



TRINITY HOUSE

**MINUTES OF THE MEETING OF THE TRINITY
HOUSE LIGHTHOUSE BOARD
HELD IN HARWICH WITH VIDEO LINK**

22 July 2020

Present: Vice Admiral Sir Alan Massey (Non-Executive Chairman)
Captain I McNaught (Chief Executive)
Commodore R Dorey
Captain R Barker
Mr A Damen
Mr D Ring (Non-Executive Director)
Mrs. V Owen (Non-Executive Director) - (via VC)
Mrs. M Amos (Non-Executive Director) - (via VC)

In attendance: Mr T Arculus (Head of Legal and Risk/Board Secretary) -(via VC)
Mr S Keddie (Head of Engineering and Operations)

1. APOLOGIES

None.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF THE PREVIOUS MEETING

3.1 Minutes of Lighthouse Board meeting on 22 May 2020

Approved.

3.2 Minutes of Lighthouse Board on 22 May 2020 for Publication

Approved.

[Action: Secretary - Publish Minutes]

4. LOG OF BOARD ACTIONS

The Board reviewed outstanding Board actions.

Action reference strategy session/2 - in progress – remove.

Action reference 17/10/19 no. 4 - the process is in place – remove.

Action reference 19/02/20 no. 6 - in progress – remove.

Action reference 19/03/20 no. 4 – closed – remove.

Action reference 19/03/20 nos. 11 and 12 - in progress – remove.

Action reference 22/5/20 -20 - this action was discussed in the context of budgets and underspending. The Board resolved that this subject should be looked at next year, given the difficulties presented by the Covid pandemic. The action may be closed.

Action reference 22/5/20 – 27 – close.

Action reference 22/5/20 – 30 – close.

Action reference 22/5/20 – 31 - remain open.

Action reference 22/5/20 – 32 - remain open.

[Action: Secretary update log of actions]

5. HEALTH AND SAFETY

5.1 HEALTH AND SAFETY MANAGER'S REPORT

Introduced by the Chief Executive, noting the detailed discussions earlier in the morning strategy session joined by the Health and Safety Manager and the Senior Management Team. Earlier in the day, the board had approved the Health and Safety Improvement Strategy.

Report noted.

5.2 COVID 19 RISK ASSESSMENT

Issue number 19 of the risk assessment was presented by Commodore Dorey

The organisation has developed a comprehensive and thorough risk assessment for the Covid pandemic. This is reviewed no less frequently than every fortnight and is routinely shared with the Lighthouse Board.

Noted.

5.3 SAFE WORK INSTRUCTION COVID-SECURE WORKPLACE

Presented by Commodore Dorey.

The safe work instruction has been exhaustively worked up and is currently out for consultation with the trades unions.

Noted.

5.4 HEALTH AND SAFETY ANNUAL PERFORMANCE REVIEW 2019 20

Noted.

The board appreciated the high quality of reports submitted by the Health and Safety team.

The board noted that 2019-20 saw the highest number of accidents/incidents since 2015. The Health and Safety Improvement Strategy approved earlier that day is the organisation's response to addressing this issue in a systematic and pragmatic way.

6. THE DESIGNATED PERSON ASHORE'S REPORT

Presented by the Chief Executive. There were no matters of concern raised.

Noted.

7. VESSEL REPLACEMENT PROJECT UPDATE

Presented by Commodore Dorey

The project board will meet with the Department for Transport on 31st of July to discuss the Invitation to Tender.

The board discussed the financial selection criteria noting the constraints of the process.

8. TH 2040 UPDATE

Mr Damen provided the Board with an update on the TH 2040 project.

9. BUSINESS PERFORMANCE

Mr Damen presented the KPI report. Performance has been generally good considering the circumstances of Covid-19.

Running costs are underspent due to reduced activity resulting from Covid constraints, but are now slowly recovering to more normal levels.

Mr Damen confirmed that the GLF Accountant is content with the level of light dues income at present.

Capt. Barker reported on Category 1 – Position performance, which is slightly below target as a result of the Channel Lightvessel being off station for a prolonged period. Capt. Barker wished the minutes to record that the situation had been assessed at the time by the Examiners as acceptable, but this dip in performance will remain visible as it is reflected within a rolling three-year average.

Report noted.

9.1 ANNUAL EXECUTIVE KPI REPORT

Noted.

The Board requested in future these KPIs in April.

[Action: Secretary to add to the list of cyclical agenda items]

10. EXECUTIVE DIRECTORS' REPORT

Commodore Dorey provided an update on MCA certifications and inspections, which had been postponed due to lockdown but are now beginning to take place again.

Commodore Dorey also updated the Board on the situation with the Trwyn Du Lighthouse. The project is currently under way to replace the safety ladder and the bell with a modern hazard-warning signal (HWS). Listed building consent was granted but the media are reporting an error in the process, and some local residents are protesting. The date for switching off the bell is 17th of August. The bell will remain *in situ* but will not toll.

Capt. Barker reported that a navigational trial had confirmed that the new HWS met the stipulated audibility requirements whilst the bell did not, and that the HWS was beyond doubt the most suitable aid to safe navigation in that location. The Court of Trinity House had been appraised of the situation and is content.

