

## REDACTED MINUTES

### CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

<b>Meeting</b>	Caledonian Maritime Assets Ltd	<b>Date/Venue</b>	28 <sup>th</sup> June 2017 Port Glasgow
<b>Meeting Chair</b>	Erik Østergaard	<b>Start Time</b>	<b>0930Hrs</b>
		<b>End Time</b>	<b>1140Hrs</b>

<b>Members Present</b>		<b>In Attendance</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Erik Østergaard	Chairman	Richie Morgan (Minutes)	HSE Manager
Morag McNeill	Non-Executive Director		
Mark Forrest	Non-Executive Director		
Alistair Whyte	Non-Executive Director		
Graham Laidlaw	Transport Scotland		
Kevin Hobbs	Chief Executive		
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. No apologies were received.

#### **2. APPROVAL OF PREVIOUS MINUTES**

The Minutes of the previous meeting held on 23<sup>rd</sup> May 2017 were read.

GL noted:

Section 8: should read "...The European Commission will offer a view and guidance on state-aid..." not "...the European Commission are to make a final decision regarding state-aid..."

After noting this the minutes were agreed.

#### **3. REVIEW OF ACTION REGISTER**

Members noted the Action Register in respect of the Board Minutes of 28<sup>th</sup> June 2017

#### **4. PUBLIC SERVICES REFORM (Scotland) ACT**

Members noted the PSR(S) Act Disclosures

#### **FOR DISCUSSION**

#### **5 – Risk Register review**

Members discussed the new addition regarding Cyber security – it was felt that the Residual risk scoring of 'Low' was inadequate given recent global events. Therefore, it was agreed that it should be raised to 'Medium'. MM asked 'what is the policy regarding the use of memory sticks'? GB briefed members of the on-going work that is being carried out with our IT support service (Microtech).

All CMAL staff have attended an IT Policy training session, this session highlighted various questions / concerns. The Policy is currently being reviewed and updated accordingly. Once this is complete, additional training sessions will be held for staff.

MF Stated that the residual technical risks (6 and 7) should be downgraded to 'Medium', this was approved by members – It was felt that whilst there is a diminishing pool of suitably qualified Engineers, the use of temporary staff should be utilised. KH stated that currently there is a void in the market for appropriately qualified engineers – This is due to the likes of the Nuclear Industry and HS2 actively recruiting.

## **8. CEO UPDATE**

KH Confirmed that the purchase the two Northern Isles Ferries by Fortress was now complete.

A meeting will take place on the 29<sup>th</sup> June, between KH and the Humza Yousaf.

Ullapool Noise pollution - No response has been received from the letter sent to the remaining householder.

Kerrera Ferry services – The transfer date is set for 01 July 2017. The current ferry (Gylen Lady) will remain in service until the new vessel has been built, Gylen Lady can be used as a back-up vessel, on a 'as and when required basis'.

The previous circulated update was noted.

## **9. HEALTH AND SAFETY UPDATE**

Previously circulated update was noted as read.

The update included:

- Progression of the Health, Safety and Environmental legal registers
- Harbour Safety Campaign
- Joint Health and Safety inspection at Brodick
- Updated Corporate Risk Register

## **10. FINANCE UPDATE**

GL continuing to work on 10- year plan – all core data and rationale is provided by CMAL. Richard Hadfield will prepare a presentation for the minister.

There is ongoing work regarding what grant funding will be needed for this year.

The external auditors are currently in with CMAL finance department.

Annual Report and Accounts currently being drafted (in conjunction with Clark Communications).

## **11. VESSELS**

KH and EØ had a meeting with CBC and SG, FMEL and CMAL have a contractual agreement which FMEL must honour.

Currently Gerry Marshall (Clyde Blowers) is the main point of contact within FMEL.

FMEL have stated that 801 will be watertight for the launch on the 24<sup>th</sup> August 2017.

No significant work is currently being carried out on 802, all resource is currently being utilised on 801 with the added problem of lack of working areas for 802 to progress.

Discussion took place around the next major investments. LS pointed out that vessel displacement also needs to be a major consideration.

The proposed replacement for the Kerrera Service was being finalised and an award is imminent. The target date for completion is end August or prior to that.

The previous circulated update was noted.

## **12. ENGINEERING**

The PAS at Brodick, could be delayed until October. George McRae is currently in Spain visiting Adelte to try and ascertain exactly what the problem areas are. This may have a knock-on effect in regard to the Brodick Opening Ceremony.

Oban railway sidings – this is still on-going with Network rail.

LS is producing a finance paper for Western isles and Highland council (respectively) in regard to the Finance Model for the investment in the Harbour Upgrades

The previous circulated update was noted.

## **13. HARBOURS UPDATE**

LS confirmed that CFL are more proactive in regard to the HOA.

CFL will now collect the Harbour fees, this will have a positive impact on both the Finance and Harbour team's workload.

Ardrossan Task Group: TS has requested proactive involvement from CMAL regarding Ardrossan Upgrade works.

## **14. CORPORATE**

The official Brodick opening was discussed with the potential of it being delayed until October. It was decided not to make a decision until confirmation was received from George / Ramsay after their visit to Adelte.

Previously circulated update was noted as read.

## **15. HUMAN RESOURCES UPDATE**

A new Engineer has been appointed with a start date of 31 July.

GB is still working with HBJ Gateley in regard to the organisations Policies and Procedures.

Previously circulated update and attached papers were noted as read.

## **16. AOB**

GL advised members of the following:

Audit Scotland continue to do their work on track to deliver the 2<sup>nd</sup> half of October. A Draft will be sent to the Review Panel (KH is a Member) on 21<sup>st</sup> July 2017.

Two new Board members have been identified and their appointments are currently being finalised. EØ thanked both Alistair and Mark for their time as Board members and wished them well for the future. This was seconded by all present.

EØ added that it is proposed to hold an induction program for the new Board members, this will be arranged by EØ and KH

**DATE OF NEXT MEETING**

29<sup>th</sup> September 2017 – The Douglas Hotel, Brodick (TBC)

**Meeting Closed**

DRAFT