

## MINUTES FOR PUBLICATION



### **MINUTES OF THE MEETING OF THE LIGHTHOUSE BOARD HELD IN TRINITY HOUSE LONDON ON THURSDAY 22 JANUARY 2015**

Present: Captain I McNaught (Executive Chairman)  
Captain N J Palmer  
Commodore S J Scorer  
Captain R H Barker  
Mr J S Wedge (*by videoconference*)  
Mrs E D Johnson  
Professor P Matthews (*from item 5*)  
Mr D J Ring

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

The Executive Chairman reported that, at its meeting on 21 January, the Court had re-appointed Captain Palmer as the Corporation's Non-Executive representative on the Lighthouse Board for a further period of three years to 31 January 2018.

#### **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 – 13 NOVEMBER 2014**

3.1 The minutes of the meeting on 13 November 2014 were approved and signed.

3.2 The minutes of the meeting on 13 November 2014 for publication were approved and signed.

#### **4. MATTERS ARISING**

4.1 Arising from item 4.1, Mr Price reported that agreement was close to being reached with the adjacent landowner at Hartland Point Lighthouse in respect of the water supply and new rights of access to the property. The Board noted the position accordingly.

**[Action: Clerk to the Board]**

#### **5. HEALTH & SAFETY**

5.1 The report on health and safety matters was noted.

5.2 Arising from item 3.2, Mr Price reported that a number of alternatives had been investigated for benchmarking Trinity House's accident incident rate and the rate had been benchmarked accordingly. Whilst not providing a direct comparison, the Port Skills and Safety Group

Marine Industry benchmark offered a reasonable match. The tri-GLA five year rolling average also provided a good comparator. The Board noted the position accordingly.

Mr Price confirmed that any incidents on board MV MAIR would be included in the incident table. He also reported that steps were being taken to encourage near miss reporting and more would be done in this regard in the future.

## **6. REPORT FROM DESIGNATED PERSON ASHORE**

The report from the Designated Person Ashore was noted.

## **7. BUSINESS PERFORMANCE**

The report on business performance was noted.

## **8. REPORT FROM EXECUTIVE DIRECTORS**

**8.1** The report from the Executive Directors was noted.

### **8.2 Arising from Navigation matters, Captain Barker reported that:**

**8.2.1** The car carrier vessel HOEGH OSAKA had gone aground on 3 January on the Bramble Bank in the Solent in the approaches to the Port of Southampton within its limits of jurisdiction. Trinity House had been contacted by the Harbour Master and the Secretary of State's Representative (SOSREP), with whom Trinity House had an excellent working relationship, about marking the Vessel, as a result of which THV GALATEA had laid two emergency wreck marking buoys on behalf of the Port until the Vessel had refloated on the tide. The Board noted the position. **[Action: Director of Operations]**

Captain Barker also briefed the Board on the support given by NLV PHAROS in searching for the wreck of the cement carrier CEMFJORD which sank in the Pentland Firth very sadly with loss of all crew on 2 January.

### **8.3 Arising from Operational matters, Commodore Scorer reported that:**

**8.3.1** A tri-GLA task group had been established to look at future monitoring requirements and a number of options for the future were under consideration.

### **8.4 Arising from the report on Finance and Support Services matters, Mr Wedge reported:**

**8.4.1** On industrial relations matters.

**8.4.2** As a result of the Smith Commission Report on Scottish Devolution, NLB would be required to produce its own certified accounts and lay them before the Scottish Parliament. The requirement to lay the GLF Accounts before the Westminster Parliament would remain. The implications of the change were being monitored.

**8.4.3** The General Lighthouse Fund was at £39.1M at the end of December. The final transfer pension figure had still not been confirmed pending completion of the Government Actuary's Department's checking process. There was no indication that the final amount would vary significantly from the forecast amount.

### **8.5 Arising from Secretariat matters:**

**8.5.1** It was agreed that the Non-Executive Directors should be informed of TV and Radio programmes featuring Trinity House in the same way as staff.

**[Action: Clerk to the Board]**

### **8.6 Arising from Research and Radionavigation matters:**

- 8.6.1** The Board agreed that the Report from the Executive Directors should in future contain a specific section on GNSS vulnerability and eLoran. In this connection the Executive Chairman reported that a brief was to be given to key DfT and Maritime and Coastguard (MCA) Officials and the Permanent UK Representative to the International Maritime Organisation at the MCA on GNSS vulnerability.

