



TRINITY HOUSE

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

HELD AT TRINITY HOUSE ON 30 JANUARY 2019

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) – by telephone
Mrs Valerie Owen (NED)

In attendance: Mr Thomas Arculus (Clerk)
Mr Stuart Brian (Head of Human Resources) Items 13.5- 15.2

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETINGS

Minutes of previous meeting - 15 November 2018

- Item 12.8 of the minutes – correction, should read, “Board accepted and noted the recommendations”.

[Action: Clerk]

4. LOG OF LIGHTHOUSE BOARD ACTIONS

Commodore Dorey was asked to produce a position paper on the pros and cons of the helicopter contract from a Trinity House perspective, for the Board to review prior to the JSB in May.

[Action: Commodore Dorey]

Action No. 3 of 25th July - is nearly complete. Requires sign off at GRAD policy committee.

[Action: Capt. Barker]

Action No. 5 of 27th September - regarding MV MAIR - the intention is to go to tender at Easter on the existing grounds. Capt. Palmer has discussed this approach with DfT who are content.

Action No. 4 of 15th November - Capt. Barker has discussed with Mrs Amos and is grateful for her assistance. Work is ongoing. This action can be closed.

[Action: Clerk]

The Board noted that the LAC will be paying a visit to GRAD shortly.

The Secretary of State's (SOS) nominated NEDs met with the DfT yesterday. The DfT were very complimentary and happy with the work of GRAD.

Action No. 2 of 15th November - the Clerk confirmed that health and safety incidents and near misses were assessed on a triage system and were prioritised accordingly. This action can be closed.

[Action: Clerk]

Action No. 9 of 15th of November - Mr Damen confirmed that social media is allowed unless it impacts on work. Clear guidance is given on what can and cannot be posted.

5. HEALTH AND SAFETY MATTERS

Health and Safety Manager's report.

Noted.

Two accidents relate to PPE not being worn correctly. The Board identified this as a cultural issue, which also relates to personnel passing through an area, not directly involved in the work. The Board is keen for the message about the importance of the wearing of correct PPE to be reinforced.

[Action: Clerk]

The Clerk informed the Board that the Health and Safety Manager had announced his retirement. Recruitment for a successor is underway.

6. BUSINESS PERFORMANCE

Underspending is envisaged to continue until year-end.

The Board considered the impact of part of the organisation not being able to complete the set-out budget projects for a number of reasons – consequently these areas are showing an underspend - or having delayed projects to later years while overall staying within their budget but putting pressure on future budgets.

Collectively across the GLAs there could be a sizable underspent for 2018/19 as a result of various factors.

[Action: Executive Committee to report to Lighthouse Board in March on the budget process]

7. REPORT FROM DESIGNATED PERSON ASHORE

Report noted.

The Board was pleased at the drug and alcohol testing results, which were all nil returns. Mr Damen raised the point made by an SMT member involved in recent disciplinary hearings who had observed alcohol related elements and questioned whether there is a more fundamental underlying problem.

8. MATTERS ARISING FROM EXECUTIVE DIRECTORS' REPORTS

Commodore Dorey reported that the PATRICIA steering gear has been fixed.

The Board discussed the offshore platform monitoring contract; the volume of administrative work continues to grow. In theory, it should reduce as the contract continues.

The Board noted the flood protection wall in Harwich buoy yard, and identified it as potentially something underspend could be directed towards although liabilities need to be understood first.

Mr Damen reported that the pay remit of 1.5% has been approved.

8.1 Operational Action Plan - Noted.

8.2 Management Accounts - Noted.

8.3 Management Accounts 2 - Noted.

8.4 Budget Variance - Noted.

8.5 Capital Projects - Noted.

8.6 Light Dues – Light Dues are still keeping up despite Brexit. The Board discussed shipping trends etc.

8.7 GRAD - underspend - Noted.

8.8 Commercial Income - Noted.

8.9 Procurement and Supplies - Noted.

9. AIDS TO NAVIGATION PERFORMANCE

Capt. Barker presented the report on aids to navigation performance.

9.1 Casualty return from 6 November 2018 to 20 January 2019

Casualty statistics are on a three-year rolling average.

9.2 Availability progress from 21 January 2016 to 20 January 2019

Category 1 for position are a fraction under IALA targets.

Capt. Barker explained that this was due to the Channel Light Vessel being slightly off station and the decision had been taken that as this was not a danger to surface navigation. Rectification of the casualty could be done during routine operations when weather conditions were appropriate. However, it would not be correct to close the casualty until the Light Vessel was returned to its assigned position.

10. MATTERS FOR DISCUSSION

10.1 DfT

Capt. McNaught recently had his annual Accounting Officer's meeting with Lucy Chadwick (Director-General). Capt. McNaught reported to the Board that it was a very cordial meeting and that Lucy Chadwick will be leaving her post soon.

APPMPG – 28 January - Capt. Barker reported on the All Party Parliamentary Maritime and Ports Group, which he had attended. The matters discussed were ports and sea cadets. The meeting was very well attended.

