

# NORTHERN LIGHTHOUSE BOARD

## MANAGING BOARD

### MINUTES – 17 November 2008

<b>PRESENT:</b>	George Sutherland	Chairman
	Andrew Cubie	Vice Chairman
	Mike Close	Commissioner
	Alastair Dunlop	Commissioner
	Bruce Kerr	Commissioner
	Alistair Whyte	Commissioner
	Roger Lockwood	Chief Executive
	Phil Day	Director of Marine Operations
	Douglas Gorman	Director of Finance & Administration
	Moray Waddell	Director of Engineering
	Jill Bennett	Secretary to the Board

#### 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Managing Board meeting held on 3 September 2008 were agreed as a correct record.

#### 3. MATTERS ARISING

##### Monachs

The Managing Board noted that the Chief Executive was in dialogue with the Scottish Government in order to establish a suitable date for a visit to the Monachs by Richard Lochhead, Minister for the Environment and Rural Affairs, and the visit was no longer linked to a “switching on” ceremony. It was noted that the time of year would be driven by the seals breeding season.

*Action: Chief Executive*

##### Helicopter

The Managing Board noted that Bond was undertaking further roadshows to NLB and TH staff on the maintenance and upkeep of the helicopters. Unfortunately, the Chairman and Vice Chairman were unable to attend the new dates.

#### 4 STAFF COUNCIL

The Chairman reported that he had a wide ranging and useful discussion with the new Vice-Chairman of the Staff Council, Jim Park, on 6 November 2008. It was noted that the Vice-

Chairman of the Staff Council could not attend the Managing board for the usual annual report due to working night shift. The valuable contribution of the Staff Council, alongside trade union negotiations, to the internal communication mechanisms within NLB was noted.

## **5 CURRENT MAJOR MATTERS**

### **a GLA Fleet Review 2008/09**

The Board noted an update from the Chief Executive and Director of Marine Operations on the progress of the GLA Fleet Review and that following the tender process the contract had been awarded to C-Mar Consulting. It was noted that the review was underway and that the consultants would be meeting with the Chairman, Vice-Chairman, Directors and other key NLB personnel, including former Commissioner, Captain Kenneth Macleod. The review was being undertaken from first principles and was not building on the last review. The Managing Board noted the timetable was:

- draft report due by the end of February 2009
- GLA comments within two weeks
- Final report due 20 March 2009. It was noted that this may only be on the size of the fleet and that the review of fleet management may be submitted at a later date.

### **b 84 GEORGE STREET**

The Chief Executive reported that the contract had been awarded to Wellwood Leslie, based in Broughty Ferry and that work was well underway with surveys and focus groups. It was noted that that the company would brief the Managing Board in April 2009.

## **6. REPORTS FROM THE SHIP, NAVIGATION, AND HERITAGE AND ESTATE COMMITTEES**

### **a Ship Committee**

The Managing Board noted that there had been no meetings of the Ship Committee since the last meeting of the Managing Board.

### **b Navigation Committee**

The Managing Board noted the minutes of the meeting of the Navigation Committee held on 30 September 2008 in the Isle of Harris in order to incorporate a useful site visit.

#### Bressay

The Chief Executive reported that he had met with both the Lerwick Port Authority (LPA) and Shetland Amenity Trust (SAT) earlier in the month to agree a final resolution. It was noted that DfT approval was awaited to the proposal:

- LPA to establish a new 8-10 mile harbour light on the former fog horn
- Once the new light had been proved, the Bressay light would be disconnected and the tower handed over to SAT.

**Action: Chief Executive**

#### Whale Rock

It was noted that the Class 1 buoy was ready for deployment as soon as ship time permitted.

### Scottish Users' Consultative Group

It was noted that the meeting had been well attended and positive feedback from participants had been received on the event.

#### **c Heritage and Estate Committee**

The Managing Board noted that the Heritage and Estate Committee was meeting later that day and it was agreed that due to the length of time since the last Committee meeting, the approved minutes would be circulated electronically to the Managing Board.

