NORTHERN LIGHTHOUSE BOARD

GOVERNANCE BOARD

MINUTES – 9 NOVEMBER 2023

PRESENT:	Elaine Wilkinson	Chair
	Hugh Shaw	Vice-Chair
	Bill Lobban	Commissioner
	Brian Archibald	Commissioner
	Dick Welsh	Commissioner
	Jamie Finlay	Commissioner
	Ruth Charteris	Commissioner
	Derek Pyle	Commissioner
	Sean Murphy	Commissioner
	Aisha Anwar	Commissioner
	Gillian Wade	Commissioner
	Maurice Corry	Commissioner
	David Cameron	Commissioner
	Mike Bullock	Chief Executive
	Phil Day	Director of Operations
IN ATTENDANCE:	Jim McBrier	Risk and Improvement Manager
	Darren Cordner	Finance Manager
	Karen Charleson	Senior Executive Assistant (minutes)

1. WELCOME, APOLOGIES AND INTRODUCTION

Apologies for absence were received from Commissioners Bain, Cameron, Murphy, Ross, Aldridge, Dowdalls and Maclaren and also Mairi Rae, Director of Business Services who was overseas on IALA business..

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 26 August and 29 September 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 would be provided to the Board in due course.

Action: Chief Executive

Framework Document – An update was provided to the Governance Board in September 2023.

Corporate Plan – The Chief Executive will raise with the DfT the suggestion to remove Appendix 4 – Performance Indicators - in future plans following the introduction of the formalised GLA Effectiveness KPIs with DfT when discussing this year's Plan.

Action: Chief Executive

Review of Board Effectiveness – A slide on the role of Commissioners has been included in the Induction provided to new Commissioners.

Guide to Governance – The Vice-Chair advised that the Terms of Reference for the Governance Board was approved at the last Governance Board meeting and each of the Committees have since reviewed their own Terms of References. There were no substantive changes to the Terms of Reference. The frequency of meetings has not changed but it was agreed that at least one in person meeting should be scheduled within a 12-month period otherwise meetings should be virtual/hybrid. Virtual attendance is to be available for all meetings.

Regarding the review of Board Effectiveness, NLB is unusual in the set up of the Board. Both UK and Scottish Governments have guidelines for appraisals of Non-Executive Directors (NED), and these have been reviewed. However, NLB has a situation where some of the Commissioners are statutory appointees, some are appointed by individual Governments and others are co-opted and how appraisals could be achieved is still work in progress. The Vice-Chair has also reached out to Trinity House, Irish Lights and DfT, and there is no consistency in approach. The Vice-Chair will continue to look at options that provide continual improvement and provide a report at a future meeting for consideration.

Action: Vice-Chair

It was noted that at the last Audit and Risk Committee the subject of how conflict of interests were dealt with was raised. The Vice-Chair will draft a process for dealing with a difference of opinion/dispute and will also bring this back to a future meeting for further discussion and approval.

Action: Vice-Chair

Commissioner Archibald referenced the recent GIAA Audit of Recruitment and training for interviewers and asked if this also applied to Commissioners and are all the interview panel trained. The Chair advised that this will be picked up on the back of the action point from Audit & Risk Committee.

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 main item for highlighting was around the Corporate Plan 2024-2029 discussions with DfT, GLF Accountant and LAC. It was noted that all were very supportive of NLB's Plan.

KPI Dashboard

The Commissioners noted the KPI Dashboard included in the meeting pack. It was noted that Category 1 performance was now back above the IALA target however there has been a 2-week outage at Halliman Skerries which has been damaged by the recent storm. It has now been restored but it will have an impact on Category 1 performance.

Commissioner Archibald enquired as to why compliance and FOIs were showing as red when this is not within NLB's control. The Risk & Improvement Manager will amend to show

compliance within statutory timescale for future reports.

