NORTHERN LIGHTHOUSE BOARD
GOVERNANCE BOARD
MINUTES – 11 MAY 2023

PRESENT:	Elaine Wilkinson	Chair
	Hugh Shaw	Vice-Chair
	Brian Archibald	Commissioner
	Dick Welsh	Commissioner
	Jamie Finlay	Commissioner
	Aisha Anwar	Commissioner
	Sean Murphy	Commissioner
	Nigel Ross	Commissioner
	Marysia Lewis	Commissioner
	Maurice Corry	Commissioner
	Mike Bullock	Chief Executive
	Phil Day	Director of Operations
	Mairi Rae	Director of Business Services
IN ATTENDANCE:	Jim McBrier	Risk & Improvement Manager
	Karen Charleson	Senior Executive Assistant (minutes)

1. WELCOME, APOLOGIES AND INTRODUCTION

Apologies for absence were received from Commissioners Bain, Charteris, Aldridge, Cameron, Woodward, Anwar, Maclaren, Lobban, Turnbull and Pyle.

The Chair welcomed Commissioners Finlay and Murphy to their first meeting of the Governance Board.

It was noted that Sheriff Principal Craig Turnbull has been appointed as a Senator of the College of Justice and will take up post on 17 May 2023. Sheriff Principal Aisha Anwar, Sheriff Principal of South Strathclyde, Dumfries and Galloway will transfer to the Sheriffdom of Glasgow and Strathkelvin on 17 May 2023. The Lord President has authorised Sheriff Principal Anwar to perform the functions of Sheriff Principal of South Strathclyde, Dumfries and Galloway until 11 June 2023.

Sheriff Principal Marysia Lewis will retire on 31 July 2023. Sheriff Gillian Wade will take up appointment as Sheriff Principal of Tayside, Central and Fife from 1 August 2023.

Ms Catherine (Kate) Dowdalls KC has been appointed as Sheriff Principal of the Sheriffdom of South Strathclyde, Dumfries and Galloway and will take up the appointment from 12 June 2023.

On behalf of the Commissioners and Executive, the Chair thanked Commissioners Lewis and Turnbull for their years of service on the Board.

2. DECLARATIONS OF INTERESTS

There was no declaration of interests raised for noting.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the Governance Board held on 16 February 2023 were approved and can be published on the website.

Action: Senior Executive Assistant

4. MATTERS ARISING

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

HQ Refurbishment - An understanding of the overall total cost of the investment in 84 George Street once the project has finished will be provided to the Board in due course.

Action: Chief Executive

5. ORGANISATIONAL PERFORMANCE

Overview

The Chief Executive, who is also the Accounting Officer, gave an overview of the main issues since the last meeting. The overview covered:

- Health and Safety
- Climate Emergency/Greening Government Commitments
- Capital and Revenue Projects
- HQ Refurbishment
- Vessel Replacement Project
- Aviation Services Project
- Pay

It was noted that while NLB does have a happy and motivated workforce, there is growing discontent over pay. The implementation of the 2022 pay increase was the right thing to do to avoid penalising individuals but there is huge frustration from Unions about the inability to negotiate. The Chief Executive wrote to Director Marine in early April 2023 to voice concerns about the process, the lack of ability to negotiate and to flag up the future challenges. It was hoped that this would prompt a meeting with DfT's HR and Maritime Directors but to date this has not happened. The deadline for submission for anything beyond pay guidance has also been moved to 31 October which was previously December and before that January.

The Unions are taking industrial action over the 2022 pay deal. DfT have advised that there is no route for further negotiation therefore the best NLB can hope for is a better deal for 2023 but Union expectations will be high. Pay Guidance for 2023 is 4.5% with an additional 0.5% to be targeted for the lower paid. NLB argued for 5% in the Corporate Plan which was approved but is unlikely to satisfy the Unions after a 0% rise in 2021, 2% in 2022 and with inflation running at well over 10%. NLB are trying to establish with the Unions what their expectations are and evidence from other organisations is being sought.

