

FOR PUBLICATION



**MINUTES OF THE MEETING OF THE LIGHTHOUSE BOARD
HELD IN TRINITY HOUSE LONDON
ON 29 MARCH 2017**

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

In attendance: Mr J D Price (Clerk to the Board)
Mr T L Arculus (Legal Advisor)

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF MEETINGS – 20 JANUARY 2017

- 3.1 The minutes of the meeting on 20 January 2017 were approved and signed.
- 3.2 The minutes of the meeting on 20 January 2017 for publication were approved and signed.
- 3.3 The Board discussed the log of outstanding items.

4. MATTERS ARISING

- 4.1 Arising from item 3 of the log of outstanding items, it was agreed that this action was not yet complete. This item should be amended to read “Work underway” with a date for completion to be agreed. **[Action: Clerk to the Board]**

5. HEALTH AND SAFETY MATTERS

The report on health and safety matters was noted.

Mr Price reported that ABS had conducted an audit against all three certified management systems and only found one minor non-conformity relating to the Control of Substances Hazardous to Health (COSHH) and recording risk assessments. A way ahead had been identified to the satisfaction of ABS.

An Inspector from the Health and Safety Executive (HSE) had visited Harwich Buoy Yard following an investigation into reported epoxy resin exposure. The Inspector formally commented that TH has “a very positive approach to Health and Safety”. No further action is to be taken by HSE.

Accident rates have reduced. The Board decided that staff should be given more encouragement to report near misses and that this should be reflected in the Health & Safety Corporate Plan.

[Action – Clerk to the Board]

6. FLEET REVIEW

The Board discussed the current situation relating to the fleet review. As Chair of the JSB Captain Palmer did not participate in the discussion.

7. BUSINESS PERFORMANCE

Mr Damen reported that all capital budgets will be very close to being fully spent by financial year end due in large part to the Dry Dock and Refit of THV GALATEA which is now complete.

Light Dues are on target to be close to £83 to £84m at financial year end which is impressive considering a 2.5% reduction in receipts as a result of the 1p reduction.

The GLF stands at £54m.

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 Steps are being taken by the Operations Directorate to resolve issues with solar panels including active engagement with the supplier.

8.2.2 Mrs Johnson will stand down as chair of TSL when she retires from the Board. The Corporate Board will need to appoint the new chair of TSL and the Executive Chairman in his capacity as Chairman of the Corporate Board will propose Mrs Amos.

[Action –Clerk to liaise with Corporation’s Secretary to add “appointment of new TSL chair” to Corporate Board Agenda on 16 May]

8.2.3 Damp issues have been identified at Mermaid Cottage, Alderney.

[Action – Director of Operations]

8.3 Arising from the report on Navigational matters:

8.3.1 The Board noted the report by Captain Barker on the wreck of the FLUVIUS TAMAR and actions taken by Trinity House in connection with it. Captain Barker will report back on the salvage operation at an appropriate time.

8.4 Arising from the report on Business Services matters:

8.4.1 Mr Damen explained that DfT approval would be required because of the size of the single tender action required for the GLA monitoring project.

8.5 Arising from the report on Secretariat matters:

8.5.1 The Board noted the very good results from the recent ISO9001/ ISO 14001 and OHSAS 18001 Surveillance Audit which took place at Harwich, Lowestoft Lighthouse and London between 06 and 09 February.

9. AIDS TO NAVIGATION PERFORMANCE

9.1 The Board noted the report on aids to navigation performance covering the period from 07 January to 21 March 2017.

9.2 Captain Barker further reported on the Availability Progress Report for the three years period ending 21 March 2017 which showed that all AtoN types have achieved a level of availability better than IALA targets.

9.3 Trinity House DGPS station availability reports had been received for December 2016 and January and February 2017. The overall level of availability had met the IALA requirement.

9.4 Annual GLA DGPS system coverage for the one year period March 2016 to February 2017 and for the two year period March 2015 to February 2017 had met the IALA requirement.

10. MATTERS FOR DISCUSSION

10.1 DfT & Parliamentary Matters

10.1.1 The Executive Chairman reported that Mr Woodman is retiring from the position of Maritime Director of the DfT at the end of April. The recruitment of his successor is underway.

10.1.2 Mr Price reported that there had been two meetings of the All Party Parliamentary Maritime and Ports Group. On 06 March the theme was *Brexit*. On 20 March the theme was *Training* at which there were speakers from the UK Chamber of Shipping, RMT and Nautilus unions.

10.1.3 The Executive Chairman further reported that Phillip Rutnam, DfT Permanent Secretary, is to move to the Home Office on 3 April.

10.1.4 The Executive Chairman further reported that the light dues rate will be reduced by a ha'penny per ton at a date to be confirmed by secondary legislation.

