



TRINITY HOUSE

**MINUTES OF THE MEETING OF THE TRINITY
HOUSE LIGHTHOUSE BOARD
HELD AT TRINITY HOUSE, LONDON ON THE
30TH JANUARY 2020**

Present: Vice Admiral Sir Alan Massey (Non-Executive Chairman)
Capt I McNaught (Chief Executive)
Commodore Dorey (Director of Operations) (by video link)
A Damen Esq (Director of Business Services)
D Ring Esq (NED)
Mrs V Owen (NED)
Mrs M Amos (NED) (by telephone) (Items 1-6 and 13)

In attendance: T Arculus Esq (Board Secretary)

1. NEW CHAIRMAN'S INTRODUCTION

The Chairman welcomed everyone to the meeting and said how glad he was to have joined the Lighthouse Board.

Capt McNaught welcomed the new Chairman.

The Board discussed an extraordinary meeting which has been called for 19th of February to discuss ship replacement, Royal Sovereign Decommissioning, and the helicopter contract. Mr Damen will not be able to be at that meeting but will circulate a briefing paper on the RPI minus X discussions in advance.

[Action: Mr Damen]

The Board resolved to discuss the TH 2040 project at its March meeting.

2. DECLARATIONS OF INTEREST

Mrs Owen declared that she has recently been appointed as Chair of the Centre for Engineering and Manufacturing Excellence.

The Chairman declared that he is a Non-Executive Director of the Port of Shoreham.

3. APOLOGIES

Capt Barker (Director of Navigational Requirements)

4. MINUTES OF PREVIOUS MEETINGS

4.1 Minutes of Lighthouse Board 14th of November 2019 – approved

4.2 minutes of Lighthouse Board 14th of November 2019 for publication – approved

5. LOG OF ACTIONS

25/07/18 No. 4 - Agreed completion date of May 2020. This work is ongoing and will be woven into the major projects 20-year work plan.

17/10/19 No. 3 - Closeout date agreed as May 2020. Work is ongoing with Procurement.

17/10/19 No. 4 - Closeout date to be confirmed.

14/11/19 No. 3 - Mr Damen confirmed that this issue occurs when COSHH substances leave Stores. He will therefore work with the Lighthouse Manager and the Head of Finance and Procurement and will return to the Board with a proposed closeout date and further actions.

14/11/19 No. 4 - Mr Damen confirmed that staff are assigned mentors already but HR will look at improvements to the system. The action may be closed out.

14/11/19 No. 7 - Circulated at the meeting. Complete.

14/11/19 No. 8 – Complete.

14/11/19 No. 9 - This is in the long-term financial plan. Complete.

14/11/19 No 10 - Commodore Dorey will provide an outline to the Board in March.

6. HEALTH AND SAFETY REPORT

Introduced by the Secretary.

The Board discussed the fainting incident in Harwich Buoy Yard.

The Board had a long discussion about the procedure of removing shackle pins on deck. This is a well-established method but the fact that there had been two incidents in six months has resulted in Trinity House purchasing a new piece of equipment in order to do the job more safely.

The Board questioned why the injury sustained by the Trainee Deck Rating on THV Patricia has not been recorded.

[Action: Secretary]

Commodore Dorey reported that both flywheels on the Patricia lifeboat davits have been replaced. The crew are being extra vigilant for corrosion. The Board

decided that inspection of the flywheels should be part of the planned maintenance programme.

[Action: Commodore Dorey]

The Board would like to focus on health and safety improvements and noted that Health and Safety Manager is due to report back in March on his ideas and action plan for improvements.

7. BUSINESS PERFORMANCE

The KPI report was introduced by Mr Damen

Capt McNaught reported on Category 1 *Position* which was down. Capt McNaught reported that this was due to the Channel lightvessel which had dragged anchor in the autumn and had to be attended to by one of the tenders. The lightvessel had been off station for more than three days which would affect the availability figures for some time.

The Board noted that statutory BSL was lagging slightly. The target is to inspect every buoy by ship every year. Sometimes it is not possible to achieve this due to weather or diversions.

Our commercial BSL is 80% which is higher than for statutory BSL at the moment but both should end up at 95% or so at year-end.

8. EXECUTIVE DIRECTORS' REPORT

Finance – Running costs underspend is predicted. Much of this sits in salaries, along with an increase in income.

Mr Damen reported that we are not going to be able to spend all of our capital budgets this year for various reasons, making for an overall forecast underspend.

The Board resolved to have a strategic discussion on budgets and the risk of underspending. The Secretary was asked to arrange a separate session on this subject, and the Board wished for this to be Part II of the March meeting.

[Action: Secretary]

Pay Remit – Mr Damen reported that TH 2040 is making progress. 80% of the job descriptions have been drafted. Job evaluations will follow.

We have submitted our pay remit case to the DfT in line with Government pay policy. There is a new HR team at DfT who will need to become familiar with the precise circumstances of the GLAs.

The Secretary reported that a Parliamentary Question had been asked this morning regarding staff numbers.

Financial Graphs – The Board noted the finance graphs. In particular, the underspend on GRAD's budgets and the good performance of Commercial activities in generating income.

8.1 GLAs' Brokerage Marine Insurance and TH Non Marine Insurance Requirements for 2020-23

The Board discussed the report of the evaluation of the tender for GLA brokerage, marine insurance and Trinity House non-marine insurance requirements 2020- 2023.

The Board noted that an EU open procedure tender exercise was conducted but despite this is only one company submitted a tender.

