

**CALEDONIAN MARITIME ASSETS LTD.**

**Board of Directors Meeting, 28 March 2011  
CMAL Offices, Port Glasgow  
Minute of Meeting and Actions Arising**

**FOISA status – Exemption under Section 30 (prejudice to effective conduct of public affairs)**

**Present:**

G S Johnston (Chair)  
E Ostergaard  
K MacLeod (part)  
G Platten  
G Laidlaw  
R Davie

**In attendance:**

N Thomson  
R Muirhead (for L Spencer)  
A Flockhart (part)

**Apologies**

L Spencer  
A Duncan

**Minutes:**

E Roxburgh

**1. Welcome & Apologies**

The Chairman welcomed everyone to the Board meeting, and accepted the apologies of L Spencer and A Duncan.

**2. Approval of Minutes of 25 February 2011**

The minutes were approved as a true record. The redacted minutes were noted.

**3. Matters Arising**

These will be addressed through the Agenda.

**4. Finance Report**

**4.1** The Board noted the previously circulated Finance Report.

**Redacted Under Section 33**

## 4.2 Pensions.

### 4.2.1 .. (Redacted under Sections 33 & 36 FOISA)

### 4.2.2 MNRPF (Redacted under Section 33 FOISA)

## 4.3 Public Services Reform – Disclosure

The Board noted the previously circulated report.

## 5. CHFS, Cowal and Rathlin Contracts

### 5.1 Gourock/Dunoon ferry service is now out to tender and the closing date for returns is 4<sup>th</sup> April 2011

GP explained the proposed model for berthing dues at Gourock after 2013 when the large discounts currently available to all operators would gradually be withdrawn in order to make the harbour more self-funding.

## 6. Vessels

### 6.1 The Board noted the previously circulated report from the Director of Vessels.

MV FINLAGGAN. Following completion of the inclining experiment it appeared that the anticipated problem with contractual deadweight had now been resolved.

GP requested GL to approach the Minister to formally authorise the Charter of the vessel to allow it to be eligible for support.

**Action: GL**

Existing Vessels. (Redacted under Section 33 FOISA)

**Action: AD**

Formal Board approval was sought to commence tendering action for the hybrid vessel. **Board approval was given.**

Staffing. Board approval was sought to (a) create and (b) support in principle the requirement for a further technical member of staff for the Vessels team. **Board approval was given.**

Power of Attorney. **The Board approved and signed** power of attorney for Guy Platten & Andrew Duncan in relation to settlement and signature protocol of delivery and acceptance and other associated documents for vessel 2027 FINLAGGAN.

## 7. Harbours & Piers

- 7.1** The Board noted the previously circulated paper from the Director of Harbours & Piers.

Board approval was sought to provide the Harbour Master with an authority level of **(Redacted under Section 33 FOISA)** in line with the role requirement and job description. **Board approval was given.**

HRO's. GP advised he had discussed with GL the issue of the length of time it is taking from submission of same to SG and approval being received. GL advised that he had spoken with SG legal department requesting more resources be put in place to ensure a faster turnaround.

Oban Bay Marina. **(Redacted under Section 33 FOISA)**

Berthing Dues and Harbour Dues. Board approval was sought to increase Berthing & Harbour Dues as per paper previously circulated. **Board approval was given.**

With regards to CHFS, GP advised that a mini-tender was out at present for legal advice. This should be completed and in place by end of April.

Grant In Aid. Land purchase at Ullapool. **(Redacted under Section 33 FOISA)**

LS reported that Port Ellen pier closed to ferry traffic on Friday 25<sup>th</sup> March. Regular public meetings would be held in Port Ellen to keep the community fully informed as to progress and developments.

It was reported that Craignure passenger access, despite strenuous efforts to keep it in service, has failed and now been condemned. Plans are in place for a temporary passenger access during Easter which is a busy period and plans will also be put in place for a new gangway.

**(Redacted under Section 33)**

At this point Andrew Flockhart joined the meeting.

