

REDACTED VERSION

CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

Meeting	Caledonian Maritime Assets Ltd	Date/Venue	29 September 2016 CMAL Offices Port Glasgow
Meeting Chair	Erik Østergaard	Start Time	0930Hrs
		End Time	1145Hrs

Members Present		In Attendance	
Name	Title	Name	Title
Erik Østergaard	Chairman	Richard Hadfield	Transport Scotland
Morag McNeill	Non-Executive Director	Susan Williams	Executive Assistant
Alistair Whyte	Non-Executive Director	Norman Thomson	Financial Controller
Mark Forrest	Non-Executive Director		
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 noted.

RH declared a note of interest in that he is an observer at the DML Board Meetings.

2. APPROVAL OF PREVIOUS MINUTES

Two amendments were requested to the Minute prior to publication.

Members agreed the Minute recorded on 29th September was an accurate record of discussions and decisions made further to the above amendments being made.

DECISION

Approval was given to publish the **redacted** Minute on the CMAL Website following suggested amendments.

3. REVIEW OF ACTION REGISTER

Actions 1, 2, 3, 4, 5 & 8 – We noted as closed.

Action 6 – GL to liaise with Transport Minister Office to co-ordinate introductory session with CMAL – Was marked as on-going – RH will follow up with GL.

Action 7 – JA to request progress report on arrangements for LNG Bunkering – JA advised this is a fluid matter and discussions on all LNG aspects are on-going.

4. PUBLIC SERVICES REFORM (Scotland) Act

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

FOR DISCUSSION

Redacted Section

OPERATIONAL BUSINESS AREA UPDATES

7. CEO Update

The previously circulated update was noted and agreed as read.

Redacted Section

8. HEALTH AND SAFETY

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

Redacted Section

KH stated the new CMAL HSE Manager will, as a priority; work with yard to continue to improve safety practices.

9. FINANCE UPDATE

The previously circulated Finance report was noted as read.

GB advised the Audit Committee met on the 29th of September and recommended that the Board approve the Annual Accounts 15/16 attached at Appendix I. GB invited the Board to comment and subsequently approve the accounts.

Redacted Section

DECISION

The **Board Approved** the 15/16 Annual Accounts for publication.

11. VESSELS UPDATE

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

JA advised Milestone No.6, 25% fabrication, was achieved on the 4 August for both vessels.

Redacted Section

In relation to MV Catriona JA advised that she was delivered by Ferguson Marine Engineering Ltd, ahead of schedule, to CMAL and was then jointly delivered to CFL on Friday 16th September 2016. JA informed that MV Catriona was in service for 3 days but experienced problems when the Voith propulsion system was failing. The vessel was taken out of service, repaired and back in service later that week.

12. HARBOURS UPDATE

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

LS requested the Board discuss and consider the future maintenance arrangements in relation to the Electric Vehicle Charging points beyond the current Phase 1 contract which ends in October 2016. LS recommended that CMAL continue to support the EV chargers by providing the maintenance budget obligations and capital expenditure for any replacement over the next 10 years.

DECISION

Approval was given for CMAL to continue to support the EV Charging Points.

13. CORPORATE SERVICES UPDATE

Members noted the previously circulated report.

In relation to the Gaelic Language Plan SW advised the plan was submitted for formal approval to the Bord Na Gaidhlig and we are currently awaiting feedback.

Redacted Section

14. HUMAN RESOURCES UPDATE

The monthly HR update was noted as read.

Redacted Section

15. AOB

No other business matters were raised.

DATE OF NEXT MEETING

1st December 2016 – Gleddoch House, Langbank

Meeting Closed

DRAFT