Action: Risk & Improvement Manager

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 on 19 October 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:

- Due to leave and other duties attendance at the meeting from the wider workforce representatives was below usual levels. As there were no substantive issues beyond those published in the papers the Committee agreed that it was appropriate to proceed, but that those unable to attend be offered the opportunity to raise any 'Workforce Concerns' out of committee.
- In recent months there have been a series of Safety Leadership visits by the Directors and Chief Executive providing demonstration of senior management's engagement on HS&E matters.
- Detailed investigation reports relating the incidents involving the dropping of a load at Bell Rock and the release of FGas had been compiled and lessons learned identified.
- Work is underway to further progress the removal of FM200 (F Gas) Fire Suppression systems from the estate.
- Since the introduction of Driver Risk Profiling and the associated training there has been a noticeable improvement in performance witnessed by reduction of incidents and no award of penalty points to drivers.
- Although the accredited ISO Auditor (LRQA) were unable to attend an audit of the Shetland Depot and the Sumburgh Head project, the HS&E and R&I Managers undertook the audit and reported very positive engagement with NLB Staff and the contractor. All Baes have now been subject to an 'on site' audit post-COVID.
- A Memorandum of Understanding has been signed between NLB and Saxavord Spaceport. This ensures clarity on any operational activities ahead of any launch deadlines and gives NLB primacy in the event of an outage. This document was instigated by NLB demonstrating a proactive approach to risk mitigation.

- The HS&E Terms of Reference were reviewed and amended to reflect a new post in the membership.

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 in the third year GGC reporting the database of information held is building to provide meaningful comparison.

- Quarter 1 (Q1) analysis of the year-on-year comparison of MGO usage highlights a spike, however this can be explained by the extended docking of NLV PHAROS in early 2022.

- Similarly, the release of Fugitive F Gas from the FM200 incident has also had a significant impact on the Q1 CO2e figures.

- The underlying performance of NLB's biggest emitters of CO2, the two vessels, is positive. Through the introduction of eco-steaming instigated by the vessel crews on average the ships (as at Q1) are currently using 12 Litres less MGO per Nautical Mile when compared to the period before the new approach to operating the vessels was introduced. This gives tangible demonstration of positive change, supported by the establishment of the above-mentioned comparative data.

- The Q1 number of Rail Miles is up significantly, providing tangible evidence of positive change following policy development within this area to reflect GGC commitments.

- There has also been a significant (44%) reduction in the amount of waste going to Landfill during Q1.

- In response to a suspected rat at Barra Head, NLB worked in support of the National Trust for Scotland to take early action to deal with a potential threat to Biodiversity of the location. This demonstrates NLB's commitment to protect the natural environment.

- The Environmental Working Group continues to support the development of innovation to reduce the impact on the environment with the re-use of solar panels, introduction of HVO for lighthouse use and rainwater harvesting at Oban Base.

- NLB has submitted a bid to host an IALA Sustainability Workshop in October 2025 at 84 George Street. This would include the opportunity for delegates to visit the new NLV POLE STAR and would provide a great showcase for NLB to share its experience with a global audience.

- NLB have conducted a review of the United Kingdom Emissions Trading Scheme

(UKETS) (Shipping Extension) ahead of implementation in 2026. Following a call with DESNZ, NLB remain exempt because of the 5000 GT vessels tonnage cap, however this may be subject to change at a future point and will continue to be tracked on this basis.

Commissioner Archibald asked that if NLB is aspiring to be first class, whether being exempt from the UK Emissions Trading Scheme is a good thing or bad thing in that regard. The Risk & Improvement Manager advised that the Trading Scheme appears to be targeting the commercial sector who are not already bound by targets such as the Greening Government Commitments. Within the scope of the UKETS there is both a tonnage exemption (which NLB currently qualifies for), in addition to an exemption for Government Vessels. Due to the fact that NLB (along with other Government Departments) have already been working to reduce their CO2e in line with GGC compliance, any baseline measurement which resulted in the allocation of tradable permits could financially disadvantage NLB on the basis that their baseline would already be more challenging, given work already undertaken to meet existing targets.

