



TRINITY HOUSE

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

HELD AT TRINITY HOUSE ON 15 NOVEMBER 2018

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

In attendance: Mr Thomas Arculus (Clerk)

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

Mr Ring submitted an update to the Register of Members' Interests.

3. MINUTES OF PREVIOUS MEETINGS

- (i) Minutes of meeting on 27 September 2018 - agreed and signed
- (ii) Minutes of meeting on 27 September 2018 for publication - agreed and signed
- (iii) Log of Lighthouse Board actions – Action no 1 from 25th July meeting (helicopter contract) - This item will be taken forward via IGC5. A discussion followed about the funding of the helicopter contract.

Action: Mr Damen to clarify the contract renewal date and the allocation of costs.

Action no 1 of 17th March – can now be closed out.

Action: Clerk

4. MATTERS ARISING

Commodore Dorey provided an update on work in relation to the recent strike ballot by SVS members of the Unite union.

5. HEALTH AND SAFETY MATTERS

The Health and Safety Manager's report was noted. The Board asked for clarification on the timelines for investigating minor injuries and near misses.

Action: Clerk

Commodore Dorey reported on "Exercise True Grit" which had taken place in Harwich on 14th November. It had been a very useful exercise and Commodore Dorey wished the Minutes to record his thanks to all involved especially the Health and Safety Manager and the Risk Manager. Commodore Dorey clarified that such an exercise should be held annually. The Board discussed the relative pros and cons of operating 'Gold Command' in these sorts of exercises.

6. BUSINESS PERFORMANCE

Mr Damen reported on the Lighthouse Board KPIs.

Commercial income is above target.

7. MATTERS ARISING FROM EXECUTIVE DIRECTORS' REPORTS

Captain Barker provided an update in respect of risk management, including the wreck of the fishing vessel LAINEY which, after having foundered, had been located by THV ALERT and assessed as being in deep enough water to require no further action. More recently the Belgian fishing vessel MORGANSTER had sank and the wreck had not been found. THV ALERT was currently searching. The wreck is believed to be in 50 m of water and is likely not to be a danger to navigation but the search is continuing. These two wrecks highlight an apparent issue with safety on Belgian beam trawlers which is being looked at via the SOSRep.

Mrs Amos provided an update on the Audit Planning Workshop which had taken place on 6th November. The Audit and Performance Manager is drafting a communication for staff to explain what has been done to reduce auditing and also to explain that some of the auditing is (and will continue to be) essential.

Mr Damen reported the results of the recent staff survey. The Executive Committee will meet with HR to work on how to address the results of the staff survey and to develop an action plan. The Board asked the Executive Committee to report on progress to the Lighthouse Board in January 2019.

Action: Executive Committee.

The Executive Committee recognises the pressing need to address the concerns raised by staff.

Mr Damen presented the Mid-year Budget Review.

The Board noted the appendices to the Mid-year Budget Review

Light Dues income and certificates issued are slightly ahead of the levels at which they were this time last year.

With regard to GRAD, the NEDs asked for clarification on the oversight of GRAD and reporting lines. Captain Barker explained.

The Board discussed whether some of the work done by GRAD could be integrated into University research departments work plans up. This currently happens on a project by project basis but not in an embedded way. Mrs Amos offered to make introductions to Universities that she connections to.

Action Captain Barker to ask the Head of GRAD to discuss with Mrs Amos.

8. AIDS TO NAVIGATION PERFORMANCE

Captain Barker introduced this report.

Captain Barker mentioned an issue off Lowestoft which was being dealt with this week where a buoy had lost its top mark as a result of a collision.

Availability progress report - Captain Barker introduced the availability progress report. Report noted

The Board discussed DGPS upgrades and why these have resulted in issues noting that there is an ongoing consultation into the future of DGPS.

9. REPORT FROM DESIGNATED PERSON ASHORE

Report noted.

10. JSB MATTERS

10.1 Report on JSB Meeting 12-13 November

Captain Palmer provided a verbal report on the recent JSB meeting.

11. STRATEGIC MATTERS

11.1 Corporate Plan 2019-2024

Mr Damen provided an update on the Corporate Plan. Captain McNaught and Mr Damen had met with the DfT on 14th November in the company of the GLF Accountant.

11.2 Letter ex DfT Maritime Director dated 2 November 2018 – Fleet Review – Next Steps

Noted. This letter had been extensively discussed at the JSB meeting on 12-13 November.

12. OTHER MATTERS TO BE NOTED APPROVED

12.1 Minutes of Audit and Risk Assurance Committee 27 September

Noted.

12.2 Verbal Report from Chief Executives' Committee meeting 4-5 October

Captain McNaught provided an overview of the CEC meeting on 4-5 October.

12.3 Review of Risk Registers

Noted.

12.4 Review of LHB Articles of Constitution and Terms of Reference

The Articles of Constitution and Terms of Reference of the Lighthouse Board had been updated with proposed changes to make them gender neutral. The Board noted these proposed changes and resolved to invite the Court to consider the proposed changes.

Action: Clerk

The Board requested the Clerk to clarify whether section 2.2 of the Articles of Constitution and Terms of Reference should make reference to the role of the Lighthouse Board in making recommendations on Board appointments.

Action: Clerk

12.5 Review of Code of Conduct and Best Practice for LHB Members

The Code of Conduct and Best Practice for Lighthouse Board Members had been updated to make it gender neutral. The Board accepted the updated

Code and resolved to adopt the revised code under article 17 of the Articles of Constitution and Terms of Reference.

Action: Clerk.

12.6 CEC Terms of Reference

Captain McNaught confirmed that the CEC Terms of Reference had been agreed by the Boards of NLB and IL and had been noted by the JSB.

The Board approved the CEC Terms of Reference

Action Clerk - report approval to the CEC.

12.7 Gender Pay Gap Report 2017/18

Mr Damen presented the Gender Pay Gap report. Report noted.

12.8 Gender Pay Gap Working Group Update Report

Mr Damen presented the update on the work of the Gender Pay Gap Working Group. The Board accepted and noted the recommendations.

12.9 GRAD Policy

Approved.

12.10 Management System Policy

Approved.

12.11 Electronic Communications Policy

Approved.

12.12 IT Policy

Approved.

The Board discussed the use of social media during office hours and asked Mr Damen to confirm what the IT Acceptable Use Instructions say about it.

Action: Mr Damen

12.13 IT Security Policy

Approved.

12.14 Information Risk Policy

Approved.

12.15 GRAD Update.

Report noted.

13 ANY OTHER BUSINESS

Captain McNaught outlined the process and timelines for the Corporate Governance Working Group's report. The Clerk was asked to circulate the Corporate Governance Working Group's recommendations to the Lighthouse Board at an appropriate juncture.

Action: Clerk

14 DATES OF FORTHCOMING MEETINGS

- Court - 20th November (1130)
- Multilateral – 28 November (1400)
- ARAC – 6 December (1000) Noted Mrs Owen's apologies for absence.

The Clerk was asked to propose a new date for the ARAC in March 2019.

Action: Clerk