The SoS' nominated NEDs met with the DfT recently. Matters discussed included ship procurement. The DfT are very vexed about the possibility of a no deal Brexit and enquired whether GLA vessels could be deployed in the event of a national emergency. TH would put its vessels at the Government's disposal in such event. The NEDs discussed *Maritime 2050*. The Board agreed that there are many ways in which Trinity House can support *Maritime 2050* especially with the expertise that exists within the Court.

10.2 DfT

Capt. Palmer reported on the recent meeting of the Lights Finance Committee. The LAC is supportive of the GLAs' corporate plans and raised no issues. The matter of the underspend was raised. It was agreed that the light dues rate should not be increased this year.

Trinity House and NLB discussed the reasons for the two separate procurement projects for new vessels with Rod Paterson (DfT) who was content with the explanation.

10.3 Corporate Governance

Capt McNaught reported the decision of the Court last week with regard to the separation of the role of Executive Chairman into two roles, a full time Chief Executive and a Non-Executive Chair. This will hopefully be finalised by the Court in May. The timeline for implementing the changes has not been decided yet. Mr Angell (DfT) has been advised.

Importantly, the Board will remain the same size of eight members.

The Deputy Chair may in future be appointed from the ranks of the SoS' nominated NEDs, currently the Deputy Chair may only be appointed from the Elder Brethren and members of the Board.

10.4 Review of Board Objectives

Progress with the Board's objectives separate from the rest of the organisation was considered by the Board.

10.5 Industrial Action

At this point Mr Stuart Brian (Head of HR) joined the meeting.

Commodore Dorey provided an update. Strike action will happen on 7 February between 0800 and 1700.

The Board considered the various aspect of the case including the legal context, internal and external communication and the impact on operations.

At this point Captain McNaught left the meeting and handed over the chair to the Deputy Chairman Captain Palmer.

11. STRATEGIC MATTERS

None other than as discussed in the running order.

12. JSB MATTERS

12.1 Draft minutes of JSB November 2018.

Noted.

Capt. Palmer reported that it had been an interesting meeting due to the discussions about corporate plans and ship procurement. However, progress has been made at the subsequent meeting of DfT, NLB and Trinity House. NLB's ship procurement will be reallocated to 2024.

12.2 JSB Roadmap.

Noted.

Item 5 - GNSS Vulnerability, participation of GRAD in the implementation of the Blakett report recommendations is important.

GLA Efficiencies - the review of the RPI minus X formula is ongoing with technical experts engaged to provide a discussion paper to the JSB in May.

Capt. Palmer reported that he will retire as Chair of the JSB at the May meeting and will hand over to Mr Mark Barr of Irish lights.

13 OTHER MATTERDS TO BE NOTED OR APPROVED

13.1 ARAC Draft minutes of 6 December.

Noted.

13.2 ARAC Terms of Reference - Annual Review

Noted and content.

13.3 Verbal report from ARAC chair.

Presented by Mrs Amos.

GIAA days will be reduced to 40 next year with 10 days extra if required. NAO staffing issues continue with an impact on the service provided.

13.4 Chief Executives' Committee.

The Board noted that the terms of reference for the Chief Executives' Committee have now been signed.

13.5 Board Remcom

Mrs Owen provided a verbal update on the decisions made that morning.

13.6 Real Property Policy

Approved.

13.7 Engineering Policy

Approved.

13.8 Review of Trinity House Corporate Risk Register.

The Clerk reported on the Corporate Risk Register, which had been approved by the ARAC in December.

Clerk was asked to show changes to the CRR in future reports.

[Action: Clerk]

The Board would like to schedule time at their annual strategy session to go through the risk registers.

[Action: Clerk]

The Clerk was asked to circulate the periodic list of Board agenda items.

[Action: Clerk]

13.9 Trinity House Corporate Risk Register.

Noted.

13.10 Board Effectiveness Evaluation 2018 Follow-up.

The Clerk presented suggestions of how to address areas of partial disagreement.

The Clerk was asked to clarify the role of the senior independent director (Re. question 39).

[Action: Clerk]

Re. question 23 - The Board considered that the solution was to add this to the JSB agenda rather than the recommendation in the paper.

[Action: Clerk]

Re. question 5 – Agreed.

Re. question 14 – Agreed.

Re. question 44 – Agreed.

Re. question 45 – Agreed.

14. ANY OTHER BUSINESS

Mrs Amos said that problems had been experienced with the online system for Whistleblowing.

Mr Brian was asked to provide the Occupational Health Policy to Mrs Amos.

[Action: Mr Brian]

Commodore Dorey reported on the ship procurement project. An interim brief will be created to clarify the structure of the project. The quarterly newsletter will be published.

Mr Ring suggested speaking to Sir John Parker (EB) about the accelerated strategy for procuring naval ships and whether Trinity House could follow it to speed up procurement.

The Board discussed the politics surrounding a UK ship build.

15. DATES OF FORTHCOMING MEETINGS

- LHB 21 March 2019
- ARAC 21 March 2019