The issues around recruitment, retention and pay have been raised with the LAC and they were very understanding of NLB's predicament and recognise the additional costs to the GLF of training for experience loss.

The Chief Executive sought direction from the Governance Board on the issues raised.

Following discussion, the Governance Board agreed, given the explanations around the challenges and the operational and service risk, to endorse working up a proposal above pay

guidance/Corporate Plan sanction if the case could be sufficiently evidenced. The Governance Board also asked the Executive to explore how any above pay guidance award could be funded, noting that NLB has recently been through an organisational review and change programme so there is no silver bullet for delivering any cost reduction.

Action: Executive

KPI Dashboard

The Commissioners noted the KPI Dashboard included in the meeting pack.

6. HEALTH, SAFETY AND ENVIRONMENT PERFORMANCE

The HS&E Committee is attended by representatives from across the organisation and continues to be an open and transparent forum.

Health & Safety Assurance

NLB's HS&E Committee met 20 April 2023. 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, Changes to Procedures, 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; dialogue is being maintained with external authorities; 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:

- During the period there were no new reportable injuries.
- The Accident and Incident statistics for 2022-23 were reviewed and noted as an improved performance on the previous year.
- Following a minor hand injury, a comprehensive information sheet was issued reminding team members of the hazards of using grinders. This provides assurance of NLB's ethos as a learning and Continuous Improvement organisation.
- Following recent noise monitoring on the ships work is underway to determine if further action is required. NLB is liaising with other operators to seek best practice.
- The air monitoring report undertaken at the Bass Rock by IOM was further discussed as was the need for NLB staff to wear respiratory protective equipment at all times when visiting the Bass Rock which is in line with the report recommendations issued by IOM.
- A review of the opportunity to open Corsewall Lighthouse to the public has determined that necessary adaptations will be undertaken at the light's major refurbishment.
- NLB and contractor staff undertaking the refurbishment of 84 George Street undertook a successful joint fire drill to test procedures.
- Following the change to Fire and Rescue Scotland's (FRS) call out protocol in response to automatic fire detection systems the decision has been taken to install multi-sensor detector heads in HQ as part of the refurbishment project to ensure FRS will attend following any automatic detection of fire without delay.
- Lloyds (LRQA) auditor undertook an integrated ISO 9001,14001 & 45001 audit at the Kirkwall depot and Start Point Lighthouse which is in the hands of the contractor. The Audit highlighted no significant issues.

- HM Coastguard undertook a Casualty Evacuation exercise at Butt of Lewis during February 2023. The reinstatement of the training post-COVID is welcome and demonstrates the continuing close cooperation between HMCG and NLB.
- There was one Health and Safety matter raised during the meeting by an Oban team member in relation to Electrical isolation configuration in the ESTF. This is to be investigated by the Principal Electrical Engineer. No other concerns or issues were raised by the representatives of the workforce.

Corsewall Lighthouse
Commissioner Archibald asked under whose auspices will public access be managed. The Chief Executive advised that it would be franchised to the hotel. Hotel staff will receive the necessary training to be able to take visitors up the tower.

Bass Rock
Commissioner Archibald asked if there was any risk of retrospective harm, what that might be and how NLB would test for it. The Chief Executive advised that any issues would manifest itself immediately unlike asbestos. Avian Flu over the last couple of years is a bigger concern.

Sustainability and Environment Assurance

The HS&E Committee Agenda covered 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: Delivery and reporting mechanisms for GGC Targets agreed with DfT are in place and operating effectively; Risks are being captured and managed; 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 by staff and reinforced via NLB's Performance Management System.

