

REDACTED MINUTES

CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

Meeting	Caledonian Maritime Assets Ltd	Date/Venue	14 th Nov 2017 CMAL Offices, Port Glasgow
Meeting Chair	Erik Østergaard	Start Time	1230Hrs
		End Time	1500Hrs

Members Present		In Attendance	
Name	Title	Name	Title
Erik Østergaard	Chairman	Chris Kane (Minutes)	Executive Assistant
Morag McNeill	Non-Executive Director	Ramsay Muirhead	Head of Engineering
Paul Croucher	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 28th June 2017 were read and agreed.

3. REVIEW OF ACTION REGISTER

Items 1 to 5 were agreed as closed.

Item 6 was discussed, CMAL to continue to monitor financial performance.

Items 7 to 11 were agreed as closed.

4. PUBLIC SERVICES REFORM (Scotland) ACT

Members noted the PSR(S) Act Disclosures.

FOR DISCUSSION

5. Risk Register review

PC noted the audit committee meeting covered the cyber-security risk, additional measures to be taken to ensure robust Cyber Security - ALARP

PC noted the audit committee has decided to add Terrorist Threat to our risk register.

MM noted the audit committee has decided to add GDRP to the risk register.

PC updated the board noting we would take a fresh look at the terms of reference for the audit committee meeting. We will look at the audit schedule for 2018 (when our external auditors will attend).

6. CEO UPDATE

KH updated the board. Noting he attended a meeting held on 3 Nov with FMEL, CMAL and the Transport Minister.

JA noted he expects to receive a program for the 2 vessels shortly after the launch of Glen Sannox to show milestone and cardinal dates – which is normal ship building practice.

MM asked what is FMEL's cost to complete the projects? There will be an update provided to TS in due course once the vessel is launched and outfitting is fully underway.

Peel Ports had put a joint bid to TS/SG with NAC as partners whereby the Marine aspects were for the account of Peel and the land side for NAC.

CFL had presented a full specification to CMAL regarding the Glen Sannox. However, during Simulations and discussions it is now evident that the design was driven primarily by capacity and not the current Port Configuration. Work is underway with Peel/NAC/CMAL/CFL/TS to analyse the options to improve accessibility.

7. HEALTH AND SAFETY UPDATE

The Health and Safety Update was noted as read.

8. FINANCE UPDATE

GB updated the meeting regarding Finance. GB stated we have sufficient cash to meet commitments; we have underspent in engineering/harbours our revenues are up due to higher harbour dues. Our 18/19 budgeting period is currently being discussed and should be ready for presentation by the January Board Meeting.

GB update the board regarding the pension funds.

GB updated the board regarding GDRP, our Consultant has outlined the procedures CMAL have to follow; HR, payroll, pensions, procurement and contract management are high on the list. EØ asked if CMAL will be compliant, GB stated we will not be fully compliant. PC stated we are following a good template for compliance.

After noting this, the remainder of the Finance update was noted as read.

9. VESSELS

JA updated the Board stating, the timescales for the necessary outfitting of Glen Sannox for the launch is very tight but can be achieved on 21st November 2018.

JA advised that in relation to NIFS freighters there was a new concept vessel design stating Jon Boyce of Sea Highways would be attending CMAL on 15 November 2018. In addition, this type

of vessel would be suitable for Stornoway/Ullapool if required due to future growth on that route.

After these points were covered the remaining sections of the Vessel update was noted as read.

10. ENGINEERING

RM noted there have been some changes regarding Brodick Ferry Terminal since the papers were shared. We require a temporary occupation certificate, in order to receive sign-off and an air-tightness test to be successful. Currently, there have been 3 unsuccessful attempts at this test.

Regarding the PAS RM noted we have not been able to obtain the CE marking. Adelte (PAS builders) have been away for the past week and are back today (14 Nov). We haven't been able to achieve the CE mark due to non-compliance with the certification criteria and especially regarding the safe operation of the door closing mechanisms. RM noted CE Marks have been achieved elsewhere for the same product.

It was noted that CFL will not take control of the terminal until all aspects are fully resolved and it is likely that the finalisation of this will be the PAS gaining accreditation.

After this was discussed the Engineering update was noted as read.

11. HARBOURS UPDATE

LS updated the board regarding Harbours, LS recommended to the board that currently Harbour Dues rates stay the same. The Harbour Dues may need to be altered following the outcome of the spending review in the event that there are insufficient funds to carry out essential port maintenance or Capital Upgrade Projects. This was approved.

LS noted we were awarded the national RICS award for our work on the Wemyss Bay Infrastructure project which includes the Grade A listed passenger link between the terminal and the railway station, noting we had recently won the regional award for Scotland.

LS stated she believes there is progress being made by CFL regarding LNG bunkering.

Approved: Harbour Due Rate

12. CORPORATE

The corporate services update was noted as read.

13. AOB

MM asked what is TS/SG response to the Audit Scotland Ferry Review? GL stated this is sitting with Roy Brannen as head of TS and will revert accordingly.

GL stated regarding the policy review, there will be an announcement prior to Christmas; this was likely to be regarding the Gourock/Dunoon and the NIFS services.

GL updated the meeting regarding the delegation that visited CMAL/CFL/TS from Sweden.

GL talked about the SG spending review stating a paper from TS will go to the SG on Tuesday, savings have to be made by TS. It is not anticipated the SG spending review will affect CMAL in 18/19 but the budgets moving forward are going to be difficult as many areas of Public Spending are ring fenced. GL expects the budget to be shared during the second week of December 2018.

DATE OF NEXT MEETING

30 January 2018 – Saint Andrew's House, Edinburgh

Meeting Closed