

NORTHERN LIGHTHOUSE BOARD

MANAGING BOARD

MINUTES – 28 June 2018

PRESENT:	Graham Crerar	Chairman
	Mike Brew	Vice-Chairman
	Alastair Beveridge	Commissioner
	Mhairi Stephen	Commissioner
	Rob Woodward	Commissioner
	Alistair Mackenzie	Commissioner
	Alison Di Rollo	Commissioner
	Mike Bullock	Chief Executive
	Phil Day	Director of Operations
	Darren Cordner	Finance Manager

IN ATTENDANCE: Karen Charleson Senior Executive Assistant (minutes)

1. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTERESTS

Apologies for absence were received from Commissioner Wilkinson and Director of Business Services.

Commissioner Woodward advised that he had recently been appointed as Chair of the Meteorological Office commencing on 1 July 2018. There were no potential conflicts of interest other than those 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 16 May 2018 were agreed as a correct record and could now be published on the website.

Action: Senior Executive Assistant

3. MATTERS ARISING

The Managing Board noted that the majority of items would be covered in the Agenda and noted the following items:

Business Continuity – A Business Continuity Exercise has been arranged for 7 November 2018 (helicopter activities). Media training has also been organized for 3 September 2018 which will include Commissioners Beveridge and Shaw. It was agreed to discuss more general media training for Commissioners at a future meeting.

Action: Chief Executive

Cyber Security - The next test is planned for October/November. ICT are still liaising with the Penetration Testing provider but it will not be known until nearer the time whether additional testing can be included.

Action: Director of Business Services

Legal Advice - No new legal work has been identified but NLB will continue to monitor requirements. It was agreed to keep this item on Matters Arising so as not to lose sight of it.

Action: Senior Executive Assistant

Pay Remit – DfT have now issued the Pay Guidance. This year, government departments will be able to make average pay awards within the new range of 1% - 1.5%. NLB has not yet had a chance to consider the Guidance. NLB has raised the issue of pay restraint with DfT and the Sponsorship Team is due to meet Treasury next week to discuss NLB's position.

It was agreed that the Chairman would identify the non-Executive Directors at DfT and make contact as this was another potential route to escalate issues. It was noted that the Chief Executive has also made an offer to the DfT Audit & Risk Committee to visit NLB.

Action: Chairman

Dashboard - No further input on KPIs has been received from Managing Board members. Work continues by individual KPI 'owners' to improve clarity. The improvement of the Dashboard will be an iterative process as experience and understanding builds. This is now 'normal business' and will be a standing agenda item for the Managing Board.

R&RNav – The Managing Board noted that Dr Nick Ward, Research Director, R&RNav had given a presentation on e-Navigation to the Navigation Committee on 27 June 2018. It was also noted that the Navigation Committee will be holding their meeting in December 2018 at Harwich and will be visiting the R&RNav Team.

The Managing Board discussed the Value for Money paper included in the Matters Arising and agreed that whilst it was of benefit for the Managing Board it would not be useful for an external audience in its present form. It was noted that assistance would be obtained to improve it.

Corporate Plan - A more detailed breakdown for capital projects will be presented to the Managing Board as part of Corporate Planning discussions for 2019/20.

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.

Safety

A previously reported incident has been amended from a minor to an over 3 day injury as the person involved took longer to recover than expected.

HSE Report

Pressure Washer, Oban - The Managing Board noted that the cause of the bolts shearing was due to a single o-ring failure allowing high pressure water to pass the seal. This resulted in a high pressure water leak placing force on the outer face plate, retained by the bolts, causing the failure. The bolts and seals have since been replaced but the underlying problem is poor design integrity within the pump. The Principal Mechanical Engineer has advised that there is sufficient mitigation now in place and that the risk of future failure is low. The Managing Board suggested, if it was possible, contacting other operators to advise them of the problem and see if there was anything else NLB should be aware of.

