

MINUTES FOR PUBLICATION



MINUTES OF THE MEETING OF THE LIGHTHOUSE BOARD HELD IN TRINITY HOUSE LONDON ON 19 NOVEMBER 2015

Present: Captain I McNaught (Executive Chairman)
Captain N J Palmer
Captain R H Barker
Mr J S Wedge
Mrs E D Johnson
Professor P Matthews (*from item 6*)
Mr D J Ring

In attendance: Mr J D Price (Clerk to the Board)
Commodore R W Dorey
Mr R Clarke

The Executive Chairman welcomed Commodore Dorey to his first meeting of the Board as Director of Operations. He was to be sworn in as an Elder Brother and Member of the Lighthouse Board at the Court meeting to be held on 26 November 2015. He also welcomed Mr Clarke, the GLF Accountant, who was attending for familiarisation purposes.

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF MEETING – 15 OCTOBER 2015

3.1 The minutes of the meeting on 15 October 2015 were approved and signed.

3.2 The minutes of the meeting on 15 October 2015 for publication were approved and signed.

4. MATTERS ARISING

5. HEALTH AND SAFETY MATTERS

5.1 The report on health and safety matters was noted.

5.2 Mr Price updated the Board on progress with regard to implementation of the Support Vessel Service (SVS) Health & Safety Action Plan.

6. REPORT FROM DESIGNATED PERSON ASHORE

6.1 The report from the Designated Person Ashore was noted.

6.2 The Board noted the drug and alcohol testing programme for the SVS.

7. BUSINESS PERFORMANCE

Mr Wedge presented the report on business performance. Explanations were provided where there were significant variances. The Board noted the report. It also considered whether there should be a KPI for wreck response possibly calculated annually and reported to the Board. It noted, however, that this would be difficult having regard to the number of variables and agreed that the Director of Navigational Requirements should continue to report to the Board on particular incidents of concern where response times were not met as required as at present.

[Action: Director of Navigational Requirements]

8. EXECUTIVE DIRECTORS' REPORTS

The report from the Executive Directors was noted.

8.1 Arising from the report on Operational matters,

8.1.1 The Board supported the recommendation from ABB Group that the drives and programmable logic controllers (PLCs) on THV PATRICIA should be upgraded due to earlier than anticipated obsolescence of spares in order to ensure PATRICIA remained in good repair. The Board noted that the Director of Operations was looking at options in this regard.

8.1.2 Commodore Dorey reported that the Light Vessel temporarily marking the Longstone station had been withdrawn following the successful re-commissioning of Longstone Lighthouse and that it had been towed safely to Harwich by THV GALATEA despite difficult weather conditions.

8.2 Arising from the report on Finance and Support Services matters, Mr Wedge reported that:

8.2.1 There had been a good response to the recruitment campaign for a new Ship's Captain. Interviews were to be held on 23 November.

8.2.2 A letter had been sent by the Executive Chairman to the DfT Permanent Secretary emphasising the operational imperative for the Trinity House pay remit to be approved as soon as possible. A response had been received. The DfT had indicated that it would seek to expedite the process and that a decision was likely to be made after the conclusion of the wider Government Spending Review on 25 November. The Executive Chairman added that he had also raised the matter with Mr Woodman, the DfT's Maritime Director.

8.3 Arising from the report on Research and Radionavigation matters:

8.3.1 The Board noted the current position in respect of eLoran and that the French and Norwegian Governments were to switch off their Loran services from 31 December at which time the GLAs' service could no longer be used for navigational purposes. It reaffirmed its previous decision that discontinuance of the service was a matter for the DfT. A decision in this regard was needed as soon as possible so that a Notice to Mariners could be issued. In this connection the Board noted the need for two independent sources of Positioning, Navigation and Timing (PNT) to be provided to support eNavigation.

- 8.3.2** Captain Barker reported that CIPFA and Proving had been commissioned to undertake a Value for Money (VfM) review of R&RNAV, which had included a workshop. The review had included the use of a toolkit which had five dimensions covering economy; efficiency; effectiveness; strategic value; and stakeholder value. The results were very positive with R&RNAV achieving a strong performance across the VfM dimensions.

[Note: Mrs Johnson reminded the Board that she was a Non-Executive Director of CIPFA Business Limited, an interest she had declared in the Register of Interests and took no part in the discussion on the matter.]

9. AIDS TO NAVIGATION PERFORMANCE

- 9.1** The Board noted the report on aids to navigation performance covering the period from 7 October to 9 November 2015. There had been no significant casualties.

10. FLEET REVIEW

Captain Barker reported that, further to the Development of Options Paper presentation from Houlder, the Fleet Review Consultants, on 5 November, the GLAs had attended a subsequent workshop with the Consultants and DfT on 16 November. The workshop had been very productive, as a result of which the Consultants had agreed to undertake some further analysis. In noting the Development of Options Paper, the Board considered that Houlder had correctly analysed the risk and the capacity of the Fleet. It was noted that Houlder had concluded that almost all risk was in Trinity House waters and that any failings or areas of concerns with the ability to mitigate the risks were also in Trinity House waters. As such, it had been clearly recognised that there were resourcing issues to be dealt with in Trinity House waters. Two key areas for a “direction ahead” had been raised by the Consultants.