The Board supported continuance of the project.

Capt. Barker raised the subject of the risk response criteria and noted that we are below the threshold in some areas. This is in keeping with the Fleet Review recommendations, which concluded that a fleet of 8 ships would be required to cover fully the risk around the UK and Ireland, but 7 ships could achieve acceptable cover with additional mitigation measures in place.

11. AtoN PERFORMANCE REPORT FOR THE PERIOD 11 MAY 2020 TO 10 JULY 2020

11.1 Availability progress report for the period 11 July 2017 to 10 July 2020

Noted.

11.2 Casualty return for the period 11 May 2020 to 10 July 2020

Noted.

11.3 Annual report to Secretary of State on inspections and Audits of Local Aids to Navigation and Offshore Structures 2019/20

Noted.

12. MATTERS FOR DISCUSSION

12.1 DfT/Parliamentary

The Executive team is currently engaging with the Department for Transport with regard to vessel replacement project, TH 2040 and RPI minus X.

The DfT has announced that there will be a pause on RPI minus X for next year (2021/2) due to the Covid-related perturbations in setting central budgets for spending and income. After that, the DfT is understood to want to retain a suitable cost saving measure.

While there are varying views among the three GLAs, the Board's position is that RPI minus X has proven successful as a well-established efficiency measure and should be retained. This should not, however, exclude the introduction of a degree of technical adjustment to the measure in future, if all parties saw merit in it.

13. JSB MATTERS

13.1 JSB Roadmap

Noted.

The Board considered that helicopter operator procurement should be included in the JSB Strategic Agenda/ Roadmap as this this could potentially add time, risk and cost to our current planning assumptions.

[Action: Capt. McNaught to discuss this with the Chief Executives' Committee]

Capt. Barker reminded the Board that the Joint Strategic Board has a consultative rather than any executive, decision-making role.

13.2 JSB Minutes 20th of May 2020 (draft)

Noted.

14. OTHER MATTERS TO NOTE/APPROVE

14.1 Directors' RemCom Chair Report

Mrs Owen reported that the Directors' RemCom took place on 7 July.

The RemCom approved the proposal to buy-out the Directors' private medical insurance.

RemCom looked at the new Director of Navigational Requirements' employment contract.

The Board (minus conflicted members) approved the Executive Directors' remuneration.

14.2 RemCom Terms of Reference

Approved.

14.3 Nominations Committee

The Nominations Committee met on 21 July.

The Nominations Committee nominated Commander Nigel Hare to be the new Director of Navigational Requirements. The Board approved the nomination for appointment by the Court.

Nominations Committee Terms of Reference

Approved.

[Action: Secretary - The Board sought clarification on the process for appointing the Chair of the Nominations Committee]

14.4 REPORT ON RISK REGISTERS

Presented by the Secretary.

The Board noted the addition of Covid to the Corporate Risk Register.

[Action: Secretary to consider with Risk Manager. The Board suggested that a generic disruption risk should feature on the register]

14.5 Royal Sovereign Decommissioning Update

Royal Sovereign project is progressing.

The Royal Sovereign project remains in the lower tier in terms of cost and therefore does not require a full business case, although the same principles are being applied voluntarily by Trinity House as a matter of good practice.

Commodore Dorey recommended conducting a legal assurance exercise based on that recently applied to the vessel replacement project, even though it is not mandatory for this size of project. This was agreed.

The aim is for the outline business case to be ready by the end of August for approval in September.

14.6 Policy Updates

Subject to minor editorial amendments, the following policies were approved:

[Action: Secretary]

14.6.1 Navigational Requirements Policy

14.6.2 IT Policy

Update reference to Executive Chairman.

14.6.3 GRAD Policy

(Note paragraph 2.1.2 the Department of the Irish Government has changed its name recently).

14.6.4 Business Continuity Policy

The Board noted that the Business Continuity Policy has stood up to the demands of the Covid pandemic and has shown itself to be fit for purpose.

14.6.5 Communications Policy

Insert at the end of paragraph 2 the words 'including social media'.

14.6.6 Management of Historical Artefacts Policy

14.6.7 Records Policy

14.6.8 Data Protection Policy

14.6.9 Real Property Policy

15. ANY OTHER BUSINESS

Mr Damen reported that the closure of the Finance, Stock and Procurement project had necessitated a financial write-off which will be formally disclosed in the Annual Report and Accounts.

The Board noted this situation.

Commodore Dorey reported that the partial dismantling of Orfordness Lighthouse has commenced. Trinity House sold this property and is not involved in these works.

16. DATES OF FORTHCOMING MEETINGS

Audit Risk Assurance Committee - 21 September at 1000.

Lighthouse Board - 24 September at 1000.

Board Training - 14 October 0900-1430.

17. TO SET A DATE FOR THE NEXT DIRECTORS' REMCOM ANNUAL MEETING

[Action: Mrs Owen]

Valedictory

This was the final meeting of Capt. Roger Barker as Director of Navigational Requirements before his retirement in September. The Board recorded its gratitude to him for his exemplary diligence and commitment during his time on the Board and in his previous role as Navigation (Examiner) Manager.