

NORTHERN LIGHTHOUSE BOARD

MANAGING BOARD

MINUTES – 27 September 2017

PRESENT:	Graham Crerar	Chairman
	Mike Brew	Vice-Chairman (telephone)
	Alastair Beveridge	Commissioner
	John Ross	Commissioner
	Mhairi Stephen	Commissioner
	Alison Di Rollo	Commissioner
	Rob Woodward	Commissioner
	Mike Bullock	Chief Executive
	Mairi Rae	Director of Finance & Administration

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

The Chairman welcomed Commissioner Rob Woodward to his first meeting of the Managing Board.

1. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTERESTS

Apologies were received from Commissioner Alistair Mackenzie. There were no potential conflicts of interest other than that already declared at previous meetings and in the Annual Report and Accounts.

2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Managing Board meeting held on 28 June 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:

Business Continuity – The Communications Officer has met with Webber Shandwick and is developing a training package for Directors, Senior Managers based in Oban and relevant Commissioners.

Action: Chief Executive

SharePoint Training – The Managing Board discussed the recent Commissioners area on SharePoint and requested an introductory training session be scheduled at the earliest opportunity.

Action: PA to Director of Finance

Organisational Review – The manual dashboard is currently being formulated in tandem with the organisational review and will enable the key performance areas within the context of the new organisational structure to be monitored in one central location in real time. The dashboard will be hosted within the NLB Intranet (SharePoint) environment enabling online access and oversight going forward. The manual dashboard will be presented to the Managing Board meeting in November.

Action: Chief Executive

Irvine Harbour – The reinstallation of a “perch” beacon at the Irvine Harbour entrance has been included within the Corporate Plan 2018-2023 following a direction from the Secretary of State to reinstate this beacon. The Managing Board discussed the provision of legal services and the requirement to tender for services once the Registers of Scotland titles projects is complete.

Action: Director of Finance

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

There have been no reportable incidents since the last meeting.

HSE Report

HS&E Presentations

Annual Safety Leadership presentations have commenced with HS&E Department, Directors and the Chief Executive visiting staff across the estate to provide opportunities to engage and have direct discussion on Health and Safety issues.

Evacuation of Casualties from Lighthouse Towers

Following on from joint exercises with HM Coastguard (HMCG) and Scottish Ambulance in May, further joint training took place in August at Eilean Glas. Additional training is planned for NLB Technicians who need to undertake in-situ training and the HM Coastguard are keen to involve their Search and Rescue helicopter pilots and paramedics to give them practical experience of operating in and around a lighthouse.

Significant Incident

The recent incident involving asbestos is currently under investigation with more information being gathered in preparation for a final report.

Operations Report

PHAROS

Assistance with site clearance and delivery of aggregate was provided in June 2017 to a community outreach project to replace a pathway from Tobermory to the lighthouse at Rubha nan Gall. A successful Patron’s voyage was undertaken in July 2017 and the MOD, Met Office and Lidar work has been completed.

POLE STAR

The engine room unmanned alarm system has now been replaced. The Global Maritime Distress and Safety System (GMDSS) is being replaced following the failure of the obsolete MF transmitter. A number of crane faults occurred which required time in port and some service visits. It was noted that a phased programme to refurbish the crane will be implemented over the next three years.

In July the vessel participated in the Stromness 200 celebrations by opening up for visitors and also led the flotilla at the official opening of the Queensferry Crossing by HM The Queen.

Helicopter

In July a helicopter damaged its sacrificial cowling under the tail rotor whilst landing on ILV GRANUAILE. The incident was correctly reported and following clarifications the GLAs are satisfied with the investigation and findings. The Managing Board highlighted the potential seriousness of this incident but was assured that NLB had procedures in place to prevent a similar occurrence.

Oban Base

In August Roseanna Cunningham MSP, Cabinet Secretary for Environment, Climate Change and Land Reform, was hosted for a visit and briefing by the Chairman and Director of Operations. The base has been busy with ship visits including BALMORAL, POLAR PIONEER, HEBRIDEAN PRINCESS as well as fish farm vessels.

Oban Port Development

It was noted that the transit marina has now opened. A meeting of the Oban Harbour Development Group was held with Transport Scotland in attendance to discuss the next move toward a statutory harbour.

2018 Commissioner Voyage Dates

The Managing Board noted the proposed dates.

Engineering Report

Outages

It was noted that there has been two outages over 72 hours since the last meeting.

