NORTHERN LIGHTHOUSE BOARD

GOVERNANCE BOARD

MINUTES – 15 February 2024

PRESENT:	Elaine Wilkinson	Chair
	Hugh Shaw	Vice-Chair
	Bill Lobban	Commissioner
	Brian Archibald	Commissioner
	Dick Welsh	Commissioner
	Jamie Finlay	Commissioner
	Derek Pyle	Commissioner
	Gillian Wade	Commissioner
	Ruth Charteris	Commissioner
	Sean Murphy	Commissioner
	Nigel Ross	Commissioner
	Kate Dowdalls	Commissioner
	David Cameron	Commissioner
	Robert Aldridge	Commissioner
	Maurice Corry	Commissioner (Agenda Item 8 onwards)
	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)

1. WELCOME, APOLOGIES AND INTRODUCTION

Apologies for absence were received from Commissioners Anwar, Bain and Maclaren.

The Governance Board was saddened to hear about the death of the Procurement Manager's wife and asked for their condolences to be passed on.

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 9 November 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 – Work is ongoing to evaluate the investment in 84 George Street to give a long-term view. A report will be provided to the NavOps Committee and Governance Board in April and May 2024 respectively.

Action: Chief Executive

Corporate Plan – The suggestion to remove Appendix 4 – Performance Indicators - in future plans following the introduction of the formalised GLA Effectiveness KPIs will be discussed with the GLF Accountant at a forthcoming meeting. This action can now be closed.

Corporate Calendar – A draft Corporate Calendar will be produced for circulation early July 2024. It was agreed that this action could also be closed.

Review of Board Effectiveness – Good progress has been made with preparing draft wording for both Conflicts of Interest and Board Effectiveness. These will go to the People Committee and Audit & Risk Committee in April and if endorsed will come to the next Governance Board meeting in May 2024 for approval.

5. ORGANISATIONAL PERFORMANCE

Overview

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

- **Health & Safety** – NLB continues to be very proactive to address issues as they arise. A good example of this is that Senior Manager members of the Executive Group have now completed a 4-day IOSH managing safely course. This is testament to the way NLB goes about its commitment to keep everyone safe.

- **Climate Emergency** – NLB's cross team efforts to respond to the climate emergency through adaptation and mitigation remains the centre of decision making. In recognition of changing weather patterns and the increasing instances of extreme weather, high-level dialogue has been opened up with NatureScot to seek a pragmatic but carefully moderated, adjustment to site access restrictions when circumstances really dictate. There remains a very strong focus across the organisation around Greening Government Commitments.

- **HQ Refurbishment** – The work on 84 George Street is almost complete with only final snagging work and the return of antiquities to be undertaken. Universal feedback from staff and visitors has been very positive. NLB have been well served by both Rydens and the main contractor Maxi.

- **VRP/ASP** – Both projects are in good order in terms of NLB's stewardship and relationship with key stakeholders. A fuller report will be provided under Agenda Item 8.

- **AtoN Programme** – The overall AtoN Refurbishment Programme is moving ahead well. The ever maturing and robust project management process is paying dividends not just for AtoN work but also everything from ship refits to ICT projects.

  The Governance Board noted the recent challenge at Bass Rock due to extreme weather washing away materials for emergency repairs to the landing. The added complication is that the light is now an outage. Staff are attending site but have been advised if they do not believe it is safe they should not access.

- **Pay** – The Inducement Claim by Unite the Union has now been settled. Pay remains problematic but it has been agreed that the 2023/24 pay for shore staff can be made in February 2024 salaries. Discussions continue with the Unions representing Marine staff and a revised pay offer is currently out to ballot. At a working level, relationships with staff remain good.

- **Sanction** – The Sanction Letter has been received from the Maritime Minister for the full funds requested in the Corporate Plan for 2024-2029.

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

In overall terms, the organisation is in good order and delivering on all fronts. The Chair thanked all staff, on behalf of the Governance Board, for dealing with the disruption of the refurbishment of HQ over the past year while keeping services running.