*Action: Secretary to the Board*

It was noted that the Heritage Trust was due to have its inaugural meeting on 8 December 2008 under the chairmanship of Lord Boyd of Duncansby. However, it was noted that the establishment of the proposed trading company was delayed until an issue in relation to European restrictions on State Aid had been resolved, and that NLB was working with the DfT on the issue

### Scottish Museum of Lighthouses

The Managing Board noted that James B Taylor's three year tenure as NLB's nominee on the Museum Board ended on 30 April 2009. It was agreed to endorse Moray Waddell, Director of Engineering as the new NLB nominee to the Board of the Scottish Museum of Lighthouses. It was noted that he was currently an independent board member.

*Action: Chairman*

## **7. FINANCE AND ADMINISTRATION REPORT**

### **a Future Pension Arrangements**

The Managing Board noted the presentation by Sue Vivian of Hymans Robertson, the newly appointed GLAs actuary. It was noted that she would be undertaking a similar presentation to the other GLAs in order to develop a joint GLA approach to develop proposals for GLA future pension provision should primary legislation be achieved.

Following discussion, it was agreed that a paper summarising the views expressed would be circulated electronically for comments and agreement prior to submission to the actuary.

*Action: Director of Finance*

### **b Financial Performance Report and Performance Indicators**

The Managing Board noted the paper on the Financial Report covering the financial performance in 2008/09 to 31 October 2008, including the full year forecast.

### **c Finance and Administration Report**

The report was noted. In particular, it was noted that the new Financial Framework document that came into force on 1 August 2008 had been reviewed by the Audit and Risk Committee at their meeting on 12 November 2008.

The Managing Board noted that the Publication Scheme approved in 2002, that sets out the information NLB require to regularly make available to the public under the Freedom of Information Act 2000, was being reviewed alongside a review of the website. It was noted that the aim of the review was to identify improvements and enable more information to be available on the website, including the Framework Document.

*Action: Director of Finance*

### Pay Negotiations

It was noted that the Shore Based staff revalorisation offer (effective from 1 August 2008) was at the formal offer stage and the unions would be undertaking a ballot in the next few weeks.

It was noted that a formal combined union response to the Marine Pay offer was awaited.

## **8. ENGINEERING REPORT**

The Managing Board noted the report provided by the Director of Engineering.

### Outages

The Managing Board noted that a number of outages had occurred recently at major stations and that those at accessible stations had been cleared promptly. It was noted that access difficulties at Rattray Head had caused the delay in the attention to the inoperative racon.

## **9. MARINE OPERATIONS REPORT**

The Managing Board noted the report provided by the Director of Marine Operations.

It was noted that following Alan Rore's retirement, Sean Rathbone would be promoted to Master and would take up post on 19 March 2009 on Pole Star and Colin Wheatley would be returning to Pharos.

The Managing Board noted the tender utilisation data included in the report and asked that these continue to be submitted as part of the Marine Operations Report.

## **10. HR REPORT**

The Managing Board noted the report provided by the Human Resources Manager.

### Long Service Ceremony

It was noted that a ceremony for those achieving 25, 30 or 35 years of employment with NLB was due to take on 23 February 2009 at 1800 hours, following the meeting of the Board of Commissioners. As this was a "catch-up" event, there are around 45 eligible employees. The venue would be decided once numbers had been finalised.

All Commissioners were encouraged to attend the event, and it was agreed to incorporate it in the Corporate Calendar.

*Action: Secretary to the Board*

## **11. QUALITY, HEALTH, SAFETY AND ENVIRONMENT MATTERS**

The report from the QHSE Manager was noted.

The Managing Board noted that the first "peer audit" of the GLA Safety Management systems, excluding the shipboard SMS's had taken place in October 2008 and that NLB had been the first GLA to be audited (by TH and CIL). It was noted that the audit had been a success and that all parties had benefited from the experience.

**12. ANY OTHER BUSINESS**

There was no other business.

**13. CORPORATE CALENDAR**

The Managing Board noted the Corporate Calendar for the remainder of 2008 and for 2009.