The Committee wished to draw the Governance Board's attention to the following issues:
- Michael McBride has joined the team in the new Business Improvement and Sustainability Coordinator (BI+SC) post. This provides much needed expertise and capacity to ensure NLB is able to bring focus to this area. This investment of resources further demonstrates NLB's commitment to Sustainability.
- The GGC reporting process continues to build a database of information to allow effective progress monitoring in addition to meaningful comparison and analysis of trends. The BI+SC has done an initial revision of the presentation of data to aid interpretation. The use of gas and Marine Fuel is down in comparison to the equivalent period in the previous year, whereas Helicopter Fuel and Water usage is up. But factors such as drydocking periods and AtoN projects requiring significant helicopter hours have a significant influence.
- The initiative by the Technical Superintendent and the Ship's Masters to reduce fuel usage through slow steaming and engine configuration continues to deliver savings.
- Business flights have reduced with a welcome increase in the use of trains and public transport demonstrating a shift in the modes of travel chosen. Overall the direction of travel to meeting GGC targets remains positive with the monthly rolling annual average highlighting an average monthly saving of 111.4 tCO2e during 2022/23 against NLB's baseline year for GGC measurement, with NLB on course to meet their 2025 target.
- It was noted that the initiative to install a Rainwater Harvesting system at Oban has stalled because of a lack of interest from the market with only one very expensive response to the Tender. The route to market is being reviewed to potentially split the work into two separate elements ie Design and Build.
- Orkney and Shetland have now received Electric Vehicles (EV) bringing the whole fleet

to 4, with 2 based in Oban. Work continues to determine the route to market for installation of charging facilities at road end lighthouse sites. There is understandable concern from staff on the range of EV, particularly in the context of a planned route being denied due to short-notice road closure requiring a long-detour beyond the remaining vehicle range and without access to charging points. Safety of staff is an overriding consideration and this challenge remains a significant limiting factor to full implementation of EV at this stage.

- NLB Mariners are to undertake training provided by the Hebridean Whale and Dolphin Trust to raise crew awareness and enable reporting of sightings to help with monitoring of cetaceans. NLB provided a presentation to an RSPB conference during March 23 on NLB's Biosecurity procedures which was very well received. NLB have subsequently been requested to share their processes with other organisations wishing to introduce similar procedures. Both these initiatives provide positive assurance of NLB's ongoing commitment to doing the right things to protect the natural environment.
- There were no Environmental concerns or issues raised by the representatives of the workforce.
- Following the data validation work undertaken by the BI+SC, one escalated risk was highlighted to the Committee in respect of data validity. The risk is that due to the application of different conversion factors (from those used within the baseline year) NLB and other organisations' data may be inconsistently represented within the DfT Accuvio System. NLB have highlighted the discrepancy to DfT and action is currently underway address and correct the issue which may have implications for wider ALBs and departmental users.

Electrical Vehicles

Commissioner Welsh asked what NLB's intention was for electrical vehicles accepting that they are difficult to obtain at the moment. The Chief Executive advised that NLB are mandated through Greening Government Commitments to be fully electric by 2027. However, the reality is that the infrastructure is currently not in place to support this. Hybrid/low emission vehicles may be the route NLB takes in the shorter term.

7. NAVIGATION AND OPERATIONS PERFORMANCE

The Navigation and Operations Committee met on 19 April 2023. The agenda covered key areas including: Navigation, Operations and Business Services reports; Recent marine incidents and assessment of AtoN adequacy; Engineering requirements for existing AtoNs and future options for forthcoming projects; NLB lighthouse tender fleet status and helicopter operations; and Climate Change operational adaption measures.

The Committee confirmed that assurance was received in relation to all key issues.

- The Executive provided the necessary assurance that everything was continuing to be done to mitigate against the reduction of CAT 1 AtoN availability against the IALA recommendations.
- The Capital and Maintenance Programme remains under review and is subject to modification as operational priorities change.
- The Risk Cards for Aids to Navigation Provision, Asset Loss or Damage, Information Technology and Operational Technology, Technological Change and Obsolescence and Natural Events have been viewed by the Committee and are updated on a regular basis.

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

- The AtoN Category 1 availability is currently at 99.77% and remains stable. Category 2 and 3 availabilities are well above the IALA Standard.
- Following the allision when the mini-bulker WILSON DUNDEE fouled the Black Eye Buoy off Kyleakin, Isle of Skye (30 Nov 22) the Pier Master at Kyleakin and key stakeholders

have proposed a number of mitigation measures. These include the installation of sector lights and current monitoring equipment, enhanced situational awareness and training to assist in providing accurate information for vessels, in particular first-time arrivals, approaching the terminal. NLB will continue to monitor the situation and will offer support where required.