## **8. Corporate Services**

- 8.1** The Board noted the previously circulated Corporate Services Report from the Business Planning Manager.

Heritage Development. AD explained how CMAL could become involved with the new Glasgow Transport Museum. It would cost £50k to become a patron and a further £50k to enjoy their meeting and event facilities. This would be a one off payment and would cover a period of 10 years. Following discussion it was agreed that, whilst CMAL were interested in being involved this had to be in partnership with the current operator. The Board asked AF to speak with David Cannon at CFL re promotion of CalMac at the Transport Museum.

**Action AF**

AF updated the Board on a recent presentation by Wessex Archaeology on the heritage value of CMAL Ports. Wessex Archaeology has been asked to develop proposals for further discussion. The Board expressed support for the concept but noted potential budgetary requirements. AF explained that external funds would be sought to support this including application to the Heritage Lottery Fund.

#### **Action AF**

AF explained the previously circulated report looking at business development opportunities and potential sources of EU and other grant funding sources. MMM have been appointed as our media training advisors to undertake crisis and incident media management training

At this point both Andrew Flockhart and Kenneth MacLeod left the meeting.

**8.2** Human Resources Report. This agenda item will be discussed by the Remuneration Committee following the Board Meeting.

**8.3** Procurement Audit Results. This will be circulated once they have been received, however CMAL did have a successful audit.

### **9. Strategy**

9.1 Restructuring Update. GP advised that the final business case was nearing completion and will be circulated around the Board at the end of this week or beginning of next week before submission to SG.

Meetings have been held with potential funders and they have been very positive. The figures being submitted by the funders are extremely competitive.

#### **(Redacted under Section 33)**

9.2 Stornoway/Ullapool Service. GP and GL have attended a number of meetings and we believe we are making progress in explaining to the community of the CMAL and DML preference for a single larger vessel. Further consultation meetings were planned in Stornoway and Ullapool. SG has confirmed agreement for CMAL to tender for finance for any finally agreed option for new shipping.

### **10. Health & Safety**

10.1 The Board noted the previously circulated Health & Safety Report from the Chief Executive.

10.2 Risk Report. The Board noted the previously circulated Risk Report from the Chief Executive.

#### **(Redacted under Section 33 FOISA)**

### **A.O.B.**

- 11.1 The Board noted the response from the Chief Executive on the "Building a Hydro Nation" questionnaire.
- 11.2 GSJ advised the closing date for completed applications for non-Executive Directors appointments would be in a week's time. KMacL & EO to advise of other parties who may be interested.

**Action: KMacL/EO**

- 11.3 EO asked whether insurance cover had been put in place for MV FINLAGGAN. GP advised this was part of the due diligence procedure and would be in place on day of delivery.
- 11.4 NT requested that the mileage rate for cars used on company business would increase to 45p from the 6th of April in accordance with new limits from HMRC. **Board approval was given**
- 11.5 BD requested confirmation that EO & KMacL's appraisals had been carried out. GSJ confirmed this had been done and he would forward a copy to BD.

**Action GSJ**

- 11.6 GL enquired if GP had received the communication from Public Policy Team on guidance of best value. GP confirmed he had.
- 11.7 **(Redacted under Section 33 FOISA)**
- 11.8 GL confirmed that Alistair Wilson will be attending the next Board meeting on 3<sup>rd</sup> May 2011, and that David Middleton will be at PG on 5<sup>th</sup> April between 1000 and 1400 hours.
- 11.9 ER circulated details on the hotel accommodation arranged for the network trip in June. It was agreed that GP would pick up EO from Edinburgh Airport and GL. AD will pick up BD in Glasgow. GSJ will travel and meet the team at the Arisaig Hotel as will KMacL. LS will pick up RMcI, NT, & ER.
- 11.10 The date of the late June meeting has been changed from Thursday 30<sup>th</sup> June to Monday 27<sup>th</sup> June.

## **11. Date of next meeting**

Tuesday 3<sup>rd</sup> May 2011.