

**REDACTED VERSION**

**CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING**

<b>Meeting</b>	Caledonian Maritime Assets Ltd September Board Meeting	<b>Date/Venue</b>	25 <sup>th</sup> September 2015 CMAL Offices Port Glasgow
<b>Meeting Chair</b>	Erik Østergaard	<b>Start Time</b>	<b>0930Hrs</b>
		<b>End Time</b>	<b>1230Hrs</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	<b>John Nicholls (by audio)</b>	<b>Transport Scotland</b>
Andrew Duncan	Director of Vessels	<b>Richard Hadfield (by audio)</b>	<b>Transport Scotland</b>
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.

The Chair advised that J Nicholls and R Hadfield would join the meeting by audio for agenda item 6.

**2. APPROVAL OF PREVIOUS MINUTE**

Members agreed Minute for meeting on 25<sup>th</sup> August was an accurate record of discussions. Approval was given to publish the redacted minutes.

**DECISION**

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

**3. REVIEW OF ACTION REGISTER**

Action 1,6 & 7 - Was 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.

***Redacted Section***

**7. BRODICK CONTRACT AWARD**

LS advised that the Grant in Aid letter was with R Hadfield at TS awaiting approval and sign off. CW advised it would be presented to Ministers next week.

## **8. PENSION UPDATE ( N Thomson joined the meeting)**

### **Calmac Pension Scheme**

GB advised there has been no progress in terms of the Calmac Pension Scheme since the last meeting attended in August

### ***Redacted Section***

## **9. FINANCE UPDATE**

The monthly finance business area update was noted as read.

GB advised finances were tracking close to budget. GB informed that the operating costs were slightly behind due to a slowdown of harbour activity over summer months however meetings have been arranged to discuss anticipated spend to year end.

### ***Redacted Section***

The Chair requested that a monthly cash flow update is provided at all Board meetings going forward. GB noted.

## **10. VESSEL UPDATE**

AD advised the Loch Seaforth would dry dock at Cammel Laird on the 29<sup>th</sup> of October for 3 weeks and advised there were guarantee items to undertake. AD advised that works to increase the width of the stern ramp would also be carried out to enable dual way traffic and that JA and AC would be present at the yard to assist and oversee works.

AD advised that a meeting had been set up with the Environmental Officer regarding the on-going matter of the Loch Seaforth's excessive noise caused by the engine, HGV's loading and various other attributes.

## **11. HARBOUR UPDATE**

The monthly harbour and project status report was noted as read.

LS advised Weymss Bay will be shut down next week to commence the refurbishment works.

LS advised the CCTV tenders have now been evaluated and preferred tendered had been identified.

**DECISION:** Approval was given to progress with the CCTV contract award.

## **12. BUSINESS DEVELOPMENT UPDATE**

The monthly business development update was noted as read.

## **13. CORPORATE SERVICES UPDATE**

The monthly corporate services update was noted as read.

## **14. HUMAN RESOURCES UPDATE**

The monthly HR update was noted as read.

GB advised the pay remit process was on-going and she would feedback to the Board in due course.

## **15. HEALTH & SAFETY UPDATE**

The monthly Health and Safety update was noted as read.

### ***Redacted Section***

**Date of Next Meeting**

0830Hrs – Monday 16<sup>th</sup> November 2015

**Meeting Closed**