



TRINITY HOUSE

MINUTES OF THE MEETING OF THE TRINITY HOUSE LIGHTHOUSE BOARD

HELD AT TRINITY HOUSE, TOWER HILL ON THE 16 MAY 2019

Present: Captain Ian McNaught, (Executive Chairman) (Items 1-15)
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 (Board Secretary)
Mr Keddie (Programme Manager) Item 10.2 (Ship Procurement)
Ms Anouska Huggins (Capita) Item 10.2 (Ship Procurement)

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETINGS

(i) Minutes of Previous Meeting 21 March 2019

Approved subject to a minor amendment.

(ii) Minutes of meeting 21 March 2019 for publication

Approved.

4. LOG OF LIGHTHOUSE BOARD ACTIONS

Noted.

5. HEALTH AND SAFETY MANAGER'S REPORT

The Board reviewed the report by the Health and Safety Manager. Captain McNaught reported on the small fire aboard THV PATRICIA on 1 May.

Commodore Dorey and Captain McNaught have inspected the ship. The hazard was related to the method of work which has now been changed.

The Board was pleased to note that the fire was extinguished in less than five minutes and the crew behaved in an exemplary fashion.

The Board also noted the eye injury on deck. The injured person was following procedure.

Mrs Owen suggested in future the Health and Safety Manager should report on this item to the Board. It was agreed that the newly appointed Health and Safety Manager will be invited to attend the Board after his first three months of service.

6. BUSINESS PERFORMANCE

An extended set of Lighthouse Board Annual KPIs generated on 15 May 2019 was issued to the Board and presented by Mr Damen.

Mr Damen spoke about staff turnover by total workforce.

Captain Barker explained the AtoN availability Category One position, the value of which is slightly below target. This is attributed to the fact that it is a three year rolling average and still shows the Channel Lightvessel which was slightly off station but was risk assessed, discussed with Commodore Dorey and considered to not be a danger to navigation.

Report noted.

7. DPA REPORT

The report of the DPA for the period 14 January to 3 May was received by the Board.

The Board noted that the DOC annual verification was carried out on 3 May and one minor observation was raised.

Report noted.

8. EXECUTIVE DIRECTORS' REPORT

Captain Barker explained that he has assessed a lot of fishing vessel reports and was pleased that the Corporate Board was involved in a campaign jointly with the Department for Transport to improve safety.

With regard to the sinking of the fishing vessel ST. JEAN PIERRE on 23 April Captain Barker reported that he had assessed the wreck and found it to be lying safely, therefore no further action was required.

Industrial Action - Commodore Dorey and Mr Damen reported that they had recently met with Unite the Union.

Commodore Dorey reported on the protests outside the Harwich and London offices by Unite.

The Board discussed how Trinity House takes forward the objectives of Maritime 2050. Captain McNaught said that we do this by doing our business as usual and also our 2030 Navigating the Future strategy document reflects the objectives of Maritime 2050.

Financial

Presented by Mr Damen

A discussion followed about ways in which underspend can be addressed, the Board also noted that the success of our commercial activities increases the underspend figure. The underspend gets returned to the GLF.

The GRAD budget was underspent.

Light Dues are higher than expected indicating an increase in the RoRo trade and reduction in container trade.

Procurement and Supplies - the Board noted the large number of ongoing procurement activities.

9. AIDS TO NAVIGATION PERFORMANCE

Captain Barker presented the report on AtoN performance.

The DGPS consultation exercise has now finished. Trinity House will discuss the results at IALA with other lighthouse authorities from across the globe, since it is an international system. The Board considered that it is important not to make a rushed decision. Discussion followed about the technical alternatives to DGPS.

Captain Barker reported on the Thanet Offshore Windfarm examination process. Much work has gone into the process in relation to this and other offshore windfarms.

10. DfT/PARLIAMENTARY MATTERS

The three SoS nominated NEDs will meet with the DfT on 31 July.

11. REVIEW OF LIGHTHOUSE BOARD OBJECTIVES SEPARATE FROM THE REST OF THE ORGANISATION

The Board considered its objectives and noted progress.

