

REDACTED VERSION

CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

Meeting	Caledonian Maritime Assets Ltd February Board Meeting	Date/Venue	25 th February 2016 Conference Room 6, Victoria Quay, Edinburgh
Meeting Chair	Erik Østergaard	Start Time	0930Hrs
		End Time	1230Hrs

Members Present		In Attendance	
Name	Title	Name	Title
Erik Østergaard	Chairman	Chris Wilcock	Transport Scotland
Morag McNeill	Non-Executive Director	Graham Laidlaw	Transport Scotland
Alistair Whyte	Non-Executive Director	Susan Williams	Executive Assistant
Tom Docherty	Chief Executive		
Lorna Spencer	Director of Harbours	Observers	
Andrew Duncan	Director of Vessels	Kevin Hobbs	Incoming CMAL CEO
Gillian Bruton	Director of Finance		

1. MEETING OPENS – WELCOME AND APOLOGIES

The Chair welcomed those present to the meeting. Apologies were noted from Mark Forrest.

2. APPROVAL OF PREVIOUS MINUTES

Members agreed the Minute recorded on 18th December 15 was an accurate record of discussions and decisions made. Approval was given to publish the **redacted** Minute on the CMAL Website.

DECISION

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

3. REVIEW OF ACTION REGISTER

Action 1 & 2 were both marked as complete. There are no outstanding actions.

4. PUBLIC SERVICES REFORM (Scotland) Act

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

5. RECRUITMENT AND APPOINTMENT OF CEO AND DIRECTOR OF VESSELS

The Chair welcomed Kevin Hobbs, incoming CMAL CEO, to the meeting as an observer.

TD advised that the interviews for the Director of Vessels position took place on the 17th of February and a successful candidate has now been identified. TD recommended that Jim Anderson is offered the position and requested Board approval to proceed with formal offer. **Board approval was given to proceed.**

Subsequent to J Andersons formal acceptance of the role TD advised it is anticipated the handover period will take place through March with J Anderson formally starting the position on the 1st April 2016.

Redacted Section

7. PENSIONS UPDATE

Calmac Pension Fund

GB advised that CMAL, as the principle employer, continue to have dialogue with Transport Scotland to discuss the CHFS2 contract, the triennial revaluation and potential future changes.

8. HEALTH AND SAFETY

The previously circulated Health and Safety report was noted as read.

TD advised that there was a near miss reported when a member of staff narrowly avoided a collision with an articulated HGV that was blown onto its side on the A66. TD emphasised that driving is the number one biggest risk to CMAL staff and that work is on-going to secure suitable driver awareness course for CMAL drivers.

9. PROCUREMENT UPDATE

The previously circulated Procurement Report was noted as read.

10. FINANCE UPDATE

GB advised that the operating costs and revenue figures are in line as expected.

Redacted Section

GB advised that the 16/17 primary budget was attached for review however finer details would be provided at the March Board meeting including a detailed list of harbours capital and maintenance projects which are due to be completed within this financial year.

Redacted Section

The revised Delegated Financial Authority schedule was distributed for review and subsequent Board approval.

DECISION: Board Approved the Delegated Financial Authority Schedule.

11. VESSEL UPDATE

The monthly vessel report was noted as read.

Redacted Section

CATRIONA

AD informed members that an issue has emerged regarding the size and number of life rafts that CATRIONA will need to carry because of legislation changes to the EC directive on passenger vessels lifesaving requirements. Investigations are on-going but AD wished it to be noted that this may affect all the vessels fleet.

The Chair suggested that AD contact the UK Chamber of Shipping to seek further clarity on the matter.

<p>Action 3: AD contact the UK Chamber of Shipping to seek further clarity on changes to EC rules on passenger vessel lifesaving requirements.</p>

LOCH SEAFORTH

AD advised that the LOCH SEAFORTH was taken out of service to complete the replacement of the emergency generator which was successful. In addition AD stated he had received

correspondence from MSP Rhoda Grant with concerns that customers were not informed in advance that the LOCH SEAFORTH would be out of service.

12. HARBOURS UPDATE

LS referred to the previously circulated Arinagour Pier wave study report seeking Board approval to commence communications with TS and CFL on report outcomes. **Board Agreed**

In relation to the Brodick redevelopment project LS advised that Arran Civic Trust have contacted CMAL, MSP's and First Minister highlighting concerns they have with the designs. Ramsay Muirhead has been responding to concerns directly sent to CMAL and is also assisting the First Ministers office to compile their response.

LS informed members that Bond Helicopters (operators of the Air Ambulance) have raised concerns regarding the usability of the Helipad in its current location and may choose to move the helipad on the basis that it would have no detriment in terms of location to the Hospital.

As per action from the December Board meeting LS provided a detailed report on the Oban Bay Harbour Management Plan which members agreed they had reviewed noted recommendations.

After extensive discussion at the meeting the Board did not support the recommendation to progress the single harbour authority model work however supported that a Deputy Harbour Master is recruited, on a one year period, with the view to bringing this piece of work to a close within that period.

13. CORPORATE SERVICES UPDATE

SW updated members that a complaint had been received from the Information Commission regarding CMAL's failure to respond to a request for review of information previously provided through a FOI request. SW informed that the review has now taken place and further information has been provided to the requester. CMAL have made improvements to internal processes to ensure this process is more robust in future.

14. HUMAN RESOURCES UPDATE

The monthly HR update was noted as read.

15. AOB

DATE OF NEXT MEETING

No April Meeting

CMAL Network Trip - 31st May – 2nd June

Meeting Closed