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| Meeting Subject: | | | |
| FMPG Board Meeting | | | |
| Location: | Virtual – via Microsoft Teams | | |
| Date: | 27.05.21 | Time: | 11:00 – 13:00 |
| Chairman: | Alistair Mackenzie | | |
| Participants: | <p><u>Non-Executive Members</u></p> <p>Alistair Mackenzie, Chairman (AMac) John Hudson, Non Executive Director (JH) Alan Johnston, Non Executive Director (AJ) Robert Mackenzie, Non Executive Director (RMac) Alison Mitchell, Non Executive Director (AM) Stuart Smith, Non Executive Director (SS)</p> <p><u>Executive Members</u></p> <p>George Crookston, Chief Financial Officer (GC) Tim Hair, Turnaround Director (TH)</p> <p><u>In Attendance</u></p> <p>Catriona Syme, Strategic Industrial Assets Division (CS)</p> <p>Partial attendance for specific agenda items:</p> <p>John McMunagle, Trades Union representative (JMc) Marc Anton, Interim Health and Safety Director (MA) Ian Latham, Interim Programme Director (IL) Peter Cochrane, Interim Programme Director (PC)</p> | | |
| Apologies: | Alex Logan, Trades Union representative (AL) | | |

| BUSINESS | | |
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| 1 | Apologies for absence | |
| 2 | Declarations of Interest/Conflict | |
| 3 | Engagement with Workforce/Trades Union Representatives | |
| 4 | Health, Safety, Environment & Security <ul style="list-style-type: none"> • April 2021 H&S Statistics Report • <i>Including HSE Management Framework Dashboard Update</i> | Delivered by MA, Interim Health & Safety Director Pre read issued |
| 5 | Turnaround Director's Report | Pre read issued |
| 5a | Functional Updates | Pre read issued |

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| 5b | 801/802 Monthly Report Pack | Pre read issued and further update provide by Ian Latham, Interim Programme Director |
| 5c | 801/802 Programme Re-baseline Update | Pre read issued |
| 6 | Approval of Minutes of Board Meeting held: 19 th March 2021 25 th March 2021 30 th March 2021 | Pre read issued Pre read issued Pre read issued |
| 6a | Matters Arising and Review Actions Plan | |
| 7 | Finance Update – Management Information Update | Pre read issued. |
| 8 | Minutes of Audit & Risk Committee held on 26 th February 2021 | Pre read issued. |
| MATTERS REQUIRING BOARD INPUT/DECISION | | |
| 9 | Re-baseline as covered at 5c above | |
| MATTERS FOR NOTING | | |
| 10 | Update on Senior Team Recruitment | TH |
| 11. | Strategic Plan (discussion re development) | All |
| 12 | A.O.C.B | |
| 13 | NEDs private session | |

| Item | Minutes |
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| 1 | <p><u>Apologies for absence</u> No apologies from the Board were given.</p> |
| 2 | <p><u>Declarations of Interest/Conflict</u> No declarations of interest/conflict were given.</p> |
| 3 | <p><u>Engagement with Workforce/Trades Union Representatives</u> AMac welcomed JMc, one of the the GMB Trades Union Reps, to the meeting and asked if he had any matters to raise.</p> <p>The main issues raised were concerns following the company wide briefings given by the Turnaround Director week commencing 17th May relating to the removal of night shift, sub contract labour and workers assigned to the weekend shift.</p> <p>TH provided an update on each of the concerns raised reiterating that any change implemented is based on what is right for the business – changes are implemented to help progress the yard and aid the delivery of the vessels.</p> <p>AMac asked TH to address each of the specific points raised with JMc which TH agreed to do so in due course.</p> <p>JMc also raised the 2021 wage negotiation and advised that he and AL will organise a series of meetings with the workforce before discussing further with TH and Rob Wilmot, Interim HR Director. AMac agreed that this subject needs to be proactively progressed.</p> <p>AMac asked if there were any concerns over health and safety matters at the yard.</p> <p>JMc said that although there has been several accidents, all were minor and there has been nothing to arise promoting concern.</p> <p>JMc advised that he had no further matters to raise with the Board and left the meeting.</p> |

