

Meeting Subject:			
FMPG Board Meeting			
Location:	Virtual – via Microsoft Teams		
Date:	25.03.21	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, FM Response Division (CS)</p> <p>Partial attendance for specific agenda items:</p> <p>Alex Logan, Trades Union representative (AL) John McMunagle, Trades Union representative (JMc) Interim Health and Safety Director (MA) Programme Director (IL)</p>		
Apologies:	NA		

BUSINESS		
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"> Including HSE Management Framework Dashboard Update 	Delivered by MA, Interim Health & Safety Director Pre read issued – <i>Monthly Safety statistics Report February 2021</i>
5	Turnaround Director's Report <ul style="list-style-type: none"> Functional updates 	Pre read issued
5a	Programme Update (Including status of RECC updating report – TH)	Delivered by IL, Programme Director

		Pre read will be issued on Wednesday 24 th March
6	Approval of Minutes of Board Meeting held 21 st January 2021	Pre read issued – <i>Board minutes 21.01.21</i>
6a	Matters Arising and Review Actions Plan	Pre read issued – <i>Board actions 21.01.21</i>
7	Finance Update – Management Information Update	Pre read issued – <i>Finance Report February 21</i>
8	Minutes of Audit & Risk Committee held on 26 th February 2021	Pre read issued – <i>ARC minutes 26.02.21</i>
MATTERS REQUIRING BOARD INPUT/DECISION		
9	Reflections on FMI Presentation	Previously circulated on 5 th March 2021
10	Approval of Delegated Authorities Framework	Pre read issued – <i>Delegated Authorities Framework</i>
MATTERS FOR NOTING		
11	None	
12	A.O.C.B <ul style="list-style-type: none"> • New contract/funding arrangements for 801/802 • March 2020 accounts approval • Tender - 2021e001 CMAL Provision of Consultancy Services for the Concept Design of Small Ro-Pax Vessels • April deep dive subject 	Pre read issued – <i>Bid Report Summary</i>
13	NEDs private session	

Item	Minutes
1	<u>Apologies for absence</u> No apologies were given.
2	<u>Declarations of Interest/Conflict</u> No declarations of interest/conflict were given.