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 18 January 2024. 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 including the routine review of the Health, Safety and Environmental manual documentation; 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:

- Intervention action led by Director Operations has been taken to address manual handling issues that have occurred on the vessels.
- Following the formal reporting of incidents to SEPA (FM200 fugitive gas release) and the HSE (dropped load) neither authority has contacted NLB indicating that no follow up action is necessary. Lessons from both incidents are being implemented.
- The requirement for NLB Staff to deal with bird guano remains a live issue with further work required to identify cleaning and disposal procedures.
- Buoy work conducted by POLE STAR in early January was observed by the HS&E team with positive assurance gained on the focus placed on Health and Safety during the operations.
- The methods of promulgation of policy and procedure changes to front-line staff was discussed, in particular highlighting the fundamental role of Q4 and Toolbox Talks to ensure the latest policy and procedural changes are brought to the team's attention. The importance of relevant parties receiving information and being aware of any significant document change was noted.
- IOSH 4 day Managing Safely Course has been completed by Executive Group Senior Managers providing firm assurance of NLB's ongoing commitment to H&S.
- The inability of LRQA to provide an alternative auditor for the Surveillance Audit in Shetland has been highlighted to the Procurement team. The final audits under the LRQA contract will be completed during March – May 2024. A replacement contract is currently being tendered.

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: 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:

- Now midway through the third year of GGC reporting. In year Q2 is showing better results than Q1 but this is influenced by the decision to apportion Carbon emitted during Commercial work to the customer and the continued success of eco-steaming.
- Work is to be completed with IL and TH to develop an eco-steaming guide and to determine a system to gather accurate data using TUDs (Tender Usage Data).
- Rail mileage is up by 60% year on year and Road miles by Rental/Grey fleet down by 26% which are both very positive indicating the commitment of staff to do the right thing.
- Domestic Flights in Q2 have increased to levels higher than at any time in the year before COVID. This will be investigated to determine where alternatives could have been used for non-operational flights.
- GIAA have completed an audit on Waste Management. The report is awaited.
- A second edition of NLB's Carbon Management Plan has been drafted and is now in circulation with the Asset team for review before being submitted to the Directors.
- It was highlighted to the Committee that charges payable to NLB's Electricity supplier, EDF, for the Renewable Energy Guarantees of Origin Scheme were set to increase from £800 to £25K. It was agreed that paying the vastly increased fee was not Value for Money and NLB would leave the scheme.
- NLB's Vessel crews continue to receive training from the Hebridean Whale and Dolphin Trust on identification and reporting of cetaceans.
- A practical improvement at Oban base has commenced with the installation of a Rainwater Harvest retaining tank. This will remove the need to use potable drinking water when undertaking tasks such as pressure washing.

The Director of Operations brought the Governance Board's attention to the 2 small Fuel spillage incidents. These were completely unrelated incidents involving a fish farm vessel in NLB's berth in Oban and PHAROS in Leith harbour. All correct actions were taken and procedures were in place.

6. NAVIGATION AND OPERATIONS PERFORMANCE

The Navigation and Operations Committee met on 17 January 2024. 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 every effort was being made to attain, or exceed, the IALA recommended CAT 1 AtoN availability level.
- 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 99.82%, is a slight increase since the last meeting, and exceeds the IALA recommended level. Minor fluctuations can be expected over the winter months as adverse weather and helicopter availability impact response times. Category 2 and 3 availabilities are well above the IALA Standard.
- Six incidents have been reported since the last meeting. None of the incidents were as a result of an AtoN failure.
- AtoN Inspections - At the end of November 23, 1369 Local Lighthouse Authority (LLA) AtoN had been inspected out of a possible 2371 (57.7%) during the reporting year (April-March). The annual inspection target is 70%. Over the same period 434 NLB AtoN had been inspected out of a possible 485 (89.5%).
- Marine Licenses - The workload of the Navigation Team, in terms of licensing cases, has increased significantly since summer 2022. This has been largely driven by Marine Scotland addressing a backlog of aquaculture site applications and by the Scotwind data-gathering phase.
- AtoN Review – In accordance with the agreed schedule, the Committee reviewed the proposals for Area 1 – Isle of Man, North Channel and Clyde and Area 2 – Mull of Kintyre to Ardnamurchan.
- NLB User Group (NLBUG) – The next meeting of the NLBUG will be held at HQ on 14 February 2024. The meeting will be hybrid and presentations will be given by a number of NLB speakers.

