

## FOR PUBLICATION



### **MINUTES OF THE MEETING OF THE LIGHTHOUSE BOARD HELD IN TRINITY HOUSE LONDON ON 6 APRIL 2016**

Present: Captain I McNaught (Executive Chairman)  
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)  
Ms S Wheatley (Finance & Procurement Manager)

The Executive Chairman welcomed Ms Wheatley, Finance and Procurement Manager, who was attending to represent the Finance and Support Services Directorate.

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Captain Palmer.

#### **2. DECLARATIONS OF INTEREST**

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

#### **3. MINUTES OF MEETINGS – 20 JANUARY 2016**

**3.1** The minutes of the meeting on 20 January 2016 were approved and signed.

**3.2** The minutes of the meeting on 20 January 2016 for publication were approved and signed.

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

**4.1** Arising from item 6, Ms Wheatley reported further to the last Board meeting that the Value for Money target for 2015/16 had been exceeded. The target had been £300K and £360K had been achieved. The target for 2016/17 was also £300K.

**4.2** Arising from item 14.1, Commodore Dorey reported that he would be meeting with the MCA in May.

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

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

**5.2** The Board noted the accident statistics for 2015/16 and agreed that a monthly breakdown of accidents should be provided to each Board meeting to enhance monitoring of the ongoing

position.  
**[Board]**

**[Action: Clerk to the**

The Board noted that a number of initiatives were to be included in the Health and Safety Corporate Plan in terms of proactively improving the Health and Safety culture within the organisation.

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

The Board noted the report from the Designated Person Ashore.

## **7. BUSINESS PERFORMANCE**

Ms Wheatley reported on business performance. Most KPIs were within agreed tolerances.

Light Dues income was 6% lower than in 2014/15. Some of the reduction was attributable to the 1p cut in the rate in April 2015 but chargeable tonnage had also fallen. It was not a measure under Trinity House control.

Commercial buoy work was expected to be completed by the financial year-end.

Captain Barker added that the local lights deficiency rate for 2015 had fallen 0.39% to 12.51%. It was an encouraging trend but there remained a need to push for better results from Local Lighthouse Authorities.

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

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

**8.2 Arising from the report on Operations matters, Commodore Dorey reported that:**

**8.2.1** The P28 Davit winch on THV GALATEA had now been repaired as had a further leak in the main deck. The DfT had approved an additional £20K for the drive replacement/upgrade on THV PATRICIA. A pin-hole leak on the ALERT had deteriorated slightly. It was being repaired as part of the Vessel's dry docking and repair.

**8.2.2** The Bar Station and Light Float marking it had been handed over to the Mersey Docks and Harbour Company as a statutory transfer, as it was wholly or mainly for the use of vessels entering or leaving the Port of Liverpool. Ms Wheatley added that the asset had been valued at £268K at the time of handover and this amount would appear as a loss on disposal in the accounts.

**8.2.3** The sea was encroaching on the Lighthouse and buildings at Orfordness and a meeting had been held with the owner of the Lighthouse to discuss Trinity House's potential liability for the structure. A contingent liability provision had been made in the 2015/16 Accounts.

**8.3 Arising from the report on Navigational matters Captain Barker reported that:**

**8.3.1** A 20 metre drifting pipe, which was a potential danger to navigation, had been recovered by THV GALATEA and landed at Swansea Depot.

**8.4 Arising from the report on Finance and Support Services matters:**

**8.4.1** The Board noted that Mrs Firmin, HR & Planning Manager, had resigned and would leave the Service in early May. The Board asked for their thanks to be conveyed to her for her work for Trinity House.

**[Action: Executive Chairman]**

The Board further noted that a new HR Manager, Ms Dines, had been recruited and that she would start in June. The Employee Relations Manager, Ms Watson, would provide cover in the interim.

- 8.4.2** The Board agreed that the GLF Accountant should be invited to the July Board meeting to be held at Harwich Depot to present his forecasting model for the General Lighthouse Fund.

**[Action: Finance & Procurement Manager]**

**8.5 Arising from the report on Secretariat matters:**

- 8.5.1** Mr Price reported that the GLAs' insurance renewal programme had been completed.

- 8.5.2** The Board congratulated those involved with the redevelopment of the Trinity House website, which looked professional and had a modern feel.

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

**9. AIDS TO NAVIGATION PERFORMANCE**

- 9.1** The Board noted the report on aids to navigation performance covering the period from 8 January to 18 March 2016. Captain Barker added that due to an error in the report it would be re-issued.

**[Director of Navigational Requirements]**

- 9.2** Captain Barker reported that there had been one significant casualty. The main and emergency lights had failed at Monkstone Lighthouse due to faulty control cards. Action to be taken to mitigate a recurrence included the modernisation of the station later in 2016.

- 9.3** Captain Barker further reported that racon availability had fallen very briefly just below IALA requirements but had since recovered and was now above the required level.

- 9.4** DGPS station availability reports had been received for December 2015 and January 2016. The overall level of availability had exceeded the IALA requirement.

- 9.5** The Board noted the improvement in Type 1 Buoy reliability and that a joint Operations/Procurement Group had been established to enhance the way in which supply chain issues were handled. The Board asked that its thanks be passed to those involved with the improved performance.

**[Action: Director of Operations]**

**10. FLEET REVIEW**

- 10.1** The Executive Chairman reported that a Ministerial Submission had been made by the DfT to the Shipping Minister in respect of the next steps with regard to the review of the GLAs' fleet requirements.

