

REDACTED MINUTES

CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

Meeting	Caledonian Maritime Assets Ltd	Date/Venue	28 March 2017 Port Glasgow
Meeting Chair	Erik Østergaard	Start Time	0930Hrs
		End Time	1145Hrs

Members Present		In Attendance	
Name	Title	Name	Title
Erik Østergaard	Chairman	Chris Kane	Executive Assistant
Morag McNeill	Non-Executive Director		
Graham Laidlaw	Transport Scotland		
Mark Forrest	Non-Executive Director		
Kevin Hobbs	Chief Executive		
Jim Anderson	Director of Vessels		
Gillian Bruton	Director of Finance		
Lorna Spencer	Director of Harbours		
Alistair Whyte	Non-Executive Director		
Ramsay Muirhead	Head of Engineering		

PENSIONS UPDATE – GRENVILLE JOHNSTON

Grenville Johnston (GJ) provided an update to the board regarding the CalMac pension scheme.

GJ made the board aware of the pension deficit.

EO suggested we repeat the update on an annual basis.

Action: GJ to provide annual update on pension.

HEALTH AND SAFETY PRESENTATION

Richie Morgan provided the Board with a presentation on Health and Safety, topics covered included, staff training, collaboration with CFL and plans going forward.

1. MEETING OPENS – WELCOME AND APOLOGIES

The Chair welcomed those present to the meeting.

2. APPROVAL OF PREVIOUS MINUTES

The Minutes of the previous meeting held on 31 January 2017 were read.

LS noted:

Section 14: should include "...all harbours/engineering projects have been transferred..."

Section 17: grammar error noted "...would may or may not..."

Some information from last month's minutes had been carried over during editing including dates.

After noting this the minutes were agreed.

3. REVIEW OF ACTION REGISTER

Action Register in respect of the Board Minutes of 28 March 2017 –

Action 1: JA noted he will provide an update as part of the Vessels Section of the Board Report.

Action 2: Completed.

Action 3: KH stated this was still pending as the report had not been received.

Action 4: this action is still on-going.

Action 5-10 are all completed.

4. PUBLIC SERVICES REFORM (Scotland) ACT

Members noted the PSR(S) Act Disclosures.

FOR DISCUSSION

5.1 CARDINAL DATES AND PAYMENT PROFILE

JA stated Jerry Marshall had been appointed as a Project Manager.

JA stated Nov 2017 is the new proposed launch date for 802.

EO asked if the quality was being compromised by the new schedule, JA believes the quality so far is excellent. JA will manage the build closely to ensure the high standard of quality is met with the assistance of the CMAL site team.

Previously circulated update was noted as read.

6. NIFS

KH made the board aware both vessels are now chartered to CMAL and have simultaneously been chartered to Serco Northlink Ferries. Inspections of the vessels has taken place which included dry-docking. Two inspections of the vessels as well as one period of drydock per annum to be completed. Vessels are chartered for 5 years with option of 2-year extension.

Previously circulated update was noted as read.

7. TROON/ARDROSSAN UPDATE

Report commissioned by TS and PBA was carried out on 28/2/17.

CMAL received a copy of the report in early March 2017.

LS stated North Ayrshire Council will partially fund the building and Peel Ports will fund the balance and marine infrastructure.

Previously circulated update was noted as read.

8. CEO UPDATE

The previously circulated update was noted and agreed as read.

9. HEALTH AND SAFETY

KH noted no H&S updates necessary as Richie Morgan had provided his presentation noted above.

Previously circulated update was noted as read.

10. FINANCE UPDATE

The previously circulated Finance Report was noted as read.

11. VESSELS UPDATE

JA stated CFL will tender for LNG supplier and associated infrastructure with CMAL providing support where necessary. MF asked how confident CMAL are regarding CalMac tendering LNG, JA is confident.

FMEL have stated 802 will launch on 17 November 2017.

EO/KH are in discussion with Grenville Johnson regarding Launch of 801.

JA requested approval to progress with sale of MV Canna. Fleet Manager to begin the process.

MMcN noted SG 10-year ferry plan requires review, GL stated this is currently underway.

Previously circulated update was noted as read.

Approved: Sale of MV Canna.

12. ENGINEERING UPDATE

RAMM stated Lochmaddy has been delayed due to Western Isles council procurement process. Colintrave/Rhubodach works have been moved to a later date (June 2017) in order to procure materials needed. Brodick compensation events are under review; all within contingency, Derek MacKay will open Brodick.

Previously circulated update and attached papers were noted as read.

13. HARBOURS UPDATE

LS advised that there are no current problems with the HOA.

LS stated Skye stakeholder engagement meeting is being held week commencing 3 April 2017. LS will feedback outcome.

Oban traffic Management, 6-week trial of a one-way traffic management system.

Wemyss Bay has been nominated for 2 awards for respect to conservation and infrastructure.

Previously circulated update and attached papers were noted as read.

Action: Feedback outcome of Skye Stakeholder engagement meeting.

14. CORPORATE SERVICES UPDATE

Members noted the previously circulated report.

15. HUMAN RESOURCES UPDATE

KH updated the board regarding the employment of the finance assistant, graduate naval architect and stated no further appointments are expected.

KH noted CMAL have reviewed HR services and have enlisted our lawyers HBJ Gately to carry out a review of our contracts policies and handbook. HBJ will assist with HR via a helpline managers and staff can call.

Previously circulated update and attached papers were noted as read.

16. BUDGET UPDATE

Previously circulated update, budget and attached papers were noted as read.

Approved: Budget for 2016/17 was approved.

17. AOB

No other business matter was raised.

DATE OF NEXT MEETING

23 May 2017 –Brodick

Meeting Closed

DRAFT