



**CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING**

<b>Meeting</b>	Caledonian Maritime Assets Ltd	<b>Date/Venue</b>	27 July 2016 CMAL Offices Port Glasgow
<b>Meeting Chair</b>	Erik Østergaard	<b>Start Time</b>	<b>0900Hrs</b>
		<b>End Time</b>	<b>1115Hrs</b>

<b>Members Present</b>		<b>In Attendance</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Erik Østergaard	Chairman	Graham Laidlaw	Transport Scotland
Morag McNeill	Non-Executive Director	Susan Williams	Executive Assistant
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. No apologies were noted.

**2. APPROVAL OF PREVIOUS MINUTES**

Members agreed the Minute recorded on 31<sup>st</sup> May was an accurate record of discussions and decisions made.

**DECISION**

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

**3. REVIEW OF ACTION REGISTER**

**Action 7** – JA to establish contact with regulators for LNG Bunkering – On-going

**Action 8** – Progress report on arrangements for LNG Bunkering requested from CFL – JA advised that there has been a stall on LNG arrangements until the LNG supplier has been sourced through a tender process.

**4. PUBLIC SERVICES REFORM (Scotland) Act**

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

MF queried consultancy fee’s detailed in report and requested a further breakdown of the cumulative consultancy fee’s for year 15/16 YTD.

**ACTION 1:** GB to provide report detailing cumulative Consultancy fee's for 15/16 YTD.

## **FOR DISCUSSION**

### **5. CHFS**

KH advised there has been a delay in signing the CHFS2 contracts and advised the signing date was still fluid and yet to be confirmed.

KH requested approval from the Board that Executive Directors are able to fully execute the CHFS contracts on behalf of CMAL. Board Agreed.

### **DECISION**

Members **Approved** and **Authorised** Jim Anderson, Director of Vessels, Gillian Bruton Director of Finance and Lorna Spencer Director of Harbours to sign relevant CHFS contracts.

### **6. 2 x 100 METRE VESSELS**

JA advised Milestone No. 5, 10% Fabrication, was achieved for both vessels on the 13th June 2016. JA added the next milestone No. 6, 25% Fabrication, is likely to be achieved week commencing 08<sup>th</sup> or 15<sup>th</sup> August 2016.

JA stated he was satisfied with the quality of welding thus far and that FMEL have resourced 35 additional steel workers.

#### ***Redacted***

JA informed members that CFL are leading on the supply of LNG and has advised CFL that the LNG supplier needs to be part of the project team as this stage of the project.

### **8. PENSIONS**

#### ***Redacted***

## **OPERATIONAL BUSINESS AREA UPDATES**

### **9. CEO Update**

#### ***Redacted***

KH advised he has met with Stuart McMillan MSP (SNP), Mike Russell MSP (SNP) and is scheduled to meet with Ronnie Cowan MP on 30<sup>th</sup> August and David Stewart MSP (Labour) in September.

### **10. FINANCE UPDATE**

The previously circulated Finance report was noted as read.

Revenues are in line with budget for June and July.

#### ***Redacted***

GB advised the Annual Accounts would be presented to the September Board meeting for approval.

Regarding procurement GB informed that there are currently 15 live tenders in progress including the IT and Consultancy Framework tenders.

#### ***Redacted***

### **11. VESSELS UPDATE**

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

***Redacted***

JA added that Sea Trials carried out on the Clyde Monday 18<sup>th</sup> July to Thursday 21<sup>st</sup> July were successful and the optimisation trials are scheduled to start Monday 01<sup>st</sup> August 2016. Optimisation trials will be carried out on the Largs-Cumbrae and Claonaig-Lochranza routes.

JA requested board approval to authorise CMAL CEO/ Director of Vessels to execute any documents required to accept delivery of MV Catriona from FMEL.

**DECISION**

Board **Approval** was granted for CEO/ Director of Vessels to execute any documents required to accept delivery of MV Catriona.

**12. HARBOURS UPDATE**

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

LS advised members of the MV Hebridean Isles collision with the Pier at Kennacraig and highlighted the increase in incidents like this.

The Chair requested that KH discusses this with M Dorchester at their next catch up meeting.

<b>Action 4:</b> KH to discuss recent MV Hebridean Isles collision and pier damage with M Dorchester
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Regarding Brodick LS provided a full comprehensive project update also detailed in the previously circulated report. MF enquired about the benefits of the Value Engineering exercise which LS offered to provide a report on the Value Engineering exercise.

<b>Action 5:</b> LS to provide report detailing purpose and savings made through the Value Engineering exercise and regards to the Brodick Project.
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**13. CORPORATE SERVICES UPDATE**

Members noted the previously circulated report.

***Redacted***

SW advised the CMAL 3 Year Plan has now been published and is available on the CMAL Website.

Regarding the Gaelic Language Plan SW informed that the Plan is currently out for Public Consultation with feedback due on the 29<sup>th</sup> of July and feedback received so far has been very positive gaining positive press coverage in the Stornoway Gazette.

**14. HUMAN RESOURCES UPDATE**

The monthly HR update was noted as read.

SW provided a update on the status of current recruitment exercises on-going throughout the organisation including Graduate Engineer, HSE Manager, Senior Civil Engineer and Mechanical & Electrical Engineer

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

## **15. AOB**

GL wished to thank CMAL for their assistance and hospitality at the recent visit of the Corsican Government.

GL advised that the Expert Ferry Group would be invited to join the group meeting on a tri-annual basis.

GL also advised he would be in touch with KH to discuss a possible meeting with the Dunoon Gourock Ferry Action Group.

GL advised he would liaise with the Transport Ministers office to check availability and advise opportunities for CMAL/Transport Minister introductory session. Possibly Sept Board Meeting (29<sup>th</sup>)

<b>Action 6:</b> GL to check availability and propose opportunities for CMAL/Transport Minister introductory session.
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## **DATE OF NEXT MEETING**

29<sup>th</sup> September 2016 @ 0930Hrs – CMAL Offices Port Glasgow

**Meeting Closed**

DRAFT