



TRINITY HOUSE

# **MINUTES OF THE MEETING OF THE TRINITY HOUSE LIGHTHOUSE BOARD HELD AT TRINITY HOUSE, HARWICH ON 26 SEPTEMBER 2019**

**Present:** Captain Ian McNaught (Executive Chairman)  
Captain Nigel Palmer (NED)  
Captain Roger Barker (Director of Navigational Requirements)  
Commodore Robert Dorey (Director of Operations) – (Items 11-18)  
Antonius Damen Esq. (Director of Business Services)  
David Ring Esq. (NED)  
Mrs Valerie Owen (NED)  
Mrs Margaret Amos (NED)

**In attendance:** Thomas Arculus Esq. (Board Secretary)

## **1. APOLOGIES**

None

## **2. DECLARATIONS OF INTEREST**

None other than already declared.

## **3. MINUTES OF PREVIOUS MEETINGS**

3.1 Minutes of 18<sup>th</sup> July

3.2 Minutes of 18<sup>th</sup> July for publication

Minutes approved.

## **4. LOG OF ACTIONS**

Number 1 of 17<sup>th</sup> May 2018 - is ongoing and can be removed from the log.

**[Action: Secretary]**

Number 8 of 27 September 2018 - is complete.

## **5. HEALTH AND SAFETY REPORT**

The Board reviewed the Health and Safety Manager's report dated 26 September.

The Secretary reported on an incident with the helicopter at Penlee Point on 20 September. No one was injured but a vehicle was damaged by an under-slung load. An internal investigation is ongoing.

The Board discussed the health and safety culture of the organisation.

The Board would like there to be a health and safety award at the staff award ceremony in future.

**[Action: Secretary]**

The Board will invite the Senior Management Team to join the Lighthouse Board at a Safety Summit in Spring 2020.

**[Action: Secretary and SMT]**

The new Health and Safety Manager is due to present his report at the next Lighthouse Board meeting in October. He will also be asked to give his observations of the organisation generally.

**[Action: Health and Safety Manager]**

## **6. DPA REPORT**

Noted

## **7. BUSINESS PERFORMANCE**

Mr Damen presented the report on key performance indicators. Capt Barker explained the reasons for the category one, position, aids to navigation KPI being slightly below IALA targets. This was due to a decision made by the Examiners Committee in relation to the Channel Lightvessel remaining off station. In making the decision, the Examiners Committee was satisfied that there was, no additional risk presented to the Mariner.

Report noted.

## **8. EXECUTIVE DIRECTORS' REPORTS**

Capt Barker reported that he had attended the Engineering and Operations Directorate away day. A very valuable exercise.

The Board wished minutes to reflect its appreciation of the good work of the local aids to navigation inspectors

The Board also discussed the relationship between Trinity House and the UKHO in general and in respect of the charting of wrecks and changes on the seabed, which was included in the scope of the recent Triple III Code mock-audit.

The Board noted the recent good news story about the launch of the Staff Benefits Portal.

The Board noted the collision in August of the fishing vessel 'Pelagic Marksmen' with THV 'Galatea'.

The Secretary, as Chairman of the Environmental Working Group, explained the proposed tri-GLA environmental KPIs.

The Board agreed in principle to support the adoption of these KPIs.

The Board would like to receive a report on hydrocarbon use and waste produced.

[Action: Secretary]

## **8.1 MGO CONSUMPTION REPORT**

Presented by Mr Damen.

Noted.

## **8.2 MANAGEMENT ACCOUNTS**

Mr Damen reported on Management Accounts.

Mr Damen reported that it was difficult to pursue in-year changes to the capital plan or incremental projects completed which requires an increased level of organisational agility.

A discussion followed about consistently underspending.

The Board discussed the risk elements budgets.

## **8.6 LIGHT DUES**

Receipts for August are down, as is the number of certificates issued.

## **9. AIDS TO NAVIGATION AVAILABILITY REPORT**

Presented by Captain Barker.

Captain Barker noted that although individual DGPS stations may fall below targets overall coverage remains appropriate.

### **9.2 Casualty return 11 July- 16 September 2019**

Captain Barker reported one significant casualty during the period. Lundy North Lighthouse had been a black station for a short time. The casualty has been rectified and investigation has reported back to Commodore Dorey and Captain Barker.

## **10. ANNUAL REPORT TO SOS ON LOCAL AtoN**

Captain Barker presented the 'Report on local aids to navigation and offshore structures 2018-19 made to Secretary of State pursuant to section 198 of the Merchant Shipping Act 1995'.

## **11. DFT/PARLIAMENTARY**

The Executive Chairman reported on staff changes that he was aware of within the sponsorship team at the DFT, including the secondment of staff to Brexit work.

### **11.2 Corporate Governance**

The Executive Chairman reported on the interviews this week for the new Non-executive Chairman. The Selection Panel's recommendation will be made to the Corporate Board and then to the Court in November. The new Chairman's first meeting will be in January.

