

NORTHERN LIGHTHOUSE BOARD

GOVERNANCE BOARD

MINUTES – 12 May 2022

PRESENT:	Alastair Beveridge	Chair
	Elaine Wilkinson	Vice-Chair
	Mike Brew	Commissioner
	Hugh Shaw	Commissioner
	Brian Archibald	Commissioner
	Ruth Charteris	Commissioner
	Nigel Ross	Commissioner
	Mike Bullock	Chief Executive
	Phil Day	Director of Operations
	Mairi Rae	Director of Business Services

IN ATTENDANCE:	Jim McBrier	Risk and Improvement Manager
	Karen Charleson	Senior Executive Assistant (minutes)

This was the first meeting to be held as a “hybrid” meeting and followed the same protocol as previous virtual meetings.

1. WELCOME, APOLOGIES AND INTRODUCTION

Apologies for absence were received from Commissioners Woodward, Turnbull, Bain, Pyle and Anwar.

The Chair welcomed Commissioners Ross and Charteris to their first meeting and provided a brief overview of the new Committee structure and the Governance Board. The Chair would welcome any feedback which would improve the format, documents, etc.

Action: All

2. DECLARATIONS OF INTERESTS

There was no declaration of interests were raised for noting.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the Governance Board held on 17 February and the Board of Commissioners meeting on 20 October 2021 were approved and can be put on to the website.

Action: Senior Executive Assistant

4. MATTERS ARISING

The Commissioners noted the status report on matters arising from the previous meeting.

Guide to Governance Review – As there is a substantial change to arrangements it has been agreed to undertake a full review of the document to ensure duplication is removed. Work has started on reviewing the Committee Terms of Reference and the intention is to bring the revised document to the next Governance Board for approval.

Action: Commissioner Wilkinson

Governance Board Feedback – Verbal feedback has been received and was supportive of the new format of meetings.

5. ORGANISATIONAL PERFORMANCE

Overview

The Chief Executive, who is also the Accounting Officer, gave an overview of the issues covering the last Financial Year. The overview covered:

- COVID, extreme weather and the impact of the war in Ukraine
- Engagement Survey
- Pay
- Safety
- Lighthouse Projects and maintenance
- Ships
- Assurance
- Commercial Income
- Cat 1 availability statistics
- Cost increases and supply chain issues
- Escalating cost concerns within the Vessel Replacement Project and SRO briefings
- Additional burden in relation to DfT process and procedures

It was acknowledged that NLB are in good order internally but there are significant external challenges which are captured in the Risk system and are being actively managed.

KPI Dashboard

The Commissioners noted the KPI Dashboard included in the meeting pack and discussed each area individually:

Safety for All – It was helpful to see the trend over a period of time rather than just at fixed points as it was previously shown.

Operational Delivery – The graphics in this section have been expanded to show trends for overdue maintenance tasks, total out of service hours for all NLB AtoNs and number of outages over 72hrs. DGPS has been removed.

Commissioner Archibald noted the improving trend in overdue maintenance, particularly on the back of COVID and commended the Team for achieving this given the difficulties.

Aids to Navigation – Due to the impact of COVID, difficult weather conditions, helicopter availability and aging technology/infrastructure it was noted that NLB have dropped slightly below the IALA target for Cat 1 AtoNs.

Compliance – FOI delivery remains compliant with the statutory 20 day return. There has been a small number of complaints which have all been dealt with satisfactorily. The Audit Plan is substantially complete with 4 rolled forward into the new year. There is a slight backlog in Process Improvements and support is being provided to work these through to completion.

Local Lighthouse Authorities Inspections - This graph illustrates the amount of work undertaken and the pass/fail rates. The target of 70% of lights being inspected has been significantly exceeded every year so far. Offshore inspections of oil and gas installations are

weather dependent and have not gone so well last year with only around 20% inspected. Additional time is planned for this year to inspect the sites and provide leeway for adverse weather.

Programme and Renewals – The status of 2022/23 projects were noted.

Finance – The financial performance to Period 13 was noted.

Procurement – Delivery of contracts was noted.

The Chair requested feedback from Commissioners on whether it was a worthwhile exercise to go through the KPIs in detail at each meeting.

Action: All

6. HEALTH, SAFETY AND ENVIRONMENT PERFORMANCE

The HS&E Committee is attended by representatives from across the organisation and is an open and transparent forum which encourages people to speak out if they have any concerns. The Agenda follows Health & Safety Executive Guidance.

