

NORTHERN LIGHTHOUSE BOARD

MANAGING BOARD

MINUTES – 23 March 2017

PRESENT:	Alistair Mackenzie	Chairman
	Alastair Beveridge	Commissioner
	Mike Brew	Commissioner
	John Ross	Commissioner
	Mhairi Stephen	Commissioner
	Mike Bullock	Chief Executive
	Phil Day	Director of Marine Operations and Acting Director of Engineering
	Mairi Rae	Director of Finance & Administration

IN ATTENDANCE:	Rosalind White	Deputy Chair of Staff Council
	Karen Charleson	PA to Director of Finance (minutes)

1. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTERESTS

Apologies for absence were received from Commissioners Graham Crerar and Mike Close. There were no potential conflicts of interest other than that already declared at previous meetings and in the Annual Report.

The Chairman welcomed Rosalind White to the meeting as an observer and as Deputy Chair of the Staff Council. It was noted that there had not been a Deputy Chair of the Staff Council for at least three years and the appointment of Rosalind rectifies that situation. The Commissioners Handbook makes provision for the Deputy Chair of the Staff Council to have access to the Managing Board on an annual basis and to the Chairman on request.

2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Managing Board meeting held on 18 January 2017 were agreed as a correct record and could now be published on the website.

Action: PA to the Director of Finance

3. MATTERS ARISING

The Committee noted that the majority of items would be covered later on in the Agenda. The Chairman was pleased to note the number of completed actions.

Management of Risk – it was agreed that in future this item would be included in the Chief Executive's Report.

Action: Chief Executive

Organisational Review – it was agreed that exceptional items would still require to be brought to the Committee otherwise updates will be routinely provided within the Chief Executive's Report.

Action: Chief Executive

Annual Board Evaluation – The Chairman reported that he was still waiting on one response before completing his Summary Report. The Summary Report will be submitted to the April meeting of the Board of Commissioners.

Action: Chairman

Project Closure Audit – Project closure is now part of the organisational review implementation plan. Until formal close-out the audit will be kept on the Agenda for the Audit & Risk Committee to review and refer to the Managing Board as appropriate.

4. CHIEF EXECUTIVE’S REPORT

The Managing Board noted the report from the Chief Executive, highlighting items from the Departmental reports backed up by the full reports. Discussion took place on the following matters:

Safety

It was noted that there have been no reportable incidents since the last Managing Board. This represents over 14 months and 410,000 “man” hours free of a reportable incident to date. Commissioner Mike Brew asked the Chief Executive to ensure that staff were made aware of the success.

Action: Chief Executive

HSE Report

Evacuation of Casualties

Draft guidance has been developed to assist those using the equipment to evacuate a casualty. Work is underway with technicians to finalise what equipment will be carried to different locations e.g. hard to access stations may have a kit left on site. It was noted that all NLB vehicles will contain a standard kit.

Medical Screening

The policy and procedures provided by Occupational Health is currently with the Trade Unions and will be submitted to the Managing Board to final endorsement in May 2017.

Registered Waste Carrier

NLB has now been registered as a waste carrier with SEPA. Necessary exemptions will be applied for on behalf of the Oban Base once all waste to be stored there is identified.

Operations Report

PHAROS

The Managing Board noted that some fuel contamination of the domestic fresh water system had occurred during dry-dock which had required to be chemically treated and flushed out. After discussion the Managing Board were satisfied that the contamination had been addressed and noted the work underway to amend planned maintenance schedules to help prevent it occurring again.

It was noted as previously highlighted that the costs of the Dry Dock had exceeded the budget due to emergent works.

POLE STAR

The Managing Board noted that it may be required to take POLE STAR out of service to replace the engine room alarm system. The Director of Marine Operations and Acting Director of Engineering will investigate whether it would be possible to continue to sail during the work using an extra watchman.

Action: Director of Marine Operations and Acting Director of Engineering

Helicopter

It was noted that GIAA had carried out an audit of the GLA helicopter non-operational aspects of the contract. The report is awaited but a verbal briefing indicated no particular areas of concern.

