

FOR PUBLICATION



**MINUTES OF THE MEETING OF THE LIGHTHOUSE BOARD  
HELD IN TRINITY HOUSE LONDON  
ON 12 MAY 2016**

Present: Captain I McNaught (Executive Chairman)  
Captain N J Palmer (from item 5)  
Captain R H Barker  
Commodore R W Dorey  
Mrs E D Johnson  
Professor P Matthews  
Mr D J Ring

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

The Executive Chairman welcomed Mr Damen to his first meeting of the Lighthouse Board as Director of Business Services. He was to be considered for appointment as an Associate Member of the Corporation and Member of the Lighthouse Board at the meeting of the Court to be held on 17 May.

*[Post Meeting Note: The Court approved his appointment on 17 May]*

**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 MEETINGS – 6 APRIL 2016**

**3.1** The minutes of the meeting held on 6 April 2016 were approved subject to the word “considered” being replaced by “agreed” in section 14.3.

**3.2** The minutes of the meeting for publication held on 6 April 2016 were approved subject to the word “considered” being replaced by “agreed” in section 14.3.

**4. MATTERS ARISING**

It was agreed that a rolling log should be maintained of action points arising from meetings of the Board. **[Action: Clerk to the Board]**

## **5. HEALTH AND SAFETY MATTERS**

**5.1** The report on health and safety matters was noted.

**5.2** Mr Price briefed the Board on the outcome of the follow-up audit in respect of the reportable accident on THV GALATEA in May 2015, the purpose of which had been to check that the agreed actions arising from the investigation into the accident had been implemented. They had all been found to have been so. Standard Operating Procedures (SOPs) and risk assessments had been updated and the crew were aware of their contents. In noting the position the Board asked for confirmation that not only were crew members being required to read SOPs and sign annually that they had read and understood those relevant to their areas of work, as had been recommended, but also that new starters were required to do so.

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

**5.3** The Board noted the increase in near miss reporting during 2015/16 and that Commodore Dorey was continuing to encourage such reporting.

## **6. BUSINESS PERFORMANCE**

The Executive Chairman presented the report on business performance. The Board noted in particular that there had been a cumulative fall in Light Dues during 2015/16 of 6% due not only to the one penny per ton reduction from 1 April 2015 but also to the fall in chargeable tonnage. Although the rate had been further reduced to 38 pence per ton from 1 April 2016, the rate of Light Dues in the Republic of Ireland had again not been reduced and was 47 pence per ton at that day's rate of exchange. The General Lighthouse Fund stood at £40.26M as at 30 April 2016.

## **7. REPORT FROM EXECUTIVE DIRECTORS**

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

### **7.2 Arising from the report on Business Services the Board noted that:**

**7.2.1** There had been a further meeting with the Treasury on 29 April to discuss the 2015 pay remit.

**7.2.2** A new HR Manager, Ms Dines, had been recruited and would start in June. The Employee Relations Manager, Ms Watson, would provide cover in the interim.

**7.2.3** The Marine Operations Manager had taken over senior management responsibility for the planning function. In this connection it was agreed that the Non-Executive Directors should be provided with an up to date organisational diagram of the new senior structure.

**[Action: Director of Business Services]**

### **7.3 Arising from the report on Secretariat matters:**

**7.3.1** The Board noted the renewal of the GLAs' insurance package.

### **7.4 Arising from Operations Directorate matters:**

**7.4.1** The Board noted that the new helicopter arrangements were generally working well. Commodore Dorey added that a second aircraft had been successfully called upon recently following an accident at Smalls Lighthouse. Both Captain Barker and he had flown in the new aircraft.

## **8. ATON PERFORMANCE**

**8.1** The Board noted the report on aids to navigation performance covering the period from 19 March 2016 to 4 May 2016 and that there had been no significant casualties.

**8.2** Captain Barker added that DGPS station availability reports were now being received. For the reasons reported previously, the three-year rolling average for racon availability was just meeting the IALA target. The position was being closely monitored.

## **9. FLEET REVIEW**

The Executive Chairman reported that he had again written to Mr Goodwill MP, the Shipping Minister.

The Executive Chairman added that following the letter Mr Ring and he had met Mr Woodman on 10 May to discuss Phase 2 of the Fleet Review.

Captain Barker added that Trinity House was leading the Phase 2 process as the GLA currently in the chair. The Project Initiation Document including the Project Plan for Phase 2 was close to completion for submission to the GLAs' Chief Executives' Committee (CEC) and thereafter the JSB.

It was agreed that the PID once agreed should be circulated to the Board.

[Action: Executive Chairman]

## **10. DfT & PARLIAMENTARY MATTERS**

**10.1** The Board noted that Ms Fadina, who was covering Ms McAllister's post of Head of Maritime Environment and Safety during her maternity leave, would be representing the DfT at the forthcoming JSB meeting.

## **11. STRATEGIC ISSUES**

### **11.1 Operational Action Plan 2015/16**

The Board noted the outcome of the 2015/16 Operational Action Plan. It agreed that, as far as 2016/17 was concerned related subjects should be grouped together.

[Action: Senior Management Team]

### **11.2 Corporate Strategy 2016/21**

The Board approved the Corporate Strategy 2016/21 and agreed that the associated Action Plan should contain a clear set of tasks in support of the delivery of Priority Four - Internal Communications / Staff Engagement.

[Action: Senior Management Team]

### **11.3 Corporate Objectives 2016/17**

The Board approved the Corporate Objectives for 2016/17.

### **11.4 Minutes of Future 500 Steering Group Meeting – 6 April 2016**

Noted.