Projects

The project plan from 2017/18 is running to schedule. Temporary lights remain at Maughold Head, Stoer Head, Tarbat Ness, Douglas Head and Scurdie Ness where contractor work is complete but installation of the new LED lanterns is awaited. The plan for 2018/19 onwards is contained within the corporate plan and is based on obsolescence, removal of mercury and building condition. The plan will also start to address some of the areas of concern raised regarding the condition of welfare facilities.

Maintenance

Currently maintenance overdues are sitting at 19.82% (Orkney up 2.5%), 21.9% (Oban down 4.3%) and 27.1% (Edinburgh up 7%).

Estate

Assistance is being given at Neist Point to make the neighbour's property secure. To improve welfare facilities for staff a mess room at Noss Head with access to toilet facilities has been secured as a rental from the new owner and at Ardnamurchan the water supply is being reinstated to the bothy. The purchase of the bothy at Stoer Head is also progressing.

R&RNav

Mandates have been submitted for the next work plan.

Monitoring

After a series of meetings and discussions, DfT have now determined that a Single Tender Action (STA) is not possible. This means that NLB will have to go out to the market through a tendering process for a new system. In discussion with both the NLB and TH ICT Managers it was concluded that NLB proceeding alone is the best course of action but, if possible, to leave the doors open contractually for other GLAs to be able to utilise the contract at a later date.

The Managing Board noted that the issue has been discussed fully at the Navigation Committee meeting on 21 September and they were content to endorse the recommended way ahead on the basis that they had early sight of the Project Initiation Document to better inform them of what is being specified, the associated risks and the potential extra resources required to complete this project.

Action: Chief Executive

Apprentices

Two technician apprentices commenced work with the NLB in August and have started the initial college phase at Forth Valley College, Falkirk. It was noted that two deck apprentices had started on NLV PHAROS last year.

HR Report

Staff Engagement Survey

The Chief Executive provided an overview of the recent Staff Engagement Survey. It was noted that the results of the survey were generally positive, particularly given that employees feel a sense of uncertainty due to the organisational review. The next step is to communicate the results of the survey to staff. It is intended to run the survey again in 12 months' time with the aim of increasing participation levels and achieving further progress. Thereafter thought will be given as to whether or not to run pulse surveys throughout the year.

Action: Chief Executive

Occupational Health – Medical Assessments for Safety Critical Staff

Presentations are being carried out to employees who will be required to attend a medical assessment. The first assessments are scheduled for October 2017.

Finance and Administration

Annual Accounts 31 March 2017

The Managing Board noted that the GLF accounts had been laid in Westminster on Monday 11 September and are now available on www.gov.uk. The NLB accounts were also laid in the Scottish Parliament on 13 September.

Results to 31 August 2017

The Managing Board noted the summary financial position for August 2017 contained in the Finance Report.

Pay Remit

The 2016 pay remit has now been fully implemented and discussions have taken place with Trade Unions relating to the 2017 remit. DfT Pay and Rewards Team are working with HM Treasury to address queries relating to the treatment of specific items within the pay remit 2017 which relate to the Organisational Review.

Expenses Transparency

The Triennial Review identified that TH and NLB should disclose details of Commissioners and Executive expenses, gifts and hospitality. Both TH and NLB's systems did not provide easy solutions to collect and present this information so implementation was delayed. It is now intended to publish data from 1 April 2017 onwards. The Managing Board noted the intention for the Business Support Team to provide support for Commissioners on GPC cards and manage travel and accommodation bookings, reducing the time Commissioners spend on expenses and deliver savings with improved purchasing power.

Helicopter Benefits Realisation

Government Internal Audit Agency (GIAA) conducted the first part of a tri-GLA Helicopter audit earlier this year reviewing the contractual rather than operational aspects to establish if the contract is delivering the planned savings. GIAA are returning in October 2017 to carry out the benefits realisation element of this audit. It was noted that NLB as the main user under the contract does not expect significant benefit from any savings.

Cyber Security

The ICT team continues to address the findings raised by the recent GIAA cyber security audit including the replacement of firewalls and hardening of new systems before they are added to the NLB network.

Organisation

Organisational Review

The Managing Board noted that the Asset Manager has been selected and joins in November 2017. The Principal Mechanical Engineer has been recruited and joins in October 2017.

It was also noted that Ernst & Young had facilitated a meeting with Senior Managers to cross check the individual departmental Project Initiation Documents. These documents will go forward to the Project Board on 10 October 2017 for approval and thereafter consultation with the Trade Unions will be conducted. The final details will be presented to staff in early November.