Health & Safety Assurance

NLB's HS&E Committee met on 21 April 2022. The Agenda included the key headings identified for discussion at organisational Health and Safety meetings with a broad range of issues covered which included: Statistical Performance and Review of Incidents, review of Inspections and Audits, New Legislation, contact with Enforcing Authorities, Workforce Concerns, Management Concerns, Introduction of New Equipment, Occupational Health and Training.

The Committee confirmed that:

- Assurance was received in relation to all key issues
- Transparent reporting of incidents and near misses is taking place
- Necessary steps are being taken to identify and share lessons in order to prevent further incidents
- Legislation is being tracked and compliance reviewed
- Introduction of new equipment is being addressed; there is positive and open dialogue between Management and the Workforce on the full range of H&S issues.

The Committee wished to draw the Governance Board's attention to the following issues:

- The accident statistics for 2021/2022 were reviewed. There were two Major (over 3 day) reportable incidents. Both have been reviewed and lessons promulgated. 15 minor injuries were recorded as were a number of damages, hazard and near misses. Given the level of activity the overall performance was judged to be satisfactory.
- The actions identified at the January 2022 meeting in relation to Welding have been progressed. This will be reviewed again at the next meeting.
- A practical review of NLB's procedures for working at height and casualty rescue from lighthouse domes was carried out during an exercise conducted at Corran Point with training providers Mines Rescue Service Ltd and NLB staff. A few learning points were identified.
- HMCG have confirmed that the lighthouse casualty rescue procedures that have been under development through the series of exercises with NLB have received approval. A programme of exercises will be arranged by HMCG Area Commanders to maintain skills.
- The use of breathing equipment during HUET training has been raised by a number of staff. During NLB courses dry drills are carried out rather than in-water training as this

has been determined as appropriate for the type of operations undertaken and meets the legal requirement. To go further brings in a level of medical screening which could result individuals being excluded with consequent risk to their employment. Meetings with Director of Operations, the HS&E Manager and those who have raised the issue will be arranged to explain the situation.

- Although since lifting Covid restrictions there has been a recovery of the training completed, there is still a significant backlog. Training is being prioritised and all statutory and mandatory training is being achieved.
- Commissioner Wilkinson reported that during her 2 day visit to POLE STAR she participated in the Health and Safety meeting and took great assurance from what she witnessed particularly the clear synergy with the activity of the HS&E Committee

HEUT - Breathing Equipment

Commissioner Archibald asked whether NLB staff would have seen others on HUET courses using the breathing equipment and was that the reason the issue was being raised. The Chief Executive advised that the NLB HUET course was bespoke and staff were being trained on the use of the breathing equipment just not in water. The Director of Operation added that the vast proportion of operational team and seafarers are HEUT trained and they either have medical certification or preemployment medicals. It is therefore felt that NLB has the right balance between providing the Health & Safety Executive's requirements around suitable supervision and training and the practicalities of NLB's operational duties.

Commissioner Archibald asked if there was a Risk Assessment done as to whether staff would ever be required to use an escape breathing system. The Director of Operations advised the equipment is a requirement as NLB's aviation activities are designated as offshore operations by the CAA. However, there is no mandatory training under the CAA, the HEUT course is a result of NLB's obligations to provide a reasonable level of training in accordance with the Health & Safety Executive regulations. NLB believes that the current arrangements meet this obligation. The Director of Operations will provide feedback from the discussions with the individuals who raised the issue at the next meeting.

Action: Director of Operations

Sustainability and Environment Assurance

The HS&E Committee Agenda included Statistical Performance, Review of the activity of the Environmental Workgroup, Operational Activities Impacting on Carbon Emissions/Environment; GGC Reporting; Biodiversity and Biosecurity.

The Committee confirmed that:

- Assurance was received in relation to all key issues
- Targets for GGC have been agreed with the DfT
- Effective reporting mechanisms are in place
- There is commitment across NLB to tackle the Climate Emergency in terms of both mitigation and adaptation
- The importance of Biodiversity and Biosecurity is fully recognised.

