

# NORTHERN LIGHTHOUSE BOARD

## MANAGING BOARD

### MINUTES – 25 May 2017

<b>PRESENT:</b>	Graham Crerar	Chairman
	Mike Brew	Vice-Chairman
	Mike Close	Commissioner
	Alistair Mackenzie	Commissioner
	Alastair Beveridge	Commissioner
	John Ross	Commissioner
	Mhairi Stephen	Commissioner
	Mike Bullock	Chief Executive
	Phil Day	Director of Operations
	Mairi Rae	Director of Finance & Administration

**IN ATTENDANCE:** Karen Charleson PA to Director of Finance (minutes)

#### 1. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTERESTS

There were no apologies for absence.

The national one minute silence would be observed at 11.00am, in remembrance of those who lost their lives in the terrorist attack in Manchester on Monday 22 May 2017.

#### 2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Managing Board meeting held on 23 March 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 Managing Board discussed the following items:

**Disposal of Property** – Once agreed by the Directors, a formal paper setting out how NLB propose to deal with property in their care going forward will be presented to the Managing Board for approval.

*Action: Chief Executive*

**Organisational Review** – it was noted that routine updates would be brought to the Managing Board through the Chief Executive's Report. It was agreed that a proposed timeline for the Dashboard would be submitted to the next meeting.

*Action: Chief Executive*

**Deputy Chair of the Staff Council** – it was felt that the Staff Council Deputy Chair would have benefited from having been provided with background information prior to the Managing Board meeting. It was agreed that in future the Chief Executive will provide a briefing document or pre-meeting brief to anyone attending the meeting as an observer.

*Action: Chief Executive*

#### **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 has been one reportable incident since the last meeting. The previous work related reportable injury occurred in November 2015.

##### **HSE Report**

##### **RLK Briefing**

A meeting of the RLKs had taken place on 18 May 2017. This had been a really good event covering a series of updates and briefings.

##### **Fire Training**

The staff appointed as Fire Co-ordinators and Fire Wardens have received fire awareness training by the HSE Department with further meetings planned. HQ staff will receive a similar briefing over the coming months. Oban Staff have already been briefed.

##### **Fire Detection at Lighthouse Stations**

It has been identified that the maintenance regime for fire detection and alarm systems across the lighthouse estate requires to be reviewed and the records on Q4 need to be improved. A review is required to examine the policy which sets out where automatic fire detection is fitted, how it is maintained and operated, and whether it is remotely monitored. Interim arrangements have been put in place which are for technicians to take portable smoke and CO detectors with them when staying at live-on stations.

##### **Water**

Procedures for testing domestic water quality in lighthouses with domestic facilities need to be reviewed. It was noted that the Organisational Review will provide very clear accountability making sure issues are addressed and reoccurrence avoided.

##### **Bundling**

It was noted that Bell Rock engine room bunding had not been updated to reflect lessons learnt at Skerryvore. Other remedial work may be required at Chicken Rock and Dubh Artach.

##### **Operations Report**

##### **PHAROS**

It was noted that the Deck Rating Apprentices along with the Chief Caterer, had attended the Merchant Navy Training Board (MNTB) event in London. This was a flagship event for the NLB.

##### **POLE STAR**

It was noted that NLV POLE STAR will be in Leith whilst the replacement engine room unmanned alarm system is fitted. The opportunity will be taken for staff visits and training.

##### **Helicopter**

The Managing Board noted that their concerns regarding slow incident reporting by the operator had been addressed.

## **Oban Port Development**

It was noted that the Director of Operations will be attending the meeting between OHDG and RYA organised to discuss a potential statutory harbour authority.

## **Navigation – Corran Narrows**

It was noted that the Commissioners would review the new arrangements at Corran Narrows during their Inspection Voyage 27-30 May 2017.

## **Engineering Report**

### **Outages**

It was noted that there have been no outages over 72 hours since the last meeting.

### **Projects**

The Managing Board noted that a number of projects from 2016/17 had run over to 2017/18 although most were substantially complete at year-end. The carry-over costs have been considered and accommodated within the 2017/18 Capital Plan. Planning for 2018/19 is underway and by 2019/20 a stable 3 year program will be in place.

### **Maintenance**

It was noted that maintenance overdues were currently sitting at 16.6% for Orkney (down 2.4%), 17.5% for Oban (up 2.4%), and 18% for Edinburgh (down 1.6%).

### **Monitoring**

The Managing Board noted that there had been a number of meetings regarding the Tri-GLA monitoring solution and it has been agreed that TH/NLB will continue with a bilateral approach. The Chief Executive will provide a full report to the next meeting setting out the timeline, risks, etc.

*Action: Chief Executive*

## **HR Report**

### **Occupational Health**

The Managing Board noted and discussed the NLB Policy and Clinical Protocol circulated with the meeting papers. The Managing Board endorsed the documents subject to clarification of the table on page 2 of the Clinical Protocol – Table 1 Tier 1 Fitness Standard – as it was not clear to the Managing Board what are passes and what are fails.

