

**REDACTED VERSION**

**MINUTE OF THE CALEDONIAN MARITIME ASSETS LTD BOARD MEETING**

<b>Meeting</b>	Caledonian Maritime Assets Ltd June Board Meeting	<b>Date/Venue</b>	17 June 2015 Stornoway Port Authority Office
<b>Meeting Chair</b>	Erik Østergaard	<b>Start Time</b>	<b>1400Hrs</b>
		<b>End Time</b>	<b>1645Hrs</b>

<b>Members Present</b>		<b>In Attendance</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Erik Østergaard	Chairman	Chris Wilcock	Transport Scotland
Mark Forrest	Non-Executive Director	Susan Williams	Executive Assistant
Morag McNeill	Non-Executive Director		
Tom Docherty	Chief Executive		
Lorna Spencer	Director of Harbours		
Andrew Duncan	Director of Harbours		
Gillian Bruton	Director of Finance		

**1. MEETING OPENS – WELCOME AND APOLOGIES**

The Chair welcomed those present to the meeting and noted apologies from Alistair Whyte.

**2. APPROVAL OF PREVIOUS MINUTES**

The Chair requested any comments on the previous Minute. No points were raised. Minute from 27<sup>th</sup> May meeting were agreed as a true and accurate record of the meeting.

**DECISION**

**Approval** was given to publish *redacted* minutes on the CMAL Website.

**3. REVIEW OF ACTION REGISTER**

CW advised there is no confirmation on the route for the third hybrid. CW stated he would write to both CMAL and DML requesting immediate confirmation on route and arrange subsequent follow up meeting.

**ACTION 1: CW to arrange for TS to write to both CMAL & DML requesting immediate confirmation of third hybrid route and set up subsequent meeting with CMAL/CMAL & TS if required.**

TD advised that LNG responsibilities would be discussed at the VRS meeting on 19<sup>th</sup> June.

**ACTION 2: TD/AD/LS to discuss LNG responsibilities and impact to ports at the VRS meeting on 19<sup>th</sup> June.**

**4. CHAIRMANS UPDATE**

The Chair advised he would provide relevant comments/update under each agenda item.

## **5. PUBLIC SERVICES REFORM (Scotland) Act**

Members **noted** the PSR(S) Act Disclosures. No queries were raised.

### ***Redacted Section***

## **7. FINANCE**

Members noted the previously circulated Finance reports.

Regarding the pension consultation process GB advised the 2<sup>nd</sup> consultation meeting was scheduled to discuss counter proposals on the 18<sup>th</sup> of June.

### ***Redacted Section***

GB advised the Scott Moncrieff Auditors were currently on site for two week duration.

## **8. VESSELS**

### ***Redacted Section***

AD advised the winter inspections are now complete but some inspection reports are overdue.

AD requested that approval is given for Thomas Docherty, Chief Executive, Andrew Duncan, Director of Vessels and Gillian Bruton, Finance Director to sign contracts and amendments associated with the design and build of ROPAX Vessels for CMAL Tender Ref:0060.

### **DECISION**

Members **approved** Tom Docherty, Chief Executive, Andrew Duncan, Director of Vessels and Gillian Bruton, Finance Director to sign contracts and amendments associated with the design and build of ROPAX Vessels for CMAL Tender Ref:0060.

## **9. HARBOURS UPDATE**

Members noted the previously circulated report.

Regarding the Brodick re-developments works LS advised tender submissions were currently being evaluated and advised that all submission are over the original planned budget and vary between £22m and £37m.

### ***Redacted Section***

## **10. BUSINESS DEVELOPMENT UPDATE**

Members noted the previously circulated report.

## **11. CORPORATE SERVICES UPDATE**

Members noted the 10 Year Plan was in the pack for approval and onward submission to TS for Ministerial approval.

### **DECISION**

Members **approved** submission to TS.

### **ACTION 6: SW to submit 10 Year Plan to TS for comment and subsequent Ministerial approval.**

TD advised members that the re-accreditation audit by Lloyds Register Quality Assurance had now taken place and CMAL successfully maintained the ISO:9001 accreditation until June 2018.

## **12. HUMAN RESOURCES UPDATE**

Members noted the previously circulated report.

### ***Redacted Section***

## **13. HEALTH AND SAFETY UPDATE**

Members noted the previously circulated report. No queries were raised.

## **AOB**

## **14. LIVING WAGE ACCREDITATION**

Members noted the previously circulated paper.

The Chair requested that we obtain more information on the obligations that would be placed on CMAL if they were to sign up to this initiative.

**ACTION 7: TD to obtain further information on obligations of the Living Wage Accreditation programme.**

## **15. DRAFT OF ANNUAL ACCOUNTS**

Members noted the draft accounts in the pack.

GB highlighted to members that in the account at page 25 there is detailed information on Board members remuneration.

GB advised the final accounts would be submitted to the board for final approval in August 2015.

### ***Meeting Closed 1645Hrs***

## **16. DATE OF NEXT MEETING**

25<sup>th</sup> August 2015