

REDACTED VERSION



MINUTE OF THE CALEDONIAN MARITIME ASSETS LTD BOARD MEETING

Meeting	Caledonian Maritime Assets Ltd August Board Meeting	Date/Venue	25 August 2015 Scottish Government Offices Victoria Quay
Meeting Chair	Erik Østergaard	Start Time	1000Hrs
		End Time	1230Hrs

Members Present		In Attendance	
Name	Title	Name	Title
Erik Østergaard	Chairman	Chris Wilcock	Transport Scotland
Mark Forrest	Non-Executive Director	John Nicholls	Transport Scotland
Morag McNeill	Non-Executive Director	Graham Laidlaw	Transport Scotland
Tom Docherty	Chief Executive	Ramsay Muirhead	Head of Engineering
Lorna Spencer	Director of Harbours	Jim Anderson	Technical Superintendent – Vessels
Andrew Duncan	Director of Harbours	Norman Thomson	Financial Controller
Gillian Bruton	Director of Finance	Susan Williams	Board Secretariat

1. MEETING OPENS – WELCOME AND APOLOGIES

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

The Chair welcomed Ramsay Muirhead, Jim Anderson and Norman Thomson to the meeting who were present to assist in discussions in relation to various projects.

The Chair advised that Grenville Johnston and Shahbaz Hamid from AON would join the meeting at Item 15 – Pensions – to deliver presentation regarding the Calmac Pension Scheme.

2. APPROVAL OF PREVIOUS MINUTES

The Chair enquired if Members had any comments on the previous minutes from 17th June. GB requested removal of paragraph 2 under the Item8/CHFS 2.

Following the above amendment being made approval was given to publish the redacted minutes on the CMAL Website.

DECISION

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

3. REVIEW OF ACTION REGISTER

Action 1 - Was marked as on-going. GL stated that this would be discussed at 2 x 100 metre vessel meeting with CFL, CMAL and TS on the 27th August.

Action 2 - Was marked as on-going. GL stated that this would be discussed at 2 x 100 metre vessel meeting with CFL, CMAL and TS on the 27th August.

Actions 3 to 11 were marked as complete.

4. CHAIRMANS UPDATE

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

5. PUBLIC SERVICES REFORM (Scotland) Act

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

6. FINANCE

GB advised that information requested from CMAL has now been submitted to Transport Scotland. The ITT was published on the 31st of July.

GB requested approval of the Annual Accounts 2014/2015 which have been previously approved by the Audit Committee on the 25th August.

DECISION

Members **Approved** the 2014/2015 Annual Accounts.

Redacted Section

7. VESSELS

The monthly vessels business area update was agreed as noted as read.

8. HARBOURS

The monthly Harbours business area update was agreed as noted as read.

9. BUSINESS DEVELOPMENT

The monthly Business Development Business Area update was agreed as noted as read.

10. CORPORATE SERVICES

The Corporate Services was noted as read.

With reference to the Records Management Plan submission. LS advised that D McHardie has prepared a CCTV section to be included in the Data Protection Policy and agreed to forward to SW.

ACTION 2 – LS to forward CCTV sections to SW for incorporation into the Data Protection Policy and subsequently in the Records Management Plan.

DECISION

Board Members **Approved** the extension of use of the free staff ferry travel benefit to include immediate family.

11. HUMAN RESOURCES

The monthly vessels business area update was agreed as noted as read.

12. HEALTH AND SAFETY UPDATE

The monthly Health & Safety business area update was agreed and noted as read.

Redacted Section(s)

15. PENSIONS PRESENTATION

S Hamid and G Johnston joined the meeting to deliver a presentation on the CalMac Pension Fund.

16. AOB

Redacted Section

J Nicholls also wished to thank TD, LS and RM for welcoming the TS Board to Oban and for arranging a tour around the facilities.

The Chair requested the SW commence planning of the 2016 Board Meetings.

Action 5: SW to commence planning of the 2016 Board Meetings.

Meeting Closed

17. DATE OF NEXT MEETING

25th September 2016