12. SHIP PROCUREMENT

The Board received a presentation on the outline business case from Commodore Dorey, Ms Anoushka Huggins (Capita) and Mr Stephen Keddie (TH Programme Manager).

13. CORPORATE GOVERNANCE

Captain McNaught reported that the Court had accepted the Corporate Governance Working Group's recommendations at its meeting on 14 May. The recommendations included the division of the Executive Chairman's role into that of full time Chief Executive of the General Lighthouse Authority and Non-Executive Chairman of the Lighthouse Board. The formal separation is due to happen at the

end of the summer. A selection committee will now commence work on selecting the new Lighthouse Board Non-Executive Chairman.

14. HR MATTERS

Mr Damen presented a confidential report.

The Board supported the recommendation therein.

15. STRATEGIC MATTERS

15.1 Headline Performance Objectives

Mr Damen presented the revised HPOs.

A measurement and reporting column has been added.

Captain Barker has some suggestions of updated wording in respect of Cardinal One, separating the requirements for AtoN and delivery.

[Action: Captain Barker to confirm revised wording and agree with the Executive team]

A discussion followed about the KPIs and how we know that we are meeting these targets. Commodore Dorey suggested reviewing them and adding the logic from the JSB KPIs which have been substantially revised.

[Action: Commodore Dorey]

At this point Captain McNaught had to leave the meeting. Captain Palmer chaired the rest of the meeting.

16. JSB MATTERS

Captain Palmer advised the Board that the JSB meeting next week will be his final meeting as chairman before he hands over to Mr Mark Barr of Irish lights.

16.1 JSB - Roadmap

Captain Palmer explained the changes to the Roadmap which are in relation to: helicopter contract, monitoring, performance and benchmarking, GNSS vulnerability, cyber security, political issues, GLA efficiencies, GRAD.

With regard to Monitoring, Commodore Dorey noted that Trinity House is being asked more and more often to monitor the areas of the other GLAs. Irish lights have also asked for Trinity House to monitor their areas on Thursdays and Fridays. This is good for GLA co-operation.

16.2 JSB Meeting Agenda 20-21 May

Noted.

17. OTHER MATTERS TO BE NOTED OR APPROVED

17.1 Draft Minutes of ARAC - 21 March

Noted.

17.2 Communications Policy

Approved subject to minor textual amendments.

[Action: Secretary]

17.3 Risk Management Policy

In section 1.2 the Secretary was asked to add a section about forward looking/horizon-scanning for risks.

[Action: Secretary revise wording and circulate by correspondence]

17.4 Records Policy

Approved subject to a minor textual alteration.

[Action: Secretary]

17.5 Historical Artefacts Policy

Approved subject to a minor textual alteration.

[Action: Secretary]

17.6 Navigational Requirements Policy

Approved.

17.7 Health and Safety and Environmental Objectives Policy

Approved

The Secretary was asked to consider dividing the policy into separate policies on health and safety and another for environmental objectives.

[Action: Secretary]

17.8 Wrecks Policy

Approved (regular policy review - no changes).

17.9 Review of Risk Registers

Presented by Secretary.

With regard to the cyber risk insurance - Captain Palmer recommended that advice was sought from the P&I Club.

With regard to the Royal Sovereign risk - Commodore Dorey reported that a company had been appointed as technical specialist in relation to the decommissioning project.

A discussion followed about whether Trinity House could do more to consider its fundamental statutory purpose in relation to all of the risks.

[Action: Secretary to add this subject to the July strategy session agenda]

17.10 Annual Report of the ARAC 2018-19

Presented by the Secretary in his capacity as Secretary of the ARAC.

The Board accepted the recommendations that it should:

- (i) note this report
- (ii) take account of section 5 in terms of the government statement
- (iii) assess the committee's work and performance during 2018-19 accordingly

17.11 Memorandum of Understanding: TH and GIAA, Provision of Internal Audit Services

Noted.

17.12 Trinity House Internal Audit Charter for 2019-20

Noted.

18. ANY OTHER BUSINESS

None.

19. DATES OF FORTHCOMING MEETINGS

- Lighthouse Board meeting and Strategy Session 18 July at Harwich
- Joint Strategic Board 20-21 May at London