Action: Director of Operations

FM200 – The Managing Board noted that FM200 Cylinders had been discharged at Copinsay by contractors contrary to the 'F' Gas Regulations which came into force just over 3 years ago. SEPA were notified and no further action was necessary other than to ensure that the removal of the cylinders be carried out in accordance with Dangerous Goods legislation. A “Lessons learned” review has been carried out to make sure a similar event does not happen again and amendments are to be made to tender documents to include instructions on recycling.

POLE STAR Crane - The Managing Board noted there had been an incident with the crane whilst suspending a Lidar buoy with the port hook on attempting to lower the buoy to the deck. The port hook was taken out of service until the cause was identified. The defect has now been resolved and the crane is fully operational.

Operations Report

Outages - The Managing Board noted that there has been one outage over 72 hours since the last meeting. There had been a slight delay in getting to this outage due to helicopter availability.

2017/18 Programme – The Managing Board noted the ongoing works, contracts awarded and projects which are out to tender. There has been some delay in project preparation encountered on other projects due to staff absence and recruitment. The Managing Board discussed the longer-term capital expenditure requirements and noted the potential for an increase in expenditure due to the issue of Pillar Rock lighthouse refurbishment but acknowledged that efforts would be taken to contain and phase projects accordingly.

HR Report

Organisational Review - All posts created in the Organisational Review have now been filled. Organisational Climate is now a standing agenda item on the Executive Group's agenda. The Annual Staff Engagement Survey will be issued at the end of August 2018. There has been a push through Senior Management and the Staff Council to encourage staff to participate to get the maximum return possible.

Gender Pay Gap Report - The Gender Pay Gap report has been shared with the Staff Council, posted on the intranet for all staff to access and is available to the public via the NLB Website. No adverse comments have been received.

Business Services Report

Year End Accounts 31 March 2018 - The revaluation of NLB assets were finalised by the Valuation Office on 4 June 2018 and the Tri-GLA methodology paper submitted to NAO. The annual accounts pack was submitted to the DfT on the 22 June 2018. NAO are due to audit the Accounts week commencing 9 July 2018.

Results to 31 May 2018 - The Managing Board noted the summary financial position to 31 May 2018 contained in the Business Services Report.

Business Development – The income forecast for the year has been reduced to reflect the reduction in commercial work. Efforts are being made to get other work to make up the shortfall.

Cyber Security – The Government Internal Audit Agency (GIAA) carried out a follow-up cyber security audit in early June 2018. The Managing Board noted that the final report has yet to be received but a “good level of progress” was observed. The final report will be submitted to the Audit & Risk Committee in August 2018.

Procurement – The Managing Board noted the update on Procurement. GIAA will be conducting a review of Stock Management at Oban Base in mid-July 2018.

Finance – The Managing Board noted the new Finance Manager has completed his review of the Finance team structure which has been approved by CE and Director of Business Services.

Organisation

ISO Standards - A considerable amount of preparatory work has been conducted to ensure NLB was able to make the transition to the 2015 ISO standards for 9001 (Quality Management) and 14001 (Environmental Management). In late May an external auditor from DNV-GL assessed that NLB had successfully made the transition to the new standards. The Board agreed that this is an excellent achievement for NLB.

Staff Council – The Managing Board noted that Chief Caterer Ned Kelly has taken up the role of Deputy-Chair of the Staff Council. The Deputy-Chair will attend a Managing Board later in the year.

Leadership Development - The final phase of the development programme for the Chief Executive, Directors and Senior Managers was delivered on 12 June 2018. The feedback on the programme has been positive.

GDPR – The Managing Board noted that preparations were completed by the 25 May 2018 deadline. An audit will be undertaken by GIAA in Q2 2018/19.

External Engagement

Visit of Shipping Minister to Oban - The Managing Board noted that the Shipping Minister, Nusrat Ghani MP, is keen to take up NLB's offer of a visit. The dates and details are still to be confirmed.

Safety at Sea Campaign - The GLAs have been asked to support the “Safety at Sea” week in early July 2018. NLB has proposed a social media campaign highlighting its operations, training and financial contribution.

Maritime 2050 - DfT are leading work to create a strategy “Maritime 2050”. NLB submitted input to the written “call for evidence” and subsequently provided the venue for the Scottish Workshop held on 5 June 2018.

