



TRINITY HOUSE

# MINUTES OF THE MEETING OF THE TRINITY HOUSE LIGHTHOUSE BOARD

## HELD AT TRINITY HOUSE, SWANSEA ON THE 14<sup>th</sup> NOVEMBER 2019

**Present:** Capt McNaught (Executive Chairman)  
Captain Palmer  
Captain Barker  
Commodore Dorey (by video link)  
A Damen Esq  
D Ring Esq  
Mrs V Owen (Items 1-7)  
Mrs M Amos (Items 1 -6.1)

**In attendance:** T Arculus Esq (Board Secretary)  
L Burden Esq (Items 1-5) (Health and Safety Manager (HSM))

### 1. APOLOGIES

None.

### 2. DECLARATIONS OF INTEREST

Capt. Palmer has retired as Chairman of the Britannia P&I Club.

### 3. MINUTES OF PREVIOUS MEETINGS

3.1 Minutes of Lighthouse Board 17<sup>th</sup> October - approved

3.2 Minutes for Publication of 17<sup>th</sup> October - approved

### 4. LOG OF ACTIONS

Noted.

### 5. HEALTH AND SAFETY MATTERS

Mr Burden presented the Health and Safety Manager's (HSM) report.

The report now includes details of any time lost to accidents, not just statutory loss time.

Mr Burden reported on minor accidents at Portland Bill lighthouse and at the St Just Forward Operating Base. An incident has also occurred at South Bishop Lighthouse where a contractor suffering from a pre-existing condition was airlifted off by HM Coastguard.

The Board also discussed the confined spaces near-miss report aboard a Lightvessel at which the crew reacted properly and in accordance with our systems.

The Board also discussed a near-miss with a grit-blaster at Swansea. Mr Burden will conduct an investigation.

The Board also discussed an incident at Longships Cottage (Lizard Lighthouse) involving a slip on a stair. Mr Burden has made a recommendation to TSL to address the problem.

The Board expressed concern in relation to the inspection of lifting gear by a third party. The Board Secretary was asked to investigate expectations and the remedies under the contract.

**[Action: Secretary]**

Mr Burden was asked to look into colour coding of hardhats and other equipment so it would be immediately clear whether they were still within date.

**[Action: HSM]**

Mr Burden reported to the Board on his observations of the safety culture at Trinity House based on his first four months in post.

The Board thanked Mr Burden for his report and asked him to return to the Lighthouse Board in March to present on plans for improvements to health and safety.

**[Action: HSM]**

Mr Burden left the meeting.

Commodore Dorey reported on an incident at Beachy Head lighthouse, which had just occurred that day where an employee had fallen into the sea from a vessel during a transfer to the station and had been rescued after 6 minutes in the water. An investigation would be initiated.

## **6. BUSINESS PERFORMANCE**

KPIs noted.

Captain Barker reported on Category 1 *Position* which was down. Capt. Barker reported that this was due to the Channel lightvessel, which had parted its cable and had to be intercepted by one of the tenders. The lightvessel has been off station for more than three days, which will affect the availability figures for some time. This is symptomatic with the lightvessel's location. The cable had been extended to counter previous dragging, but on this occasion, the cable parted. The lightvessel should be back on station on Saturday.

## **6.1 CFMG dashboard**

Presented by Commodore Dorey.

Noted.

Commodore Dorey was asked to investigate adding a trend line on the risk response criteria graphic, which had also been discussed within IGC5.

[Action: Commodore Dorey]

## **7. MATTERS ARISING FROM EXECUTIVE DIRECTORS' REPORT**

The Board discussed a recent tender for commercial work Trinity House in which it had not been successful. This was put down to the way our accounts as a non-profit making organisation are represented against the procurement criteria for the tender. Ways to address this in future are being considered by the Finance team.

The Board discussed pay policy.

### **Finance**

Mr Damen reported on ongoing work to plan extra capital projects to reduce the underspend. The organisation is resourced to deliver the year's capital plan and at the moment we do not have the extra capacity to over-deliver. Mr Damen believes that we need to work on the structure of the Procurement team to ensure that we can resource extra work. The Board noted that extra work being handled by Procurement does have a knock-on effect on other departments.

Mr Damen reported on changes, which have been made to the budgeting process.

### **Industrial Action**

Commodore Dorey reported that no further meaningful discussions can be held with the trade union until Government pay policy for the coming year has been announced.

### **TH2040**

Capt. McNaught reported on the launch of the TH 2040 project on 6<sup>th</sup> November. His impression is that the project has been generally well received but that a lot of questions remain to be answered and the answers to many of these questions will not be known until the consultants have conducted their consultations.

### **Capital Plan/Midyear Review of Outturn**

Presented by Mr Damen.

Noted.

