



TRINITY HOUSE

**MINUTES FOR PUBLICATION OF THE MEETING OF THE TRINITY HOUSE
LIGHTHOUSE BOARD**

HELD AT TRINITY HOUSE ON THE 27 SEPTEMBER 2018

Present: Captain Ian McNaught, (Executive Chairman)
Captain Roger Barker (Director of Navigational Requirements)
Commodore Robert Dorey (Director of Operations)
Captain Nigel Palmer (NED)
Mr Ton Damen (Director of Business Services)
Mr David Ring (NED)
Mrs Margaret Amos (NED)
Mrs Valerie Owen (NED)

In attendance: Mr Thomas Arculus (Head of Secretariat) (Clerk)
Mr Stuart Brian (Head of HR) (Item 10.1)
Mr Kevin Dace (Head of IT) (Item 12.6)

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

See 12.4 below

3. MINUTES OF PREVIOUS MEETINGS

- (i) Minutes of meeting on 25 July 2018 - agreed and signed
- (ii) Minutes of meeting on 25 July 2018 for publication - agreed and signed
- (iii) Log of lighthouse Board actions

No 25 (helicopter contract) - this action should belong to Commodore Dorey
No 18 – (R&RNav process chart) - should remain open

All actions, check close out dates.

(Action: Clerk)

4. MATTERS ARISING

The Executive Chairman welcomed Mrs Valerie Owen to her first meeting of the Lighthouse Board and also confirmed that Mr Ring's appointment to the Lighthouse Board had been extended for a further year ending on 30 November 2020.

(Action: Clerk to provide Mrs Owen with a list of Elder Brethren and Younger Brethren)

5. HEALTH AND SAFETY MATTERS

Commodore Dorey reported that there had been a reportable incident on Tuesday 25 September at the Swansea outstation. An internal investigation is proceeding.

The Board was pleased to see evidence of rising trend in near misses being reported.

Report noted.

6. BUSINESS PERFORMANCE

The Board discussed the Lighthouse Board KPI report. Capt Barker explained the AtoN availability statistics and the work done recently by his department in assessing the 30 m Belgian trawler that had been wrecked recently.

Report noted.

7. MATTERS ARISING FROM EXECUTIVE DIRECTORS' REPORTS

Industrial action – Noting an earlier discussion at the Audit & Risk Assurance Committee, Commodore Dorey summarised to the Board the measures being taken to address the threat of industrial action by the Unite Union. The ballot is set to close on 15 October and we await details of the decision and the terms of the strike if one is brought. The Board was content with the measures being taken.

Lightvessel 10 – The vessel has shown the most significant signs of age in terms of hull steelwork, beyond that which has been seen before within the fleet. The Marine Operations department have a task to produce a paper on the long-term future of maintaining the light vessel fleet. As a baseline, the navigation requirement will be discussed by the Examiners Committee.

Asbestos surveys- Surveys are proceeding. The organisation's approach to asbestos and lead paint were discussed by the Board which focusses on safety and avoiding future legacy issues for our successors.

Appendix 1 - The Board looked at the graph of running costs versus budgets and noted that running costs are lagging slightly behind budgets and in the coming months the expected financial outturn would be kept under close review with the assistance of the budget holders and Finance. The Board discussed the requirements of avoiding carrying over projects or expenditure into the new financial years to avoid undue pressure on next year's budget.

Portland Bill purchase - The Board noted that the Portland Bill Visitor centre and Flat purchase is due to complete on 28th September.

ISO Audits - The Board requested that a review of the level, scope and provision of external audit services was required and also the need for ISO certification at all, before a decision is made to award a new contract.

(Action: Clerk)

8. AIDS TO NAVIGATION PERFORMANCE

Captain Barker presented the report on AtoN performance.

With regard to paragraph 3.2 (DGPS station availability) Captain Barker said that at no time was cross-station availability compromised because although individual stations are shown on occasions as below the IALA Guidelines, the DGPS system as a whole on which the guidelines are based, did not.

Report noted.

9. MATTERS FOR DISCUSSION

9.1 DFT/Parliamentary

The Executive Chairman reported that Parliament is in recess currently for the conference season.

The Shipping Minister visited Trinity House yesterday with Rod Patterson (DfT).

9.2 Ship Procurement

Commodore Dorey provided an update on the ship procurement project. We are currently developing a set of requirements to take to Industry to design and build the ship for us. Although we are looking for innovation in the way the ship performs, we are looking for tried and tested reliable equipment. Our key constraint is draught, but the intention is to give maximum scope to the designers in all other respects, to develop a solution which will not only do the job required, but will improve on the current adverse weather performance, which was a key lesson from the Fleet Review in relation to Risk Response capability.

It is also important for Industry to understand how we need to use the ship. An invitation to tender is currently out for a specialist to help with the business case (Green Book process).

Another tender will be issued for a requirements/design consultant who will assist with both challenging and supporting our requirements set and in forming them into an ITT for design and build. They will subsequently assist in the evaluation of proposals in order to down select potential contractors.

Mr. Damen raised the aspect that there is an expectation that TH objectively will review all delivery methods of TH's statutory role and Commodore Dorey explained that this will flow out of the project using the requirement set as the basis (along with other parameters) for assessing the viability of contracted, conversion or new build solutions as the method of delivering the required capability.

A market interest day will be held on 5 November to engage with designers, yards, brokers and others who may ultimately tender for the provision of the replacement vessel.

The aim will be for the vessel to be delivered in Autumn 2021.

The Executive Chairman confirmed that he has had an email from the DfT authorising the ship procurement project.

