



TRINITY HOUSE

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

**HELD AT TRINITY HOUSE, TOWER HILL ON
21 MARCH 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)
Mrs Valerie Owen (NED)

In attendance: Mr Thomas Arculus (Clerk)

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

Declaration forms were issued to the members for completion.

3. MINUTES OF PREVIOUS MEETINGS

(i) Minutes of Previous Meeting 30th January - Approved and signed.

(ii) Minutes for Publication - Approved.

4. LOG OF LIGHTHOUSE BOARD ACTIONS

Action no. 3 of 25 July – Captain Barker tabled the new GRAD process chart.

Action no. 1 of 31 January 2018 and no 1 of 25 July 2018 - these two actions will be combined. A single report is in production and will be presented to the Board in due course.

Action no. 1 of 30 January 2019 - Commodore Dorey said that the helicopter report will come before the Board prior to the May JSB.

5. HEALTH AND SAFETY MATTERS

Presented by Executive Chairman.

6. BUSINESS PERFORMANCE

Mr Damen presented the KPI report and said that an extended KPI report will come before the Board in May.

Captain Barker presented the AtoN availability statistics advising that these are a three-year rolling average.

In relation to the Channel Light Vessel, Captain Barker explained that this is a waymark rather than a danger mark and explained that there is a problem with a knot of cable on the seabed causing the vessel to be slightly off station, but the important thing is it has been safety assessed and is satisfactory.

7. MATTERS ARISING FROM EXECUTIVE DIRECTORS' REPORTS

The Board noted with satisfaction the successful Apprentices' day held recently in Swansea.

[Action: Commodore Dorey to look at whether certain colleges have been involved]

The Board discussed outstanding insurance claims.

There followed a discussion about the treatment of outstanding insurance claims on the balance sheet.

Cyber Insurance - the Clerk explained investigations, which were ongoing via IGC6 and IGC9 in relation to cyber insurance policies. Captain Palmer said that great care must be taken in relation to policy exclusions and advised taking advice from the P&I Club to ensure we obtain meaningful cover.

PR - with regard to educational visits and outreach events, Captain Palmer asked whether Trinity House is engaged with the Merchant Navy Training Board who have ambassadors doing STEM outreach work.

[Action: Clerk investigate further]

GRAD - the Board discussed potentially restricted access to grant funding for GRAD as a result of Brexit.

A discussion followed about the activities of GRAD and the future of DGPS.

Pay dispute - The Board discussed the current ongoing pay dispute with the Unite trade union. Two previous strikes have been called off. The next strike is

planned for 3 April for 24 hours from 1400. A meeting with ACAS will be taking place on Monday at which Unite and Trinity House will be present. A fundamental point is to make sure that Unite understands public sector pay constraints.

Contingency planning is ongoing for the day of the industrial action.

ISO Audit

[Action: The Clerk was asked to provide clarification on the improvement in relation to the helicopter operations from the recent ISO audit]

The Clerk explained the minor nonconformity (NCN) raised in relation to holding planned fire evacuations at Trinity House, Tower Hill and measures being taken to address the NCN.

7.1 Operational Action Plan 2018/19

The Board reviewed the Operational Action Plan 2018/19 and was satisfied with progress.

7.2 Management Accounts – Mr Damen presented the management accounts graphs for February 2019.

7.3 Management Accounts– Mr Damen presented the management accounts figures for February 2019.

7.4 Significant Budget Variances - presented by Mr Damen.

7.5 Capital Projects Finances - Mr Damen explained that the majority will be spent before financial year end. The risk budget is quite often not spent. A discussion followed about programming to reduce underspending noting that the same topic had been discussed at length in January Lighthouse Board meeting.

7.6 Light Dues - Mr Damen explained the February was another month when we collected as much as we had predicted despite the container trade declining. On the other hand, there has been more roll on roll off traffic and there is an interesting trend suggesting that RoRo traffic is shifting away from France to other North Sea continental countries.

7.7 GRAD – Noted.

7.8 Commercial income – Noted.

7.9 Procurement and Supplies – Noted.

7.10 Budget 2019/20

Mr Damen presented his report on the budget for the coming financial year.

The non-pay budget discussions have now been completed and the Executive Committee has agreed and allocated the discretionary items and taken into account the Executive and Operational Reserves.

Report noted.

8. AIDS TO NAVIGATION PERFORMANCE

Captain Barker presented the report on aids to navigation performance covering the period 20th of January to 15th March 2019.

Report noted.

9. MATTERS FOR DISCUSSION

9.1 DfT/Parliamentary Matters

9.1.1 The Board discussed the letter from the Permanent Secretary dated 11 March 2019 requesting the Accounting Officer's written assurance of his confidence that Trinity House is commercially ready for EU Exit, and the Deputy Master's reply dated 15 of March 2019.

9.2 The Board noted the appointment of Mr Gareth Davies as Director-General International, Security and Environment Group (DfT) and the departure of his predecessor Lucy Chadwick.

9.3 Review of Lighthouse Board Objectives 2018-19 (independent from those of the organisation).

The Board reviewed its objectives and was content with progress.

9.4 Corporate Governance

The Executive Chairman presented a letter to the Director-General, which he will deliver by hand tomorrow explaining the proposed changes to the combined role of Executive Chairman and timescales.

The Board discussed the proposed remuneration of the Non-Executive Chair.

[Action: Mrs Amos will clarify for the other NEDs the method used to calculate the remuneration]

The Board discussed the proposed terms of reference for the selection committee and agreed that the new chair would probably wish to commence a governance review of the Lighthouse Board in due course looking at areas including committee membership, functioning, equality, diversity. The instant priority is to effect the separation of the roles.

9.5 Pay Related Matters

To be discussed at the Remuneration Committee following this meeting.

10. STRATEGIC MATTERS

Nothing other than as already discussed in the running order.

11. JSB MATTERS

11.1 JSB Strategic Agenda/Roadmap

The JSB Chair (Captain Palmer) explained recent updates to the JSB Strategic Agenda/Roadmap.

12. OTHER MATTERDS TO BE NOTED OR APPROVED

12.1 Report by ARAC Chair

The ARAC Chair (Mrs Amos) reported on the proceedings of the ARAC earlier that morning:

- IFRS16 - there will be a run through in July
- Audit reports - no major non-conformities to report
- The relationship with GIAA is working very well
- Another risk workshop will be held in 2019/20 to build upon the success of this year's workshop

13. ANY OTHER BUSINESS

13.1 Diversity

[Action: Clerk to invite head of HR to the Strategy day on 18 July to provide an update on work, which he has been doing in relation to diversity]

13.2 Role of Senior Independent Director

The Board received the Clerk's report clarifying the role of the senior independent director and agreed that this should be something to be considered as part of the anticipated governance review (viz 9.4 above).

14. DATES OF FORTHCOMING MEETINGS

- LHB 16 May London will be advanced to commence at 0930

[Action: Clerk to arrange for updated invitations to be issued]

- JSB 20-21 May London
- CEC 30 April – 1 May London
- LHB and Strategy Session 18 July Harwich

15. BOARD MEETINGS OUTSIDE OF LONDON

The Board would like to have a meeting outside London or on a vessel and would like it to be an opportunity to inspect the outstation/ vessel and interact with the staff.

[Action: Clerk to propose dates]