The Chair asked whether the concern around the batteries at Chicken Rock Lighthouse was an operational issue or health & safety issue. The Director of Operations advised that it was more of an operational issue but there are some health & safety aspects in changing the batteries out. The battery replacement is moving forward and is not an unusual event.

7. NAVIGATION AND OPERATIONS PERFORMANCE

The Navigation and Operations Committee met on 18 October 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 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 99.80% and, although it has decreased slightly, it still meets 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.

- The establishment of a temporary light at Hyskeir should increase reliability at this particular light until major works are completed.

- Three minor incidents have been reported since the last meeting:
  - On 29 August the 499 GT fish carrier MV SETTLER ran aground in the approaches to Kylerhea, Skye. She was successfully refloated on 31 August and escorted to Mallaig.
  - On 30 August the Border Force Cutter VALIANT reported contact with a submerged metal object in Loch Linnhe. Thanks to a prompt intervention by the Navigation Team

and Oban Base, debris from a fish farm was successfully located and removed by a local fish farm.
- On 21 September the 7.3m fishing boat LEXI ROSE capsized off MacDuff with the tragic loss of one life. The vessel was recovered on 27 September and MAIB have opened an investigation.

- AtoN Inspections - At the end of August 23, 603 Local Lighthouse Authority (LLA) AtoN had been inspected out of a possible 2374 (25.4%) during the reporting year (April-March). The annual inspection target is 70%. Over the same period 350 NLB AtoN had been inspected out of a possible 485 (72.2%).

- 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 - The proposed timetable, objectives and stakeholder engagement for the 2025-2030 Aids to Navigation Review was discussed. NavOps Committee reviews of the NLB areas will take place between January and August 2024. Final approval dates for the NavOps Committee and the GLA CEO's Meeting are scheduled for January 2025.

- Draft Asset Management Plan – A comprehensive document laying out the plans for implementing the NLB asset management strategy was presented to the Committee for review and approval. The document is very informative and will, in addition to helping monitor progress, be extremely useful to Commissioners as a reference document. Comments given will be taken into consideration and a final plan will be published.

- Wreck Response Workshop – Following the NavOps Committee meeting on 18 October the Navigation Manager and Marine Operations Manager, supported by the Executive, held an excellent desktop exercise to discuss NLB's preparedness to respond to differing wreck scenarios. The provision of operational documents, briefings on Risk Response Criteria, GLA MoUs and cost recovery, followed by extensive discussions, left the Committee and other participants in no doubt that NLB has taken on board the lessons learned from other GLA incidents and are well prepared to deal with incidents in the future.

- Vessels – The NLV POLE STAR is currently undergoing a drydock at Babcock Rosyth. The work was delayed from September due to drydock availability. This has resulted in additional costs for an inspection alongside a berth using a diver as a Class hull survey was due and could not be extended. On completion of the drydock, a meeting will be held with Babcock to see if there are any lessons to be learned.

- NavOps Committee – Terms of Reference – The annual review of the Terms of Reference was undertaken and following minor changes was deemed to be current and fit for purpose.

<u>Escalated Matters</u>

- Planned Maintenance - Work on reviewing and clearing outstanding planned maintenance tasks continues however this has been further complicated due to problems with the helicopter availability.
- Helicopters - Since June all operations have been suffering significant disruption as NLB has lost 26 planned flying days due to aircraft defects. Three further days have also been lost due to weather so a substantial amount of replanning and prioritisation has been required. Since the meeting there has been further delays due to an incident at the Needles Lighthouse.

- Access Roads - A number of neighbours have approached NLB regarding the condition of access roads with a view to getting it upgraded. Legal advice has been received.
- HQ refurbishment Project – The main contractor plans all works to be completed by 24 November. Due to the Christmas Ice Rink and associate facilities, there may be limited access to return some items from storage to HQ. Planning is underway to re-establish services which were suspended during the works and to identify any incidentals to be acquired for employees to return to the building as soon as practicable.