### **11.3 Annual report and accounts for the year ended 31 March 2019**

The report and accounts had gone to the Audit and Risk Assurance Committee (ARAC) earlier in the day and had received no adverse comments from either the Committee or the National Audit Office.

Subject to minor textual amendments, the report and accounts were approved with the timing of signing and publication to be coordinated between the GLF accountant and Mr Damen.

**[Action: Mr Damen]**

### **11.4 Ship Procurement**

Commodore Dorey reported on progress with the ship procurement project. The Industry Day (9 September) was a real milestone because the world at large is now aware that the project is in progress. The outline business case has been endorsed by the Shipping Minister and we are engaging with the Centres of Excellence at DfT.

Commodore Dorey reported on changes within the project team.

Technical specialists have been appointed and are now working with us.

The Board discussed our approach to innovation in matters such as hull form and propulsion.

The Board noted the imperative to progress with the project and resolved to finalise the requirement and move forward with the procurement as soon as possible.

### **11.5 Royal Sovereign Lighthouse Brief (No. 509)**

Commodore Dorey presented the Royal Sovereign Decommissioning Brief.

Discussion followed about the navigational risk, costs and environmental factors.

The Board resolved to proceed on the basis of Option 5 of the Brief.

**[Action: Commodore Dorey verify that the assumption is correct that to remove the base would cause more environmental damage than leaving it on the seabed]**

### **11.6 Corporate Plan**

Presented by Mr Damen.

Approved by the Board subject to minor amendments.

The Corporate Plan has been peer-reviewed by the other GLAs and a meeting is planned with the GLA Chief Executives and Chief Financial Officers on 1 October.

The Board discussed the capital pipeline which was introduced last year and was content with the benefit this presentation of the pipeline provided in the engagement with its stakeholders.

Commodore Dorey spoke about the capital pipeline and a number of issues which will come to the fore beyond the five year horizon.

The Operations Directorate is doing an extended longer period of forward capital planning to map out the projects in excess of the 'base level' of capital that will need significant expenditure in the coming 10 to 20 years. It is a programme of capital replacement and asset management. The Board felt it would be a very useful exercise and would be received well by Government.

### **11.7 IGC5 Report on DGPS Future**

Capt Barker introduced a paper by IGC5 on the future of DGPS.

Decision - the Board resolved to accept the recommendation.

[Action: Captain Barker]

## **12. STRATEGIC MATTERS**

### **12.1 Headline Performance Objectives**

Mr Damen presented the headline performance objectives. Noted

### **12.2 Board Objectives Separate from the Organisation's**

The Board resolved to enlarge objective 2 to read "the Board will broaden and strengthen its visibility across the organisation and will promote innovation and a culture of health and safety, security and environmental responsibility, and creativity in the workforce."

[Action: Secretary to update]

## **13. JSB MATTERS**

### **13.1 JSB Strategic Agenda**

The Board reviewed the JSB Strategic Agenda and noted the date of the next meeting.

Capt Barker said that Trinity House will host an IGC Forum this financial year but it will take a different format to the one held in February at Irish Lights.

### **13.2 Brexit Risks Analysis**

The Board received a paper from the Risk Manager reporting on the potential impacts on the operations and service in the event of a no-deal Brexit on 31 October 2019.

The Board also discussed a letter to the Executive Chairman dated 2 September 2019 from the Permanent Secretary at the Department for Transport asking for confirmation of Trinity House's commercial readiness for Brexit. The Board approved Trinity House's reply.

The Board also received a paper on the particular challenges faced by the finance, procurement and supplies functions.

A discussion followed. The Board considered that short-term to mid-term difficulties lay ahead but that operational delivery will continue.

#### **16. VERBAL REPORT FROM AUDIT AND RISK ASSURANCE COMMITTEE CHAIR**

Mrs Amos reported on the ARAC that morning at which the ARAC had agreed to recommend the annual report and accounts to the Board for approval subject to textual amendments.

Mrs Amos took an action to return to the October Board with a recommendation for a risk management workshop on 4 December.

**[Action: Mrs Amos]**

#### **17. ANY OTHER BUSINESS**

The Board noted ongoing discussions amongst the GLAs about alternatives to RPI-X. A discussion followed about the various attitudes within the GLAs, the DfT and LAC is towards formula. The Chief Executives and Chief Financial Officers will discuss a discussion paper from the University of East Anglia on 1 October.

Capt Barker announced his intention to retire on 4 September 2020.

The Board received a paper from the Secretariat on TH's approach to its built heritage. The Board considered that the subject warranted further discussion at a practical level first.

The Board discussed arrangements with regard to the November Lighthouse Board meeting which will happen in Swansea on 14 of November starting at 11 AM

The staff of the Swansea depot will be invited to a buffet lunch with the Lighthouse Board on 14 November.

**[Action: Secretary]**

#### **18. DATE OF NEXT MEETING**

Thursday 17 October at Trinity House, London.