

NORTHERN LIGHTHOUSE BOARD

MANAGING BOARD

MINUTES – 25 January 2010

PRESENT:	Andrew Cubie	Chairman
	Alastair Dunlop	Vice Chairman
	Alistair Mackenzie	Commissioner
	Bruce Kerr	Commissioner
	Robert Quayle	Commissioner
	Roger Lockwood	Chief Executive
	Phil Day	Director of Marine Operations
	Douglas Gorman	Director of Finance & Administration
	Moray Waddell	Director of Engineering
	Jill Bennett	Secretary to the Board

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Alistair Whyte.

2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Managing Board meeting held on 16 November 2009 were agreed as a correct record and could now be published on the website.

Action: Secretary to the Board

3. MATTERS ARISING

NLB Single Authority Statement

It was agreed that the standalone statement clarifying the reasoning behind the separate authority status of NLB would be held on file.

Joint Co-ordination Group (JCG)

The Managing Board noted that the other GLAs supported the Chairman's proposal that the JCG, become a group with a more strategic purpose of the Chairmen, Vice Chairmen and Chief Executives (or equivalent) with the aim of developing greater cohesion amongst the GLAs. It was also noted that the consultants working on the GLA Assessment were also likely to recommend this as part of their report.

Light Dues Debate

The Managing Board noted that the Chairman and Chief Executive were to meet with the new President of the Chamber of Shipping upon his appointment to ensure that he has an up-to-date understanding of the GLAs' business.

Action: Chief Executive

4 CURRENT MAJOR MATTERS

4a GLA Assessment

The Managing Board noted the Chairman's report on the Steering Group meeting held on 20 January 2010 at which the consultants undertaking the review into the provision of Aids to Navigation around the coasts of the British Isles had presented their progress report. The Chairman and Chief Executive gave the Managing Board an update on the consultant's slides circulated with the agenda.

It was noted that the draft Final Report was to be issued on 5 February 2010 and would be circulated to the Managing Board. It was noted that comments were required by the next Steering Group meeting to be held on 15 February with the Final Report to be issued on 1 March and comments returned by the final Steering Group meeting on 9 March 2010. It was agreed that as the next meeting of the Managing Board was not calendared until 15 March, a special meeting may be required to accommodate the Assessment timetable if deemed necessary.

4b GLA Fleet Review

The Managing Board noted and approved, under delegated authority from the Board of Commissioners, the final report prepared by the Marine Operations Inter GLA Committee (IGC 4) on the inter-GLA proposals for the adoption and implementation of Co-ordinated Fleet Management. It was agreed that the document should now be forwarded to the Department for Transport as a more efficient and cost effective proposal than central fleet management suggested under the GLA Fleet Review and that an executive summary paper would be submitted to the February meeting of the Board of Commissioners.

Action: Director of Marine Operations

4c Light Dues Debate

The Managing Board noted that the Minister was to make a decision by the end of March 2010 on the increase of Light Dues due to take place from 1 April 2010 as the second part of the increase of rates that was approved in July 2009.

The Managing Board noted that the Marine Navigation Aids Bill sponsored by Lord Berkeley, that was reintroduced in the House of Lords on 3 November 2009 was due for a second reading on 5 February 2010.

4d Helicopter Contract

The Managing Board noted the update on the tendering process for the helicopter contract with a start date of 1 December 2010 for five years with a further two year option. It was also noted that the contract was on track to be awarded by February 2010 and that the Managing Board would be asked to ratify the contract at the meeting on 15 March 2010.

The Managing Board asked in relation to this contract that details of the authority and schedule of delegation be circulated.

Action: Director of Finance & Administration

4e Pay 2010 – Shore-based staff

The Secretary to the Board left the meeting for this item. The HR Manager joined the meeting for this item. The Managing Board considered the various options proposed by the Director of Finance in his paper. It was recognised that this would be another very difficult year for pay negotiations and that the Government Pay Guidelines were very much tighter than last year. The Board dismissed a number of options and asked the Director of Finance to carry out some more work on the others. The Chairman would seek the views of the other

co-opted Commissioners as to their pay, and the Managing Board agreed, in view of the timescale, to delegate authority to the Chairman, Vice Chairman and Chief Executive to approve the Pay Remit to be forwarded to the DfT.