The Committee wished to draw the Governance Board's attention to the following issues:

- Although the collection of data against the GGC targets is well established, with just a few periods captured there is not yet enough data to allow meaningful comparison. A rolling average will be introduced to allow the identification of trends.
- NLB's Corporate Sustainability Policy was reviewed and endorsed by the Committee.
- Work is underway to determine the requirement for the provision of Shore Power to the berth in Oban.
- Due to supply chain difficulties the Electric vehicles ordered for delivery at the end of FY 2021/22 will not be delivered until later this year.

- Following a suggestion by the Workgroup, as a corporate contribution to community engagement and as team building opportunity, beach litter-picks are to be arranged in Edinburgh and Oban.

Shore Power at Oban Base

Commissioner Brew asked whether shore power would be made available for other vessels using Oban Base. The Chief Executive advised that shore power would be available to any vessel using the berth. A charging arrangement will need to be worked out and further discussions on whether, as a green organisation, NLB insists that vessels take shore power are required. The biggest challenge is the range of vessels, voltages and how they connect however NLB will aim to be as flexible as possible. It was noted that some fish farm vessels already plug in at the base.

Commissioner Archibald asked whether the power supply will be future proofed to meet any vessel replacement in the future or would that be cost prohibitive. The Director of Operations advised that hybrid vessels are easier as the ship is not running off the power supply it is only charging the batteries. Therefore, the power supply could be supplied at a lower rate than the ship requires but it would increase the time before the batteries are depleted.

CO² Monitors

Commissioner Archibald asked whether the CO² monitor issue within the HQ building was an area for concern. The Chief Executive advised that the Institute of Occupational Medicine have done a check and there is no issue. It would appear that the monitors have been faulty. The monitors are being returned to the supplier with the supporting evidence.

Action Plan

The Commissioners noted the action plan appended to the minutes of the meeting.

7. NAVIGATION AND OPERATIONS PERFORMANCE

The Navigation and Operations (NavOps) Committee met on 20 April 2022 and key issues considered during the meeting included Aid to Navigation availability; Navigation and Operations reports; Business Services report; GRAD report into the luminous range of the Isle of May light; Papers on aspects of Asset Management and Disposal; Safety signage at lighthouses; Update on COVID arrangements across NLB; and Risk Cards for Exploitation of Reserve Capacity and Technological Change and Obsolescence.

The Committee confirmed that:

- Assurances were received in relation to all key issues
- The draft year end financials were noted. The underspend on both capital and revenue projects was due to supply chain issues and reduced contractor availability.
- The Capital and Maintenance Programme remains under review and any corrective action has been taken or is planned
- The Risk Cards for Aids to Navigation Provision, Asset Loss or Damage, Information Technology and Operational Technology, Exploitation of Reserve Capacity, Technological Change and Obsolescence, Natural Events are utilised and updated on a regular basis
- The COVID arrangements remain under frequent review.

The Committee wished to draw the Governance Board's attention to the following issues:

- The reduction in availability of Category 1 lights to 99.77% (IALA standard is 99.8%) due to a combination of ageing infrastructure, winter weather, tidal limitations and helicopter availability. Significant resources have been committed to addressing these matters in the coming months.

- Argyll and Bute Council is progressing a Harbour Revision Order in order to expand its existing harbour area to cover the currently unmanaged area of Oban Bay and approaches. NLB continues to be supportive and has been consulted on the extent of the proposed harbour area and protective provisions.
- The GRAD report highlighted that the existing light on the Isle of May does not meet the published range and reviewed various corrective courses of action. Investigation of other lights may show a similar deficiency. A detailed options paper will be presented to the NavOps Committee at the next meeting.

GRAD Report

Commissioner Wilkinson asked when the extent of the issue and how it would be rectified would be known. The Director of Operations advised that the Asset Team have been working on a list of all sites with potential impacts. The issue relates to a particular light technology that provides a lower wattage lamp which is producing a slightly reduced range. The NavOps Committee will consider in due course whether the range reduction at any of the impacted sites is acceptable and a programme of works will follow.

8. VESSEL REPLACEMENT PROJECT UPDATE

The Commissioners noted the highlight paper included within the meeting pack.

Tender Submissions

It was noted that all three bids have been taken through to the negotiation phase. All 3 yards submitted high quality tenders and are very capable of delivering the ship to design.

Challenges

The Chief Executive provided an update on the current challenges around the DfT assurance and approvals process, vessel funding and escalating costs. The Chief Executive has sent an email covering all these issues to the Director of Maritime, a response is awaited.