**[Action: Executive Chairman/Director of Navigational Requirements]**

## **9. AIDS TO NAVIGATION PERFORMANCE**

- 9.1** The Board noted the report on aids to navigation performance covering the period from 30 October 2014 to 14 January 2015. There had been no significant casualties.

- 9.2** Captain Barker reported that the Engineering and Operations Manager was close to resolving the issue with DGPS availability reporting.

- 9.3** Captain Barker further reported that the aids to navigation availability reports showed that all three-year rolling averages were exceeding IALA recommendations. That said, there were some individual casualties, where this was not the case. These incidences were closely monitored and, where appropriate, discussed with the Director of Operations. In noting the position the Board agreed that any casualties of particular concern to the Director of Navigational Requirements from time to time should be brought to the attention of the Board.

**[Action: Director of Navigational Requirements]**

- 9.4** Commodore Scorer reported that there had been no significant operational problems as a result of recent bad weather.

## **10. TRIENNIAL REVIEW**

Mr Price reported that the action plan arising from the Triennial Review had been updated to incorporate feedback from the DfT and NLB in respect of recommendations for which they were the lead. In addition, recommendation 3.28 had been implemented as the October Lighthouse Board minutes had now been published on the Trinity House website. The Board noted the position accordingly.

## **11. MATTERS FOR DISCUSSION**

### **11.1 DfT and Parliamentary Matters**

#### **11.1.1 Feedback from Multi-Lateral Meeting**

The Board noted the draft minutes from the Multi-Lateral meeting and that the GLA actions arising had been implemented.

The Executive Chairman reported that he had now received a letter from the Right Honourable John Hayes MP, the Shipping Minister, sanctioning the Trinity House and R&RNAV Corporate Plan bids for 2015/16. He circulated a copy of the letter to Members for their information. The letter was generally positive, although in terms of commercial income targets it was important for the DfT to bear in mind the requirement not to prejudice statutory work when undertaking commercial contractual work.

#### **11.1.2 Feedback from the Lights Finance Committee (LFC) Meeting**

Captain Palmer, as the Trinity House JSB representative attending the LFC meeting, reported that it had been a constructive meeting.

Captain Palmer added that the LAC had requested a meeting with the Shipping Minister to discuss Light Dues and the JSB representatives had taken the view that, if this were granted, they too wished to meet with the Minister at a separate meeting.

## **12. STRATEGIC ISSUES**

## **12.1 Fleet Review**

### **12.1.1 Fleet Review PID**

Captain Palmer reported that the Clerk to the Board and he, as Chair and Secretary of the JSB Fleet Review Group, had met on 22 December with Mr Read-Leah of the DfT to discuss the GLAs' amendments to the draft Fleet Review Project Initiation Document (PID). The Board noted the position and agreed that, once the various issues had been resolved, the PID should be signed off by the Board, although this could be done out of session.

**[Action: Clerk to the Board]**

### **12.1.2 DNR Briefing on GLA Fleet Recording**

Captain Barker reported that, following the discussion at the last meeting of the Board with regard to measuring performance against the Risk Response Criteria, he had developed a method of recording the deployment of the GLA Fleet with regard to the 6, 12 and 24 hour response times. In order that the task should not be disproportionately onerous, this process was carried out each Tuesday and Friday and if an incident occurred and the results recorded accordingly. The results to date showed that there were occasions when the 12 hour response time in particular could not be met and one occasion when, for various reasons, none of the response times could be met. In summary, the GLAs' ship resources were tight. The Board thanked Captain Barker for the briefing and noted and agreed the methodology being adopted.

**[Action: Director of Navigational Requirements]**

## **12.2 Corporate Plan 2015/20**

The Board ratified its decision previously made out of session to approve amendments to the Trinity House Corporate Plan 2015/20 as set out in the email from the Director of Finance and Support Services dated 19 December 2014.

## **12.3 Business Development**

The Board noted that the closing date for applications for the new Business Development Manager was the following weekend. Interviews would be conducted in February.

## **13. JSB MATTERS**

### **13.1 Draft JSB Minutes – 18 & 19 November 2014**

Noted.