Recruitment of Transport Scotland Appointed Commissioner

The Managing Board noted that Elaine Wilkinson, a Management Accountant with experience working in Government and who sits on a number of Boards including Police Scotland joins NLB on 1 October 2017 as the Transport Scotland appointed Commissioner.

External Engagement

Scottish Maritime Cluster

The Managing Board noted that the Chief Executive had attended the Scottish Maritime Cluster's reception at London International Shipping Week. Humza Yousaf MSP, Minister for Transport and Islands, attended and referenced the importance of NLB in his speech.

Stevenson Rooms

The Scottish and Irish RNLi Councils held a two day workshop in mid-September.

Doors Open Day

The Managing Board noted that the NLB's Headquarters at 84 George Street had been open to the public as part of Doors Open Day on Saturday 23 September and Sunday 24 September 2017. Feedback from visitors had been very positive.

Corsewall 200

John Ross, RLK Barry Millar and the Chief Executive had hosted a successful visit to Corsewall for 48 local primary school children which included a presentation and climbing the tower. It was noted that the Northern Lighthouse Heritage Trust had assisted with funds for transportation for the children.

5. ANY CLARIFICATION (BY EXCEPTION) ON OPERATING

Wildlife

A contractor had been bitten on the leg by a Tick which had resulted in them requiring treatment. Commissioner Beveridge enquired as to whether NLB staff were aware of the issues around Tick bites. The Director of Operations advised that there is a process detailed within the HSE Manual but it is planned to use this event to reiterate to everyone about the prevention of Lyme disease.

Action: Director of Operations

6. FLEET REVIEW

The Managing Board noted the update by the Director of Operations on the Review. It was noted a comprehensive and authoritative draft report from BRAEMAR was expected on 6 October 2017.

7. CORPORATE PLAN 2018-2023

The Managing Board noted and discussed the refined Corporate Plan circulated with the papers. Following discussion it was agreed to build a 10% contingency for risk into the Capital Plan at Section 6. It was also agreed to make reference to the strategic risk register in the Risk and Uncertainties page in section 4 – Financial Overview. Subject to the requested changes being made the Managing Board approved the Corporate Plan for submission to the Board of Commissioners on 11 October 2017.

Action: Director of Finance

8. ESTATES GUIDANCE

The Managing Board reviewed the paper submitted by the Chief Executive on Estate matters which sets out revised guidance on property disposals, welfare facilities, day visit stations, accommodation and building conditioning. After discussion it was agreed that the paper reflects entirely how the Managing Board and Executive views the estate and the adherence to the guidance will provide positive results for staff and the estate as a whole.

9. REPORT FROM THE HSE COMMITTEE

The Managing Board noted the verbal updated provided by Commissioner Brew.

10. REPORT FROM THE NAVIGATION COMMITTEE

The Managing Board noted the minutes from the meeting held on 27 June 2017.

Commissioner Beveridge provided a verbal update from the meeting on 20/21 September 2017 which had included an inspection tour of Isle of May, Fife Ness, Girdle Ness, Scurdie Ness and the Signal Tower Museum in Arbroath culminating in a meeting at Aberdeen Harbour Board's Control Centre on 21 of September.

11. INTER GLA MATTERS

The Managing Board noted the CEC meeting scheduled for 5 October 2017.

12. ANY OTHER BUSINESS

Meeting with Lights Advisory Committee

It was noted that a meeting is being scheduled with Gavin Simmonds and Michael Everard to discuss the Corporate Plan prior to the multilateral meeting.

Roger Hargreaves, Director of Maritime

An invitation has been extended to Roger Hargreaves to visit NLB Oban on 8/9 November 2017 for a briefing along with Commissioner Woodward.

DGPS Outage

It was noted that there had been an outage of DGPS in July 2017 due to a software update failure. The Director of Operations has asked R&RNav to undertake a review of the system over the next 12 months to ascertain how much it is being used.

John Ross

The Managing Board noted that this was Commissioner Ross' last meeting. The Chairman thanked him for the immense amount of work he has done particularly as Chairman of the Audit & Risk Committee where he had brought about significant changes. In addition, the work undertaken outside normal Commissioner duties as the face of NLB in Dumfries & Galloway and also the time taken to talk to staff has made Commissioners much more accessible. He will be hugely missed.

13. CORPORATE CALENDAR

The Corporate Calendar for 2017 was noted.