The Managing Board noted that a number of hazard reports had been submitted covering numerous months. The Managing Board were concerned at the delay in reporting by the contractor and have requested that in future reports are passed on as soon as they are received. Whilst they are content that correct actions have subsequently been taken they asked the Director of Marine Operations and Acting Director of Engineering to emphasise to PDG the seriousness of the incident at the Isle of May as they are well aware of the risks and consequences of under-slung load operations going wrong and the effect on staff, the aircraft and the public.

Action: Director of Marine Operations and Acting Director of Engineering

It was also noted that the issue with the bank guarantee has been resolved.

Engineering Report

Outages

It was noted that there have been six significant outages since the last meeting at Neist Point, Inner Voder buoy light and AIS, Cairnbulg Briggs, Innimore Bay AIS and Flotta Grinds AIS.

Projects

The Managing Board noted the continued effort being made to ensure the 2016/2017 financial year projects are being progressed to completion and the significant job done by staff in delivering almost everything that had been submitted in the Corporate Plan demonstrating a significant improvement over previous years.

Electricity

The Management Board noted that a technical author familiar with IET requirements has been contracted to review and write a compliant policy, procedures and work instructions for NLB electrical system management and maintenance. It is hoped that the structure of this documentation can be used to improve NLB documentation more widely.

Monitoring

A number of meetings have been held regarding the Tri-GLA monitoring solution which integrates into the existing Trinity House system. It was noted that this was turning out to be more complex than initially expected. Final costings are awaited before a Single Tender Action request can be submitted to DfT.

HR Report

Redundancy Policy

The Managing Board discussed and approved the revised Redundancy Policy included with the papers.

Finance and Administration

Year End Spend

The Director of Finance reported that it is expected to meet the Capital spend budget. However it is still anticipated to have an underspend against budget.

2017/18 Budget Sanction

Formal sanction of our 2017/18 budget from the Secretary of State is awaited.

Framework Document

The final draft is now with Treasury. There are no queries outstanding for NLB.

Pay Remit

It was noted that the Pay Remit should go to the Minister later this month.

Organisation

Organisational Review

The Managing Board noted that the first stage of implementing the new structure is the recruitment of the two new senior engineer roles and the internal adverts have been issued. Senior Managers are in the process of creating the project teams and allocating project managers to each piece of work. The projects include implementing the new structure and also implementing the other recommendations contained within the final report.

Risk Management

It was noted that the Audit & Risk Committee had approved the new Risk Framework and Methodology. An initial pilot project is underway within the IS Team.

84 George Street Project

It was noted that the mains power switch over to the new supply had not taken place as planned on 22 March and has been rescheduled for 1 April 2017. Indications are that the programme is running approximately six weeks late but the majority of costs will be within 2016/17 accounts.

Post meeting note: mains power switch now scheduled to take place on 8 April 2017

External Engagement

Meeting with Lucy Chadwick DfT

It was noted that the Chairman and Chief Executive had a very positive meeting with Lucy Chadwick on 19 January.

IALA

The change of IALA's status to an International Intergovernmental Organisation is maturing and a diplomatic conference is to be held 18-19 April. The Chief Executive will attend along with Chris Angell as the UK delegation. IALA will become increasingly important during Brexit and beyond as it will give UK access and influence with EU neighbours that otherwise will be denied.

Visit of DfT Officials to NLB

The Managing Board noted that four DfT officials had visited Oban Base on 28 February and 84 George Street on 1 March 2017. The DfT had been very impressed by the leanness of the NLB and the staff that they had met.

Patron

The Patron will open the Stevenson Rooms and attend a short briefing from Managing Board on the afternoon of 25 May 2017. Exact timings are still to be confirmed.

Retirement of Ian Woodman

The Managing Board noted that Ian Woodman, Director Maritime, will be retiring from the Department for Transport in the spring.