*Action: Chief Executive*

### **Succession Planning**

The Managing Board noted the issues that came out of the 2016 Succession Planning exercise.

## **Finance and Administration**

### **Year End**

The Managing Board noted the update by the Director of Finance. The Audit & Risk Committee are due to meet on 18 July after which it is anticipated that the Annual Report and Accounts will be circulated, out-of-committee, for approval by the Board of Commissioners.

*Action: Director of Finance*

### **Internet Outages**

It was noted that the recent internet outages to 84 George Street had occurred due to issues at a local BT exchange. Work to access the Scottish Government Wide Area Network (SWAN)

is nearing completion and is expected to be fully operational by the end of the May 2017. Access to SWAN will provide greater resilience.

### **Pay Remit**

The Director of Finance advised that the 2016 pay offer to marine staff had been rejected. Another offer will now have to be made to Nautilus. The Director of Finance will investigate whether the shore-based staff award can still go ahead with payment being made in June or July.

### **Cyber**

The Managing Board noted the mitigation measures in place to counter the threat and the IGC cross-function forum created to look at cyber threats.

The Director of Finance advised that GIAA internal audit had carried out an audit on NLB cyber security in May 2017. The report will be presented at the July 2017 Audit & Risk Committee.

## **Organisation**

### **Organisational Review**

The Managing Board noted that Assessment Centres are being held on 19 and 26 May 2017 for the Asset Manager and Operational Delivery and Planning Manager posts. Organisational Review Project Board meetings have also been scheduled to follow the recently formed Executive Group.

### **Recruitment of DfT Appointed Commissioner**

It was noted that interviews were held on 16 May and a preferred candidate has been identified. The Chief Executive will check if the recommendation requires to go to the Board of Commissioners for approval or for information only.

**Action: Chief Executive**

*Post Meeting Note: The Chief Executive has confirmed that the Secretary of State and the Scottish Ministers make the appointments, the Board of Commissioners do not have a say in this (other than by having membership of the selection panel). Even for the IoM Commissioner the Lieutenant General Nominates the Commissioner but the Secretary of State appoints. The Board of Commissioners is able to appoint ('elect') three Commissioners in their own right.*

### **Cabinet office**

It was noted that Commissioner Brew had been asked by the Cabinet Office to contribute to the Office of The Commissioner for Public Appointments new website.

### **Framework Document**

The Managing Board noted the update on the Framework Document.

### **Heritage**

The Managing Board noted that the Northern Lighthouse Board had been loaned a painting of Dubh Artach by Sam Bough to be part of the Stevenson Room display. The Museum of Scottish Lighthouses have also given on loan the lens from Helliar Holm.

## **External Engagement**

### **Scottish Maritime Cluster**

It was noted that the Chief Executive had attended a meeting on 10 May at the City of Glasgow College. The meetings will provide useful dialogue and opportunity to increase visibility of the NLB brand.

## **5. ANY CLARIFICATION (BY EXCEPTION) ON OPERATING**

### **Annual Sick Absence Figures**

Commissioners Beveridge enquired how NLB compared to TH and CIL regarding sick absence. The Director of Finance advised that NLB sat in the middle of TH and CIL. It is planned to address sick absence through the leadership skills training.

## **6. FLEET REVIEW**

The Managing Board noted the progress report from the Director of Operations. It was noted that Braemar are well on with their assessment and will report their initial finding on 2 June 2017.

## **7. INDYREF 2**

The Managing Board noted the Notes of the Away Day and the Blue Skies Independence Paper, dating from September 2012, circulated with the Agenda. The Managing Board agreed that the papers remain broadly valid and there was nothing to be gained by revisiting them at this time. However, it was agreed to add this matter as an Agenda Item for the Board of Commissioners meeting in October 2017.

*Action: PA to the Director of Finance*

## **8. REPORT FROM THE HSE COMMITTEE**

There were no items for discussion at this meeting.

## **9. REPORT FROM THE NAVIGATION COMMITTEE**

### **Irvine Harbour**

Commissioner Beveridge advised that advice had been received from Queen's Counsel. The Navigation Committee will consider the options available to progress this issue and bring back to the next Managing Board meeting for discussion.

*Action: Commissioner Beveridge*

## **10. INTER GLA MATTERS**

The Managing Board noted the paper on the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) included with the meeting papers.

## **11. ANY OTHER BUSINESS**

### **Brief to the Patron**

The Chief Executive presented the Managing Board with the proposed brief for the Patron later in the day.

## **12. CORPORATE CALENDAR**

The Managing Board noted the change to Board Meeting in October from 18 October to 11 October 2017 and the earlier start time of 12 noon to allow for training from Ernst & Young to be provided at the end of the meeting.