<u>Escalated Matters</u>

- Planned Maintenance – AtoN and operations were impacted by the recent storms, in particular storm Babet. South Carr buoy was lost and substantial damage to the Bass Rock landing was experienced. A replacement buoy will be positioned in deeper water slightly to the north of the original position and remedial works at the Bass Rock significantly impacted original project plans for winter 2023/24.
- NLV POLE STAR - The vessel drydocked in mid-October and any outstanding defects have been resolved.
- Access Roads – Following the last update and based on the principle of common interest, we have agreed to contribute 20% share of the upgrade of the shared access to Langness Lighthouse and for the works to this section and the NLB's separate access to be managed by our neighbour.
- Helicopter – Discussions with PDG on additional extensions of contract have now been concluded and appropriate documentation has been prepared for signature w/c 22 January.
- HQ refurbishment Project – NLB now has occupation of the building but the HQ contractor, Maxi, are still on-site completing snagging activities with subcontractors. Whilst the majority of the refurbishment has been completed there are still some teething problems with some elements of the building.

<u>Escalated Risks</u>

There were no escalated risks for discussion at the meeting.

The Committee reviewed Risk Card 5 – AtoN Provision and Risk Card 6 – Information Technology and Operational Technology.

The remaining Risk Cards were noted.

The Director of Operations advised that NLB have been engaging with NatureScot regarding access arrangement for particularly Sule Skerry and Bass Rock which can only be accessed through the winter months. NatureScot have been very accepting of the issues and are looking to work with NLB on a Management Plan to allow work to be undertaken during the Summer at Sule Skerry. Further discussion will take place in relation to Bass Rock to see if any work can be done there in the later part of the Summer.

The Chair added that hearing about the issues provides an insight into cost escalations and great assurance can be taken from the discussion taking place with NatureScot.

Commissioner Shaw requested that the presentations from the NLBUG be shared with Commissioners on the Inspection Voyages. The Director of Operations agreed to make these available.

Action: Director of Operations

7. VESSEL REPLACEMENT AND AVIATION SERVICES PROJECT UPDATE

Vessel Replacement Project (VRP)

The Governance Board noted the update provided in the meeting pack. The Chief Executive, as SRO, advised that the relationship with the shipyard remains positive and the contract management process is working well. There is complete transparency which provide great confidence in the shipyard team.

In February 2024, the shipyard informed NLB that the contracted Electrical Installer was close to bankruptcy and that they had cancelled their contract with the supplier. They are currently seeking a new Electrical Installer. Notice has been given under article 11 of the Contract for possible delays, but the impact, if any, to the programme has yet to be determined. The shipyard has acknowledged that the responsibility for any increase in cost lies with them.

There is one variation to change to bronze sea valves. There is contingency to cover these emerging issues and lesson learned are captured for any follow-on vessels.

Commissioner Archibald asked if any delay to the thruster caused by the Red Sea closure would be force majeure. The Director of Operations advised that the shipyard has done some work with their suppliers to find out if there are any parts that could be affected but it is a potential risk.

Commissioner Archibald asked if there could be any negative publicity around the internships/apprenticeships being in Spain. The Chief Executive advised that there is overall benefit and it is worth celebrating. The National Shipbuilding Office are setting up a Business Skills for Shipbuilding Taskforce and Rob Chadwick, Project Co-ordinator has been nominated as member of the work group.

Aviation Services Project (ASP)

The main ASP dependency has been the lead time for the existing contract extension, which was completed on 7 February 2024. This contract extension ensures the continuance of aviation services until November 2027. This allows time to get through the DfT approvals and assurance process for the new contract.

The current issue is the different Air Operating Certificates (AOCs) required by CAA and IAA which is being taken forward by Irish Lights as they led with inter-government discussions regarding the Note Verbale. Meetings with key personnel in Department of Transport (DoT) and Department for Transport (DfT) are being scheduled to determine a way ahead.

The market engagement process is progressing well with a Market Engagement Strategy and plan developing. The Prior Information Notice (PIN) and short project description will be released shortly and formal press releases from each GLA will notify the market of the up and coming procurement.

