



**MINUTES FOR PUBLICATION OF THE MEETING OF THE TRINITY HOUSE
LIGHTHOUSE BOARD
HELD AT TRINITY HOUSE LONDON
ON 12 OCTOBER 2017**

Present: Captain I McNaught (Executive Chairman)
Captain N Palmer
Captain R H Barker
Commodore R W Dorey
Mr A Damen
Professor P Matthews (Items 6 – 10)
Mr D J Ring (via telephone)
Mrs M Amos (via telephone)

In attendance: Mr T Arculus (Clerk to the Board)

1. APOLOGIES FOR ABSENCE

None.

2. MINUTES OF MEETINGS – 27 SEPTEMBER 2017

2.1 The minutes of the meeting on 27 September 2017 were approved and signed.

2.2 The minutes for publication of the meeting on 27 September 2017 were approved and signed.

3. MATTERS ARISING

None.

4. HEALTH AND SAFETY MATTERS

The report on health and safety matters was noted.

The Board noted that the Senior Managers with responsibility for Patricia Voyages, Marine Operations and the Buoy Yards had discussed the near miss report of Patricia Voyage passengers wandering around the Harwich Buoy Yard unsupervised. They concluded that adequate procedures were in place but on that occasion had not been correctly applied. Ships' masters and staff afloat and ashore and passengers are being reminded of the importance of adhering to safety rules.

The Board requested the inclusion of a graph showing trends in accident statistics from previous years [**Action: Clerk**].

5 JSB MATTERS

5.1 JSB MEETING AGENDA

The Board reviewed the JSB draft agenda.

The Clerk was asked to clarify the timings for Part 3 of the JSB meeting. [**Action: Clerk**]

5.2 JSB STRATEGIC AGENDA

The Board reviewed the JSB Strategic Agenda.

6 STRATEGIC MATTERS

6.1 CORPORATE PLAN

Mr Damen introduced the final version of the 2018-2023 Corporate Plan which had been shared in draft version during previous Board meetings. The 2018-2023 Plan projection is for an RPI minus 2.5% over the RPI period versus a target of 2%.

The Board requested that a comment should be added to the Royal Sovereign section on safety risk assessment in relation to the hazardous structure [**Action: Mr Damen**]. The Examiners will consider making it an ‘area to be avoided’ or a TEZ [**Action: Captain Barker**].

The Corporate Planning Multi-Lateral meeting will be held on 30 November at 1530 at DfT. Captain McNaught and Mr Ring will attend [**Action: Captain McNaught to advise Mr Paul Whiteside (DfT)**].

The Board discussed Appendix 3 and the need to show how hard TH’s assets are being made to work. In relation to this the Board discussed the KPIs and the use of TUDs data. Mr Damen will strengthen section 3.4 to highlight the dual purpose nature and utilisation of the ships during the preceding years. [**Action: Mr Damen**].

Mr Damen was asked to review the wording in the Executive Summary to consider whether it says clearly enough that the Corporate Plan relates to TH in its capacity as a GLA [**Action: Mr Damen**].

The Board approved the Corporate Plan and authorised Mr Damen to make the necessary changes and submit this plan to DfT in accordance with the set timelines [**Action: Mr Damen**].

7 OTHER MATTERS TO BE NOTED OR APPROVED

7.1 MINUTES OF AUDIT AND RISK ASSURANCE COMMITTEE MEETING ON 27 SEPTEMBER 2017

Approved.

7.2 VERBAL REPORT OF CHIEF EXECUTIVES' COMMITTEE MEETING ON 5 OCTOBER 2017

Captain McNaught reported on the proceedings of the CEC meeting. The main topic of discussion was the Fleet Review. Corporate Plans of the GLAs were also discussed.

Monitoring was discussed. The DfT would not sanction a simplified process for a single tender action (STA) for NLB to adopt TH's system so NLB is leading a tender exercise for a new NLB system. In due course TH will be able to decide whether to adopt NLB's solution. Mr Damen further explained the solution offered by DfT to continue to pursue the STA route however on evaluation this suggested route was, cumbersome, provided no assurance that an STA would be granted and included a number of inherent risks which effectively made the 'go out to Tender' route a more viable proposition. Captain Palmer will raise this at the JSB meeting in his capacity as Chair because this represents a divergence from the principle of closer inter-GLA co-operation. The Board wished the minutes to record that TH's offer to assist NLB with use of its monitoring system remains open.

The CEC also discussed the helicopter contract. Savings must be identified and demonstrated to the Lights Advisory Committee. A tri-GLA audit is currently being conducted into the realisation of benefits and will look at the appropriateness of the cost savings methodology.

8 FLEET REVIEW

8.1 BRAEMAR REPORT

The first draft was received 11 October. The Working Group will regroup on Monday 16 October to decide on the initial feedback. The second or final draft of the report should then be delivered to the Project Board.

Commodore Dorey will review the report in detail and identify what conclusions can be drawn from it.

The Board was asked to review the Report and send comments to Commodore Dorey by 16 October [**Action: Board**].

9 ANY OTHER BUSINESS

The Board requested that a meeting of the Future 500 Steering Group should be convened on the afternoon of the 23 November after the JSB meeting. [**Action: Clerk**].

Rod Paterson (Deputy Director of Maritime, DfT) should be invited to tour the Harwich Depot [**Action: Captain McNaught**].

Professor Matthews reported on his meeting on 11 October 2017 with Roger Hargreaves and Rod Paterson (DfT).

The role of DfT in setting corporate objectives was discussed at that meeting. Governance was also discussed. DfT are very interested in seeing a satisfactory conclusion to the corporate governance question they have put to TH. The DfT-nominated NEDs are set to meet with DfT on 21 November to discuss it. Captain McNaught is due to meet Lucy Chadwick (DfT) on 29 November to discuss board effectiveness and governance.

Professor Matthews also discussed with DfT the status of TH as a hybrid body. Mr Hargreaves said he would consider and would revert to Professor Matthews with his considered opinion on the applicability of this appellation.

Bircham Dyson Bell will be asked to give further advice on the status of hybridity and on the construct of a full time CEO and part time Chair [**Action: Clerk**].

The Board requested that the minutes record the previous decision to eradicate references to Trinity House Lighthouse Service – due to the possibility of confusion created by use of the title when in reality no such legal personality exists. Trinity House’s statutory function as a General Lighthouse Authority derives from the Merchant Shipping Act 1995 Part VIII Section 193. Section 223 of the Act says that in Part VIII “*“the Trinity House” means the master, wardens and assistants of the guild, fraternity or brotherhood of the most glorious and undivided Trinity and of St Clement in the parish of Deptford Strond in the county of Kent, commonly called the corporation of the Trinity House of Deptford Strond.*”

10 DATE & VENUE OF NEXT MEETING

15 November 2017 – Trinity House, Tower Hill.

Distribution:
All Members of the Board
The Secretary to the Corporation
Worksite
TH Website

235228v2