Escalated Risks

Three escalated risks were brought to the attention of NavOps Committee:

- Risk Card 5 – AtoN Provision – Risk of ineffective maintenance of Helicopter Fuel System. Currently under discussion between NLB and PDG and risk may be de-escalated imminently.
- Risk Card 5 – AtoN Provision – Risk that vessel drydock programme could be impacted by the prioritisation of MoD vessels. Framework Agreement now in place with RRDL (Babcock Marine). Letter of intent to be issued to RRDL by NLB up to one year in advance of preferred dates. Discussion to take place with RRDL on completion of NLV POLE STAR drydock.
- Risk Card 7 – Human Resources – Risk that a number of the crew could be severely restricted by ENG 1 (seafarer) medicals. Discussions ongoing with NLB Occupational Health provider around scope and scale of required medical tests.

Discussion ensued on delivery of projects as a result of helicopter availability/outages, extreme weather events and scope change due to weather damage. It was noted that it is hoped to be able to get a second aircraft in December 2023 if the weather holds which should help get some work recovered. The GLAs and helicopter providers have worked extremely hard together to plan and optimise the use of the single aircraft which is a really good model for the next contract and the renewal of the existing contract.

Commissioner Archibald noted that the ENG1 issue could place restrictions on some crew and asked for an update on how much of an issue this could be. The Director of Operations advised that some crew have chronic conditions that are causing them to get restricted ENG1 which limits them to near coastal and/or no lone working which can cause operational issues. The medical standards have become stricter over the years and NLB have a large number of aging crew which can come with medical conditions as well. The situation is being managed in line with HR procedures.

8. VESSEL REPLACEMENT AND AVIATION SERVICES PROJECT UPDATE

Vessel Replacement Project (VRP)

The Chief Executive, as SRO, gave a verbal update to the Board. In broad terms, everything is going extremely well. The relationship with the yard is positive and there is good cooperation and collaboration. The design process is working really well as is the invoice payment process.

There is a First Variation Order for additional fire suppression equipment in the accommodation areas. This is the first formal request from NLB to a change to specification and will be a design enhancement with an improved outcome for health and safety for the ship's crew. This enhancement will cause an adjustment of 15 calendar days to the vessel delivery date. The variation was discussed and endorsed by the Governance Board.

Progress is being made towards the successful rollout of the internship programme. There has

been considerable interest from Strathclyde University which has led to a successful and enthusiastic collaboration between NLB and Strathclyde. This has resulted in NLB offering the NLV PHAROS replacement concept as a case study for undergraduate and postgraduate research projects. This work is ongoing.

Discussion continues with Scottish Government and Ferguson Marine Limited on trainee-level internships. No trainee-level internships have yet been advertised.

Aviation Services Project (ASP)

The project is moving ahead. The Note Verbale is in place which means that NLB and Trinity House can procure with Irish Lights. Clear declaration has been received from DfT that this a Tier 2 project which has an extended timeline. To mitigate this the current contract requires to be extended for 2 years. Timelines have been realigned to remove the 60-day approval process which was required for VRP.

Work continues with the development of the Outline Business Case.

9. AUDIT & RISK COMMITTEE

The Audit & Risk Committee met on 19 October 2023. 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 financial status presented in the financial results dashboard for the period to 30 September was considered to provide assurance on NLB's financial position.
- The Executive Report continues to provide sufficient assurance on key issues.
- The comprehensive report received from the Risk & Improvement 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 – (3) Corporate Governance and Financial Management, & (4) Resourcing.
- Internal Audit Programs 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.
- Participation at this meeting was also very welcome from our DfT Sponsorship Lead.
- NLB's Environmental Management System continues to drive a risk-based approach to monitoring and mitigating NLB's Environmental Aspects and Impacts, including NLB's response to the Climate Emergency.
- A review of the effectiveness of the Committee was undertaken using the NAO Audit and Risk Assurance Committee Effectiveness Tool. The results of which are extremely positive.