There is ongoing good co-operation between the GLAs.

8. AUDIT & RISK COMMITTEE (ARC)

The NLB ARC met on 18 January 2024. Key issues considered included: the Executive Report; Management Reporting Pack, the Risk and Improvement Report; Risk Card Review; Compliance Officer's Report; Internal Audit report; External Audit Report; Best practice and Gap Analysis; Committee Effectiveness; and Forward Workplan.

The Committee confirmed that:

- The Governance Board previously approved a draft version of the 2022/23 Annual Report and Accounts, subject to no significant changes occurring as the annual audit concluded. The final audited accounts were presented to the Committee highlighting changes made to the asset values due to different steel price indices and location factors applied to MEA as a late correction to the Quinquennial Evaluation Exercise. These adjustments were not considered to materially affect the financial performance of NLB and the Committee recommended that the accounts be signed by the Chief Executive and Chair of NLB.
- The 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 continual improvements.
- In line with the scheduled programme, the Committee reviewed and updated as appropriate, Risk Cards – (1) Policy, & (2) Legislation; and noted the remaining risk cards.
- Internal Audit Programmes for 2023/24 are 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 at ARC 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 and helps build relationships going forward.
- NLB's Environmental Management System continues to drive a risk-based approach to monitoring and mitigating NLB's Environmental Aspects and Impacts, including delivery against the Greening Government Commitment Targets and NLB's response to the Climate Emergency.

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

- The Annual Report and Accounts is a significant piece of work and is produced to the highest standard. The team should be congratulated on their efforts and the quality of the report.
- The Quinquennial Evaluation Exercise has taken up considerable resource and time from NLB teams which could have been spend much more productively elsewhere. NLB, IL, TH and the GLF accountant will discuss this at their next meeting and NLB will continue to monitor whether the HMT review of non-investment asset valuations will reduce this burden in the future.

- The Draft Management Assurance Return (MAR) was approved by the committee. As in previous years NLB intend to make a full 12-month submission during March 24, with any significant changes reported out of committee. The committee thanked the team for a very comprehensive piece of work.
- Pay continues to be a risk to the Organisation in terms of staff retention, recruitment, and satisfaction. A date has now been set for the employment tribunal for the inducement claim by Unite. The claim has been registered in the list of contingent liabilities whilst the determination is unclear. Once the result is determined, if necessary, a provision will be made in the accounts pending any further legal action i.e. appeal.
- The 2023/24 pay remit has been approved. Offer letters to representative unions received mixed reactions. Unite and Prospect accepted the offer, whilst PCS and Nautilus rejected the offer. Work continues on seeking a resolution.
- HQ refurbishment project and Operation Jigsaw– the building is now re-occupied by NLB staff. There are still final snagging problems and furniture issues to resolve, and the antiques will be reinstated in February. Unfortunately, this is too late for the NLB user Group Meeting on 14 February, but visitors will be able to see the newly refurbished Headquarters. This has been a highly complex project, which has been expertly delivered (whilst maintaining a working environment) by the NLB project team and the contractor's Maxi.
- Aviation Contract – Discussions with PDG on extensions of contract for aviation services have now been concluded and appropriate documentation has been prepared.
- Occupational Road Risk – winter driving training has now been added to the previous training for all staff and Commissioners.
- NLB's Assurance Mapping is being seen as 'best practice' by other organisations. This is a real 'feather in our cap' and NLB are happy to share their experience and models where they can.
- The relevance and fluidity of the Risk Profiles can be seen by the recent additions to include the attacks on merchant shipping in the Red Sea, and the change of emphasis and name from 'Conflict in Europe' to 'Global Conflict' to take into account the recent conflict in Gaza and a wider perspective.

The Director of Business Services advised that the Annual Report and Accounts have been approved by the Audit & Risk Committee for DfT. Quite a number of questions were raised which are being addressed. However, by the time the questions were cleared Parliament was in recess and it will now be after half-term before they can be signed off within DfT, laid within Parliament and then laid within Scottish Parliament.

The Director of Business provided an update to the Management Reporting Pack noting the increase in commercial income, the interest rate for the new ship and additional spend on capital. Figures are still being worked through but it anticipated there will be small underspend.