Mr Ring reported that he had attended the meeting of the Future 500 Working Group on 18 April. A number of initiatives were being pursued and in this connection it was important to

ensure initiatives of the Future 500 Group formed part of the work programme of Departments and individuals.

## **11.5 GNSS Vulnerability/eLoran**

Captain Barker updated the Board on developments with regard to eLoran and GNSS vulnerability more generally. R&RNAV was also focusing on alternative solutions to eLoran for providing maritime resilient PNT.

## **12. JSB MATTERS**

### **12.1 Report from Chief Executives' Committee**

The Executive Chairman reported that the CEC had met on 20 April in Trinity House. The main subject of discussion had been the Fleet Review. There had also been reports from each of the Inter-GLA Committee Chairs. Safety had been a strong theme. In addition, IGC 8 (Health and Safety) was producing a Lighthouse Safety book to be endorsed by each of the Chief Executives. There had also been a discussion about the GLAs' involvement in the Government's Business Impact Target initiatives under which bodies making changes to their regulatory/enforcement regime were required to submit an impact assessment to the Department for Business Innovation and Skills (BIS).

### **12.2 Draft JSB Agenda – 24/25 May 2016**

The Board noted the proposed agenda for the JSB meeting to be held on 24/25 May at NLB in Edinburgh. **[Action: Executive Chairman]**

### **12.3 JSB Strategic Agenda**

Noted.

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

### **13.1 Minutes of Audit & Risk Assurance Committee – 6 April 2016**

Noted.

### **13.2 Audit & Risk Assurance Committee Annual Report**

Mrs Johnson, Audit & Risk Assurance Committee Chair, presented the Committee's Annual Report on its work and performance throughout the year. The Committee had conducted a review of its effectiveness, and in almost all cases the results had been better than in 2014/15. Overall, the Committee believed that it had fulfilled its terms of reference and had sufficient scope to provide assurance to the Board and Executive Chairman in the role of Accounting Officer in terms of governance and other matters as set out in the report. The Head of Internal Audit was likely to give Trinity House a substantial assurance rating. The Board noted the report and agreed the recommendations accordingly.

Mrs Johnson added that two new appendices had recently been added to the Treasury Audit & Risk Assurance Committee Handbook covering whistle blowing and cyber-security and asked that a report be presented to the next meeting of the Committee on the implications for Trinity House in terms of compliance. **[Action: Director of Business Services]**

### **13.3 Review of Risk Registers**

Mr Price presented the outcome of the latest review of the Corporate Risk Register, which had been considered by the Executive Committee and Audit & Risk Assurance Committee. As before, the risk of an adverse outcome to the Fleet Review remained the most significant risk, albeit a number of steps were being taken to reduce the risk. In this connection the Audit & Risk Assurance Committee had agreed that it might do a deep dive into the risk in the autumn. The Board approved the register as a fair analysis of the key risks faced by Trinity House in its capacity as a GLA. **[Action: Clerk to the Board]**

#### **13.4 Trinitas Leases – Extension**

Mrs Johnson and Commodore Dorey declared an interest as Chair and Managing Director of Trinitas Services Ltd respectively and took no part in the discussion or decision in respect of item 13.4.

Mr Price reported that a request had been received from Trinitas Services Ltd to extend the leases of the 37 cottages leased by Trinity House to the company by 10 years to 27 February 2032. Supported by Mr Damen from a financial governance perspective the Board approved the request accordingly. **[Action: Clerk to the Board]**

#### **13.5 Report on Inspections & Audits of Local AtoN & Offshore Structures**

Captain Barker presented for information the Report to the Secretary of State on Inspections and Audits of Local Aids to Navigation and Offshore Structures for 2015. The overall defect rate had fallen 0.39% to 12.51%. Over 10,000 aids to navigation had been inspected. The slight improvement in the deficiency rate could in part be attributable to the proactive use of the online reporting system. His team would continue to strive to reduce it further through the inspection and audit regime. Although the defect rate for offshore structures remained virtually unchanged, once again platforms had been found ‘black’ with no light or power to any of the on-board aids to navigation systems providing an unacceptable risk to the mariner. The issue had again been taken up with the Department of Energy and Climate Change. The Board noted the report.

#### **13.6 ‘2030 – Navigating the Future’**

Captain Barker presented the GLAs’ marine aids to navigation strategy document ‘2030 Navigating the Future’, which had been presented to the Joint User Consultative Group the previous week. Captain Barker summarised the key aims of the strategy as set out on page six of the document. The Board noted the document accordingly.

#### **13.7 Navigational Requirements Policy**

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

#### **13.8 Business Continuity Policy**

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

#### **13.9 Data Protection Policy**

Approved.

The Board noted that Mr Arculus, Legal Advisor, was now the Data Protection Officer. It also agreed that a note should be provided to the next meeting of the Board on the implications for Trinity House of the new EU General Data Protection Regulation.

**[Action: Clerk to the**

**Board]**

### **13.10 Communications Policy**

Approved.

**[Action: Clerk to the**

**Board]**

### **13.11 GLA Research and Radionavigation Policy**

Approved subject to the inclusion of Transport Scotland as a stakeholder in section 2.2.

**[Action: Clerk to the**

**Board]**

### **13.12 Meeting Dates for 2017**

Approved.

**[Action: Clerk to the**

**Board]**

## **14. ANY OTHER BUSINESS**

None.

## **15. DATE & VENUE OF NEXT MEETING**

It was agreed that the next meeting would be held in Harwich Depot on 14 July 2016 commencing at 1045, following which there would be a strategy session focusing on Board responsibilities and effectiveness.

**[Action: Executive Chairman/ Clerk to the**

**Board]**

*Distribution:*

*All Members of the Board*

*The Secretary to the Corporation*

*Worksite (226215)*