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

- The Note Verbale required to allow Tri-GLA procurement post UK exit from the EU is now in place. This will allow IL to collaborate with NLB and TH on procurement, most particularly the Aviation Services Project, and will facilitate access to economies of scale and greater purchasing power.
- The Quinquennial Evaluation Exercise is complete. The final valuation report was received by NLB on 29 September and has been shared with NAO. A meeting will be held between TH and NLB to work together to try to ensure more streamlined and efficient valuation methods for the future.
- Pay continues to be a risk to the Organisation in terms of staff retention, recruitment and satisfaction. The pay remit for 2023/24 is with DfT, awaiting approval.
- Employer's Pension Contributions have been amended to a flat rate, replacing the existing scale rates. This will increase overall employer's pension contributions by circa £100k per annum. The Corporate Plan has been updated to reflect this change. Employee pension contributions are unaffected.
- HQ refurbishment project – there are delays to project completion and handover due to unplanned but essential works which have been uncovered during the project as well as access limitations due to seasonal events in George Street.
- Helicopter usage - significant disruption to helicopter availability has been experienced due to aircraft defects, resulting in the loss of 26 days of planned flying time. This has impacted project work, resulting in rescheduling and reprioritisation of schedules.
- Good progress is being made on the Internal Audit Plan and work to transition to the new Information Security management Standard ISO 27001 2022 is underway, with a gap analysis planned for November 2023.
- Insurance market – the Committee is aware of a hardening of the insurance market and will continue to review conditions and premiums.
- NLB's commitment to Climate Emergency and Sustainability, and its disclosures in this respect are now being supported via the launch of the Climate Emergency and Sustainability Web Pages.
- Occupational Road Risk – Following a range of risk-based interventions within this key area of focus there are positive results from the initiatives implemented to reduce operational road risk. There has been significant reduction in driver's license endorsements and real time reduction in road accident statistics, including zero driving-related incidents in 2023/24 reporting period thus far.
- The opinion of GIAA's Audit on Recruitment reported 'Substantial' in NLB's management of risk in this area, stating "The Framework of governance, risk management and control is adequate and effective." Four areas for improvement were identified and actions agreed.

The Finance Manager advised that employee pension contributions have now been confirmed. The percentages charged to individuals have not been changed but the lowest band has been raised by 6.9% to align people of staying in the bandings at the lowest level for pay uplifts coming through. This is a good news story for NLB staff.

The Chair highlighted that she had observed the recent Audit & Risk Committee and wished to highlight that the auditors were complimentary about the sustainability section in the Annual Report and Accounts calling it out as an exemplar.

10. PEOPLE COMMITTEE AND NOMINATIONS FOR APPROVAL

The People Committee met on 18 October 2023.

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; Review of Terms of Reference.

The Committee can confirm that:

- Appropriate recruitment action is underway to fill vacancies.
- Sick absence levels continue to reduce.
- Pay remit for 2023/24 has been submitted to DfT Minister.

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

- Recruitment challenges continue to relate mainly to Engineers and Technicians, although the non-specific geographical location has helped. The option to increase more 'home grown' talent, for example, programmes for new graduates to develop into professional engineering roles is to be explored.
- There is a downward trend in Sick Absence levels with both long and short-term absences reducing. Short-term absence has been helped by hybrid working and improvements in long term sick through resolution of individual cases. The sickness policy will be reviewed to consider the impact of ENG1 restrictions.
- Unite (the Union) remains in dispute for the 2022/23 pay.
- Chief Executive, Directors and Commissioners are to be treated as Senior Civil Servants for pay purposes.
- Staff Council minutes evidence good relations and a positive response to staff concerns/ideas.
- There has been a couple of minor HR issues which have been exasperated by the current HQ working environment. The issues have been dealt with and the hybrid working principals have been refreshed and Senior Management and Executive will review implementation once HQ reopens.
- GIAA Recruitment Audit attained a "Substantial" with 4 minor findings which will be addressed.
- The HR Risk Card was reviewed with minor amendments proposed to several additional actions.
- NLB have engaged with DfT to sign up for Seafarers Charter however DfT have been slow to provide clarity on application process.
- Terms of reference: Addition of clause to provide committee with assurance that all statutory training has been undertaken. The HR Risk Card was reviewed with no further amendments.
- The planned GIAA audit for the 2023/34 year on recruitment and retention has been split into two separate audits which, it is hoped, will help inform any future actions to improve recruitment and retention.