9. PEOPLE COMMITTEE AND NOMINATIONS FOR APPROVAL

The People Committee met on 17 January 2024.

Part 1

Part 1 of the People Committee covered the following issues: Recruitment and turnover statistics; sick absence; Pay; Drug and Alcohol testing; Review of Staff Council minutes; Review of Escalated Risks and HR Risk Card.

The Committee confirmed that:

- Appropriate recruitment action is underway to fill vacancies.
- Sick absence levels continue to reduce.

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

- Although the majority of vacancies have been successfully filled it has not been possible to recruit an Electrical Project Engineer. An alternative approach has been established which seeks to develop existing suitably qualified employees for the role through the provision of secondment opportunities.
- The previously reported downward trend in Sick Absence levels for both long and short-term has continued. Most ongoing long-term absences are from the vessels given the ENG requirements.
- The claim of Inducement by Unite (the Union) over the imposing of 2022/23 pay will be heard by Employment Tribunal (ET) 30 Jan – 1 Feb 24. The Executive are working with legal advisors to prepare.
- Pay Remit for 2023/24 has been approved by DfT. Shore-based staff Unite and Prospect members have voted in favour but PCS has rejected without balloting in line with their national policy but it is understood they accept that it will be imposed. This will be clarified in writing to avoid risk of a claim of Inducement which once received will allow the rise to be paid to shore-based staff. For Marine Staff the offer has been accepted by Unite but Nautilus have rejected because of the application of a flat rate increase favouring the ratings represented by Unite who are lower paid. An initial meeting with the two unions to find a compromise was unsuccessful. A series of options to rebalance the offer have been developed and will be tabled at a meeting between the Chief Executive and the Unions which is scheduled for 5 February.
- Following the GIAA Audit on Recruitment two metrics have been developed in line with the recommendations. The Committee agreed the metrics were appropriate and they will be included in future reports.
- The Gender Pay Gap Report for 2023 was reviewed. Results show little change from the previous report.
- The 2023 Engagement Survey was reviewed. Although there has been a slight reduction in positive responses the overall results remain positive. Targeted action has been taken to address work related issues identified, specifically onboard the vessels.
- Staff Council minutes evidence good relations and a positive response to staff concerns/ideas.
- The HR Risk Card was reviewed with minor amendments proposed.

Part 2

Part 2 of the People Committee covered the following issues: Appointment of DfT Commissioner; Reappointment of Commissioner Shaw; Recruitment of successor for Commissioner Wilkinson; SCS Pay

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

- Interviews for the DfT Commissioner took place 22 January 2024 with a number of Appointable candidates identified. The outcome of the interviews will be submitted to the Maritime Minister and it is expected that the Minister will meet candidates before making a decision.
- It was agreed to recommend to the Governance Board that Commissioner Shaw's term should be extended to 31 March 2027 to line up with the end of his tenure as NLB's Chair on the assumption that he is elected to that role in due course.
- Transport Scotland have been approached to clarify the process for the replacement of Commissioner Wilkinson at the end of her tenure on 31 March 2025.
- The election of Phil Day as an Honorary Member of IALA was noted a major accolade.
- Following the designation of the Senior Executive and Commissioners as SCS in terms of pay a submission has been made to the DfT Sponsorship team for an increase in line with Government direction for 2023. Job evaluations for the two Directors will be conducted to determine whether pay alignment between the two posts is appropriate.

The Governance Board agreed that Commissioner Shaw's term should be extended to 31 March 2027 to line up with the end of his tenure as NLB's Chair on the assumption that he is elected to that role in due course.

Commissioner Welsh asked if there was any timescale around the appointment of the DfT Commissioner. The Chief Executive advised that it is understood that the Minister will interview 3 candidates. Hopefully once a date has been set for the interviews the process thereafter will be quick.

10. MATTERS FOR APPROVAL

Matters for approval were covered under the appropriate Agenda Items.

11. STAKEHOLDER ENGAGEMENT

The Governance Board noted the Stakeholder Engagement update.

