

For Publication



MINUTES OF THE MEETING OF THE LIGHTHOUSE BOARD HELD AT ST JUST AIRPORT ON 14 OCTOBER 2016

Present: Captain I McNaught (Executive Chairman)
Captain N J Palmer
Captain R H Barker
Commodore R Dorey
Mr A Damen
Mrs E D Johnson
Mr D J Ring

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Professor Matthews.

2. DECLARATIONS OF INTEREST

Mr Ring reported that David Ring Limited, of which he was Director, which he had declared on the Register of Interests, had been engaged by the Government to undertake some work in connection with the Type 26 Frigate.

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

3. MINUTES OF MEETINGS – 15 SEPTEMBER 2016

- 3.1 The minutes of the meeting held on 15 September 2016 were approved and signed.
- 3.2 The minutes of the meeting for publication held on 15 September 2016 were approved and signed.
- 3.3 The log of Board actions was noted.
- 3.3.1 Arising from item 5, Mr Price reported that it was anticipated the documentation in respect of the extension of the leases to Trinitas Services Limited would be ready for execution in November.

4. MATTERS ARISING

- 4.1 Matters arising were as stated in the log of Board actions.

5. HEALTH AND SAFETY MATTERS

- 5.1 The report on health and safety matters was noted.
- 5.2 The Board agreed that the reporting of the incident involving a roller shutter door at Swansea had been a good example of the effectiveness of the near miss reporting system, in that it ensured swift action to address the problem, which could have had serious consequences. This had been highlighted to staff in the recent 'Health and Safety Matters' newsletter. The Board agreed that a check should also be made of the roller door system in use on the Mermaid Building in Harwich. **[Action: Director of Operations]**

6. REPORT FROM DESIGNATED PERSON ASHORE

- 6.1 The report from the Designated Person Ashore was noted.
- 6.2 Commodore Dorey briefed the Board on the issues arising from the five yearly renewal audit of the ISM Code Safety Management, International Ship and Port Facility Code and Maritime Labour Convention Certificates of THV ALERT. There had been only one non-conformity.

7. BUSINESS PERFORMANCE

- 7.1 The report on business performance was noted.
- 7.2 Mr Damen reported that operational availability was being maintained. Running costs were 8% underspent, largely due to the staff budget being underspent as a result of gapped posts; budget being set at the top competency scales and matters relating to the 2015/16 pay remit. This underspend would continue. Other variances on running costs were minor. The overspend on capital was very largely a budget phasing matter. There were no issues of concern.
- 7.3 Mr Damen further reported that the KPIs reported to the Board would be reviewed in due course and revised so as better to reflect the needs of the Board and the Organisation. In this connection the Board agreed that consideration should be given to the inclusion of a KPI / metric around the ability or otherwise to respond under the Risk Response Criteria. **[Action: Executive Directors]**

8. EXECUTIVE DIRECTORS' REPORT

- 8.1 The report from the Executive Directors was noted.
- 8.2 Mr Price advised the Board of the comments received from Professor Matthews on the report from the Executive Directors.

The Board noted the comments from Professor Matthews. It agreed that cross-functional working continued to improve throughout the Service. In this connection, the Board considered the Maximo project to be an excellent example of cross-functional working and agreed that it had scope to be rolled out to other areas of the Service. The Board agreed that the Maximo newsletters should be circulated to the Non-Executive Directors for information.

[Action: Director of Operations]

9. AIDS TO NAVIGATION PERFORMANCE

- 9.1 The Board noted the report on aids to navigation performance for the period from 6 September to 3 October 2016. There had been no significant casualties.
- 9.2 Captain Barker reported that casualty rates had been low in recent months, which reflected inter alia the improved aids to navigation systems now in place. Racon availability remained at IALA recommended levels for the reasons previously reported. The Board agreed that, if availability were to fall below this level, a suitable explanatory note would be provided.

10. FLEET REVIEW

Commodore Dorey reported that Phase 2 of the Fleet Review process was working well. Captain Palmer attended the Reference Group as JSB Chair and he had attended to provide technical advice. Mr John Ridgway, former Chief Executive of BP Shipping, had been invited to join the Group as the Senior Industry representative. The Reference Group was chaired by Mr Woodman, the DfT's Maritime Director.

Commodore Dorey then updated the Board in respect of the key elements of progress against the project work packages (WPs).

In noting the position the Board agreed that the Review should determine the most efficient and effective ship construct to meet the agreed criteria but one that reduced risk compared to the current arrangements.

In terms of actions the Board agreed:

- (i) **The Fleet Review Monthly Project Highlight Reports should be included in the Board papers in future.**

[Action: Director of Navigational Requirements / Clerk to the Board]

11. MATTERS FOR DISCUSSION

11.1 DfT and Parliamentary Matters

The Board was briefed on recent staffing changes at DfT. Mr Angell has replaced Mr Read-Leah. He had visited Harwich Depot on 10 October, together with Ms Gilmour and Ms Pearson of DfT's Sponsorship and Appointments Team. Ms Fadina had moved to the Department for International Trade and had ceased to be involved with the Fleet Review project. Her post in terms of GLA matters was being covered by Mr Angell on a temporary basis with oversight from Mr Woodman.

