

NORTHERN LIGHTHOUSE BOARD

MANAGING BOARD

MINUTES – 21 January 2016

PRESENT:	Alistair Mackenzie	Chairman
	Graham Crerar	Vice Chairman
	Alastair Beveridge	Commissioner
	Mike Brew	Commissioner
	Mike Close	Commissioner
	John Ross	Commissioner
	Mhairi Stephen	Commissioner
	Mike Bullock	Chief Executive
	Phil Day	Director of Marine Operations
	Mairi Rae	Director of Finance & Administration
	Moray Waddell	Director of Engineering
	Jill Bennett	Secretary to the Board
In Attendance:	John Nicholls	Director Aviation, Maritime, Freight and Canals Transport Scotland
	Chris Wilcock	Head of Ports and Harbours, Transport Scotland

1. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTERESTS

The Chairman welcomed John Nicholls and Chris Wilcock from Transport Scotland as observers to the Managing Board meeting.

Apologies for absence were received from Lesley Thomson.

Mike Close declared that his employers, DNV were acting as advisers to Shell Exploration and Production (UK) Ltd, for the dismantling of the Brent platforms and that a potential conflict of interest arises as Shell have advised that they would be sourcing Rigwatcher temporary navigation aids from NLB.

There were no other potential conflicts of interest other than that already declared at previous meetings and in the Annual Report.

2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Managing Board meeting held on 18 November 2015, subject to adding the name of NLB's internal auditors (Government Internal Audit Agency) and the Extra Ordinary Meeting held on 16 December 2015 were agreed as a correct record. It was agreed that the November minutes could now be published on the website and the December minutes would follow once the Fleet Review had reached conclusion and actions agreed and made public.

Action: Secretary to the Board

3. MATTERS ARISING

The status report on matters arising from previous meetings was noted.

Senior Managers Risk Workshop

The Managing Board noted that John Ross had attended the workshop held earlier in the week and that it had been facilitated by NLB's internal auditors, the Government Internal Audit Agency (GIAA). It was noted that the Audit and Risk Committee were to discuss feedback from the workshop at their February 2016 meeting and a report would then be submitted to the next meetings of the Managing Board and Board of Commissioners.

Medical Evacuation Procedures

The Managing Board noted the post meeting note in the Minute that the issue was now to be tackled on a tri-GLA basis via the Health and Safety Inter-GLA Committee.

4. UPDATE FROM TRANSPORT SCOTLAND

John Nicholls, Director Aviation, Maritime, Freight & Canals and Chris Wilcock, Head of Ports and Harbours at Transport Scotland gave a brief verbal update on Transport Scotland's top issues.

It was noted that Transport Scotland was developing a Memorandum of Understanding (MOU) with other bodies implicated in the Scotland Bill (on further devolution for Scotland). It was agreed that it may be worthwhile considering how the Framework Document (which clarifies the relationships between the GLAs and DfT) could be amended to incorporate NLB's relationship with TS. It was agreed that this would be discussed again when TS had a final MOU for another body to aid discussion.

Action: Transport Scotland

5. CHIEF EXECUTIVE'S REPORT

The Managing Board noted the report from the Chief Executive, highlighting items from the Departmental reports backed up by the full reports. Discussion took place on the following matters:

Asbestos

It was noted at the last meeting that a number of procedural errors had been identified in the documentation audit trail for asbestos and that as a confidence check, a review of documentation for all relevant stations was underway and the two stations where documentation could not be located to confirm actions had been completed have been visited by UKAS accredited asbestos surveyors. The Managing Board noted the plan to address the issue around the estate and that they will continue to be updated at every meeting until the work reaches conclusion. It was also noted that the matter would be discussed at the HSE Committee due to take place following the Managing Board meeting.

Action: Chief Executive/QHSE Manager

Helicopter

The Managing Board noted that the helicopter had transferred to the tri-GLA Contract on 1 December 2015.

Learning and Development Policy

The Managing Board noted and approved the draft policy that consolidates all of the learning and development policy rules into one document.

Action: HR Manager

Corporate Plan

It was noted that the Corporate Plan had been formally sanctioned by the Shipping Minister. The Chairman thanked the Executive team for the work undertaken on the plan and for the resulting outcome which provides clarity and direction for the next five years.

Bank Signatories

The Managing Board noted the paper outlining proposed changes to the signatory list and approved the following recommendations:

- the Chairman of the Board of Commissioners, Chief Executive and Director of Finance to act as the Mandate Control Panel
- all the accounts to be standardised to include the title Northern Lighthouse Board on all accounts
- reduce the number of bank accounts held for the Pharos and Pole Star to one account per ship and consolidate the number of signatories.

Action: Director of Finance

6. ANY CLARIFICATION (BY EXCEPTION) ON OPERATING REPORTS

Oban Port Development

The Managing Board noted the update on the report circulated with the Agenda. It was noted that for navigational safety reasons, NLB would be concerned if the harbour waters at Oban are not subject to the control of an overarching harbour authority, especially given the projected increase in shipping movements in the area.

Isle of May

The Managing Board noted discussions concerning public access were on-going with Scottish Natural Heritage and that the engineering works should be completed in March 2016.

7. FLEET REVIEW

The Managing Board noted that the Final Report was to be published at the end of January, the Project Board were to meet on 5 February, followed by the DfT recommendation to the Minister in March 2016. It was agreed that the approach agreed at the Extra-Ordinary meeting of the Managing Board on 16 December 2015 remained valid and that any change in direction would be brought back to the Managing Board.

8. REPORT FROM THE HEALTH, SAFETY AND ENVIRONMENT (HSE) COMMITTEE

The Managing Board noted that the Health, Safety and Environment Committee meeting was to meet following the Managing Board.

9. REPORT FROM THE NAVIGATION COMMITTEE

The Managing Board noted the minutes of the meeting of the Navigation Committee held on 15 December 2015 at Trinity House Depot in Harwich and that the meeting had included a tour of the Buoy Yard, Planning Centre and a useful technical discussion with R&RNav (tri-GLA Research & Radionavigation directorate).

It was noted, with regret, that Loran services ceased from 31 December 2015 and this meant that R&RNav work on the project would end.

10. INTER GLA MATTERS

Chief Executives' Committee (CEC)

It was noted that the CEC had met the previous week and that the main topic discussed was the Fleet Review.

Joint Strategic Board (JSB)

It was noted that the main item on the JSB agenda for the meeting to be held on 27/28 January 2016 was the Fleet Review.

11. ANY OTHER BUSINESS

There was no other business raised.

12. CORPORATE CALENDAR

The Corporate Calendar for the remainder of 2016 was noted.