



Minutes of Lighthouse Board 20 July 2021

Present:

Vice-Admiral Sir Alan Massey (Non-Executive Chair)

Captain Ian McNaught (Chief Executive)

Commodore Robert Dorey RFA (Director of Operations)

Mr Antonius Damen* (Director of Business Services)

Commander Nigel Hare RN (Director of Navigational Requirements)

Dr Margaret Amos* (Non-Executive Director)

Mrs Valerie Owen* (Non-Executive Director)

Mr Alan Moore (Non-Executive Director)

In attendance:

Mr Thomas Arculus* (Head of Legal and Risk/ Board Secretary)

*denotes attendance by video-link

1 Introduction

The Chair welcomed those present to the meeting.

The Board supported the new approach to issuing the board papers in two Boardpacks, one consisting of essential reading and another of non-essential supporting literature.

Commenting on the papers in general, Mr Moore suggested that after the recommendation on each paper the author adds his or her own opinion in a short section under the heading, “so what?”

2 Declarations of Interest

None, other than already declared.

3 Chief Executive’s Report

The Chief Executive spoke about the recent Visiting Committee which had concluded successfully the previous week. He also announced the recent resignations of the Head of GRAD and the Health and Safety Assistant, and also the imminent retirement of another senior GRAD member. He discussed the pandemic and temporary working arrangements and the recommendations of the Improved Ways of Working Group. The Board recognises the magnificent way in which the workforce has responded to the pandemic.

The Department for Transport representatives have accepted invitations to attend Lighthouse Board and Audit and Risk Assurance Committee meetings in the Autumn, and annually thereafter.

The GLAs’ recommendations in respect of a further year’s ‘holiday’ (2022-23) on the RPI minus X measure have been sent to Ministers for consideration.

The Chief Executive provided brief updates on the Vessel Replacement and Royal Sovereign projects. He also mentioned progress with the Royal Charter amendment to create the post of a third Warden of the Court.

4 Strategy

4.1 DfT/Parliamentary

The Minister is scheduled to visit the Harwich Depot in September. He is also planning to visit Tower Hill.

The Chief Executive has met with the Deputy Maritime Director today to discuss the recent decision to reinstate the Anthorn transmitter to broadcast a timing signal.

4.2 JSB

4.2.1 JSB Draft Minutes of 27 May 2021

Noted.

4.2.3 Letter from GLA Chief Executives to DfT regarding “Effectiveness Measure” dated 15 June 2021

Noted.

The Lighthouse Board is concerned that substituting ‘Effectiveness’ for ‘Efficiency’ misses the essential purpose of the cost-control measure and might not be welcomed by our stakeholders.

5 Performance

5.1 Health and Safety Manager's Report

The Chief Executive introduced the Health and Safety Manager's Report and said how important it would be for the Health and Safety team to start getting out and about again and promoting the safety culture once Covid restrictions are relaxed.

Commodore Dorey explained the new emphasis on fire safety regulations in relation to holiday cottages which have become more stringent following the Grenfell Tower fire inquest.

The Board discussed the helicopter incident where a rope flicked up towards the rotor blades. This is being followed up with the Health and Safety Manager at PDG helicopters.

The Board also discussed LV19 and the possible reasons for the consistent presence of THV Patricia in the list of accidents and near misses.

Commodore Dorey was asked to provide a list of the number of outstanding health and safety reports to provide the Board with visibility of the scale of the resourcing challenges.

[Action Commodore Dorey]

Mrs Amos, in her capacity as Chair of TSL, will raise the subject of responsibility for cottage safety at the TSL board meeting later this week.

5.2 Business Performance

KPI report noted.

5.3 Navigational Requirements Report 10 May 2021 – 9 July 2021

Noted.

5.4 AtoN Availability/ Progress Report 10 July 2018 – 9 July 2021

Noted

5.5 AtoN Casualty Return 10 May 2021 – 9 July 2021

Noted.

5.6 Annual Report to Secretary of State on Audits and Inspections of Local AtoNs and Offshore Structures

The Board noted with satisfaction the annual report to the Secretary of State which has been submitted in accordance with Section 198 of the Merchant Shipping Act 1995.

The Board noted that Trinity House has no enforcement powers in relation to non-conformities.

5.7 Executive Directors Reports (abridged)

Noted.

5.8 Executive Directors Reports (unabridged)

Noted.

5.9 Executive Finance Papers (abridged)

Noted.

5.10 Executive Finance Papers (unabridged)

Noted.

5.10.1 – 5.10.7 Finance Graphs

Noted.

The Board recognises that there are huge pressures on resources particularly within the Procurement Department due to the number of projects ongoing and the level of oversight by the Department for Transport.

The Board discussed prioritisation of projects and how the organisation would manage if another key resource in the Procurement Department departed. Mr Damen was asked to investigate whether it would be possible to arrange project specific manpower contracts to ease the burden.

[Action: Mr Damen]

5.11 Vessel Replacement Project Update (abridged)

Noted.

5.12 Vessel Replacement Project Update (unabridged)

Noted.

5.13 Vessel Replacement Project Invitation to Tender Cover Note

Commodore Dorey updated the Board on some ongoing issues with the ITT which are in process of being resolved prior to submission of the ITT to the DfT Commercial Assurance Board.