The Minister had agreed that the next phase should be run by the GLAs and had asked them to prepare a project plan accordingly. A Quick Flash would be issued shortly updating staff on the project.

- 10.2** Commodore Dorey then set out the proposed Project Plan as agreed with the other GLAs.

**11. MATTERS FOR DISCUSSION**

**11.1 DfT & Parliamentary Matters**

- 11.1.1** The Executive Chairman reported that Mr Read-Leah had moved to another position within the DfT and was no longer part of the Navigation Safety Branch. A replacement had yet to be recruited. Similarly, Ms Silverton had moved from Maritime Sponsorship and day-to-day contact was now with Ms Pearson. Furthermore, Ms Fadina, Deputy Director Maritime and Environment, would shortly be handing back to Ms McAllister on her return from maternity leave.

- 11.1.2** The Executive Chairman further reported that there had been a meeting of the All Party Parliamentary Maritime and Ports Group on 15 March, where there had been a very informative presentation from the Marine Management Organisation on its work and current issues.
- 11.1.3** The Board discussed the forthcoming referendum on the United Kingdom's membership of the European Union and the potential implications for the GLAs.
- 11.1.4** Professor Matthews reported that he had recently met with Mr Woodman, the DfT's Maritime Director, in connection with the annual appraisal of the Executive Chairman. The discussion had covered a number of matters.

## **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 morning. The Future 500 Working Group under the chairmanship of Mrs Wright, Commercial Manager, had examined a number of potential commercial opportunities. In noting the progress made, the Board agreed that the project should be an appropriate blend of practical initiatives and imaginative thinking.

**[Action: Mr Ring]**

### **12.2 Minutes of Future 500 Steering Group Meeting – 20 January 2016**

Noted.

### **12.3 eLoran**

Captain Barker provided an update on eLoran. Transmissions from Anthorn were continuing for broadcasting precise time and to provide a data channel. The GLAs were currently decommissioning their differential Loran reference stations. In addition, the GLAs' Research and Radio Navigation Directorate was currently looking at alternatives to eLoran as a backup to GNSS.

## **13. JSB MATTERS**

### **13.1 Draft Minutes of JSB Meeting – 27/28 January 2016**

Noted.

### **13.2 JSB Strategic Agenda**

Mr Price presented the JSB Strategic Agenda, which had been updated to reflect inter alia timelines for the review of GLA AtoN documentation and the next stage of the Fleet Review process. The Board noted the updated Strategic Agenda accordingly.

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

### **14.1 Verbal Report from Audit & Risk Assurance Committee Chair**

Mrs Johnson reported that the Audit & Risk Assurance Committee had met earlier that day. It had received a report on Exercise WAVEWASH and had reviewed the 12 Month Management Assurance Statement for 2015/16. The Head of Internal Audit had yet to give his Annual Opinion but it was anticipated that it would be substantial assurance. The NAO had conducted its interim audit of the 2015/16 Accounts. There had been no significant issues arising. The Committee had also approved the Internal Audit Strategy and Plan and the Integrated Internal Audit Plan for 2016/17. The Committee had conducted its annual assessment of its effectiveness, which would form the basis of its annual report to the Board. In addition,

Captain Barker had given the Committee an overview of the governance and assurance arrangements in place in his Directorate.

**14.2 Director of Business Services – Recommendation from Nominations Committee**

The Board approved a recommendation from the Nominations Committee that Mr Antonius Damen be appointed Director of Business Services. [Action: Executive Chairman]

The Board noted that Mr Damen would now be considered by the Corporate Board and the Court for Associate Membership of the Corporation and as a Member of the Lighthouse Board. [Action: Clerk to the Board]

**14.3 Verbal Report from Directors' Remuneration Committee Chair**

Professor Matthews reported that the Directors' Remuneration Committee had met on 22 March and had agreed the 2015/16 performance related pay (PRP) awards for the Executive Chairman & Executive Directors.

**14.4 Sale of Bardsey Island Lighthouse Cottages**

The Board ratified its earlier decision made out of session to sell the redundant buildings at Bardsey Island Lighthouse. It noted that appropriate rights would be reserved to Trinity House.

**14.5 Drug and Alcohol Testing Policy**

The Board considered a paper on the outcome of the review of the current shore side drug and alcohol policy and approved the recommendations contained therein.

[Action: HR & Planning Manager]

**14.6 DfT Assurance Framework**

Mr Price reported that the Executive Chairman and he had recently met with the DfT to discuss the introduction in 2016/17 by the DfT for itself and its Arm Length Bodies (ALBs) of a common assurance framework to ensure consistency in this regard. Much of the assurance required was already produced by Trinity House.

[Action: Executive Chairman & Clerk to the Board]

**14.7 Register of Declarations of Interest 2016/17**

Mr Price reported that declarations of interest were required for 2016/17 and invited Board Members to declare any interests as set out in the Declaration of Interest Form.

[Action: All Members]

**15. ANY OTHER BUSINESS**

The Executive Chairman reported that the Non-Executive Directors had met their objectives in 2015/16.

**16. DATE & VENUE OF NEXT MEETING**

It was agreed that the next meeting would be held in Trinity House London on 12 May 2016.

*Distribution:*

*All Members of the Board  
The Secretary to the Corporation  
Worksite (225143)*