3	<p>Engagement with Workforce/Trades Union Representatives</p> <p>AMac welcomed AL and JMc, the GMB Trades Union Reps, to the meeting and asked if they had any matters to raise.</p> <p>AL and JMc advised that the yard continues to operate well in line with Covid-19 control measures which have been implemented. They confirmed positive engagement by the workforce and the Covid-19 safety and mitigations measures which have been put in place have been accepted as business as usual for all.</p> <p>AL noted a recent meeting with TH where several issues had been discussed, of primary significance matters of communications cascading in the yard and the longer term security of work for the yard.</p> <p>AMac acknowledged the concerns raised and advised awareness that TH and the Executive team are developing a communications cascade programme. AMac confirmed that the Board and Executive Team have a clear focus on the need to develop and secure sustainability for the yard. In addition to tracking commercial opportunities there is active engagement with the Scottish Government's Ferguson Response Division (now Strategic Industrial Assets Group) regarding future work opportunities and reiterated the need for collaborative working to create sustainability for the yard.</p> <p>TH advised that the TU continue to directly advise concerns to the Executive Team via professional and productive meeting exchanges. TH acknowledged the concerns raised and confirmed that there is currently work being carried out to address the issues.</p> <p>AL is encouraged that TH continues to remain positive in relation to yard progression. AL also suggested that it may be helpful if a Board Member could visit the yard and hear thoughts directly from the workforce. AMac is happy to consider that request, pandemic controls and restrictions allowing, but also reiterated that the route of escalation is through Line Managers and on to the Executive Team.</p> <p>TH provided an update on the yard communication strategy which is currently being developed with the communication sub-group due to report back to TH week commencing 29th March.</p> <p>AMac asked if the TU reps had any concerns over health and safety matters at the yard.</p> <p>The shop stewards were encouraged to see the yard's approach to health and safety evolve and for the safety team and subsequent safety committee being re-established. Would like to see more of the operations workforce to be involved in the health and safety walk rounds and will try to encourage this.</p> <p>A further point raised related to the change to a 4 day working week for Operations following successful sign off of the 2020 wage negotiation. The transition to a 4 day working week has been very smooth and there are no concerns to be raised.</p> <p>Both AL and JMc advised that they had no further matters to raise with the Board and left the meeting.</p>
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4	<p>Health, Safety, Environment & Security</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 priority areas since the last Board Meeting.</p> <p>AMac asked for any points of clarification:</p> <p>AMac was encouraged at the progress being made and asked that there is visibility of month by month trends (trending arrow etc.) so that comparisons can be made.</p> <p>AM sought clarification on the period reflected in the H&S statistics. MA confirmed it was up to and inclusive of the full month of February. AM requested further information relating to timescales for implementation of action plans. MA is mindful of this and confirmed that timeframes for action plans should be available next month.</p>
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5	<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>Yard holiday accrual</u></p> <p>TH advised the Board on the significant objection(s) made to the Executive's proposal to manage the issue of yard holiday accrual. The short term implications can be managed but long term presents a problem which requires resolution. TH confirmed that work is being undertaken in conjunction with the TU to manage the booking and taking of annual leave in a controlled manner.</p> <p>The Board Members discussed options to resolve the holiday accrual matter with AMac and AM advising that some options should be considered by the Executive Team.</p> <p><u>Contracts Reconfiguration</u></p> <p>TH thanked the Board Members for the time committed, at short notice, to progress with the contracts configuration for 801 and 802.</p> <p><u>Securing the next vessel</u></p> <p>This remains a medium/longer term priority.</p> <p>AMac asked for any further points of clarification relating to the Turnaround Director's Report:</p> <p>SS raised the recent commercial tender lost which provides an indication of the challenge in remaining competitive.</p> <p>AJ suggested a formal debrief on the loss should be requested to understand potential learnings.</p> <p>SS requested an update on future events to be incorporated in the report and provided the examples of 805 launch and crane installation.</p> <p><u>Functional Updates</u></p> <p>AMac asked Board members for comment:</p> <p>SS found the Bid & Tendering spreadsheet an effective document and asked if it can be updated to reflect a potential contract award date.</p> <p><u>801/802 Monthly Pack</u></p> <p>Following a comprehensive review, by the reporting sub-group, a revised monthly pack is available for the purposes of reporting a monthly project status update to the Board.</p> <p>IL joined the Board Meeting and took the Board through the draft version of the new report, reflecting the period of March 2021.</p> <p>AMac asked for any points of clarification:</p> <p>AJ asked if revised cardinal dates could be issued in line with the critical path. Both IL and TH confirmed these will not be available until the completion of the full rebaseline exercise. TH reiterated that we have an approved workplan to cover the next three month period.</p>
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	<p>IL provided an update on the new weekend working.</p> <p>There was abundant discussion relating to the impact of resource planning and the Board agreed to confirm the Deep Dive in April to cover Resource Planning Strategy and Programme Implication.</p> <p>JH referred to the provision and allocation of work noted by the TU Reps earlier and IL confirmed that will be taken forward and addressed further by the Executive Team.</p>
6	<p><u>Approval of Minutes of Board Meeting held 19th November 2020</u></p> <p>AMac sought approval of the previous Board Minutes which all parties approved, and no corrections raised.</p> <p>All members agreed to the subsequent publication of the minutes on the FMPG website.</p> <p><u>Matters Arising and Review Actions Plan</u></p> <p>No matters to raise.</p>
7	<p><u>Finance Update – Management Information Update</u></p> <p>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> <p>GC provided a further update on the contracts reconfiguration, effective from 1st April 2020.</p> <p>Discussion was had in relation to the 2020 Statutory Accounts and AMac requested that the Board convene on Tuesday 30th March to approve, or delegate authority to approve, the 2020 accounts.</p>
8	<p><u>Minutes of Audit & Risk Committee held on 26th February 2021</u></p> <p>RMac provided the Board with an update on the ARC meeting which took place on 26th February 2021.</p> <p>Areas of discussion were relayed as follows:</p> <ul style="list-style-type: none"> • RMac confirmed that a significant amount of time was spent discussion the statutory accounts and confirmed that the committee were supportive of the way in which GC plans to proceed • Discussion with IL relating to the workspacks process • Awaiting confirmation of the appointment of auditors by Audit Scotland for the 2021 accounts • Risk Register – RMac shared a public sector template and work is underway to agree the format for a corporate risk register which will be discussed at the next ARC meeting on Monday 17th May 2021 <p>There were no further points of clarification required.</p>

9	<p>Reflections on FMI Presentation</p> <p>The Board discussed the FMI Deep Dive which took place in February 2021.</p> <p>AMac confirmed that the Executive require some time to review the report and incorporate the outcomes into the Strategic Plan for the yard but asked members for any general reflections.</p> <p>SS agreed that the Executive needs to time address the report but raised some concerns which have the potential to arise following the lapse in time required to review.</p> <p>TH and AMac provided an update on the yard Development Plan and the work being processed as required by Scottish Government to move this forward which is required to be completed in parallel with the strategic plan.</p> <p>The Board agreed to allow the Executive some time to reflect on the FMI report, develop the strategy before review and endorsement by the Board.</p>
10	<p>Approval of Delegated Authorities Framework</p> <p>Appendices to be added to framework document and circulated to the Board to obtain approval by email.</p>
11	<p>Matters for Noting</p> <p>There were no matters for noting.</p>
12	<p><u>A.O.C.B</u></p> <p><u>New contract/funding arrangements for 801/802</u> Discussed as part of earlier agenda items.</p> <p><u>March 2020 accounts approval</u> Discussed as part of earlier agenda item.</p> <p><u>Tender - 2021e001 CMAL Provision of Consultancy Services for the Concept Design of Small Ro-Pax Vessels</u> TH sought approval from the Board to submit the tender proposal response.</p> <p>The Board raised several points for discussion relating to the bid before providing consent to proceed with submission.</p> <p><u>April deep dive subject</u> Discussed as part of earlier agenda item.</p>