

REDACTED MINUTES



CALEDONIAN MARITIME ASSETS LIMITED BOARD MEETING

Meeting	Caledonian Maritime Assets Ltd	Date/Venue	27 Nov 2018 CMAL Offices Port Glasgow
Meeting Chair	Erik Østergaard	Start Time	0900hrs
		End Time	1200hrs

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		
Tony Graham	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, apologies received from Graham Laidlaw. A conflict of interest was noted from Tony Graham as he is a Non-Executive Director for Cammell Laird Shipyard.

2. APPROVAL OF PREVIOUS MINUTES

The minutes of the previous meeting were agreed.

3. REVIEW OF ACTION REGISTER

The Action Register was reviewed and a number were closed out.

4. PUBLIC SERVICES REFORM (Scotland) ACT

Members noted the PSR(S) Act Disclosures.

FOR DISCUSSION

5. RISK REGISTER REVIEW

The risk register was noted and PC stated that a new risk would be added regarding the FMEL claim, although we believe the claim is unsubstantiated; should it progress, legal fees and resources will be required which justifies its inclusion.

6. CEO UPDATE

KH stated that the Surety Bond has now been signed – dated 16th November 2018. We had been requested to delay the signing to assist SG in the negotiations with FMEL/CBC. The expiry dates of the surety bond are Glen Sannox 31/7/19 and Hull 802 30/4/20.

KH reported on his and JA's attendance at the REC Committee, stating all necessary info is in his paper. As a result of this FOIs and PQs are now a regular occurrence which is taking up considerable resources, EØ stated we should look at hiring a skilled public affairs team. MM said she would share some suggestions with KH.

EØ reported on a recent meeting with Cabinet Secretary Mr Matheson, Roy Brannen, Graham Laidlaw and Frances Pacetti. Topics covered were: 801/802 and Ardrossan.

Action: MM to share public affairs teams with KH.

Action: KH to discuss public affairs support with Clark Communications.

7. HEALTH AND SAFETY UPDATE

There was a RIDDOR reportable incident at Oban in which a pedestrian sustained serious head injuries and broken bones after being run over by a van. The Health and Safety Executive had a joint meeting with CMAL/CFL and asked that we produce a joint plan to address some short comings. The HSE are investigating the incident and we have not seen the outcome of this. LS believes CMAL have acted appropriately and in line with our obligations under the HOA and all reasonable steps have been taken by CMAL to ensure safety at Oban. CFL have retrospectively submitted Harbour Works Requests which are under review. MM requested a more detailed report, LS will provide when we have more information.

After this was discussed the health and safety update was noted as read.

Action: LS to provide a more detailed report regarding RIDDOR incident at Oban.

8. FINANCE UPDATE

GB reported that the results are in line with our budget. As always our priority is to secure as much funding as possible. Due to delays in the delivery of Glen Sannox and H802 there is allocated Capital that will not be drawn down. The outcome of the Budget will be known on 12th December.

GB reported upcoming procurement works include the upcoming PCIP audit. The legal services tender is almost complete.

GB update the board regarding pensions. A meeting with Aon and the Trustees will be arranged in December 2018.

After this points were discussed the paper was noted as read.

9. VESSELS UPDATE

JA reported that the 801/802 project has now entered its fourth year.

MM asked if CMAL should take over the vessel upgrades given the ongoing issues, JA reported due to risk CMAL would not be keen to manage vessels upgrades, CMAL are happy to provide support but the project ultimately must lie with CFL as they are responsible for R&M plus dry dock periods

After these points were discussed the paper was noted as read.

10. ENGINEERING UPDATE

RM recommends we award the Lochaline works to George Leslie. Due to recent issues with the Marine License, the programme/shutdown period has to move, this could result in an increase in cost. There are discussions underway with CFL as to the most appropriate time to have a shutdown period- it is likely to be post the Summer Timetable period.

The Colintraive/Rhubadoch project is substantially completed.

The repairs to the Kerrera breakwater have commenced

An initial Public Consultation for the Coll and Tiree Linkspan replacements will take place from 3rd – 5th December. The plan is that Coll is replaced in Autumn 2019 and Tiree in Spring 2020

After these points were discussed the paper was noted as read.

11. HARBOURS UPDATE

LS updated the board regarding Harbours. The old terminal building at Brodick has been subject to a tender exercise – the successful bid is for use as a Cinema.

It was noted that some 200 actions in the HOA implementation plan have been completed.

LS shared the planned harbour fee changes which take effect from 1st January 2019 and sought board approval, this was granted.

After these points were discussed the paper was noted as read.

Approved: Changes to Harbour Dues

12. CORPORATE

The board meetings dates for 2019 were discussed and agreed. CK to share agreed Board Meeting Dates.

Gender balance on boards was discussed and it was noted that it's a SG ambition not a requirement.

After these points were discussed the paper was noted as read.

Action: CK to share agreed Board Meeting Dates.

13. AOB

The ARC support and recommend the "lite" internal audit provided by Scott Moncrieff. This was agreed.

"Matters Reserved for Decision by the Board" has been agreed by the ARC and will be shared at the next board meeting for approval.

JA discussed second hand tonnage and noted a promising vessel in South Korea, reporting that the vessel had only been built in 2017. EØ reported approval from MCA will be challenging. KH reported this ship will be investigated in more detail.

Finally, TG reported he has been offered an executive position within Cammell Laird and as a result will have to step down from the CMAL board. A resignation letter will follow.

Approved: "lite" internal audit

DATE OF NEXT MEETING

7 Jan 2019, CMAL Offices, Port Glasgow

Meeting Closed – 1200hrs