10.1.5 Captain Palmer reported that there has been a meeting of the LFC at which Mr Russell Clarke, GLF Accountant, made a presentation. Captain Palmer further reported that it was confirmed at the meeting that there is a £5m contingency sum in the GLF to cover uninsured losses.

10.1.6 The Executive Chairman reported that the Shipping Minister Rt Hon John Hayes MP visited Harwich on 23 February. It was a successful visit to further explain Trinity House's role, responsibilities and the wider context in which Trinity House operates now and in the future

10.1.7 The Sanction letter is expected from the DfT this week.

11. STRATEGIC ISSUES

11.1 Verbal Report from Future 500 Steering Group Chair

Mr Ring gave a verbal report on the Future 500 Steering Group meeting which had taken place earlier the same day. The Terms of Responsibility will be reviewed, the Working Group will be disbanded and the work done by it will be done by all staff via their annual objectives. The Steering Group agreed that the role of the Steering Group is to champion and support initiative throughout all levels of the organisation.

11.2 Joint Navigation Requirements Policies

Captain Barker presented the Joint Navigation Requirements Policies (JNRP) which had been produced by the Navigation Managers of the three GLAs. The purpose of the JNRP is to underpin the direction of the IGCs and to feed into “2030 Navigating the Future” as high level direction. It also provides members of the Joint User Consultative Group (JUCG) with information regarding the GLAs’ AtoN provision.

The Board noted the JNRP.

11.3 Corporate Strategy

The Director of Business Services presented the draft Strategy to the Board for discussion. The Strategy has been discussed with the Senior Management Team.

The Board discussed the draft Strategy. The Board identified several areas for further detailed discussion. The Board agreed the proposed Strategy should be reviewed in another meeting outside of this one.

[Action - All Board members & Director of Business Services]

Post meeting note: 10 April suggested.

12. JSB MATTERS

12.1 Draft Minutes of JSB Meeting – 25 January 2017

The Board noted the draft minutes of the last JSB meeting.

12.2 JSB Strategic Agenda

The Executive Chairman reported that Mr Arculus has been appointed JSB Secretary on a one year trial basis.

Mr Price updated the Board on changes to the JSB Strategic Agenda for the next meeting on 8th June, which the Board agreed.

13. OTHER MATTERS TO BE NOTED OR APPROVED

13.1 Verbal Report from Audit & Risk Assurance Committee Chair

Mrs Johnson reported that the Audit & Risk Assurance Committee had met earlier that day.

The draft Governance Statement had been discussed. The Head of Internal Audit had yet to give his Annual Opinion but it was anticipated that it would be substantial assurance.

The Committee had also approved the Internal Audit Strategy and Plan and the Integrated Internal Audit Plan for 2017/18. The Committee had conducted its annual assessment of its effectiveness, which would form the basis of its annual report to the Board in May.

The Committee had noted the Corporate Risk Register which will be submitted to the Board on 18 May.

The Committee had approved the appointment of GIAA to undertake 81 days' work in 2017/18.

13.2 Verbal Report from Directors' Remuneration Committee Chair

Professor Matthews reported that the Directors' Remuneration Committee would meet immediately after the Board meeting the same day.

13.3 Executive Committee Terms of Reference

The Board noted that subsequent to the annual review of the Terms of Reference of the Executive Committee, the Terms of Reference have been amended in one respect – the new job title of the Director of Business Services has replaced the Director of Finance and Support Services job title.

The Board approved the amended Terms of Reference.

13.4 Health and Safety and Environmental Objectives Policy

The Health and Safety and Environmental Objectives Policy has been reviewed and one change has been made to say that Trinity House is committed to actively pursuing the reduction in consumption of non-renewable energy to reduce its carbon footprint.

The Board approved the amended policy. **[Action: Clerk to the Board]**

13.5 New Non-Executive Director

The Executive Chairman reported that Mrs Margaret Amos has been proposed by HM Secretary of State for Transport as the new Non-Executive Director to take over after Mrs Johnson's retirement.

Mrs Amos' appointment will be recommended to the Court for approval on 16 May.

13.6 Register of Declarations of Interest 2017/18

Mr Price reported that declarations of interest were required for 2017/18 and invited Board Members to declare any interests as set out in the Declaration of Interest Form.

[Action: All Board Members]

14. ANY OTHER BUSINESS

The Executive Chairman proposed a vote of thanks to Mr Price for his dedication and hard work as Clerk to the Board over many years and wished him a happy retirement.

The Board thanked Mrs Johnson for her service on the Board and wished her a happy retirement.

The Executive Chairman welcomed Mr Arculus, who has been appointed to succeed Mr Price as Legal and Risk Manager and will take over as Clerk to the Board from 01 April.

16. DATE & VENUE OF NEXT MEETING

It was agreed that the next meeting would be held in Trinity House London on 18 May 2017.

Distribution:
All Members of the Board
The Secretary to the Corporation
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