5. REPORTS FROM THE SHIP, NAVIGATION, AND HERITAGE AND ESTATE COMMITTEES

a Ship Committee

The Managing Board noted that there had been no meetings of the Ship Committee since the last meeting of the Managing Board.

b Navigation Committee

The Managing Board noted the minute of the meeting of the Navigation Committee held on 1 December 2009 and that the recommendations of the 2010 AtoN Review would be submitted to the Board of Commissioners' Meeting to be held on 22 February.

c Heritage and Estate Committee

The Managing Board noted that the minutes of the meeting of the Heritage and Estate Committee held on 11 January would be circulated electronically. The Chairman of the Committee gave a verbal report at the meeting.

Calf of Man

The Managing Board noted that legal advice on the status of the lease and the land had been sought and that NLB was required to give 12 months' notice of termination of the lease and that the lease contained no obligation to re-instate the site. The Committee supported termination.

Heritage and Estate Committee

The Managing Board noted that the Heritage and Estate Committee had no objection to the proposal that it be dis-established with its work reverting to the Managing Board. This would be a standing agenda item with the proviso that, should the extra work load prove to be burdensome to the Managing Board, then consideration should be given to re-establishing the Committee.

Heritage Trust

The Managing Board noted that a successful sale of the non-lighthouse heritage books took place on 13 January 2010 with the proceeds to be received, as agreed, by the Northern Lighthouse Heritage Trust.

6. COMMITTEE FREQUENCY AND STRUCTURE

The Managing Board noted the Chairman's paper on Committee Frequency and Structure and agreed that the following proposals should be submitted to the Board of Commissioners for approval:

- Board of Commissioners – reduce from four to three meetings a year with the caveat that the timings of the meetings should be adjusted in line with business process requirements and the new strategic JCG meetings

- Heritage and Estate Committee – disband with the proviso that, should the extra work load prove to be burdensome to the Managing Board, then consideration should be given to re-establishing the Committee.
- Ship Committee – disestablish on the understanding that it could be easily revived should the need arise.

7. ENGINEERING REPORT

The Managing Board noted the report provided by the Director of Engineering.

It was noted that the Average Availability Statistics were being transferred to a new database that is under test and evaluation. It was also noted that statistics were all exceeding IALA standards.

8. MARINE OPERATIONS REPORT

The Managing Board noted the report provided by the Director of Marine Operations.

9. FINANCE AND ADMINISTRATION REPORT

Financial Performance Report and Performance Indicators

The Managing Board noted the Financial Report covering the financial performance for 2009/10 to 31 December 2009 and the latest full year forecast.

Finance and Administration Report

The report was noted.

10. HR REPORT

The HR Manager joined the meeting for this item

The Managing Board noted the report provided by the Human Resources Manager and that the final draft of the Disciplinary Policy and Grievance Policy would be circulated once approved by the Directors. It was also noted that the results of the Healthy Working Lives Silver Award Assessment undertaken in December 2009 were expected in February 2010.

11. QUALITY, HEALTH, SAFETY AND ENVIRONMENT MATTERS

The QHSE Manager joined the meeting for this item.

Responsibilities of Managing Board

The paper clarifying the responsibilities of the Managing Board and Audit and Risk Committee in relation to risk and health and safety issues was noted and it was agreed to make the following amendments to the next edition of the Commissioners' Handbook:

- Matters Reserved to the Board (Handbook Annex 3):

“Consider and, if appropriate, approve at each meeting of the Board a report on Health, Safety and Environmental issues.”

- Managing Board Terms of Reference (Handbook Annex 4.2):

“Monitoring and reporting to the Board of Commissioners on the practice and conduct of Health, Safety and Environmental policies and issues, and to receive a report on all associated matters at each meeting.”

Action: Secretary to the Board

The Board noted and approved the new version of the report provided by the QHSE Manager.

12. ANY OTHER BUSINESS

IALA

The Chairman, on behalf of the Managing Board congratulated the Director of Marine Operations on his appointment as Chairman of the IALA Aids to Navigation Management Committee.

Overseas Travel

The Chief Executive advised the Managing Board that he had approved flights beyond Europe for the Electrical Engineer (Projects) to:

- St John’s Newfoundland in December 2009 for the ICAN Factory Acceptance Trials
- New Orleans in January 2010 for an IALA IAS Meeting

13. CORPORATE CALENDAR

The Managing Board noted the Corporate Calendar.