SRO Briefings

It was noted that SRO Briefing Report V1.0 was issued to DfT Senior Officials on 17 February 2022. This report was also disseminated to the National Shipbuilding Office on 29 March 2022 and Department for International Trade on 25 April 2022.

Political Influence

The risk around political influence was noted and discussed.

Commissioner Lewis left the meeting at this point.

DfT Commercial Assurance Board (CAB) Stage 5

CAB Stage 5 was held on 3 May 2022. The Integrated Project Team (IPT), passed CAB Stage 5 with an Amber rating with limited assurance.

Commissioner Wilkinson highlighted the tremendous job done by the VRP Project Team. The Commissioners take great assurance and confidence that the relevant DfT procedures have been followed and are fully supportive of actions taken.

9. AUDIT & RISK COMMITTEE

The Audit & Risk Committee met on 21 April 2022. Key issues considered included: the

Executive report, Accounting Policy Review, Review of systems of control for project life cycle costs, lessons learnt from SEPA and RNLI Cyber-attacks and relevance for NLB, Period 12 financial monitoring report and identification of emerging cost pressures for 2022/23, review of delivery of the GIAA 21/22 audit plan, the 22/23 internal audit plan and associated fees, the Risk and Improvement report, Tri-GLA Insurance Renewals, Strategic Risk Register including the Tri-GLA Register and Conflict in Europe Risk Register, Detailed Review of Policy and Legislation Risk Cards, the compliance officer report on Freedom of Information and Data Protection, Gifts and Hospitality Register.

The Committee confirmed that:

- Assurance was received in relation to all key issues
- The 21/22 financial outturn remained within budget with revenue underspend higher than expected primarily in pay costs. The capital spend, although close to budget, did vary from original plans. Plans for the future to report on total project costs (not just in-year capital costs) should provide better assurance around project planning and cost estimation and control, where improvements have been made over recent years.
- Work has commenced between the GLAs on progressing the next helicopter contract
- The legislative timeframe for UK Procurement regulation following UK's exit from EU is clearer with relevant training planned within NLB
- An ICT Disaster Recovery exercise completed in early April with 8 issues/opportunities for improvement identified
- MNRPF Contingent Liability resulting from P&O crisis is estimated to be negligible to NLB but always carries a risk if other members default
- 2021/22 IA Plan delivered - counter fraud policies and processes received a substantial rating
- 2022/23 Internal audit plan and associated fees approved
- Gifts and Hospitality Register approved for publication on website
- SEPA/RNLI Lessons Learnt – assessed against NLB practices with no significant gaps identified
- The comprehensive report received from the R&I manager provides a significant level of assurance that the risk management arrangements are effectively assessing and managing risk and continue to drive forward improvements. These have been enhanced by a 'Conflict in Europe' Risk register and a migration of the EU Exit register to a broader Tri-GLA Risk Register
- The change in approach of reviewing escalated departmental risks with ownership lying with appropriate committees should provide a greater level of assurance to the Governance Board
- Policy and Legislation Risk cards were reviewed and remain valid with no changes required
- The ISO Internal Audit Programme has been substantially delivered for the 21/22 year. Only 4 of the 68 planned audits remained ongoing at the year end
- Gap analyses are now routinely performed on best practice identified via Cross Government Insights Reports provided by the GIAA. This allows NLB to benchmark against a sample of best practice taken from a range of work undertaken by GIAA with any identified gaps fed into NLB's process improvement system.

The Committee wished to draw the Governance Board's attention to the following issues:

- Although not yet fully resolved positive progress is being made in relation to: Funding for VRP, Future Tri-GLA Procurement following EU Exit; and Efficiency and Effectiveness measure to replace RPI-X
- A significant gap exists between TU Expectations and Cabinet Office Guidance on 2022/23 pay awards which in light of current Cost of Living rises may be challenging to manage
- Additional cost pressures have been identified in 2022/23 primarily from inflationary

- increases, possible pay rises, fuel and raw materials and associated supply chain issues.
- The internal audit opinion of Asset Management was rated as moderate and commented on communication issues between Assets Management, Delivery and Planning and Renewals and Projects
- Changes in Project life cycle costs. The organisation has been on a journey to make improvements in this area and a textbook operating procedure is in place that was health checked By GIAA in 2018. The direction of travel for this and Asset Management is very positive.

