



TRINITY HOUSE

# Minutes of Trinity House ARAC – 13 September 2024

## Present:

Curtis Juman (ARAC Chair) (CJ)

Valerie Owen (NED) (VO)

Alan Moore (NED)(AM) (via Webex)

## In attendance:

Rear Admiral Iain Lower (Chief Executive/ Accounting Officer) (IL)

Ton Damen (Director of Business Services) (TD)

Andy Harrold (NAO) (AH via Webex)

Rachel Farnham (NAO) (RF) (via Webex)

Rebecca Roberts (TH Audit & Performance Manager) (RR) (via Webex)

Kevin Dace (Head of IT) (KD) (via Webex)

Jessica Willan (Head of Safety and Environment) (JW) (via Webex)

Thomas Arculus (Head of Legal and Estates/ ARAC Secretary) (TA) (via Webex)

## 1. WELCOME

CJ welcomed those present to the meeting.

### 1.1 Apologies

Lance Batchelor (Lighthouse Board Chair)

John Kanés (GIAA)

### 1.2 Declarations of Interest

None

### 1.3 Minutes of ARAC 3<sup>rd</sup> July 2024

Approved and signed.

### 1.4 Log of Actions

The ARAC reviewed the log of actions.

## 2. AUDIT

### 2.1 Report on Outstanding Audit Recommendations

The ARAC noted:

- a) the outstanding findings from the 2019/2020 Core Financial and Commercial Controls (54 months from final report to resolution – initially delayed due to resource issues), Royal Sovereign Decommissioning (18 months) and THV Patricia Reliability Monitoring (4 months) audits can now be considered complete. The average time for resolution was 25 months (distorted by the 2019/2020 audit) ranging from 54 months to 4 months.
- b) four minor non-conformities were raised during THV Alert's ISM Code / SMS / ISPS / MLC Intermediate Verification Audit. These are with the Marine Operations department (and H&S / People Services) to address within the deadline of 11 November 2024 (3 months).

CJ commented that 4 years is a very long time to complete an audit and suggested that it may need to be reprofiled.

VO commented on the outstanding audit recommendations in appendix A (2.1) and suggested that the language is too emotive. CEO commented that this is being addressed by repurposing and redesigning the project management function. The organisation does do many projects very well and has been successful in many projects.

**[ACTION:TD to submit a paper to the next ARAC explaining what controls and actions have been put in place to provide an enterprise approach to project management.]**

### 2.2 Internal Audit Plan Report

The ARAC noted:

- a) The two health & safety themed audits (control of contractors and facilities management) remain outstanding from 2023/2024. Resources and timings are currently being addressed, noting the upcoming ISO 45001 surveillance visit by LRQA in December 2024.

- b) The recruitment audit has been deferred from Quarter 2 to Quarter 3 to allow for the new recruitment system to be up and running.
- c) The buoy maintenance audit is to fit in with the vessel workplan in order that buoy maintenance operations can be observed at sea. It is hoped a Captain or First Officer can supplement the audit team providing the technical knowledge and competence.

RR has discussed with Captain Ben Lankester a potential window in THV Galatea's workplan when auditors can conduct the buoy maintenance audit afloat.

**[ACTION:- RR to send ToRs for buoy maintenance audit to CJ for information.]**

The ARAC discussed the H&S culture of the organisation noting the recent establishment of the H&S Committee and its current focus on investigations and reporting as initial priorities. Training and comms have also been improved.

The Safe Work Instruction on accident/incident reporting is being re-written, staff have been trained on the use of the reporting system.

Feedback to the workforce of the outcomes of investigations has improved.

Capacity for investigations has also been increased, and new staff have been recruited to the department which will hopefully be at full strength by January 2025.

### **2.3 Draft Annual Report and Accounts (ARA)**

The ARA is being finalised.

A special payment relating to a personal injury claim has to be declared. The claim was fully insured less a thousand pounds deductible.

The ARAC resolved to arrange an extraordinary meeting to review the ARA in order to make a recommendation to the October Lighthouse Board on approval of the ARA.

