



TRINITY HOUSE

MINUTES OF THE MEETING OF THE TRINITY HOUSE LIGHTHOUSE BOARD

HELD AT TRINITY HOUSE, TOWER HILL ON THE 18 JULY 2019

Present: Captain Ian McNaught (Executive Chairman)
Captain Nigel Palmer (NED)
Captain Roger Barker (Director of Navigational Requirements)
Commodore Robert Dorey (Director of Operations)
Antonius Damen Esq. (Director of Business Services)
David Ring Esq. (NED)
Mrs Valerie Owen (NED)

In attendance: Thomas Arculus Esq. (Board Secretary)
Russell Clarke Esq. (GLF Accountant) – Item 12.10
Joe Robinson Esq. (Assistant Accountant) – Item 12.10

1. APOLOGIES

Mrs Margaret Amos (NED)

2. DECLARATIONS OF INTEREST

None other than already declared.

3. MINUTES OF PREVIOUS MEETINGS

3.1 Minutes of 16 May.

3.2 Minutes for publication of 16 May.

Minutes approved subject to some minor textual alterations.

[Action: Secretary]

4. LOG OF ACTIONS

Re. action no. 7 of 30.01.19 – see item 12.7 below.

[Action: Secretary]

Re action no.3 of 16.05.19 - Captain Barker had considered the action and recommends that the Channel lightvessel should remain in the figures, as it is essential that the integrity of the statistics remains beyond doubt.

5. HEALTH AND SAFETY REPORT

Presented by Captain McNaught.

The Board discussed the recent mobile crane operator error in Harwich. Captain McNaught explained that an investigation is underway in accordance with TH procedures including the Fair Safety Culture.

The Board discussed the incident statistics graphs and noted the relative proportions of accidents and near misses. The Board wishes the Health and Safety department to promote near miss reporting with renewed vigour.

[Action: Secretary]

The Board also discussed Trinity House's processes for removal of shackle pins on the ships considering past experiences and would ask Marine team to work with the Health and Safety team to review these operations and systems.

[Action: Commodore Dorey]

6. BUSINESS PERFORMANCE

Mr Damen reported on the key performance indicators.

Captain Barker reported on the Category 1, position, aids to navigation KPI which is slightly below IALA targets. This was due to a decision made by the Examiners in relation to the Channel Lightvessel remaining off station. In making the decision, the Examiners were satisfied that there was no additional risk presented to the Mariner.

7. EXECUTIVE DIRECTORS' REPORT

Captain Barker reported on the wreck of the yacht LAURL COIN off the Kent coast, adjacent to the Thanet offshore windfarm, which THV ALERT was tasked to assess. The yacht had caught fire and sank but was lying in a position in deep enough water not to cause a hazard to surface navigation. No further action was required.

Commodore Dorey reported that the role of the third officer had been recreated.

The West Coast workboat contract tender is currently being assessed.

With regard to the planning section of the report and the KPI for inter-GLA fleet risk response coverage Captain Barker reminded the Board that it is a requirement that if more than one area fails we would fail the KPI.

Captain Barker is working on the annual report on Local Lights to the Secretary of State. It is notable that the statistics for Offshore Renewable Energy Installation (OREI) are quite poor with availability recorded for buoys being a concern in some areas. The developers/operators are required to address the issues with their contractor and report accordingly.

Financial

Appendix 1 and Appendix 1A - Management Accounts

Noted.

Appendix 2 - Budget Variance

Noted.

Appendix 3 - Capital

Noted.

Appendix 4 - Light Dues

We are watching closely the decline in cumulative receipts, the cause of which is unclear.

Appendix 5 – GRAD

Noted.

Appendix 6 – Commercial

Noted.

Appendix 7 – Procurement

Noted.

8. AIDS TO NAVIGATION PERFORMANCE

Captain Barker presented the report on aids to navigation performance, cautioning that although the headline figures look quite good we also always have to look at the underlying statistics.

Currently there are no issues to report

Captain Barker mentioned that fishing vessel safety is a perennial issue and something that the Corporation and the MCA are looking at closely.

9. DFT/ PARLIAMENTARY

9.1 DfT Parliamentary Matters

Letter from the Parliamentary Under-Secretary of State Nusrat Ghani MP to Captain McNaught dated 9 July 2019 on the subject of Royal Sovereign lighthouse decommissioning.

Noted.

9.2 Corporate Governance

The Board received a paper from the Nether Warden of the Court of Trinity House on recruitment of the non-executive chairman of the Lighthouse Board. Captain McNaught reported that the Court of Trinity House is

content to proceed on the basis of the recommendation in the Nether Warden's paper.