### **13.2 Chief Executives' Committee Meeting – 13 & 14 January 2015**

**13.2.1** The minutes of the meeting of the CEC held on 13 & 14 January 2015 were noted.

**13.2.2** The Executive Chairman reported that key matters discussed at the CEC had included the forthcoming JSB meeting, the Fleet Review, Scottish Devolution and the 2015 AtoN Review. The IGC Chairs had also reported on various matters.

### **13.3 Draft JSB Agenda**

The draft agenda for the forthcoming JSB meeting to be held on 27 & 28 January 2015 was noted.

### **13.4 JSB Strategic Agenda**

The updated version of the JSB Strategic Agenda dated 14 January 2015 was noted

Mr Price presented revised terms of reference for the JSB, which were reviewed annually in line with best practice. The proposed changes reflected the participation of Transport Scotland in the JSB and amendments from the CEC. The Board noted and agreed the revised terms of reference accordingly. **[Action: Clerk to the Board]**

## **14. OTHER MATTERS TO BE NOTED OR APPROVED**

### **14.1 Minutes of Audit & Risk Assurance Committee – 18 December 2014**

Noted.

### **14.2 Verbal Report from ARA Committee Chair**

Mrs Johnson, the Audit & Risk Assurance (ARA) Committee Chair, reported that the key issues discussed at the last ARA Committee meeting were as set out in the minutes. She added that she had attended a HM Treasury Audit Committee Chairs event. Matters discussed had included the Government Internal Audit Agency (GIAA) which would become an Executive Agency from 1 April 2015. It was of note that under the new arrangements the Accounting Officer would have a greater role in the selection of the Head of Internal Audit. The GIAA was very much of the view that their service should be tailored to the client's requirements.

Mrs Johnson added that prior to the commencement of the formal agenda ARA Committee Members had held their annual meeting with Auditors without Executives and the Secretary present. A key issue for the GIAA had been the future shape in relation to the other GLAs. It was important to derive maximum benefit from tri-GLA audit work and for there to be no loss in consistency and value. Learning points and findings should be shared. In the case of the recent succession planning audit the Audit & Performance Manager would share the resultant findings with NLB and CIL when their audits had been completed. The Executive Chairman advised that he was comfortable that, in terms of the Lighthouse Service, there were adequate contingency arrangements in place through the organisation's business continuity and other arrangements and having regard to how the organisation had responded previously to the unavailability of a Director for whatever reason. The Board noted the position accordingly.

### **14.3 Revised ARA Committee Terms of Reference**

Approved.

### **14.4 Review of Risk Registers**

Mr Price presented a report on the latest review of the Corporate Risk Register and the Organisational Risk Register, which sat beneath it. Both had been reviewed by the ARA Committee at its last meeting on 18 December. Since the last review GNSS vulnerability had been added to the Corporate Risk register and the SVS recruitment/retention risk increased from 192 to 306, such that it was now the most significant risk faced by the organisation. The Board noted and agreed the contents of both registers, subject to the 6-12 month target position of the GNSS risk being increased to 210. **[Action: Clerk to the Board]**

### **14.5 Tri-GLA Insurance Contract**

Mr Price reported that the GLAs' marine and liability and the Trinity House non-marine insurance requirements were tendered in line with the EU Public Procurement Process as two separate lots at least every five years. Trinity House led the process. The recent tender exercise had resulted in bids from brokers Aon, Marsh and Willis. As a result of the exercise it was the recommendation of the Tender Evaluation Panel that Willis should be appointed as the GLAs' marine and liability insurance brokers for an initial period of three years with a possible extension for a further one or two years. The Board noted and approved the recommendation accordingly. **[Action: Clerk to the Board]**

### **14.6 Health and Safety and Environmental Objectives Policy**

Approved.

[Action: Clerk to the Board]

**14.7 Management System Policy**

Approved.

[Action: Clerk to the Board]

**15. ANY OTHER BUSINESS**

None.

**16. DATE OF NEXT MEETING**

**16.1** It was agreed that the next meeting would be held in Trinity House London on 25 March 2015.

**16.2** It was further agreed that the July and October 2015 meetings of the Board would be held in Harwich Depot commencing 1045. The date of the July Board meeting would be rescheduled to 15 July 2015. A revised meeting schedule for 2015 should be issued accordingly.

[Action: Clerk to the Board]

*Distribution:*

*All Members of the Board*

*The Secretary to the Corporation,*

*Worksite (216934)*