



**MINUTES FOR PUBLICATION OF THE MEETING OF THE TRINITY HOUSE
LIGHTHOUSE BOARD
HELD IN TRINITY HOUSE LONDON
ON 15 NOVEMBER 2017**

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

In attendance: Mr T Arculus (Clerk to the Board)
Mr S Brian (Human Resources Manager)

1. APOLOGIES FOR ABSENCE

Professor P Matthews

2. Declarations of Interest

Captain Palmer reported that he was no longer involved in the management of the Marine Society and Sea Cadets and that he is now chairman of the Shipwrecked Mariners' Society. The Clerk will update the register of members' interests.

[Action – Clerk]

3. MINUTES OF MEETINGS – 12 October 2017

3.1 The minutes of the meeting on 12 October 2017 were approved and signed.

3.2 The minutes for publication of the meeting on 12 October 2017 were approved and signed.

4. MATTERS ARISING

None other than those already covered in the running order.

5. HEALTH AND SAFETY MATTERS

The Board noted the content of a report by the Health and Safety Manager.

In relation to the case of ill health in the Harwich Buoy Yard grit blasting booth which had been reported at the Board meeting on 27 September the Board noted that a trial of a different ‘dead man’s handle’ is ongoing in the Buoy Yard. Also a new alarm system is being tested.

The Board requested a report from the Health and Safety Manager on the background reasons for the spike in 2015/16 accident incident rate so that they may consider whether this correlates with SVS turn-over.

[Action – Health and Safety Manager]

The Board requested future reports to show on the incident severity graph what the comparative figures were for the same period 12 months prior.

[Action - Health and Safety Manager]

The Board noted the injury sustained by an Auxiliary ETO whilst the PATRICIA was in DD&R and awaits findings of the Health and Safety Manager’s investigation.

[Action – Health and Safety Manager]

The Board discussed near-miss reporting.

6. REPORT BY THE DESIGNATED PERSON ASHORE

Report noted.

The Board noted the unsatisfactory performance of the D&A testing company. Commodore Dorey will investigate the reasons.

[Action – Commodore Dorey]

7. BUSINESS PERFORMANCE

Mr Damen reported that an inconsistency in the AtoNs data due to transferring data from Maximo to Covalent has been resolved.

Mr Brian explained a recent ruling concerning holiday pay and the potential implications for TH. Mr Damen and Mr Brian will liaise with the DfT.

[Action - Mr Damen and Mr Brian]

8. MATTERS ARISING FROM EXECUTIVE DIRECTORS’ REPORTS

R&RNav

The Board discussed the governance structure and accountability of R&RNav. Captain McNaught said it was important for the GLAs to have the R&RNav function.

Operations

Commodore Dorey presented his report on Operations Directorate matters.

Concerns have been raised recently about the way in which some Nash Point weddings have been conducted. TSL and the Commercial Department will consider the situation and look to resolve these issues.

[Action – Commercial Manager]

PATRICIA is now out of DD&R. The crane has failed and repairs should be completed today.

Commodore Dorey reported that buoys from the reserve stock of statutory buoys had recently been deployed in connection with a large commercial contract. The reserve stock is being built up again now. The risk was considered by Captain Barker and was closely monitored.

TH is in discussions in relation to potentially monitoring aids to navigation on decommissioned offshore platforms for commercial reward. The Board stressed that it should be made clear at every stage of discussions that navigational requirements are set by the Navigational Requirements Directorate and not by other departments of TH.

A study is currently being undertaken to look at the disposal of the old EDV. TH has two EDVs, one is kept in a state of constant readiness lest it is required for emergency deployment. The other is not. A tentative approach to buy it has been received. The future of the EDVs must be considered in light of Royal Sovereign. Commodore Dorey will prepare a paper for the Board's consideration.

[Action – Commodore Dorey]

Navigational Requirements

Captain Barker reported on the wreck ELLA. SoSRep has directed TH to organise the salvage operation at the expense of the GLF Reserve. It is a criminal offence not to comply with a SoSRep direction. The salvors are attempting the lift today using a 120tonne grab. An attempt to lift it last week had to be aborted after one of the lifting strops slipped. A change in method to use the grab was required due the wreck becoming embedded in the sand when the previous lift was aborted. This is a location with mobile sandbanks and strong currents. There are many unknowns including whether or not there are hazardous materials aboard and whether the wreck will break up when it is lifted. Costs are likely to escalate and may even double. The current plan is for the vessel to be brought into Lowestoft for inspection by an environmental inspector.

TH is monitoring the situation closely.

Business Services

The Corporate Plan has been received by DfT. At DfT's request TH's Corporate Plan has been revised to find a saving between TH and NLB.

Mr Damen distributed a revised schedule of figures from the Corporate Plan to the Board. The Board was content with the alterations to the Corporate Plan and approved the revised and updated plan.

Members of the LAC visited Harwich yesterday and met with Mr Bransby (R&RNav Manager) and Mr Clarke (GLF Accountant).