5. ANY CLARIFICATION (BY EXCEPTION) ON OPERATING

Apprenticeships

The Director of Marine Operations and Acting Director of Engineering reported that the deck ratings apprentices had now completed their second college phase and were now at sea for the next twelve months to obtain their AB certificate.

Discussions are underway with Falkirk College regarding electrical apprenticeships with a view to advertising and recruiting for an August start.

Estates Policy

It was noted that the bothy at Stoer Head has come up for sale. NLB would be interested in purchasing back this property as permitted within the Framework Document to provide proper welfare facilities and demonstrate to staff the Executive's commitment to this. A Business Case, detailing the cost benefit associated with the planned purchase, will be circulated out-of-committee for approval.

Action: Chief Executive

6. FLEET REVIEW

The Managing Board noted the report from the Chairman on the Reference Group and the update on progress from the Director of Marine Operations.

7. ANNUAL REVIEW OF EFFECTIVENESS OF MANAGING BOARD PERFORMANCE

It was agreed that the Managing Board continued to provide an effective link between the Board of Commissioners and the Executive. The Managing Board discussed the number of meetings and agreed that six meetings per year remained appropriate. It was noted that there had been a huge improvement in the presentation of reports presented which the Commissioners felt were now much more manageable. Overall the Managing Board were content that the Board was working well.

8. REPORT FROM THE HSE COMMITTEE

The Managing Board noted the minutes of the HSE Committee held on 10 February 2017 circulated with the meeting papers.

9. REPORT FROM THE NAVIGATION COMMITTEE

The Managing Board noted the minutes of the Navigation Committee held on 9 March 2017

circulated with the meeting papers. Commissioner Alastair Beveridge provided a verbal update from the meeting. The Managing Board approved the revised Terms of Reference.

Irvine Harbour

The Director of Marine Operations and Acting Director of Engineering updated the Managing Board on the current position with Irvine Harbour. It was agreed that the Director Marine Operations and Engineering should explore options and submit a proposal to the next Managing Board.

10. INTER GLA MATTERS

IGC Meetings

It was noted that the NLB would take over Chairmanship of the CEC and IGC Meetings as from 1 April 2017.

CEC Meeting

It was noted that the CEC meeting would be held at NLB on 27/28 April 2017. It is planned for the CECs to have lunch with the Board of Commissioners on 27 April 2017.

JSB Meeting

It was noted that the JSB would be meeting in Edinburgh on 8/9 June 2017.

11. ANY OTHER BUSINESS

IndyRef 2

The Managing Board discussed the potential opportunities and risks for NLB in a second Scottish Independence Referendum. It was agreed that the Executive should revisit the work done prior to referendum in 2014 and bring back to the Managing Board for support.

Action: NLB Executive

Commissioners Annual Inspection Voyages

It was noted that the Chief Executive had issued a list of attendees for each voyage. More details will be issued in due course.

Action: Chief Executive

Northern Lighthouse Heritage Trust

It was noted that Commissioner Alastair Beveridge has been appointed Chairman of the Northern Lighthouse Heritage Trust as from 1 April 2017 following the resignation of Peter Mackay CB.

2018 IALA Conference

It was noted that NLB were preparing a number of papers for the 2018 IALA Conference. Some technicians and other staff are currently attending an IALA workshop in Germany and feedback so far has been very positive.

Tiupan Head

Commissioner Mhairi Stephen had been made aware of a landslide at the site and damage to a retaining wall near the lighthouse. It was agreed that Commissioner Mhairi Stephen would forward the photographs to the Director of Marine Operations and Acting Director of Engineering who will investigate.

Action: Director of Marine Operations and Acting Director of Engineering

DfT Chairs of Audit & Risk Assurance

It was noted that the meeting of the DfT Chairs of Audit & Risk Assurance due to be held on 27 March had been cancelled and rescheduled for 20 September 2017.

Alistair Mackenzie

The Managing Board noted that this was Alistair Mackenzie's last meeting as Chairman. The Managing Board thanked him for his leadership of the Board during this demanding couple of years as NLB Chairman.

12. CORPORATE CALENDAR

The Corporate Calendar for 2017 was noted.