- Following the tragic loss of the CEMFJORD in the Pentland Firth in 2015, the Maritime and Coastguard Agency (MCA) have submitted an input to the International Maritime Organisation calling for formal recognition of an updated PENTREP Reporting System with the aim to enhance the safety of life and prevent pollution in this high-risk area.
- At the end of March 23, 2106 Local Lighthouse Authority (LLA) AtoN had been inspected out of a possible 2357 (89.4%) during the reporting year (April-March). The annual inspection target is 70%. Over the same period 476 NLB AtoN were inspected out of a possible 485 (98.1%).
- The replacement helicopter aviation services contract project continues but is being hindered by the DfT's intimation that the procurement will be under Tier 2. Additional resources may be required to run another Tier 2 in addition to the ongoing VRP.
- A copy of the Climate Change Review report (2022) commissioned by NLB was circulated to the NavOps Committee and outlined the 'potential' future effects of climate change on NLB's fixed assets. Although early in the process, NLB assets have been afforded a RAG risk status and the Assets team have commenced applying local knowledge to each at risk station and are checking the likelihood of inundation which will lead to mitigations being identified for inclusion in future capital projects or minor works.
- The HQ refurbishment project has created a few fire-alarm and security related issues. There is however a good relationship between NLB and the contractor and it is anticipated that the construction element of the project will be completed by September 2023. NLB will arrange to re-install artifacts, furniture, etc, thereafter.
- There were no escalated risks for discussion at the meeting.

Climate Change Review Report

Commissioner Archibald commended the Report and recommended that other members of the Governance Board should read. The Asset Manager will provide a short presentation during Inspection Voyage 1 and the report will be made available.

Action: Director of Operations

Oban Berth

The Director of Operations advised that in Oban, off the berth in the approach to the the helipad, lies a licenced mooring. That mooring is for a yacht which was granted by the Crown Estates a number of years ago to a member of staff at the Manor House Hotel. The Manor House is no longer a hotel. NLB have become aware that the individual is now looking to sell the rights to the mooring. Whilst NLB previously agreed to the mooring being established, based on a navigational risk assessment, there is now concern around having an unknown person and vessel using it with traffic increasing and the harbour being established. Crown Estates have agreed not to relicense without NLB consent but the individual has the right to retain the mooring. The Director of Operations proposed to pay the individual for the mooring and to secure the equipment.

The Governance Board agreed that this was a pragmatic proposal and that the Director of Operations should progress with the purchase of the mooring.

Action: Director of Operations

8. VESSEL REPLACEMENT PROJECT UPDATE

The Chief Executive, as SRO, gave a verbal update to the Board. It was noted that the relationship with the shipyard is very positive and the design work is progressing well. The IPT

have successfully made the shift from approval/assurance focus to contract management/design and build.

The first loan drawdown was received on 13 April and the first payment was made to the shipyard on 21 April 2023.

NLB also continue to assist other organisations with their projects e.g. Trinity House, Irish Lights, etc.

9. AVIATION SERVICES PROJECT (ASP) UPDATE

The position with the Note Verbale appears positive and there is every indication that NLB will be able to procure this service for all three GLAs. This will ensure continued interoperability and best Value for Money.

Project Governance and the development of the Business Case is in good order. The Governance has been established and agreed. A number of Project Boards and two Options Workshops have been held. From the workshops Spending Objectives, Constraints and Dependences and the potential Scope and service capabilities have been established. Critical Success Factors have also been determined.

The biggest concern has been centered on the Approvals and Assurance Process. An SRO briefing paper has been submitted to DfT and a meeting has been scheduled for 15 May 2023 to produce a paper to be presented to Officials.