Letters will be sent out to the fraternity shortly to request expressions of interest from those who wish to be considered for the position.

Mr Ring suggested that Mrs Amos should be invited to attend the selection panel as an observer.

[Action: Captain McNaught]

[Post meeting note: - it was agreed by the selection panel that Mrs Amos' attendance as an observer would be a valuable addition.]

9.3 Annual Report and Accounts

Mr Damen reported on progress with the annual report and accounts. The aim will be to present the final accounts to the Audit and Risk Assurance Committee in September.

9.4 Ship Procurement Update

Commodore Dorey briefed the Board on the outline business case (OBC) which had been circulated to the DfT's Investment Steering Group (ISG) last week and was formally presented to them on 17 July by Commodore Dorey, Mr Clarke (GLF Accountant), and the DfT Sponsorship team.

The Director General (DfT) was unable to attend and delegated his role as chairman to one of his Directors.

More work was requested on financial options.

[Post meeting note -

Following submission of the Outline Business Case for the Ship Replacement Project to the Department for Transport ISG Board, on Monday 22 July the news was received that the Minister for Shipping had considered the case and was content to proceed on the basis of the preferred option.]

The plan will be for a formal announcement to be made in September by the Minister at London International Shipping Week.

When approval is given the Board believes that we need to set out clearly the ground rules therefore we need to begin working on these ground rules now.

[Action: Commodore Dorey]

The Board decided that a briefing of the Director-General (DfT) would be a very valuable exercise.

[Action: Commodore Dorey]

9.5 Royal Sovereign Decommissioning Update

Commodore Dorey presented a technical note on the indicative costs for the decommissioning and removal of the Royal Sovereign lighthouse.

It highlights that the previously recommended treatment of the base of the lighthouse would be more risky and therefore more complicated than previously thought.

The priority is to remove the topside before it falls apart or becomes dangerous. Then we have to decide upon the treatment of the base.

Mr. Damen requested that the Board could receive the Examiners assessment as part of its evaluation.

[Action: Capt. Barker]

10. STRATEGIC MATTERS

10.1 Headline Performance Objectives

The Board reviewed the HPOs.

10.2 Board Effectiveness Review 2019

The Secretary invited the Board members to return completed Board Effectiveness Questionnaires to him.

The Secretary will report the outcomes of the effectiveness review to the Lighthouse Board in September.

[Action: Board Members/ Secretary]

10.3 Board objectives separate from the organisations

Reviewed and noted.

11. JSB MATTERS

11.1 Draft JSB Minutes (May 2019)

Noted.

11.2 JSB Roadmap

Noted

12. OTHER MATTERS TO BE NOTED AND APPROVED

12.1 GRAD Policy

Approved.

12.2 Contract Services Policy

Approved.

12.3 Business Continuity Policy

Approved.

12.4 Data Protection Policy

Approved.

12.5 Risk Management Policy

Approved.

12.6 Management Systems Policy

Approved.

12.7 Strategy Session

The Board agreed to hold the strategy session on 26 September in Harwich with a dinner with the senior management team the same evening.

[Action: Secretary]

12.8 Minutes of the Audit and Risk Assurance Committee 4 July (draft)

Noted.

12.9 Report on the Status of the Corporate and Organisational Risk Registers

The Secretary presented his report on the status of the risk registers.

Noted.

12.10 IFRS 16 Briefing

Mr Clarke and Mr Robinson presented to the Board on the new accounting standard, focussing in particular the treatment of finance leases.

Mr Clarke explained that only the Transport Group within government (including the GLAs for these purposes) is implementing the new standard this year.

Mr Clarke also explained the treatment of peppercorn leases under the new standard.

The general aim of IFRS16 is to make entities disclose borrowing/debt instruments in all their guises.

The Secretary was asked to circulate Mr Clarke's paper, which went to the ARAC on 4 July.

[Action: Secretary]

12.11 Proposed dates of Lighthouse Board 2020

Presented by the Secretary.

[Action: Secretary - send out calendar invitations]

13. ANY OTHER BUSINESS

Commodore Dorey outlined what might happen to THV PATRICIA in future when a new ship is procured.

14. DATES OF FORTHCOMING MEETINGS

ARAC - 26 September at Harwich
LHB - 26 September at Harwich
LHB - 17 October at Tower Hill
CEC - 17 - 18 October at Tower Hill
LHB - 14 November at Swansea
JSB - 20 21 November at Dún Laoghaire