Stevenson Tomb Renovations - A small team of volunteers from NLB supported by 2 volunteers from Trac undertook a clean-up of the Stevenson Tomb at New Calton Burial Ground on 12 May 2018. The work included repainting the iron gates and removing bird guano.

Transport Scotland - The Managing Board noted that the Chief Executive had been invited to join Transport Scotland's quarterly staff briefing as the guest speaker. Transport Scotland's Chief Executive has accepted an invitation to join the Managing Board on 16 November 2018

to provide an update on Transport Scotland's work and to introduce the new Director Aviation, Maritime, Freight and Canals.

Patron - Planning for the voyage with NLV PHAROS continues. The BBC One Show will conduct an interview with the Patron about her work with NLB on day 1 of the Patron's Voyage and then accompany her ashore to Ailsa Craig.

JUCG - The Joint User Consultative Group was held at Trinity House on 7 June 2018. The forum offers the three GLAs the opportunity to update users with latest developments and on this occasion included the launch of the newly published GLA Marine Navigation Plan (GMNP). The Managing Board noted that the next JUCG meeting will be held at 84 George Street on 8 May 2019.

IALA Conference – The Chief Executive, Director of Operations and Navigation Manager attended the IALA Conference held in Incheon South Korea 25 May – 1 June 2018. As Chair of the AtoN Requirements and Management (ARM) Committee the Director of Operations played a very visible role in the proceedings as did the Navigation Manager who presented a paper and sat on a number of panel discussions.

Every 4 years the National Members of IALA elect a council of 24 Nations selected from those who put themselves up for election. The Managing Board noted that the UK (Trinity House) had been re-elected. The Chief Executive exercised NLB's 'observer rights' to sit alongside Trinity House as the UK representative.

New Transport Minister, Scotland – The Managing Board noted that Humza Yousaf has been replaced by Michael Matheson in the recent Cabinet reshuffle. Priority will be given to briefing Mr Matheson on NLB's role, preferably including a visit to Oban.

MV Fingal – The Managing Board noted that the Chief Executive would be attending the "soft" opening of the boutique floating hotel on 5 July 2018.

Executive Committee (DfT) visit – The Managing Board noted that the visit by the DfT Executive committee had been cancelled.

London International Shipping Week – The Managing Board noted that the Chief Executive has proposed to DfT that NLV PHAROS participate in LISW 2019 to act as a platform for events as had THV GALATEA in 2017.

David Stewart, MSP – It was noted that David Stewart MSP for Highland and Islands is due to visit Noss Head Lighthouse on 10 July 2018.

Dashboard

The Managing Board noted the updated Dashboard included with the meeting papers. The Dashboard is now discussed at every Executive Group Meeting and is posted on SharePoint for all staff to view.

5. ANY CLARIFICATION (BY EXCEPTION) ON OPERATING REPORTS

Operations Report – NLV POLE STAR DryDock

Commissioner Beveridge enquired how long NLV POLE STAR would be out-of-service for the drydock. The Director of Operations advised that NLV POLE STAR would be out-of-service for three weeks which has been built into the Tri-GLA plan.

Operations Report – NLV POLE STAR – Thames Estuary

The Chairman asked how NLV POLE STAR had performed in the Thames Estuary. The Director of Operations advised that she had worked really well. NLV POLE STAR had initially intended to carry out some planned work but ended up going through the Dover Straights into the Channel to deal with a wreck buoy that had broken adrift. NLV Pole Star then returned to Harwich and carried out some buoy work in the area while THV GALETEA was engaged in project work and the THV ALERT was taking a lightvessel to Middlesbrough for a refit.

HSE Report – NLV POLE STAR Crane

Commissioner Mackenzie asked whether the crane fault has been tracked back with the manufacturer and whether there was a design modification required. The Director of Operations advised the problem was with the failure of a component not a design fault. It was noted that the crane does not have some of the protection measures a modern offshore crane would have but its operation takes this into account.