10. AUDIT & RISK COMMITTEE

The Audit & Risk Committee met on 20 April 2023. After a valuable training session on the roles of internal and external audit delivered by GIAA and NAO, key issues considered included: an update on the quinquennial evaluation exercise; the Executive Report; Flash Result for year-end Financial position; the Risk and Improvement Report; Risk Card Review; Compliance Officer's Report; Management Assurance Return; Internal audit plan for 2023/24; Internal audit reports and ARC forward work plan.

The Committee can confirm that:

- The year-end Flash Result Financial status as at 6 April 2023 was considered to provide assurance on NLB's financial position ahead of the full report to be issued to the Governance Board in May.
- NLB Pay for 2022/23 has been implemented, although this matter remains as a risk as ballots are in progress regarding industrial action by members of some unions.
- The comprehensive Executive Report contains a great deal of information and continues to provide sufficient assurance on key issues.
- The comprehensive report received from the R&I Manager continues to provide a significant level of assurance that the risk management arrangements are effectively assessing and managing risk, and continue to drive forward improvements.
- The completion of the 2022/23 Management Assurance Return (MAR) continues to be an integral part of NLB's annual assurance process, with NLB Making a full Pd 12 return on 24 March 2023.
- Internal Audit Programmes for 2023/23 have been established with work progressing as planned.
- Audits for externally verified international standards are progressing as planned and provide assurance across a range of NLB activities and requirements in respect of Quality Health, Safety, Environment and Information Security.

- The participation of auditors from NAO (National Audit Office) and GIAA (Government Internal audit Agency) continues to be of great value. It is a key aspect of NLB's Framework of Control.

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

- Whilst the Quinquennial Evaluation Exercise is progressing, it continues to use NLB operational resources for personnel from the Valuation Office Agency (VOA) to visit assets. The GLAs are participating in an HMT consultation on valuation methodology and NAO confirmed their response will propose that the GLAs use 'specialised deemed historic cost model', which would require much less resource to determine their value.
- Pay continues to be a risk to the Organisation in terms of staff retention, recruitment and satisfaction. This Committee will continue to monitor this risk.
- Difficulties are being experienced in the procurement of a new Aviation Services Project (ASP) in regard to Tiering. This remains a risk, as the expiry of the current contract, without extension or replacement, would leave the GLAs without helicopter cover and therefore unable to discharge their duties.
- Pension provision by 'MyCSP 'continues to be problematical. Poor service, inaccuracy of data and lengthy responses to staff queries create real difficulties for NLB staff. The Committee noted this as a risk in terms of staff satisfaction at an already difficult time for staff regarding pay.
- A presentation on the system replacement project for ERP (Enterprise Resource Planning) and HR/Payroll was provided which gave assurance that a comprehensive new system will provide improvements and increase capacity across a range of activities.
- The Management Assurance Return (MAR) gives a significant level of assurance. Whilst the Committee has full confidence in the MAR – some areas in the DfT's second and third line of defence reporting highlighted some key areas 'not sufficiently sighted'. The Accounting Officer has sent a letter to DfT to request clarity in respect of this categorisation, in addition to how this apparent omission can be rectified in future reviews. Clarification in respect of the application of Functional Standards and their interplay with the Management Assurance Process has also been sought.
- NLB's internal audit teams continue to provide an excellent service in completing the audit program ahead of schedule. All delivered by volunteer auditors from within NLB.
- The closing remarks by the GIAA lead, gave excellent feedback on the way that assurance and risk is embedded in the organisation. He praised the level of response to the staff survey on Cyber security, and cited difficulties in finding non-compliance or areas for improvement as a nice problem for GIAA auditors to have.

Quinquennial Review

Commissioner Shaw was disappointed to read that although both TH and NLB have a contract with VAO they seemed to be prioritising TH and leaving NLB on the back burner. Commissioner Shaw asked if there had been any follow up on this. The Director of Business Services advised that there has been a change in the calculations in terms of machinery and equipment and this is being validated through TH as they have a much smaller estate. NLB have submitted all returns to DfT for Period 13, which will now go into the DfT Financial Accounts. NLB's Annual Accounts will have the valuations included for 2022/23 but the DfT Accounts will not have those adjustments to the following year. This is a huge administration burden for something that does not fundamentally give any value.