**8. AIDS TO NAVIGATION REPORT THIS FOR THE PERIOD 9<sup>TH</sup> OCTOBER TO 31<sup>ST</sup> OCTOBER.**

Presented by Captain Barker.  
No issues to report.  
Noted.

**9. REPORT BY THE DESIGNATED PERSON ASHORE**

Noted.

**10. DFT/PARLIAMENTARY MATTERS**

- 10.1 The Board noted the GLF Annual Report and Accounts for the year ended 31 March 2019, which had recently been published.
- 10.2 The Board noted the Trinity House Annual Report and Accounts for the period ended 31<sup>st</sup> of March 2019, which have recently been published on the website.

**11. STRATEGIC DISCUSSION**

The Board discussed Cardinal 1 of the Trinity House Strategy 2018-28 "*Determination of requirements and safe, efficient and secure delivery*".

Captain Barker explained the recent Triple I Code audit against SOLAS requirements.

The Board discussed the 20-year plan and the capital pipeline and the benefits associated with it. The Board also discussed the anticipated and proposed fleet replacement pipeline and suggested it might be helpful to have an independent report done on the vessels' remaining lifespans and where they are in terms of their lifetime fatigue. The Board also proposed that a major midlife refit should be added to each of the vessel profiles in the proposed fleet replacement pipeline.

**[Action: Commodore Dorey]**

Commodore Dorey opened a discussion prompted by work on the Bishop Rock Lighthouse, to look into the future and consider different ways of working and how different lighthouse stations, offshore rock stations in particular, could be maintained. The discussion ranged around rock tower helipads and how to deal with them as they reached the end of their design lives.

The Board asked Commodore Dorey to develop a pilot plan for a different way of working an example station and to return to the Board in March with suggestions for discussion.

**[Action: Commodore Dorey]**

Work will also be progressed in relation to the MFA fleet.

## 12. JOINT STRATEGIC BOARD

The Board Secretary in his capacity as JSB Secretary presented the JSB Agenda for 20<sup>th</sup>-21<sup>st</sup> November.

The Board asked the JSB Secretary to discuss with the new JSB Chairman whether it might be appropriate to change the name of the JSB to something more reflective of the JSB's remit.

**[Action: JSB Secretary]**

The JSB Secretary was also asked to request the new JSB Chairman to reaffirm the purpose and functions of the JSB as he takes up his tenure.

**[Action: JSB Secretary]**

### 12.1 JSB Strategic Agenda/Roadmap

The Board discussed RPI minus X and the advisability of keeping or replacing this formula. The Board is in favour of retaining the RPI minus X mechanism.

## 13. OTHER MATTERS TO BE NOTED OR APPROVED

### 13.1 Notes from the Chief Executives' Committee meeting on 17<sup>th</sup> and 18<sup>th</sup> October

Presented by Captain McNaught.

Noted.

### 13.2 Final terms of reference for the GDPR follow-up review 2019-20

Noted.

**[Action: Secretary – forward these terms of reference to the ARAC]**

### 13.3 Board objectives separate from the rest of the organisation

Noted.

### 13.4 Operational Action Plan

Noted.

### 13.5 Headline Performance Objectives

Noted.

## 14. POLICIES FOR APPROVAL

### 14.1 Health and Safety and Environmental Objectives Policy

Approved.

### 14.2 Electronic Communications Media Policy

Approved.

### 14.3 Fraud and Bribery Policy

Approved.

14.4 IT Security Policy Statement

Approved.

14.5 Information Risk Policy

Approved.

**15. ANY OTHER BUSINESS**

This was Captain Palmer's final meeting before his retirement from the Board. Captain McNaught proposed a vote of thanks on behalf of the Board to Captain Palmer for his many years of service.

*[Post meeting note: Mrs Amos wished the minutes to record for the sake of transparency that as well as her NED work she has a small consultancy business with a client based in Portland who is a composite supplier. Mrs Amos has put the client in touch with Trinity House with a view to being a sub tier supplier for the new ship build.]*

**Gender Pay Gap Report for the year ended 5<sup>th</sup> April 2019**

Presented by Mr Damen

The Board asked Mr Damen to specify the total number of employees in the organisation in the report and agreed that the report should be published on the website once updated.

**[Action: Mr Damen]**

**16. Dates of Forthcoming Meetings**

Lighthouse Board - 30<sup>th</sup> January 2020 followed by Trinity House Staff Awards Ceremony at Trinity House, London.

Joint Strategic Board – 20- 21<sup>st</sup> November at Dún Laoghaire.

Audit and Risk Assurance Committee and Audit Planning and Risk Management Workshop and BCP Workshop - 4th December at Trinity House, London.

Multilateral meeting - 6<sup>th</sup> December at 1530 at DfT.