Effectiveness Measure

Commissioner Brew asked whether the replacement measure was based on performance indicators rather than on financial measures. The Chief Executive advised that the proposed measure would measure both the GLA effectiveness/quality of service delivery and the GLAs efficiency in terms of financial performance against agreed targets. The submission highlights to Ministers that the application of the RPI-X regime is problematic for the GLAs. The new system will be presented to Ministers for approval and application within the Corporate Planning process for 2023- 2028.

Tri-GLA Procurement

Commissioner Archibald asked if there was any risk to the helicopter contract if IL were unable to procure with NLB/TH. The Chief Executive advised that DfT/DoT have still to meet to discuss the legal advice obtained by IL, but any agreement would require political will from both sides. Being unable to procure with IL for the helicopter contract would not pose a significant risk for NLB.

10. PEOPLE COMMITTEE AND NOMINATIONS FOR APPROVAL

The People Committee met on 20 April 2022.

Part 1

Part 1 of the People Committee covered the following issues: Recruitment; Sick absence; Hybrid Working; Pay; Pre-employment checks; Gender Pay Gap; Drug and Alcohol Testing; Annual Engagement Survey; Merchant Navy Ratings Pension Fund; Review of Staff Council minutes; Risk Card Review; People Committee Terms of Reference.

The Committee confirmed that:

- Appropriate recruitment action is underway to fill gapped and new posts.
- Sick absence is within tolerable levels.
- Appropriate action is underway to manage the Pay negotiation process for 2022.
- Routine Alcohol and Drug testing is being undertaken.
- The Human Resources Risk card is an accurate reflection of the risks faced.

The Committee wished to draw the Governance Board's attention to the following issues:

- The 2021 Annual Engagement Survey does show a slight dip in scores compared to 2020 but overall remains very positive. Three actions have been identified by the Executive to address areas where remedial work is required, all are related to improving communications.
- The difference between the stated demands of the Unions (Circa 20%) and UK Government Pay Policy is huge. The 2022-27 Corporate Plan assumption on pay provided by DfT was 2.2% whereas Pay Policy provides for 2% with up to 3% where it can be demonstrated that there is a need to target specific priorities.
- A recent communication from DfT Group HR Director has set out mandated requirements for pre-employment checks which includes elements not currently carried out by NLB including Criminal and Social Media checks. Work is underway to establish the

implications of this change including the potential for delay to confirming appointments and the risk of loss of candidates in a challenging market.

- The Gender Pay Gap report shows slight reduction in the gap. In the main this is driven by the appointment of a female Senior Manager.
- Following the recent issues with P&O Ferries, investigation has been carried out to determine the implications to the Merchant Navy Ratings Pension Fund (MNRPF) as NLB is a member organisation. It has been established that NLB's liability should there be a default would be small but the failure of other employers could increase this sum. MNRPF is a declared Contingent Liability in the Annual Report and Accounts.
- Work will be completed to update the Terms of Reference to reflect the new Governance arrangements.

Mini Restructuring Exercise on Ships

The Director of Operations advised that two posts - Chief Cook and 2nd Cook/Steward - are being created to replace the existing Chief Catering and Assistant Caterer roles. Consultation with the Trade Unions has taken place and voluntary redundancy was offered. Five out of the eight staff have taken the opportunity of voluntary redundancy mainly as a result of being close to retirement rather than any underlying issues. There is no anticipated problem with recruitment. Implementation of the new structure will be on 1 September 2022.

Part 2

Part 2 of the People Committee covered the following issues: Appointment of Co-Opted Commissioners; Membership of Committees; Annual Appraisals of the Executive.

The Committee confirmed that:

- No significant resource or skill issues were identified within the Non-Executive cadre.
- Annual Appraisal of the performance of the Executive has been carried out correctly.

The Committee wished to draw the Governance Board's attention to the following issues:

