

NORTHERN LIGHTHOUSE BOARD

MANAGING BOARD

MINUTES – 27 April 2010

PRESENT:	Andrew Cubie	Chairman
	Alastair Dunlop	Vice Chairman
	Bruce Kerr	Commissioner
	Alistair Mackenzie	Commissioner
	Robert Quayle	Commissioner
	Alistair Whyte	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

There were no apologies for absence.

2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Managing Board meeting held on 15 March 2010 were agreed as a correct record and could now be published on the website.

Action: Secretary to the Board

3. MATTERS ARISING

There were no matters arising that would not be dealt with later in the agenda.

4 CURRENT MAJOR MATTERS

4a Joint Strategic Board (JSB)

The Managing Board noted the Proposed Terms of Reference for the Joint Strategic Board (JSB) that were agreed at the first meeting of the tri-GLA group on 21 April 2010. The Managing Board approved the Terms of Reference and noted that the document was “work-in-progress” and would develop with the newly founded JSB. In particular, it was noted that aspects of succession were to be revisited at the JSB Autumn 2010 meeting. It was agreed that future versions of the Terms of Reference would be controlled with changes tracked.

It was agreed that the Terms of Reference would be circulated to the Board of Commissioners for information.

Action: Chief Executive

It was also agreed that the next version of the Commissioners' Handbook would include amendment to the Managing Board Terms of Reference to include reference to the JSB.

Action: Secretary to the Board

The Managing Board noted that future meetings of the JSB would be July at CIL, November at TH and February 2011 at NLB (to coincide with the Bell Rock bi-centenary events).

The Managing Board asked that a list of the Inter GLA Committees was included with the minute (*see below*).

Action: Secretary to the Board

IGC Inter GLA Committee - inter-GLA permanent working groups

- IGC 1 Human Resources
 - IGC 2 Finance
 - IGC 3 Aids to Navigation
 - IGC 4 Operations
 - IGC 5 Engineering
 - IGC 6 Legal & Risk
 - IGC 7 Radio navigation
 - IGC 8 Health & Safety
 - IGC 9 Information Technology
 - IGC 10 Procurement
- DGPS System Management

The Managing Board noted that in the interest of Freedom of Information, the notes of the JSB meetings (actions and decisions) would be released on NLB's website under the same arrangements as NLB's Board and Committee Minutes.

4b GLA Assessment

The Managing Board noted that a matrix had been created for the JSB that incorporated the recommendations from the GLA Assessment with actions taken. It was noted that all the recommendations had been addressed in some way and it was agreed that the next version of the table would be circulated to the Managing Board.

Action: Chief Executive

4c Corporate Plan 2011-2014 – The effect of the GLA Assessment proposition on the planning assumptions and financial targets (*4d in Agenda*)

The Managing Board noted the paper outlining the initial assessment of the impact of the Atkins Review recommendation on the preparation of the Corporate Plan 2011-2014.

4d GLA Fleet Review (*4c in Agenda*)

The Managing Board noted that work was progressing on the implementation of the inter-GLA proposals for the adoption and implementation of Co-ordinated Fleet Management.

The Managing Board noted that NLV Pole Star was to undergo modifications in September 2010.

4e Corporate Plan 2011-2014 – Staff Plan

The Managing Board noted the paper circulated with the Agenda and agreed that the costed Staff Plan should be integrated into the draft Corporate Plan 2011-2014. It was also noted that any changes that are made as the draft Corporate Plan develops, in particular due to the GLA Assessment, would be advised to the Managing Board.

Action: Director of Finance

It was agreed that a further assessment would be made of staff requirements on the assumption of tighter budget constraints.

Action: Chief Executive

4f IALA Conference 2010

The Managing Board noted the report of the IALA Conference held in South Africa in March 2010 and that NLB's representatives had found the week of significant benefit.

It was noted that the Chief Executive was now to attend the IALA Council meetings - as an Observer - commencing in June 2010.

4g Financial Targets

The Managing Board noted the papers on the development of financial targets to be used in preparing the corporate Plan 2011-2014.

The following targets were agreed for the five year period from 2011/12 to 2015/16:

- Annual real cost reduction in Current Expenditure/"Running Costs" ("X") = **1%**
- An overall annual financing limit of **31%** of UK and Ireland light dues income = **£24,800,000**
- Year-on-year growth target from commercial income and the surplus generated = **10%**
- Capital expenditure will be "capped" at **£3M** in each year.

The Managing Board also agreed that a copy of the NLB Planning Assumptions document would be sent to the Department for Transport once the Joint Strategic Board had authorised the proposed GLA Financial Target Framework to be discussed with DfT.

5. REPORT FROM THE NAVIGATION COMMITTEE

The Managing Board noted that there had been no meetings of the Navigation Committee since the last meeting of the Managing Board. However, it was noted that the Aids to Navigation Review 2010-2015 was complete and would be formally launched at the JUCG Meeting on 12 May 2010. It was also noted that some of the Review proposals were already underway.

6. HERITAGE AND ESTATE ISSUES

The Managing Board noted the following Heritage and Estate issues:

Calf of Man

It was agreed that NLB should give the required 12 month notice of termination to Manx National Heritage, the site owner, as a matter of priority.

Action: Director of Finance

GLA Property Policy

The Managing Board noted that the tri-GLA property policy had been circulated electronically on the morning of the meeting. It was noted that the GLA Assessment also addressed the issue.

7. ENGINEERING REPORT

The Managing Board noted the report provided by the Director of Engineering and in particular that problems were still ongoing with the Factory Acceptance Tests for DGPS, a tri-GLA contract. It was also noted that the current system continued to deliver the required service and further minor delays would not prejudice this.

8. MARINE OPERATIONS REPORT

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

It was noted that the recent government restrictions on aviation due to the volcanic ash cloud had affected areas of the work of NLB but fortunately there had been no major outages during the period.

9. FINANCE AND ADMINISTRATION REPORT

Financial Performance Report and Performance Indicators

The Managing Board noted the provisional Financial Report covering the full financial performance for 2009/10 and that it was not anticipated that the final report would have any significant alterations.

Finance and Administration Report

The report was noted. In particular the Managing Board noted that a response to the issue of State Aid implications of the proposed Trading Company was imminent from the DfT.

10. HR REPORT

The Acting Human Resources Manager (maternity leave cover) joined the meeting for this item. The Managing Board noted the report.

11. QUALITY, HEALTH, SAFETY AND ENVIRONMENT MATTERS

The QHSE Manager joined the meeting for this item. The report by the QHSE Manager was noted.

Accident Reports

Following discussion, it was agreed that an extra section would be included to indicate control of the risk until the corrective/preventative action identified could be carried out (eg Duty Engineer informed).

Action: QHSE Manager/Director of Engineering

NLB Staff Site Visits

It was agreed that the protocols for those NLB staff visiting sites that were unused to travelling by boat would be revisited.

Action: Chief Executive

12. ANY OTHER BUSINESS

The Chairman was pleased to report that Commissioner Quayle had been re-nominated for a further 3 years to 25 May 2013 as the Isle of Man nominee.

13. CORPORATE CALENDAR

The Managing Board noted the Corporate Calendar and that the next meeting of the Managing Board was to take place in Oban on 29 June 2010.

It was noted that following the JSB meeting, there was some alteration of dates of the former JCG Meetings in order to accommodate the altered requirements of the JSB and these would be reflected in the next version of the Corporate Calendar.

Action: Secretary to the Board