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| 4 | <p><u>Health, Safety, Environment & Security</u></p> <p>MA joined the meeting to provide an update on health and safety progress.</p> <p>MA has established a priority list and provided a detailed summary on progress of each of the priority areas since the last Board Meeting.</p> <p>MA advised that he has amended the format of the statistics report to incorporate trend detail, further information relating to accidents, actions taken and learnings to arise.</p> <p>AMac asked for any points of clarification:</p> <p>AM sought the timeframe involved for review of the H&S policy. MA committed to providing this information by the next meeting. AM also commented on the accident stats which are not consistent with those figures referenced in the Programme Director's report. MA confirmed that he would look into this to ensure that all figures align.</p> <p>SS and JH raised the number of accidents requiring first aid and sought assurance that the yard has the correct PPE in place.</p> <p>AJ raised the incoming overseas workers which are to increase week on week and sought assurance that from a language point of view, there would be no issues to arise in the event of an emergency. MA advised that there are various levels of management within the sub contract team who all possess good working knowledge of the English language.</p> |
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| <p>5</p> <p>5a</p> <p>5b</p> | <p><u>Turnaround Director's Report</u></p> <p>TH confirmed that there was no material change since issuing the pre read but wanted to highlight:</p> <p><u>Pace and Progress</u></p> <p>TH advised the Board that the pace of activity has increased throughout the yard and visible progress is now being made. Improved controls have resulted in improved planning and there are now capable first line Operational Managers in post.</p> <p><u>Senior Team Recruitment</u></p> <p>TH provided a verbal update on recruitment currently underway in the senior team. Interviews are scheduled for the permanent replacement for the Interim HR Director and TH sought confirmation from AM that she is available to participate in the final stage of the recruitment process for this position.</p> <p>Peter Cochrane has been appointed as Interim Programme Director and commenced on 24th May. Recruitment for a permanent successor has also been running in parallel with the Interim position.</p> <p><u>Employment Tribunal</u></p> <p>TH provided a status update to the Board on which endorsement was provided to move forward.</p> <p>There were no further matters of clarification required.</p> <p><u>Functional Updates</u></p> <p>No matters raised for further discussion.</p> <p><u>801/802 Monthly Pack</u></p> <p>No matters raised for further discussion.</p> <p><u>801/802 Programme Re-baseline Update</u></p> <p>IL and PC joined the meeting with IL taking the Board through the Re-baseline presentation discussing impact on the programme.</p> <p>Several issues were raised during the monthly progress review meeting with Scottish Government and CMAL relating to weight, insulation and penetration which were discussed by the Board and agreement was made to have further discussions when the Board visit the yard on Wednesday 2nd June.</p> |
| <p>6</p> | <p><u>Approval of Minutes of Board Meeting held On 19th March, 25th March and 30th March 2021</u></p> <p>AMac sought approval of the previous Board Minutes, and minutes from 2 extra ordinary Board Meetings.</p> <p>All members agreed to the subsequent publication of each set of minutes on the FMPG website.</p> <p><u>Matters Arising and Review Actions Plan</u></p> <p>No matters to raise.</p> |

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| 7 | <p><u>Finance Update – Management Information Update</u> GC confirmed that there was no significant change since issuing the pre read.</p> <p>No points of clarification were required on the Monthly Finance Report.</p> |
| 8 | <p><u>Minutes of Audit & Risk Committee held on 26th February 2021</u> There was a further ARC meeting held on Monday 17th May 2021 although the minutes of this meeting have still to be formally approved.</p> <p>RMac provided an update on External Audit and confirmed that there is a feedback session with Grant Thornton scheduled for 1st June 2021 with their public sector partner.</p> <p>There were no other points of clarification required.</p> |
| 9 | <p><u>Re-baseline</u> Discussions were concluded as part of agenda item 5a.</p> |
| 10 | <p><u>Update on Senior Team Recruitment</u> Discussions were concluded as part of agenda item 5.</p> |
| 11 | <p><u>Strategic Plan (discussion re development)</u> AMac provided an update on thoughts on development of a strategic plan and confirmed that this is a subject which will be addressed on a regular basis to move it forward.</p> |
| 12 | <p><u>A.O.C.B</u></p> <p><u>Senior Team – Job Titles</u> The Board endorsed a (no cost implication) job title amendment for 5 of the Senior Management Team.</p> |