- The Quorum for Part 2 of the People Committee is currently set at 5. As only non-executives are members of Part 2, it is recommended that the Governance Board agree to amend the quorum to 3 non-executives in line with the numbers required for the Audit & Risk Committee which also has exclusively non-executive membership.
- The pre-employment checks for Dick Welsh, the new Commissioner for the IoM, have been successfully completed and a letter confirming his appointment will be issued before the Governance Board.
- It is proposed to the Governance Board that Dick Welsh be appointed to the NavOps and Audit & Risk Committees on joining NLB.
- A review of Committees membership will be conducted following receipt of feedback from the Annual Board Evaluation questionnaire.
- The utility of having a non-mariner Commissioner on the NavOps Committee was highlighted and will be taken into account when considering Committee membership.
- A succession plan to take on the role of Vice Chair with effect from April 2023 will be tabled for discussion at the next meeting.
- The appointment of a replacement for Sheriff Principal Murray has not yet been confirmed. Sheriff Principal Nigel Ross and has been appointed as a replacement for Sheriff Principal Mhairi Stephen.
- An induction briefing was conducted with the new Law Officers on 11 February 2022.
- A review was conducted of the Annual Appraisal reports for the three members of the Executive. The performance of all three against objectives set for 2021/22 was determined to have met requirements and each received praise from the Committee.

The Commissioners approved the proposal to appoint Dick Welsh to the NavOps Committee and Audit & Risk Committee and the amendment of the quorum for the People Committee from 5 to 3 non-executives.

11. MATTERS FOR APPROVAL

There were no matters for approval for consideration at this meeting.

12. STAKEHOLDERS ENGAGEMENT

Maritime Mutual Support Group (MMSG) and Future Maritime Fuels Group (FMFG)

NLB continues its leadership position within the maritime sector through the MMSG and FMFG which continue to work well.

Scottish Maritime Cluster (SMC)

NLB recently hosted the SMC Board Meeting followed by a member meeting in the Stevenson Rooms.

IALA

The Director of Operations continues leadership of the AIMS Committee which is one of the major Committees of IALA.

Other Engagement

NLB have supported the RNLi Fundraising Event, Sheriffdom Conference, Keepers of the Light Play and donated some old buoys for the maritime garden project in Stranraer.

Crisis Media

Charlotte Street Partners have recently been appointed as NLB's crisis media provider.

Scottish Transport Minister

A visit to Oban Base is being arranged for the new Minister for Transport, Jenny Gilruth MSP.

MSP for Argyll & Bute

An invitation to dinner onboard NLB PHAROS during the Commissioner Inspection Voyage in June has been sent to Jenni Minto MSP. A response is awaited.

Commissioners Inspection Voyages

Work is ongoing to develop the programmes for the Commissioners Inspection Voyages to maximum the impact of the time available. Commissioner Brew and Dick Welsh have been extremely helpful with the arrangements for the visit to the Isle of Man.

Isle of Man Government

Commissioner Brew advised the appointment of his replacement, Dick Welsh, has raised the profile of NLB within the Isle of Man Government. The programme for the visit in July will also ensure the profile and connections are improved.

Transport Scotland

Commissioner Wilkinson advised that she has had a recent email exchange with Martin Ritchie. Three areas were covered:

- Decarbonisation
- Potential Constitutional Exchange
- Blue Economy Vision

Department of Transport

A Non-Executive Director Engagement Forum, which was hosted by the Secretary of State and DfT Permanent Secretaries Bernadette Kelly and Gareth Davies, was held at Great Minster

House, London on 27 April 2022. The key themes covered were:

- Thanks to the NEDs and acknowledgement of their resilience through COVID
- Impact of surging energy prices on the sector
- GB railways
- Importance of levelling up
- Decarbonisation
- Building sustainability
- Importance of taking a holistic approach to transport across modes referred to as cross cutting/cross model.

Scottish Canals

The Chair advised that Scottish Canals would be approaching NLB to arrange holding a Board meeting in the Stevenson Rooms.

13. CORPORATE CALENDAR

The Governance Board noted the Corporate Calendar for 2022. The Calendar will be amended to reflect that all attendees are now members of the respective Committees.

Action: Senior Executive Assistant

14. ANY OTHER BUSINESS

Commissioner Mike Brew

The Chair, on behalf of the Commissioners and Executive (past and present), thanked Commissioner Brew for his dedication and time over the 9 years of his tenure, including 2 years as Chair. He leaves the Board in good shape for the challenges that lie ahead.

Commissioner Bill Lobban

The Chair advised the Commissioner Bill Lobban has resigned his post as Convenor of Highland Council but will be staying on as an elected member. The Chair has written to him to express the Board's thanks for his many years of support. Post Meeting Note: Commissioner Lobban has been re-elected as the Convenor therefore will remain as a Commissioner.

JSB/CEC Meeting Feedback

It was agreed that feedback from the JSB and CEC meetings would be included under Agenda Item 12 – Stakeholder Engagement as appropriate.

Action: Chief Executive