

REDACTED VERSION

CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

Meeting	Caledonian Maritime Assets Ltd	Date/Venue	31 st May 2016 Glen Coy Room Auchrannie Hotel Isle of Arran
Meeting Chair	Erik Østergaard	Start Time	1400Hrs
		End Time	1600Hrs

Members Present		In Attendance	
Name	Title	Name	Title
Erik Østergaard	Chairman	Chris Wilcock	Transport Scotland
Morag McNeill	Non-Executive Director	Victoria Keane	Operations Assistant (minutes)
Alistair Whyte	Non-Executive Director		
Mark Forrest	Non-Executive Director		
Lorna Spencer	Director of Harbours		
Jim Anderson	Director of Vessels		
Gillian Bruton	Director of Finance		
Kevin Hobbs	Chief Executive		

1. MEETING OPENS – WELCOME AND APOLOGIES

The Chair welcomed those present to the meeting. Apologies noted from Susan Williams.

2. APPROVAL OF PREVIOUS MINUTES

Members agreed the Minute recorded on 31 March was an accurate record of discussions and decisions made.

KH wished amendments made to the redacted minute. Approval was given to publish the **redacted** Minute on the CMAL Website following the basis of this amendment.

DECISION

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

3. REVIEW OF ACTION REGISTER

Action 1 – Slipway Maintenance and hazard signage. LS liaising with CFL. Closed.

Action 2 – Progress report on arrangements for LNG Bunkering requested from CFL. Priority for JA. On-going.

4. PUBLIC SERVICES REFORM (Scotland) Act

Members **noted** the PSR(S) Act Disclosures.

FOR DISCUSSION

5. CHFS Contract Award - CalMac Ferries Ltd have been awarded the new contract. LS confirmed CMAL's start-up and implementation plan for the new HOA contract environment has commenced. New contract starts 01 October 2016.

Redacted Section

6. 2 x 100 Metre Vessel Update –JA is monitoring the project very closely and liaising with FMEL. CFL to deliver shore fuel study by the end of 2016 for LNG, CMAL currently progressing spillage contingency part of the study. LS noted there is no legislation for LNG Bunkering. Chair suggests contacting regulators.

Action 1: JA to establish contact with regulators for LNG Bunkering.

7. MV CATRIONA – Delivery due end of August 2016.

8. Pensions

CalMac Pension Fund

Merchant Navy Ratings Pension Fund (MNRPF)

There is no change since the last board meeting.

Redacted Section

OPERATIONAL BUSINESS AREA UPDATES

9. Health and Safety

Members agreed the previously circulated Health and Safety report was noted as read.

1 near miss for CMAL Vessel Department staff member while at FMEL shipyard following poor communications from Shipyard staff. The near miss was closed.

10. Finance Update

The previously circulated Finance report was noted as read.

Revenues are in line with budget for April.

15/16 Final results mostly in line with forecast.

Audit Committee Meeting scheduled to take place in August (although this may be moved as Board Dates are being revised).

11. VESSELS UPDATE

Members agreed they had read and noted the previous circulated reports.

JA advised HYSEAS II project now been complete, report made available to Scottish Enterprise, content agreed. Final submissions of cost are currently being collated with all partners, submission scheduled for end of May 2016. The financial position of the project at present indicates close to budget. Funding gap with regard to the engagement of Ballard Power & BAE System (USA) activities has now been authorised by Scottish Enterprise.

JA advised HYSEAS III Report is now complete. FMEL leading funding bid. Submission date June 2016.

12. HARBOURS UPDATE

Members agreed they had read and noted the previous circulated reports.

Colintraive and Rhubodach - Widening and reconstruction of slipways. The project remains on hold as 'shovel ready', subject to confirmation of funding. KH has submitted a paper to Transport Scotland to consider funding for project.

Lochboisdale – LDL HEO

Paper providing a summary of the changes made prior to making of the Order and the impact on CMAL circulated.

13. CORPORATE SERVICES UPDATE

Members noted the previously circulated report.

PR & Media Services Contract Tender

CMAL have now concluded the Q&A sessions, top 3 tenders identified. It was recommended and approved that Golley Slater will be retained as the PR and Media services' partner.

14. HUMAN RESOURCES UPDATE

The monthly HR update was noted as read.

Approval was sought for following additional resources:

Vacancy: Civil Engineer (Harbours)

Vacancy: Graduate Engineer (Vessels)

Temporary Appointment: Civil Engineer (Harbours) - two year contract (UIG Triangle Project)

Permanent Appointment: Approval sought by CEO for H&S/Environmental Manager – highlighted in the “gap analysis.”

Permanent Appointment: Mechanical and Electrical Engineer (Harbours) – costs offset by reduction in consultants costs.

KH will continue to review the CMAL structure and departmental resource to ensure all departments have the skills and resource required to deliver projects successfully.

DECISION

Approval was given for Vacancy: Civil Engineer (Harbours)

Approval was given for Vacancy: Graduate Engineer (V)

Approval was given for Temporary Appointment: Civil Engineer (Harbours) - two year contract

Approval was given for the recruitment of a H&S/Environmental Manager.

Approval was given for the recruitment of a Mechanical and Electrical Engineer.

15. AOB

Chris Wilcock of Transport Scotland noted he was taking on additional responsibilities within TS and would not be the nominated CMAL sponsor going forward and thanked the group for their support.

DATE OF NEXT MEETING

The board have decided to reduce the amount of Board Meetings held each year. June board meeting cancelled. Next meeting, 27th July. Details to follow.

Meeting Closed