**[ACTION: ARAC Secretary to identify a suitable date for Ex. ARAC meeting.]**

TD reminded the ARAC that TH'S ARA does not receive an individual audit opinion. The audit opinion is given on the consolidated GLF Accounts.

### **2.4 HIA Annual Opinion (Final)**

The HIA final opinion 2023-24 was confirmed as '*moderate*'.

AH commented that this shows the organisation is generally good but there are some places where improvement is required and it is apparent that this is happening, which will be reflected in next year's audit opinion.

## **3. INTERNAL CONTROL**

### **3.1 Review of Risk Registers**

The Executive Committee had discussed the Corporate Risk Register that morning and TD provided a verbal summary.

Key concerns remain around the Recruitment and Retention risk.

In relation to the Cyber risk, the ARAC noted that Transport for London had recently been subjected to a sustained cyber-attack. The inherent risk may be increasing.

The ARAC sought confirmation that all fire risk assessments are up to date. JW confirmed that all cottage fire risk assessments were up to date and a third party contractor has been engaged to complete outstanding fire risk assessments across the rest of the estate.

The ARAC noted recent changes in legislation including the Building Safety Act 2024 and the Procurement Act 2023 and wished to know that the risks and liabilities had been considered and were being addressed in the right places within the organisation.

**[ACTION: The ARAC Secretary was asked to submit a brief paper to the Lighthouse Board on the Building Safety Act and the Procurement Act and TH's response in order to confirm that they are being handled at the right level within the organisation.]**

### **3.2 DPO Update and Data Protection**

The ARAC received the report by the Data Protection Officer on compliance across the organisation and noted that in the reporting period there had been 5 subject access requests (SARs). The ARAC was interested to learn whether the number of SARs indicated a mistrust of management on behalf of the staff.

The data breach was noted and the ARAC sought reassurance that staff were routinely trained on data protection, TD confirmed that they are.

#### **3.2.1 Data Protection Dashboard**

Noted.

### **3.3 IT Security and Compliance**

#### **3.3.1 IT Security and Compliance.**

The ARAC noted the report which dealt with security and compliance, IT breaches and security incidents (of which there had not been any in the reporting period), privacy impact assessments, the organisation's cyber security training and awareness regime.

### 3.3.2 IT Security and Compliance Dashboard.

Noted.

**[ACTION: In the next report KD was asked to provide a date when the new accreditation (Essentials +) will be in place by. The paper needs to show plan, resource, requirements and timeline.]**

### 3.3.3 IT Training Report

Report noted.

CJ suggested reaching out to the DfT IT Security team which may be able to offer additional assistance/ advice.

### 3.4 Fraud, Whistleblowing.

No reports have been received in the period since the last ARAC meeting.

**[ACTION: TD undertook to look at corporate card usage to make sure no abuse is occurring]**

### 3.5 Annual Review of Management System

The ARAC noted that:

- a) TH successfully renewed its certification to ISO 9001, ISO 14001, ISO 45001 and Safety Schemes in Procurement (SSiP) in December 2023.
- b) The ISM Code Document of Compliance first annual verification audit was successfully completed in April 2023.
- c) The 2023/2024 fully integrated audit plan was delivered with the exception of two audits which have been carried forward to 2024/2025.
- d) The Directors and Senior Managers, based on their review of the TH Management System in July 2024 in relation to the period 1 April 2023 – 31 March 2024, were satisfied with its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the organisation.

## 4 Governance

### 4.1 Matters To Escalate

Whether recent major legislation changes (Building Safety Act, Procurement Act) are being handled at the right level within the wider organisation.

### 4.2 AOB

VO asked for clarification on whether a previous whistleblower complaint had been resolved satisfactorily. TD confirmed that the complaint related to a third party visitor centre operator and was being investigated by the local constabulary. TH is

monitoring the situation which is a dispute between TH's licensee and one of its suppliers and is not a complaint against TH itself.

#### **4.3 Date Of Next Meeting**

- Ex. ARAC – To be confirmed
- 16<sup>th</sup> December 2024 at 0930