that week. The outcome had been positive in that no non conformities had been raised. Some opportunities for improvement had been identified. These had primarily related to document control issues, the availability of material safety data sheets and the environmental aspects and impacts register. The auditor had been very complimentary about the Work Order System. The next audit would be the three-yearly recertification audit in February. Mr Veall,

the Swansea Technical Manager, had been particularly helpful during the audit. In noting the position the Board agreed that Mr Veall should be thanked for his assistance and contribution.

[Action: Director of Operations]

- 8.5.2** The procurement strategy for the provision of tri-GLA insurance requirements, which would entail a Trinity House led EU tender process, was being finalised and a recommendation would be made to the Board in January as to the preferred bidder.

9. AIDS TO NAVIGATION PERFORMANCE

- 9.1** The report on aids to navigation performance covering the period 9 September to 6 October 2014 was noted. There had been no significant casualties.

10. TRIENNIAL REVIEW ACTION PLAN

- 10.1** Mr Price presented the Triennial Review Action Plan which had been updated following discussion at the last meeting of the Board. Work was progressing against a number of the recommendations for which Trinity House and/or NLB were the lead.

- 10.2** Arising from item 3.12, the Board noted that the Government was introducing Governance Frameworks in a number of areas of the Public Sector setting out the principles of good governance which were to apply.

- 10.3** Arising from item 3.14, the Board agreed that the objectives for those Non-Executive Directors serving on the Joint Strategic Board should be revised to take that role into account.

[Action: Executive Chairman]

- 10.4** Arising from item 3.20, Mr Wedge reported that the Executive Remuneration Committee had approved a report and action plan earlier in the year about inter alia how to enhance diversity for Board level appointments. He would circulate a copy to the Non-Executive Directors for information.

[Action: Director of Finance and Support Services]

- 10.5** Arising from item 3.2.7, Captain Barker reported that an invitation to stakeholders to attend the 2014 Trinity House User Consultative Committee meeting on 1 October had been placed on the Trinity House Website. He had also advised UKSON members of the GLAs' AtoN Review.

- 10.6** Arising from item 3.28, the Board agreed that Lighthouse Board minutes should not be published on the Trinity House Website until after they had been approved by the Board and received by the Court. The published version would be redacted as necessary.

[Action: Clerk to the Board]

11. STRATEGIC ISSUES

11.1 Update on Strategy Discussion Actions

The Board discussed progress in terms of future strategy following the Board Strategy Meeting in July.

12. MATTERS FOR DISCUSSION

12.1 DfT & Parliamentary Matters

- 12.1.1** The Executive Chairman reported on his meeting with Ms Chadwick. She would be undertaking a familiarisation visit to Harwich Depot on 11 February.

12.1.2 The Executive Chairman reported that Mr Gorman, the NLB Finance Director, was to retire and recruitment of a successor was in hand. In addition Mr Prosser, the IALA Secretary General, had resigned and, again, a recruitment process was underway.

12.2 Fleet Review

The Executive Chairman reported that a detailed review had been undertaken of the draft Project Initiation Document (PID) for the Fleet Review prepared by the DfT. The two main issues had been (i) to ensure full recognition of the importance of the Fleet in terms of the delivery of the GLAs' statutory duties in respect of the safety of the mariner and (ii) the governance structure for the Project. In noting the position the Board agreed that a copy of the PID should be circulated to all Board Members, once it had been signed off by the CEC, at which time it would be sent to the DfT. **[Action: Clerk to the Board]**

13. JSB MATTERS

13.1 Chief Executives' Committee Meeting – 7/8 October

The Executive Chairman tabled, for information, the notes of the CEC meeting held on 7 and 8 October. He reported that the main topics discussed had been Irish Light Dues, the Fleet Review and RPI-X.

13.2 Draft JSB Agenda

The Board noted the draft agenda for the meeting of the JSB to be held on 18 and 19 November at CIL and that the meeting would also include a presentation from Captain Barker on GNSS Vulnerability and eLoran Strategy. The agenda would be updated to reflect this additional item. **[Action: Clerk to the Board]**

13.3 JSB Strategic Agenda

The Board noted the JSB Strategic Agenda and agreed that items 5(v) and 5(vi) in respect of the Fleet Review should be amended to read "Review to Boards for approval and then JSB" and "Seek Ministerial endorsement" accordingly.

14. OTHER MATTERS TO BE NOTED OR APPROVED

14.1 Draft Minutes of Audit and Risk Assurance Committee – 18 September

14.1.1 The draft minutes were noted.

14.1.2 Arising from item 3.2.1, the Board noted the useful dialogue with Mr Nigel Reader, the Chair of the Audit Committee of Natural Resources Wales (NRW), in respect of NRW's responsibility matrix.

14.2 Current Tri-GLA Issues

Mr Price presented the Report on Current Tri-GLA Issues. Whilst there were some problematic matters, there were many examples of positive co-operation between the GLAs. The Board noted the paper accordingly.

14.3 Review of Board Effectiveness

Mr Price presented the draft Report on the Review of Board Effectiveness in 2013/14. The first part of the report covered the governance arrangements of the Board and its key activities during the year. The second part from section 3.6 contained the observations of the Non-Executive and Executive Directors on the effectiveness of the Board during the year and how to enhance its performance in the future. The Board discussed the observations and agreed that

recommendations should be drafted for consideration by the Board at its next meeting. The Non-Executives commended the fact that the organisation responded very positively to audit and other issues. Furthermore, its corporate governance and operational arrangements were effective and well managed. **[Action: Clerk to the Board/Executive Chairman]**

14.4 Review of Risk Registers

Mr Price presented the report on the latest review of the Corporate Risk Register and the Organisational Risk Register, which sat beneath it. The revised Corporate Risk Register encompassed the points made by the Board at its meeting in July and had since been reviewed by the Executive and the Audit and Risk Assurance Committees. He also proposed that an additional risk be added. The Board otherwise agreed the Register.

[Action: Clerk to the Board]

15. ANY OTHER BUSINESS

None.

16. DATE & TIME OF NEXT MEETING

It was agreed that the next meeting would be held in Trinity House London on 13 November commencing at 1000.

Distribution:

All Members of the Board

The Secretary to the Corporation,

Worksite (214219)

Trinity House Website