5.14 Vessel Replacement Project Invitation to Tender Procurement Pack

The Board approved the ITT procurement pack for submission to the Commercial Assurance Board on Friday 23rd July.

[Action Commodore Dorey]

Commodore Dorey also spoke about the Supplier Questionnaire (SQ). All responses have been received and the SQ report is being prepared. It will then need to go for the Lighthouse Board for approval and then submission to the Commercial Assurance Board by 31 July.

[Action Commodore Dorey]

5.15 TH2040 Update

Mr Damen provided an update on feedback provided by the Department for Transport on the first submitted business case.

Mr Damen invited the Board to provide written feedback on the business case vs 2 which will be circulated out of committee with the aim for resubmission in the coming weeks.

[Action: Mr Damen to circulate business case to the Board]

5.16 GRAD Update

Noted

6. Governance

6.1 Reappointment of Mrs Owen

The Board was pleased to note that the Minister had approved the recommendation to re-nominate Mrs Owen for a second three-year term on the Lighthouse Board commencing on 14th September and that the Court had confirmed her reappointment at its meeting on 13 July.

7. Administration

7.1 Minutes of Previous Meetings

7.1.1 Minutes of Lighthouse Board Meeting of 18 May 2021

Approved.

7.1.2 Minutes of Lighthouse Board Meeting of 18th of May 2021 for Publication

Approved.

7.2 Log of Actions

- 09.03.21/1 - in progress
- 27.01.21/7 - [Action: Board Secretary - add environmental compliance risk to the CRR]
- 09.03.21/4 - in progress. [Action: Board Secretary - remove from log]
- 09.03.21/7 - remain open

7.3 Report by ARAC Chair

Mrs Amos reported on the outcomes from the ARAC meeting on 1 July including the Head of Internal Audit's decision to award a "*substantial*" rating once again, and assurance that the Audit Plan is on target to be completed.

7.4 ARAC Minutes 1 July (draft)

Noted.

7.5 Review of Risk Registers

7.5.1 Corporate Risk Register

Noted.

7.6 CRR Dashboard

Noted.

[Action: Board Secretary - rename the Dashboard as the CRR Executive Summary]

7.7 OWEC Ratification of Out of Committee Decision

Commander Hare thanked the Board for unanimously agreeing out of committee with the recommendation in his File Note dated 24 June:

“The Board approves the development and submission of the PIPv2s in time for the 30th June 21 deadline on the understanding that there is no further commitment being made by TH towards the OWEC Programme.”

Commander Hare is awaiting substantive feedback from the Department for Transport.

7.8 Health and Safety and Environmental Objectives Policy Report

Presented by the Board Secretary.

The Board requested that some wording should be added to clarify that this is a tactical and operational policy and is not merely aspirational.

[Action: Board Secretary]

The Board also requested that the policy should be changed to combine the high level intent in respect of the environment and sustainability (as described in the paper written by Commander Hare which was discussed by the Board Strategy Session earlier in the day). The Board Secretary was asked to discuss changes with Commander Hare and Mr Damen, then circulate for approval out of committee.

[Action: Board Secretary]

7.10 Headline Performance Objectives

The Board was content with the HPOs and further discussion was not required at this juncture.

7.11 Diversity in the Fraternity

Captain McNaught introduced a paper from Commodore Walworth of the Corporate Board on behalf of the Fraternity Diversity Working Group, the purpose of which was to ensure that Trinity House is working in a joined-up way towards its diversity objectives.

The paper invited the Lighthouse Board to take part in the review of diversity in Trinity House established by the Corporate Board and to nominate a member for the Working Group, and agree to work towards the Maritime UK Diversity Charter.

The Board accepted the invitation.

The Executive Team was asked to delegate a member of the Senior Management Team to represent the General Lighthouse Authority on the Diversity Working Group.

[Action: Executive Team]

The Chief Executive was asked to invite Commodore Walworth to address the Lighthouse Board at its meeting in September.

[Action: Chief Executive]

7.12 Dates for Directors' Remuneration Committee.

Mrs Owen agreed to ask the Head of Human Resources to propose a date for the next Directors' Remuneration Committee.

[Action: Mrs Owen]

7.13 Risk Management Policy

Approved.

7.14 Data Protection Policy

Approved.

7.15 Agenda Planning Template

The Board Secretary introduced the Agenda Planning Template and invited Board members to suggest future topics for discussion and also the sequencing of topics for Board meetings.

The Board wishes to invite officials from the Department for Transport to some future meetings, on an annual basis. The Board Secretary will update the Agenda Planning Template to reflect this.

[Action: Board Secretary]

8. Any Other Business

Commodore Dorey raised the subject of intellectual property in relation to the design of the new vessel. The Board Secretary explained the legal advice received from external lawyers on the intellectual property clauses in the draft ship build contract.

Commodore Dorey was asked to prepare a paper for the Board in September, setting out the options for running on THV Patricia until her replacement comes into service.

[Action: Commodore Dorey]

9. Dates of Forthcoming Meetings

14 September - Lighthouse Board and ARAC

The Board wishes to arrange an additional Strategy Session in the coming months. The Board Secretary was asked to liaise with Commander Hare and to propose a date.

[Action: Board Secretary/ Commander Hare]