Joint Strategic Board (JSB) – The JSB took place 13-14 November 2023 at Trinity House. The draft minutes were noted. The major theme was the 2024-2029 Corporate Plans in preparation for the Multilateral meeting in December. The report on the JSB Review (considered and endorsed at the November Governance Board) was endorsed by the JSB and will be shared with UK and Irish Governments. In acknowledgement of the hiatus caused by turnover of TH Non-Executives, JSB agreed to extend Brian Archibald as Chair until after the November 2024 meeting to provide time for new TH Lighthouse Board members to gain familiarity with the JSB.

Multilateral Meeting – The Multilateral Meeting was held in person at DfT on 5 December 2023. The Chief Executive and NLB Chair attended as did Brian Archibald as JSB Chair. NLB received very positive feedback on the quality of the Corporate Plan for 2024-2029. The annual Sanction Letter was received from the Maritime Minister on 5 February allocating the full budget as requested in the Corporate Plan. LAC requested a meeting with JSB to discuss Vessel Replacement Projects and joint working.

Lights Finance Committee (LFC) – The LFC was held on 22 January 2024 and attended by Elaine Wilkinson and Brian Archibald.

LAC/JSB Vessel Replacement Meeting - Following the Multilateral meeting, NLB has worked behind the scenes to set up a meeting with LAC and JSB. 20-21 March 2024 have now been agreed as the event date. The afternoon of 20 March will be dedicated to an NLB only programme to tour the refurbished HQ and to attend an SRO VRP monthly Health Check meeting. TH and IL will join NLB and LAC for dinner and the VRP discussion will take place on the morning of 21 March. A further preparatory meeting will be scheduled to bring the JSB Chair and GLA Non-Executives into the discussions before 21 March 2024.

IGC Forum - The annual Inter GLA Committee (IGC) Forum was held 6-7 February 2024 at NLB HQ with over 60 delegates taking part.

Chair of TH Lighthouse Board - The announcement of the successor to Sir Alan Massey is still awaited but it is understood that they have been selected from the TH Court.

IALA – The Chief Executive represented UK at the Council meeting held in Paris 11-14 December 2024. In addition to routine business focus was placed on the transition from NGO to IGO. Subsequently NLB have led a UK review of the draft IALA Staff Rules with the aim of improving governance and transparency. The output has been sent to the Secretary General for consideration.

Isle of Man Government – There was nothing to update from the Isle of Man. It was noted that the Director of Harbour had attended the NLB Users Group on 14 February.

The Director of Operations advised that there had been a small wreck in Isle of Man waters recently and the interaction with Isle of Man Harbours and Marine Control Centre was brilliant. There was good operational management.

Transport Scotland – There has been Cabinet reshuffle and it is likely that Fiona Hyslop will stay as Transport Minister more focused on transport but will keep maritime within her portfolio. She has also been promoted to Cabinet Secretary.

Department for Transport - The Chief Executive and Chair were due to meet with Lord Davies on 22 January 2024 but severe weather prevented travel to London. An alternative date is being sought with the offer made to host the Minister in Edinburgh or Oban.

There is also an indication that there may be an opportunity to have a meeting with the Permanent Secretary.

12. CORPORATE CALENDAR

The Governance Board noted the Corporate Calendar for 2024.

The Inspection Voyages will take place 13-16 May (Voyage 1) and 16-19 May (Voyage 2). Both voyages will start and finish in Oban and there will be no helicopter operations. An email will be issued to Commissioners shortly.

13. ANY OTHER BUSINESS

Future Maritime Fuels Group (FMFG) – A meeting with the FMFG was held on 14 February 2024. This is something NLB has run for a number of years and illustrates NLB commitment to environmental issues. The next meeting will be arranged for 6 months' time.

Oban Harbour Authority – Commissioner Corry enquired if NLB were involved the formation of the Harbour Authority and asked if there were any points NLB wished to raise. The Director of Operations advised that NLB have been engaged with Argyll & Bute Council through the process. NLB is part of the Oban Bay Harbour Group and aware of everything that is happening in relation to the harbour development. There is a meeting with the Oban Bay Harbour Group arranged to look at the new season and collaborative work around safety of the harbour.

14. DATE OF NEXT MEETING

The next meeting will be held on 9 May 2024 at 2pm. This will be an in-person meeting.