

REDACTED MINUTES

CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

Meeting	Caledonian Maritime Assets Ltd	Date/Venue	1 December 2016 Port Glasgow
Meeting Chair	Erik Østergaard	Start Time	0930Hrs
		End Time	1145Hrs

Members Present		In Attendance	
Name	Title	Name	Title
Erik Østergaard	Chairman	Susan Williams	Executive Assistant
Morag McNeill	Non-Executive Director		
Graham Laidlaw	Transport Scotland		
Mark Forrest	Non-Executive Director	Apologies	
Kevin Hobbs	Chief Executive	Alistair White	Non Exec Director
Jim Anderson	Director of Vessels		
Gillian Bruton	Director of Finance		
Lorna Spencer	Director of Harbours		

1. MEETING OPENS – WELCOME AND APOLOGIES

The Chair welcomed those present to the meeting. Apologies from Alistair Whyte were noted due to illness.

2. APPROVAL OF PREVIOUS MINUTES

The Minutes of the previous meeting held on 29th September 2016 were agreed as a true record

3. REVIEW OF ACTION REGISTER

Action Register in respect of the Board Minutes of 29th September 2016 – Items 1, 2, 3, 4 all closed

Please see action register in regard to Board Meeting 1st December 2016

4. PUBLIC SERVICES REFORM (Scotland) Act

Members noted the PSR(S) Act Disclosures

FOR DISCUSSION

Redacted Section

9. CEO Update

The previously circulated update was noted and agreed as read.

10. HEALTH AND SAFETY

There have been no accidents, incidents or near misses recorded during the period

The Health, Safety and Environmental Manager is reviewing all current Documentation and will be implementing a SEMS Document and Contractors Rules in the coming months.

11. FINANCE UPDATE

The previously circulated Finance Report was noted as read.

All pension payments are being met. Pension contributions in respect of CMAL Staff will rise as an integral part of the repair plan and ongoing commitments for funding future benefits. GB advised that the increase from 24% to 30.8% had not been covered by TS.

12. VESSELS UPDATE

Redacted Section

The 35% fabrication milestones for both 801/802 were achieved on 6th October 2016. Major equipment arrival is due to commence mid-December 2016. MF expressed concern about the slippage of milestone dates

13. ENGINEERING UPDATE

The Port Ellen Link Span was successfully replaced after a period of closure which was scheduled between CMAL and CalMac

Brodick Ferry Terminal remains ahead of schedule in regard to the Construction (March/April 2017) although the PAS will not be installed until June/July 2017.

The tenders for Colintrave and Rhubadoch are due back December 2016 with a view to commencing on site in Feb/Mar 2017

14. HARBOURS UPDATE

The Harbour Dues Paper was noted as read

Approval was given to the charging structure which would be effective from 1/10/16

HOA Variation to Operating Costs have been agreed with CFL and relate primarily to the increased service provision associated with activity in 2016/17 as the baseline for the tender was 2014/15. In addition costs associated with management at Oban (Harbour Management Project) and the Kerrera/Gallanach Slipways

An updated "Port Marine Safety Code" was published on 3rd November 2016.

15. CORPORATE SERVICES UPDATE

Redacted Section

Members noted the previously circulated report.

Gaelic Language Plan awaiting approval from Bord na Gaidhlig

Office works are currently underway with an intention to complete prior to Christmas.

16. HUMAN RESOURCES UPDATE

Both the Health, Safety and Environmental Manager and the Mechanical and Electrical Engineering Manager are now in post

17. AOB

No other business matter was raised.

DATE OF NEXT MEETING

23th March 2017 – CMAL Offices, Port Glasgow

Meeting Closed

DRAFT