6. FLEET REVIEW

The Managing Board noted that the final document was endorsed by the Reference Group on 21 May 2018 and has now been submitted to the Minister for approval. It is anticipated that the Minister will announce her decision on 12 July 2018. NLB is working with the other GLAs on a Press Announcement. Subject to the Fleet Review being approved a Ship Replacement Task Group will be established to look at replacement vessels.

The Chairman thanked Commissioner Mackenzie and the Director of Operations, on behalf of the Managing Board, for the work involved in getting to this stage.

7. MONITORING

The Managing Board noted the Monitoring System User Requirements Management Report which sets out what NLB thinks it needs to monitor its estate. It was noted that this Report looks at the requirements from scratch and has provided an opportunity to look at additional strategic needs. The report contains high level estimates which need to be reviewed as the specification is developed.

8. REPORT FROM THE HSE COMMITTEE

The Managing Board noted the minutes from the meeting of the HSE Committee held on 23 May 2018.

9. REPORT FROM THE NAVIGATION COMMITTEE

The Managing Board noted the Minutes from the meeting held on 22 March 2018. Commissioner Beveridge provided a verbal update from the meeting held on 27 June 2018.

Presentation by Dr Nick Ward R&RNav

It was noted that Dr Nick Ward had given an interesting and informative presentation to the Committee on e-Navigation.

Nautical Institute Survey

It was noted that the survey of the Institute's members has highlighted the importance of fixed navigational marks. David Patraiko from the Nautical Institute will be asked to speak at the Scottish Users Consultative Group (SUCG) meeting in November 2018.

AtoN Availability

It was noted that NLB was continuing to meet availability targets.

AtoN Review 2020

The Navigation Team has started planning work for the five yearly tri-GLA Aids to Navigation Review and has put together a timetable. The Committee discussed whether to hold an external workshop to increase User input and agreed that this issue should be given further consideration.

GLAs Marine Navigation Plan (GMNP)

It was noted that the GMNP had been launched at the JUCG Meeting in June. The document sets out how the GLAs see the mix of AtoNs in the coming years.

Oban Bay

The seasonal buoyage was deployed in Oban Bay on 29 March 2018. It was noted that there had been three groundings of yachts reported on 2/3 June 2018. A review of the incidents by the Oban Bay Management Group manager showed no evidence the seasonal buoyage contributed to navigational confusion in these instances. The buoyage would be reviewed at the December 2018 meeting at the end of the trial.

The Director of Operations updated the Board on progress towards a harbour authority for Oban. The OBMG had agreed that consultation would be undertaken on the proposal for CMAL to extend its harbour area. A questionnaire has been circulated to stakeholders and a public meeting arranged.

10. INTER GLA MATTERS

The Managing Board noted the report on Inter GLA Matters included in meeting papers.

Joint Strategic Board (JSB) - Corporate Planning Process

The JSB discussed simplifying the Corporate Planning process in the context of shifting to a biannual process. The GLF Accountant had been tasked to identify the minimum data required.

The next meeting of the JSB will be held on 13-14 November at NLB.

Post Meeting note: The JSB in November has been moved to 12/13 November to allow NLB to attend the 104th Scottish Shipping Benevolent Dinner on the evening of 13 November.

11. ANY OTHER BUSINESS

Commissioners Inspection Voyages

The Chief Executive requested that Commissioners forward any relevant photographs taken when on voyages for use in the Journal, newsletters, etc. The Chairman wished it recorded how well the Commissioners had been treated by the Master, Chief Engineer and crews of NLV PHAROS during the voyages.

Action: Commissioners

Alistair Mackenzie

The Managing Board noted that this was Commissioner Mackenzie's last meeting. The Chairman gave his personal thanks to Commissioner Mackenzie for all the work that he has

achieved for the NLB during his time as Chairman and as a member of the Board. In particular, his contribution in leading the NLB through the Organisational Review and Fleet Review.

The Chief Executive also thanked Commissioner Mackenzie on behalf of the Executive for his guidance and council in assisting NLB make such good progress in its overall approach and governance.

12. CORPORATE CALENDAR

The Managing Board noted the Corporate Calendar for the remainder of 2018 and for 2019.