Financial Results

The Director of Business Services advised that following adjustments made since the Audit & Risk Committee, NLB moved from a £1.6m underspend to a £48k underspend due to the vessel replacement project.

It was noted that the additional cost for fuel would have been more painful had the ships not adopted new operating procedures which had led to much more efficient use of fuel.

Commissioner Welsh asked for clarification around the vessel replacement project and whether loans and stage payments to the shipyard will be annualised giving the same outlay for a number of years going forward. The Director of Business Services advised that there is currently a line in the accounts for ship leases, going forward there will be a similar line that will just be for interest costs. Cost will go through as capital expenditure and at the end of the project it will move from an asset under construction to being the vessel and then there will be ongoing interest costs for the life of the vessel.

Strategic Risk Registers

The Governance Board noted the Strategic Risk Registers that were included in the meeting pack. It was noted that the probability on the HR Risk Card had been increased from high to very high (score 17) with a high impact in relation to the pay settlement and industrial action. The additional action column will be updated following Governance Board approval to proceed as discussed under Agenda Item 5.

Action: Risk & Improvement Manager

Commissioner Shaw highlighted that the contingent liabilities and provisions (coastal erosion and environmental changes) required to be updated to reflect the Climate Change Report. The Chief Executive undertook to review.

Action: Chief Executive

11. PEOPLE COMMITTEE AND NOMINATIONS FOR APPROVAL

The People Committee met on 19 April 2023.

Part 1

Part 1 of the People Committee covered the following issues: Recruitment and Turnover statistics; Sick absence; Pay; Review of Staff Council minutes; and Risk Card Review.

The Committee confirmed that:

- Appropriate recruitment action is underway to fill gapped and new posts.
- Sick absence remains within tolerable levels and the downward trend for both long and short term absences reported at the last Governance Board continues.
- No Drug and Alcohol Tests have taken place since the last People Committee.
- The Pay Remit for 2022 has been awarded.
- The Human Resources Risk card is an accurate reflection of the risks faced but is to be updated to reflect the reticence of DfT Officials to support mitigation of Recruitment and Retention risk through remuneration.

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

- Good progress has been made with recruitment in recent months with a number of posts filled. Attracting Technicians remains a challenge but the removal of specific geographical location for individual posts will widen the pool of candidates, allow the best person to be recruited and then on appointment allocated to the most appropriate location.
- Following a protracted process the approved Pay Remit was received 31 January 2023. The formal offer was issued to Trade Unions (TU) 1 February 2023 which was rejected by all unions except Nautilus. At the meeting, all TU except Unite agreed that the Pay Remit would be implemented in March salaries.

- Unite and Prospect are in the process of balloting their members and the indications are that there will be Industrial Action but there is a requirement for 2 weeks' notice to be given. The rules do not allow seafarers to strike unless the vessel is safely moored therefore the likelihood is that any action would occur around a programmed crew-change. Priority will be placed on ensuring effective monitoring is maintained for appropriate NTM can be issued.
- The Chief Executive has written to DfT Director Maritime to set out concerns with the approval process and the expectation was that this would result in a meeting with CE, Director Maritime and DfT HR team at Director, however following a meeting with the Sponsorship team this appears to have been delegated to a lower level. In the spirit of greater openness and cooperation the letter has been shared with TUs.
- The 2023 Pay Guidance has been issued (4.5% plus an ill-defined 0.5% for the lower paid) and it is hoped to meet with TU to discuss, however it appears that some TU will not engage because they are in dispute with NLB.

Part 2

Part 2 of the People Committee covered the following issues: Re-appointment of Commissioner Wilkinson; Recruitment of a successor for Commissioner Woodward; Membership of Committees; Honours and Awards.

The Committee confirmed that:

- No significant resource or skill issues were identified within the Non-Executive.