The Board resolved to:

- i) approve the reappointment of TH's insurance broker for a further period of three years to 31 March 2023 with the potential to extend for up to two years beyond that, and,
- ii) approve the renewal of the TH marine war risks and protection & indemnity insurances from 20 February and all other insurances from 1 April.

9. AIDS TO NAVIGATION

Aids to Navigation Performance from 31 October 2019 to 17 January 2020 – noted

9.1.1 Lighthouse Board Navigation Casualty Report from 31 October 2019 to 17 January 2020 – noted

9.1.2 Trinity House Availability Progress Report from 18 January 2017 to 17 January 2020 – noted

10. MATTERS FOR DISCUSSION

10.1 DfT/Parliamentary

The Board noted that Mr Rod Paterson has changed briefs at the Department for Transport and has been replaced by Ms Petra Wilkinson (Deputy Director Maritime and Operations). The Board noted that it was important to engage with Ms Wilkinson.

Capt McNaught reported that in his capacity as Accounting Officer he had recently met with Gareth Davies (Director General Brexit, Security, Aviation and Maritime). The main topic of discussion was the ship procurement process and how that could be expedited.

The Parliamentary under Secretary of State with responsibility for Shipping Mrs Nusrat Ghani MP visited Harwich Depot and went on board THV Galatea earlier in the month.

10.1.1 The Lights Finance Committee

Took place on 21 January and was attended by Captain McNaught and Captain Palmer. The Lights Advisory Committee had requested a ha'penny reduction in light dues.

Confirmation of the DfT's decision is expected soon in respect of the rate of light dues next year.

10.1.2 The Multilateral Meeting

Took place on 6 December and was attended by Captain McNaught and Mr Ring. It was a very positive meeting.

10.2 Headline Performance Objectives

Capt McNaught presented the HPOs.

The DfT has recently confirmed that the Maritime Director, Roger Hargreaves, can sign off the Royal Sovereign business case, thus avoiding the need for to go to the Investment Steering Group Board.

Noted.

10.3 Board Objectives Separate from the Rest of the Organisation

Noted.

10.4 IALA Diplomatic Conference

Captain McNaught reported that he would be attending the Diplomatic Conference in Malaysia with Mr Arculus and Commodore Bullock of the Northern Lighthouse Board in February. Mr Chris Angell (Head of Safety Policy, Department for Transport) will also be travelling to Malaysia to represent the UK Government.

11. STRATEGIC MATTERS

11.1 Strategic Discussion focusing on Cardinal 3 Reputation Development

The Board resolved to defer discussion on this item until the March meeting.

[Action: Secretary]

The Chairman and Secretary were asked to consider the most fruitful topics discussion at the July Strategy Session.

[Action: Chairman/Secretary]

12. JSB MATTERS

12.1 Draft JSB Minutes from 20-21 November 2019

The minutes were presented by Captain McNaught.

Brexit, Shipbuilding, and RPI minus X, were discussed in detail at the JSB.

The Finance Directors of three GLA have reviewed the RPI minus X regime. Mr Damen was asked to circulate the Finance Directors' report which will be discussed by the Board at its meeting in March.

[Action: Mr Damen]

12.2 JSB Roadmap

Noted.

12.3 Letter from the JSB Chairman to DfT Regarding Corporate Plans - dated 9 January 2020

Noted.

13. OTHER MATTERS TO BE NOTED OR APPROVED

13.1 ARAC Draft Minutes of 4 December 2019

Mrs Amos reported on the meeting of the ARAC on 4 December.

Part of the meeting had been a separate session with the ARAC Chair meeting with GIAA, NAO and the TH Audit and Performance Manager without the rest of the committee present. The feedback from that session was contentment with current arrangements.

13.2 ARAC Terms of Reference

The ARAC Terms of Reference had been updated at the request of the ARAC to include reference to receiving reports from the Data Protection Officer.

Approved.

13.3 Risk Management and Audit Planning Workshop

Mrs Amos reported on the risk management and audit-planning workshop which had also taken place on 4 December. There will be a follow-up session in the Summer to look at how risk is managed within the organisation. The Secretary was asked to invite the Board and the Senior Management Team to the session.

[Action: Secretary]

13.4 Report on the Status of the TH Corporate & Organisational Risk Registers

The Board noted the report and approved the recommendation that it should approve the Corporate Risk Register and the Organisational Risk Registers as a fair analysis of the key risks faced by Trinity House in its capacity as a General Lighthouse Authority.

The Secretary reminded the Board that work was ongoing to look into at a refreshed way of presenting the risk registers.

13.5 Effectiveness Review 2019 Action Plan

The Secretary presented his proposals on how to address the comments from the 2019 Lighthouse Board Effectiveness Review.

The Chairman asked the Board to supply further comments, if any, to the Secretary by 31 January.

[Action: Board]

14. ANY OTHER BUSINESS

Mrs Owen said how good it was that the Joint Strategic Board had found common ground in relation to the Capital Pipeline.

15. DATES OF FORTHCOMING MEETINGS

Revised dates for meetings 2020 are as follows:

LIGHTHOUSE BOARD 2020

Extra-ordinary meeting – Wednesday 19 February DoE 1030

Thursday 19 March London DoE 1130

Friday 22 May London DoE 0930

Wednesday 22 July + Strategy Session 1000 Harwich

Monday 21 September London DoE 1200

Thursday 15 October London DoE 1100

Thursday 12 November London DoE 1100

ARAC 2020

Thursday 19 March 1000 PoW London

Thursday 2 July 1000 PoW London

Monday 21 September 1000 PoW London

Wednesday 9 December 1000 PoW London