The Governance Board discussed the issues around pay and the morale of staff. It was noted that NLB's pay is a protracted process of approvals. NLB's pay case was submitted in July 2023. As approval of the pay remit was not received special permission was requested from DfT, and was given, to pay bonuses up to the value of £150,000 in November salaries. Approval of the pay remit has subsequently been received.

For 2022/23 pay award, as pay was not agreed until March 2023, it was decided to go ahead and implement to avoid some staff having to pay the higher rate of tax had it slipped into April 2023. Unite (the Union) felt this is an inducement and have made a claim against NLB.

Part 2

Part 2 of the People Committee covered the following issues: Appointment of DfT Commissioner; Review of Terms of Reference.

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

- Commissioner recruitment: Applications have been received and shortlisted for interview. DfT have confirmed due diligence checks were being finalised by Special Advisors before submission to Ministers. To give candidates sufficient notice of interviews it is likely the back-up interview dates of 29 and 30 November will be used.
- Terms of reference: Section on Commissioner Appointed by the Secretary of State for Transport will be updated to reflect the new process.

11. MATTERS FOR APPROVAL

Matters for approval were covered under the appropriate Agenda Items.

12. STAKEHOLDER ENGAGEMENT

The Governance Board noted the Stakeholder Engagement update.

Chief Executives Committee (CEC) – The CEC meeting was held virtually on 9 October 2023. Main themes included ASP, Vessel Replacement, 2024-2029 Corporate Plans and JSB Review.

Joint Strategic Board (JSB) – The JSB will take place in person 13-14 November and the major theme will be the 2024-2029 Corporate Plans. The JSB will also consider a paper developed by the CEC and considered by the JSB Review Working Group on 15 September. The paper sets out the contribution made by the JSB to date and proposes a revised approach to the strategic agenda. The Governance Board endorsed the changes set out in the paper.

IALA - In preparation for the imminent transformation of IALA from an NGO to and IGO, work is underway to develop the General Regulations required for the new organisation. Director of Business Services is attending a workshop in Tokyo 12-17 November to provide Financial and Governance expertise along with TH and IL colleagues.

The membership arrangements for the new organisation are still to be finalised.

Transport Scotland – The Chair, as the Scottish Government appointee, gave a general update on recent developments within Transport Scotland.

Isle of Man Government – An update is still awaited from the Territorial Seas Committee. This will be brought to the next meeting.

Action: Commissioner Welsh

Department of Transport – The Chief Executive continues to hold regular meetings with the Director Maritime and Sponsorship Team. The Chair and Chief Executive will be attending the DfT family NED Engagement event on 15 November 2023 where it is hoped to be able to touch base with the Permanent Secretary.

13. CORPORATE CALENDAR

The Governance Board noted the Corporate Calendar for remainder of 2023 and 2024.

14. ANY OTHER BUSINESS

<u>Inspection Voyages</u>
Commissioner Archibald enquired as to when the dates for the Inspections Voyages 2024 might

be confirmed. The Chief Executive advised that it would be around February 2024 before the dates would be known. The dates will be driven by operational requirements.

Argyll & Bute Council

Commissioner Corry thanked NLB for any assistance given to Argyll & Bute Council following the recent and terrible weather experienced on the west coast in keeping lighthouses and lights in operation.

It was noted that NLB are setting up a meeting with Robert Paton, Ferries Manager at Argyll & Bute Council, with the VRP Project Team to provide help and guidance around the Jura replacement ferry.

HQ Refurbishment

The Chief Executive presented a couple of slides to show images of what the building had looked like prior to refurbishment. Those Commissioners who were attending the meeting in person had the opportunity to tour the refurbished building following the meeting.