

# NORTHERN LIGHTHOUSE BOARD

## MANAGING BOARD

### MINUTES – 29 June 2016

<b>PRESENT:</b>	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

#### 1. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTERESTS

There were no apologies for absence.

It was noted that Lesley Thomson had stepped down as Solicitor General and was therefore no longer a Commissioner and the Chairman thanked her, in her absence, for her invaluable contribution to the Managing Board.

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 17 May 2016, subject to clarification discussed under agenda item 7, were agreed as a correct record and could now be published on the website.

*Action: Secretary to the Board*

#### 3. MATTERS ARISING

The status report on matters arising from previous meetings was noted and that items marked "Complete" would be removed from the Matters Arising table once seen by a meeting of the Managing Board.

#### **4. 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:

##### **Evacuation of Casualties**

It was noted that emergency rescue equipment, for use internally between floors in pillar rock lighthouses, had been purchased and the next stage was training for relevant workers. It was agreed that a demonstration of the use of the equipment would be provided to the next meeting of the Managing Board.

*Action: Chief Executive*

##### **Asbestos**

It was noted that work on asbestos issues continued. It was noted that access to lamp arrays at two sites had been suspended until cleaning by a qualified contractor, as a small amount of asbestos debris had been discovered within the casing. Access to other similar lamp arrays was also suspended until surveys had been undertaken. Training and equipment would be provided for future access.

##### **Helicopter**

The Managing Board noted the minor under slinging incident that had occurred at The Smalls and that PDG had been open and thorough with the investigation and lessons learned. The Managing Board noted that communication within the GLAs on such issues needed to be improved, and that this had been addressed and tri-GLA procedures were now in place to ensure all GLAs would be advised of any incidents. The Managing Board asked to be advised once all remedial actions had been satisfactorily implemented.

*Action: Director of Marine Operations*

##### **Alcohol and Drugs Policy Amendment**

The Managing Board noted and agreed, subject to a small amendment, the proposed amendments to the policy, which were to address situations of false positive test results. The Managing Board requested that those affected by the false positive results have all record removed from their personal files. It was also requested that appropriate communication be made of the policy amendments in order to restore staff confidence.

*Action: Chief Executive/Director of Marine Operations*

It was agreed that the policy would continue to be monitored for effectiveness.

##### **Annual Report and Accounts**

The Managing Board noted that there had been difficulties with the reconciliation of the fixed assets dating back to the implementation of the new finance system in 2013. The issue was being addressed with the assistance of Trinity House and the GLF Accountant and that with the agreement of the DfT and NAO the Annual Audit had been delayed until the end of July. It was noted that once the root cause had been addressed, training would be sourced for relevant staff.

##### **Isle of May**

It was noted that 2016 was 200 years since the building of the Isle of May lighthouse and that the major reengineering of the station has included provision to allow public access via an agreement with Scottish Natural Heritage (SNH) and that the formal opening had taken place on 11 June 2016.

##### **84 George Street**

It was noted that work on the basement was expected to commence in August 2016.

### **Review of Programme and Project Management**

It was noted that all NLB staff had been issued with the Governance, Scope, Objectives and Deliverables for the review. It was noted that the Steering Group, providing governance for the Review, would consist of the Chairman, Chief Executive and Director of Engineering and the Audit and Risk Committee would be appraised of progress.

### **Business Continuity**

The Managing Board noted that a full day's exercise had taken place in May 2016. It was noted that further media training was planned for key staff and limited space may be available to be offered to Commissioners.

*Action: Chairman/Chief Executive*

The Managing Board asked for an overview of how the Business Continuity worked be presented to the next meeting.

*Action: Chief Executive*

## **5. ANY CLARIFICATION (BY EXCEPTION) ON OPERATING REPORTS**

There was no clarification required that had not covered in item 4 above.

## **6. FLEET REVIEW**

The Managing Board noted the update from the Director of Marine Operations and that work was progressing with Project Board meetings due to commence. It was noted that there was one issue outstanding before the PID could be issued, and was being addressed by the DfT and DTTAS.

## **7. CAPITAL PROGRAMME PROFILE**

The Managing Board noted that a report on the Capital Programme profile would be a standing item on the agenda.

*Action: Secretary to the Board*

It was noted that this was the first version of the report and would be developed to highlight potential risks in delivery of the programme.

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

The Managing Board noted that the next meeting of the HSE Committee was to be held following completion of the Managing Board.

## **9. REPORT FROM THE NAVIGATION COMMITTEE**

The last meeting of the Navigation Committee was held on 28 June 2016 the day prior to the Managing Board. A verbal report of the meeting was noted and that due to the increase of leisure traffic in the area, a review of Oban Bay AtoNs had been undertaken.

## **10. INTER GLA MATTERS**

### Chief Executives' Committee

It was noted that the next meeting was due to held on 5/6 October 2016 and that the main item on the agenda remained the GLA Fleet Review.

### Joint Strategic Board (JSB)

It was noted that the new JSB Chair was Nigel Palmer, a non-executive of Trinity House.

It was also noted that the proposed amendment to the JSB Terms of Reference concerning the selection of NLB representation to the JSB and to incorporate the option of the Transport Scotland nominee to attend in an observer capacity was to be discussed with the DfT later in year.

## **11. ANY OTHER BUSINESS**

### Inspection Voyage

The Chairman thanked the Executive for arranging a very successful Inspection Voyage and participation in the Jutland Commemoration which gave Commissioners time with the Patron and the opportunity to inspect a good range of Category 1 Aids to Navigation.

### Brexit

The Managing Board noted that the exit of the UK from the European Union required no immediate action by/from NLB however the situation would continue to be monitored.

### Framework Agreement

The Managing Board noted that the DfT were asking for an early review of the Framework Agreement, which sets out the relationship between NLB and the DfT. Concern was raised that the review was being brought forward from 2017/18.

## **12. CORPORATE CALENDAR**

The Corporate Calendar for the remainder of 2016 was noted.

## **13. CYBER DEFENCE**

Scott Willoughby, Information Systems Manager joined the meeting at this point to give a presentation on NLB's Cyber Defence. It was noted that compulsory briefings were to be rolled out to all NLB Staff covering security and staff security responsibilities.