The Executive Chairman has written to the chief executives of NLB and IL explaining that the ship build will be a TH exercise and not a Tri GLA process but we will be prepared to share knowledge and experience with them.

9.2.1 Revised Sanction Letter dated 11th of September 2018.

Noted.

9.2.2 Minister's Letter to JSB chair dated 17 /09/2018

Closing the phase 2 Fleet Review project formally.

Noted.

9.3 Draft Corporate Plan 2019-2024

Presented by Mr Damen with his observations including the requirement to correct the erroneously understated pay cost in the outer years and suggested increases for non-pay cost as presented. Mr Damen confirmed the marginal impact on the RPI-X regime from 3.1% to 2.9%.

A discussion followed about the buoy modernisation programme. Captain Palmer and Mr Ring felt that the way it was currently portrayed in the Corporate Plan that this initiative is not presented well enough as a good news story. The Corporate Plan should make clear that it is not a research and development exercise as it has been pursued for the last 8 years, in fact, like the development of our lighthouse solutions, this constant striving to improve performance is normal business and this provides opportunities which have the potential to reap cost reductions in future. Commodore Dorey agreed that the wording of the proposal could be developed further.

(Action Mr Damen to reword this section of the Corporate Plan and explanatory note 2 with support for Cdre Dorey)

The Board also discussed potential pay and running costs scenarios in view of future expected pay awards in a higher than currently experienced inflationary environment. This discussion also covered the impact of NLB's pay remit versus the Scottish pay directive and central government policy which would have an adverse impact on TH.

The Board discussed DGPS and said that it is a Tri GLA decision but it is right for us to highlight it here.

The Board agreed that, subject to corrections and some textual amendments, the Plan could be submitted to the Department for Transport.

(Action: Mr Damen)

10. STRATEGIC MATTERS

10.1 Workforce Planning

Mr Brian (Head of HR) presented a report on workforce planning.

Mr Damen concluded that TH and in particular the HR department was approaching this in an adequate and professional matter in view of the size of the organisation and circumstances we find ourselves in.

11. JOINT STRATEGIC BOARD MATTERS

11.1 JSB Strategic Agenda –

Noted.

11.2 JSB Meeting Agenda –

Noted.

It was also noted that IGC2 will discuss the RPI minus X formula and will take professional advice in relation to a suitable alternative arrangement.

12. OTHER MATTERS TO BE NOTED APPROVED

12.1 Verbal report from the Audit and Risk Assurance Committee Chair

Mrs Amos reported on the meeting which had taken place earlier the same day. Matters discussed included the annual report and accounts which had been approved for submission to the Lighthouse Board subject to minor textual amendments, the light dues audit report which had received a 'substantial' opinion. Cyber security and data protection had been discussed, as had the audit planning workshop which has been planned to take place in November.

12.2 Lighthouse Board Review of Effectiveness 2018

The Clerk presented a report on the results of the effectiveness survey which members of the Lighthouse Board had participated in. The Board agreed on the whole that it had complied with its articles of constitution and terms of reference and had discharged its statutory role effectively. Board members partially disagreed in six areas, three of which it had disagreed with in 2017 as well.

12.4 Register of Interests

All members were issued with forms on which to record any interests which may conflict with their activities as members of the Board.

(Action: Clerk to send forms from the previous year to Board members)

The completed register will be published on the website

12.5 TH Annual Report and Accounts

Presented by Mr Damen. The annual report and accounts had been discussed in detail that morning at the Audit and Risk Assurance Committee (ARAC). Subject to changes agreed by the ARAC the annual report and accounts were approved for signature by the Executive Chairman.

12.6 Navigational Requirements Policy

Approved.

(Action: Captain Barker to consider the risk response criteria as an addition for the next revision)

12.7 Update on Data Protection Steering Group Activities

Update on the activities of the Data Protection Steering Group (DPSG). The Clerk and Mr Dace presented a report on the activities of the DPSG and preparations that were being made for the GIAA data protection audit in December. The Board noted the progress that had been made and the work which remained ongoing.

12.8 GLA Research and Development (GRAD) update

Report noted.

The Board also noted that the work of GRAD in relation to implementing the findings of the Blackett report on GNSS issues has been highly praised by UKSON (UK Safety of Navigation) committee.

12.9 Lighthouse Board Strategy Session 6 September 2018

The notes of the strategy session were agreed.

The Board remarked how useful and worthwhile the session had been.

13. OTHER MATTERS TO BE NOTED APPROVED

13.1 Annual Awards Ceremony – 30 January 2019

The Board noted that the annual awards ceremony will take place on 30th of January 2019 which is the same day as a Board meeting.

13.2 Buoy Stability Evaluation

Commodore Dorey presented an initial report on work to assess the stability of current and future buoy designs, particularly in relation to the proportion of time that the mariner could observe the light at the intended range. This work will continue but is important in the ongoing development of the AtoN provision, which in some circumstances could offer an alternative T1 solution. There is more work to do but the data is encouraging which will also provide assurance in other areas including the T2.

14 DATES OF UPCOMING MEETINGS

Noted.

The next meeting of the Lighthouse Board will be on 18 October in TH London at 1000. Apologies already noted from Commodore Dorey for that meeting. The NEDs have also arranged a meeting with Lucy Mallett (DfT).

15 IN MEMORIAM

Finally, the Board received the sad news that Mrs Lynn Yaxley who had recently retired after a long career with Trinity House in Harwich had died the previous night after an aggressive illness. The Board wished the Minutes to record its sorrow at hearing this news and its appreciation of Mrs Yaxley's dedicated service.