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

- Scottish Ministers have confirmed that Commissioner Wilkinson is to be reappointed for a further period until the 31 March 2025 to allow her to complete the 2 year appointment as Chair.
- To meet demanding timelines highlighted by the DfT Sponsorship Team an advert and associated skills matrix setting out the skill requirement for a Financially competent individual to fill the Secretary of State appointed Commissioner post when Commissioner Woodward steps down have been submitted to DfT. It is understood that a submission will be made to Ministers and once approved recruitment action can commence.
- Commissioner Ross is recommended to join the HS&E Committee to replace Commissioner Wilkinson.
- As a Navigational Assessor Commissioner Finlay will join the NavOps Committee to replace Commissioner Beveridge
- Commissioner Finlay is recommended to join the Audit and Risk Committee as the successor to Commissioner Wilkinson.
- A replacement is required for Commissioner Lewis on the People Committee when she retires 31 July 2023 potential candidates will be canvassed by the People Committee Chair.
- The Annual Appraisals of the Executive have been delayed because of other priorities. This will be completed ahead of the next People Committee.

Secretary of State appointed Commissioner

Commissioner Shaw asked if there was any update on the recruitment for the Commissioner appointed by the Secretary of State. The Chief Executive advised that the paperwork has been submitted and a response is awaited.

People Committee Vacancy

The Chair requested for any Commissioners that would be interested in joining the People Committee to make it known to Commissioner Pyle and the Chief Executive.

Action: Commissioners

HS&E Committee
The Governance Board endorsed the recommendation for Commissioner Ross to replace Commissioner Wilkinson on the HS&E Committee.

Audit & Risk Committee
The Governance Board endorsed the recommendation for Commissioner Finlay to replace Commissioner Wilkinson on the Audit & Risk Committee.

12. MATTERS FOR APPROVAL

Matters for approval were covered under the appropriate Agenda Items.

13. STAKEHOLDER ENGAGEMENT

The Governance Board noted the Stakeholder Engagement update.

Framework Agreement
The Chief Executive advised that this had been a long-standing issue. The three GLAs worked together to submit a revised version of the Framework Agreement in accordance with the latest Cabinet Office guidance some 18 months ago. It is now understood that it has gone through the Public Bodies Group, will go to DfT Legal shortly and then to HM Treasury and Cabinet Office. It will then come back to the GLAs for a further review before going back to Ministers for sign-off.

Isle of Man Government Update
Commissioner Welsh updated the Governance Board on the successful visit by the Chief Executive to the Isle of Man. The presentation to the Territorial Seas Committee went down very well and there is now a real will to work collaboratively and look at NLB's attendance at future meetings. The work with the cluster of maritime organisations also was well received.

Department of Transport Update
There were no specific updates from Commissioner Woodward received.

Transport Scotland Update
The Chair advised there she had met with Martin Ritchie in the margins of the JSB meeting. There was nothing to report.

14. CORPORATE CALENDAR

The Governance Board noted the Corporate Calendar for remainder of 2023.

Virtual/In Person Meetings
Commissioner Welsh highlighted the difficulties around making arrangements for attending meetings when the quota of virtual/in person meetings detailed in the Corporate Calendar changes during the year and requested more surety to be able to perform the functions of a Commissioner. As a new Commissioner, the right balance between in-person meetings and on-line meetings needs to be established to maintain effective relationships. The Chair agreed to include a question around this issue in the Annual Board Evaluation to seek Governance Board members views.

Action: Chair

15. ANY OTHER BUSINESS

Annual Board Evaluation
It was noted that the Annual Review of Effectiveness will be issued late June/early July 2023.

Civil Service College ARAC Course
Commissioner Welsh advised that he had attended the Civil Service College ARAC Course. The course was extremely useful, very informative and provided a wealth of sources of information covering roles and responsibilities. It was really well delivered and recommended for all new Commissioners whether they are on the Audit & Risk Committee or not.

3D Modelling – New Vessel
The Director of Operations took the Governance Board through the 3D model of the new POLE STAR using the design software provided by the shipyard. The Director of Operations will continue to share at various meetings as the project progresses.

Action: Director of Operations