The LAC approved of the visual depiction of shipping traffic density, risk and consequences expressed in trading volume in UK waters used in TH's Corporate Plan sourced from DfT publically available data. Captain McNaught suggested that this is included for the Multilateral meeting presentation scheduled for 30 November.

The LAC expressed concern about the high level of capital expenditure, but this is due in large part to running aging ships.

9. AIDS TO NAVIGATION PERFORMANCE

Captain Barker presented the report on AtoN performance.

During the DGPS outage previously reported all of the previous performance data was lost so a two-year rolling average cannot be reported until a new bank of data has been built back up.

Report noted.

10. FLEET REVIEW

Commodore Dorey provided an update on the Fleet Review.

The Project Board accepted the Braemar Report on 10 November on behalf of the three GLAs.

Captain McNaught, Commodore Dorey, Captain Barker and Mr Ring met DfT last week. DfT is content with the report and desirous to see a conclusion of the process.

The Reference Group is scheduled for 16 November. The Reference Group will be invited to accept the recommendation by Braemar that there is no value in doing the further study work on market testing and it should be left to the Project Board to reach a decision on when it has enough data to come to a conclusion.

The Braemar report was circulated to the Court on 14 November prior to their meeting next week. A copy has also been sent to HRH The Master who is also the Patron of the NLB.

11. MATTERS OF DISCUSSION

11.1 DfT/ Parliamentary Matters

The Multilateral meeting is set for 30 November.

Prior to the Multilateral, Captain McNaught is scheduled to meet with Lucy Chadwick (Director General International, Security and Environment Group, DfT) to discuss Corporate Governance and the annual Evaluation of Board Effectiveness.

11.2 Board Evaluation 2017

The Clerk presented a summary of the Board's 2017 evaluation of its effectiveness which Captain McNaught will use to brief Lucy Chadwick at his meeting with her. The Board approved the paper. The Clerk will suggest ways in which the five areas of 'partial disagreement' can be addressed.

[Action – Clerk]

11.3 Corporate Governance

The Board noted the advice that had been received from Bircham Dyson Bell (BDB) in response to Lucy Chadwick's letter to Captain McNaught on the subject of corporate governance and in particular the role of the Executive Chairman. The Board discussed the governance structure and the hybrid status of Trinity House.

Two models were considered by BDB.

Diagram at appendix 1 to be changed slightly in respect of the Corporate Board.

[Action – Clerk]

12. STRATEGIC ISSUES

12.1 TH Strategy 2018-2028 was formally approved subject to the words “*Everyone home safe*” being added to the front page graphic under Cardinal 1 and the Strategy being prepared for publication in the TH style.

The Board agreed that the Strategy should be published on the website in due course.

The Executive and Senior Management Team will engage to devise ways to deliver it.

[Action – Executive and SMT]

13. Joint Strategic Board

13.1 The Board noted the JSB agenda for 22-23 November.

The Board discussed the Tri-GLA fitness profiling paper with Mr Brian. The purpose of the paper is to make sure that there is a consistent, best practice approach across the GLAs. Mr Brian will discuss further with his counterparts in the other GLAs.

[Action – Mr Brian]

Mr Damen reported on the Cyber Security for Executives course which took place at TH the previous week which was attended by representatives of the three GLAs. The Board discussed the importance of cyber security and the recent selection of a contractor after a competitive tender process to provide protection to TH.

14. Other Matters to be noted or approved

14.1 Electronic Communications Media Policy - Approved by the Board.

14.2 Fraud and Bribery Policy - Approved by the Board.

14.3 Information Technology Policy - Approved by the Board.

14.4 IT Security Policy - Approved by the Board.

14.5 Information Risk Policy - Approved by the Board.

14.6 Procurement and Inventory Policy - Approved by the Board.

14.7 NEDs' objectives

The Board approved the NEDs' objectives for 2017/18 which had been amended following the previous Board meeting.

14.8 Lighthouse Board Objectives separate from those of the organisation

Approved subject to the following changes:

At 1 - "The Board will hold at least one meeting per year aboard a ship or at Swansea or St Just or Harwich".

At 2 - "The Board will hold at least one Strategy Session per annum"

[Action – Clerk]

14.9 Environmental Working Group Key Achievements

The Clerk presented a report to the Board on the key achievements of the Environmental Working Group which he chairs.

Report noted.

The Board asked the Clerk to investigate whether a Green Passport would be required for PATRICIA were she to be sold.

[Action – Clerk]

The Board asked the Clerk to clarify what is being done about consideration of the environment when procurement decisions are made.

[Action – Clerk]

14.10 Minutes of CEC Meeting on 5 October for noting

Noted.

15. Any other business

Mrs Amos reported that she has been asked by DfT to facilitate introductions between DfT and Rolls Royce's management.

Mrs Amos has been invited to visit NLB.

Mr Brian thanked the Board for inviting him to attend the meeting as part of his induction programme.

16. DATE & VENUE OF NEXT MEETING

31 January 2018- Trinity House, Tower Hill.

Worksite 236405