- 11.2 The Executive Chairman reported that the Clerk to the Board and he would be attending the next meeting of the All Party Parliamentary Maritime and Ports Group on 24 October, which was to be addressed by the Minister.

12. STRATEGIC ISSUES

12.1 Operational Action Plan

The Board noted the current status of the 2016/17 Operational Action Plan and that an update would be provided for the next meeting in respect of item 005 in terms of the GLA Strategy Documentation Workshop on 1 and 2 September.

[Action: Director of Navigational Requirements]

12.2 Chief Executives' Committee

The Executive Chairman reported that the GLAs' Chief Executives Committee (CEC) had met in Trinity House on 5 and 6 October. The Fleet Review had for the most part been discussed at the Fleet Review Project Board meeting rather than the CEC meeting. There had been some discussion at the CEC around the fitness for work of employees, particular field technicians and lone workers and how this was handled by each GLA. The CEC had also discussed how to approach cyber risk ~~with regard to ships, aids to navigation and support services.~~

Options for tri-GLA aids to navigation monitoring had also been discussed. The issue would be discussed at the forthcoming JSB meeting.

The notes of the meeting would be included on the agenda of the next meeting of the Board for information. **[Action: Clerk to the Board]**

12.3 JSB Strategic Agenda

The Board noted the changes to the JSB Strategic Agenda, which had been updated to reflect the changes proposed by the CEC at its recent meeting and the inclusion of 'Brexit' as a political issue under item 9.

12.4 Draft JSB Agenda

The Board noted the proposed agenda for the JSB meeting on 9 and 10 November.

The JSB Chair had agreed that there should be two sub-headings under 'Report from Chief Executives' Committee' covering 'fitness profiling' and 'cyber security'.

13. CORPORATE PLAN 2017/2022

Mr Damen presented the Corporate Plan for the period 2017-2022, which had been updated to reflect the comments of the Board at its previous meeting. The opportunity would be taken to trim the content further in future years. In addition, the Board noted the comments received from Professor Matthews on the proposed Plan. **[Action: Director of Business Services]**

The Board otherwise approved the Corporate Plan for 2017/22 for submission to the DfT subject to minor amendment to the joint GLA text to be included in the Corporate Plans in respect of Phase 2 of the Fleet Review. The Board agreed that the wording should be amended to reflect the fact that the impact of the Fleet Review in terms of commercial income would be less in the case of Trinity House, as its commercial work was very largely carried out in its statutory area. **[Action: Director of Business Services]**

14. OTHER MATTERS TO BE NOTED OR APPROVED

14.1 Verbal Report from Audit & Risk Assurance Committee Chair

Mrs Johnson, as Chair of the Audit & Risk Assurance Committee, briefed the Board on the meeting of the DfT Chairs of the Group Audit and Risk Committee Forum, which had taken place on 21 September. Key matters discussed had included a presentation and discussion on the final DfT Group Management Assurance Returns for 2015/16. The DfT was seeking to make future management assurance exercises more relevant to each organisation by allowing some adaptation of the questionnaire by individual organisations as long as the same set of controls were reviewed.

14.2 Audit & Risk Assurance Committee Meeting Minutes – 15 September 2016

Noted.

14.3 Review of Risk Registers

Mr Price presented the Corporate Risk Register, which had been reviewed in September by the Executive Committee and the Audit and Risk Assurance Committee. The most significant risk remained an adverse outcome of the Fleet Review process. There had also been a reduction in the Support Vessel Service retention risk.

The Board further agreed that the Organisational Risk Register should be updated to reflect the risks associated with the fitness profile of operational staff and lone working.

14.4 Verbal Report from Future 500 Steering Group Chairman

Mr Ring, as Chairman of the Future 500 Steering Group reported that the Group had met on 15 September and the matters discussed were as stated in the minutes of the meeting. In noting the position, the Board agreed that the Group was having an impact in terms of supporting and encouraging a cultural change within the organisation.

14.5 Future 500 Steering Group Meeting Minutes – 15 September 2016

Noted.

15. ANY OTHER BUSINESS

15.1 Mr Damen briefed the Board on the current position regarding the 2015/16 pay remit as far as it affected the Support Vessel Service.

16. DATE OF NEXT MEETING

It was agreed that the next meeting of the Board would be held in Trinity House on 15 November 2016, rather than 17 November as previously agreed.

[Action: Clerk to the Board]

Captain Barker informed the Board that he would be unable to attend and presented his apologies.

*Distribution:
All Members of the Board
The Secretary to the Corporation
Worksite (228746 – V2)*