They were:

- 1- an improved fleet management operation to make better coordination of the resources available;
- 2 - use of broker or charter vessels to supplement future fleet requirements.

The first needed to be worked on to provide the most beneficial system for future GLA operations. The feasibility of the second and the associated risks needed to be investigated thoroughly and, as such, a comprehensive examination of availability of external resources needed to be assessed, together with costs and ability to deliver the requirements against the benefits of owned and operated tonnage.

The Board noted that the draft Fleet Review report would be issued shortly. It would be circulated to all Board Members following review and any work on the report agreed by the Project Board. **[Action: Executive Chairman]**

The Board concluded that it was content with the general overall direction that the Review was taking, albeit there were areas requiring further work.

The Board agreed that, now that Commodore Dorey had been appointed as Director of Operations, he should replace Captain Robinson on the Fleet Review Project Board.

11. MATTERS FOR DISCUSSION

11.1 DfT & Parliamentary Matters

- 11.1.1** The Executive Chairman reported that Ms Claire McAllister, Head of Maritime Safety and Environment at the DfT, would be temporarily replaced by Ms Lola Fadina during her absence on maternity leave. Ms Fadina would chair the Multi-Lateral meeting on 1 December.

11.1.2 Mr Price reported that the All Party Parliamentary Maritime & Ports Group meeting scheduled for 1 December had been cancelled.

12. STRATEGIC ISSUES

12.1 Verbal Report from Future 500 Steering Group Chair

Mr Ring reported that the Future 500 Steering Group had met earlier that day. The Group had agreed, subject to minor amendment, the terms of reference for the Future 500 Working Group, which was chaired by Mrs Wright, the Commercial Manager, and which was taking forward the Project at a management level. He had met with the Working Group, the members of which were all extremely positive. The Working Group had reviewed and analysed the many ideas which had been captured from the earlier workshops. Four key potential opportunities had emerged as those with the greater potential for development in the short to medium term. The Steering Group had concluded that in order to maintain enthusiasm and momentum, they should strive to achieve an early success.

12.2 Terms of Reference for the Future 500 Steering Group

Mr Ring reported that the terms of reference for the Steering Group, the main role of which was to provide strategic advice and support to the Future 500 Working Group, had also been discussed by the Steering Group and agreed for submission to the Board, subject to the addition of “and Strategy” after “Vision, Mission and Values” and the deletion of the word “and” between “Mission” and “Values”.

Professor Matthews added that it was important for the Steering Group to be innovative and imaginative in its thinking in terms of how Trinity House might better deliver both its statutory functions and commercial work in the future. The Board agreed and approved the draft terms of reference as agreed by the Steering Group, subject to the role being amended to reflect the point made by Professor Matthews. **[Action: Clerk to the Board]**

12.3 Operational Action Plan

Mr Price presented the Operational Action Plan, which set out the key tasks required in the next one to two years to deliver the current Corporate Strategy. Progress against the Plan was monitored by the Senior Management Team and the Executive Committee on a monthly basis. Going forward it would be submitted to the Board on a quarterly basis. The Board noted the Plan and the progress made.

13. JSB MATTERS

13.1 Minutes of the Chief Executives’ Committee – 7/8 October

The Executive Chairman presented the minutes of the Chief Executives’ Committee held in Trinity House on 7 and 8 October. He reported that the key issues discussed had been progress with regard to the Fleet Review and the new RPI-X formula to replace the current arrangements from 1 April 2016.

The Board noted the minutes of the meeting.

13.2 JSB Strategic Agenda

Mr Price presented the JSB Strategic Agenda, which had been updated to reflect the addition of a review of the tri-GLA helicopter contract after 12 months of operation. It would be submitted to the JSB meeting to be held on 23 and 24 November. The Board noted the Agenda accordingly.

14. OTHER MATTERS TO BE NOTED OR APPROVED

14.1 Tri-GLA AtoN Monitoring

The Board noted the paper on tri-GLA monitoring. The Board agreed that it was a tri-GLA issue and that IGC5 (Requirements and Delivery) should be tasked via the Chief Executives' Committee with undertaking a full review of the best approach for the future.

[Action: Executive Chairman]

14.2 Triennial Review Action Plan

Mr Price presented a report setting out the status of the recommendations arising from the Triennial Review of Trinity House and the Northern Lighthouse Board. He reported that all the GLA-led recommendations had now been very largely implemented. The status of the recommendations was to be reported to the forthcoming JSB meeting.

14.3 Letter from DfT Permanent Secretary re Pay Remit

The Board noted the letter from the DfT Permanent Secretary in response to that from Trinity House chasing progress in respect of the 2015 pay remit.

15. ANY OTHER BUSINESS

None.

16. DATE OF NEXT MEETING

It was agreed that the next meeting of the Board would be held in Trinity House London on 20 January 2016.

[Post Meeting Note: It was subsequently agreed that there should be an extraordinary meeting of the Board in Trinity House on 5 January 2016 commencing at 1400 to discuss the draft Fleet Review report]

*Distribution:
All Members of the Board
The Secretary to the Corporation
Worksite (222937)*