

# REDACTED VERSION

## CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

<b>Meeting</b>	Caledonian Maritime Assets Ltd March Board Room	<b>Date/Venue</b>	31 <sup>st</sup> March 2016 Board Room, CMAL Offices Port Glasgow
<b>Meeting Chair</b>	Erik Østergaard	<b>Start Time</b>	<b>1000Hrs</b>
		<b>End Time</b>	<b>1230Hrs</b>

<b>Members Present</b>		<b>In Attendance</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Erik Østergaard	Chairman	Chris Wilcock	Transport Scotland
Morag McNeill	Non-Executive Director	Graham Laidlaw	Transport Scotland
Alistair Whyte	Non-Executive Director	Susan Williams	Executive Assistant
Mark Forrest	Non-executive Director		
Tom Docherty	Chief Executive		
Lorna Spencer	Director of Harbours		
Jim Anderson	Director of Vessels		
Gillian Bruton	Director of Finance		
Kevin Hobbs	Incoming Chief Executive		

### **1. MEETING OPENS – WELCOME AND APOLOGIES**

The Chair welcomed those present to the meeting. There were no apologies noted.

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

Members agreed the Minute recorded on 25<sup>th</sup> of February 16 was an accurate record of discussions and decisions made.

GB wished amendments made to the redacted minute. Approval was given to publish the **redacted** Minute on the CMAL Website following the basis of this redaction.

### **DECISION**

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

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

**Action 3** – Request from CFL on LNG bunkering arrangements. JA stated it would be ready Mid April. Action was marked as on-going.

**Action 4** – Was noted as complete with the passenger life raft matter regarding CATRIONA now resolved.

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

Members **noted** the PSR(S) Act Disclosures. No queries were raised.

## **5. CEO AND DIRECTOR OF VESSELS ENDORSEMENT**

The Chair reference letter in the meeting pack from Transport Scotland acknowledging the CMAL CEO and Director of Vessels appointment and changes to the CMAL Board.

## **6. Gourock – Dunoon Harbour Charges**

LS advised that a response letter to John Nicholls letter re Gourock - Dunoon is in draft and will be finalised and forwarded in due course.

## **7. PENSIONS UPDATE**

### **Calmac Pension Fund**

GB advised that CMAL continue to have dialogue with Transport Scotland and CFL regarding the triennial revaluation.

### ***Redacted Section***

## **8. HEALTH AND SAFETY**

Members agreed the previously circulated Health and Safety report was noted as read.

## **9. FINANCE UPDATE**

The previously circulated Finance report was noted as read.

GB advised that the operating costs and revenue figures are in line as expected.

GB advised Board approval was sought for the 16/17 Harbours Capital and Maintenance budgets project costs.

### ***Redacted Section***

**Decision:** Board Members **approved** P&H Capital and maintenance budget.

## **11. VESSEL UPDATE**

The monthly Vessel report was noted as read.

### ***2 x 100 Metre Vessels***

JA advised construction of the 2 x 100 metre vessels are underway at FMEL.

### ***Redacted Section***

JA stated that CFL were currently preparing an impact assessment on the proposed options presented by CMAL. JA added that depending on preferred way forward contractual changes may have to be made.

JA stated there were a number of meetings scheduled to discuss this matter and would update on progress accordingly.

### ***CATRIONA***

JA advised the latest delivery date for the third Hybrid is 27<sup>th</sup> June.

## **12. HARBOURS UPDATE**

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

LS stated that £600k of savings have been identified through value engineering work in relation to Brodick Terminal Redevelopment.

***Redacted Section***

**13. CORPORATE SERVICES UPDATE**

Members noted the previously circulated report.

**14. HUMAN RESOURCES UPDATE**

The monthly HR update was noted as read.

**15. AOB**

The Chair enquired about procedures regarding slipway maintenance and hazard warning signage at ports. LS stated she would discuss slipway maintenance & hazard signage with the operator.

<b>Action 1:</b> LS to discuss slipway maintenance and hazard warning signage at slipways and ports.
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**DATE OF NEXT MEETING**

31<sup>st</sup> May – Auchrannie Hotel – 1330Hrs

**Meeting Closed**