

Meeting Subject:			
FMPG Board Meeting			
Location:	Ferguson Marine (Port Glasgow)		
Date:	22 nd July 2021	Time:	11:00
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) Alex Logan, Trades Union representative (AL) Interim Health and Safety Director (MA) Interim Programme Director (PC)</p>		

Item	Minutes
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 AL and JMc, GMB Trades Union Reps, to the meeting and asked if he had any matters to raise.</p> <ul style="list-style-type: none"> • Discussion ensued in respect of the increased number of personnel self-isolating following close contact with somebody testing positive for Covid 19. Whilst cross-infection in the yard has been significantly restricted the necessity for continued vigilance was noted. • TH updated the TU Reps on a commercial opportunity being pursued by the business.

	<ul style="list-style-type: none"> The TU Reps noted their frustration at media coverage about the yard and their desire to counter same. <p>AMac thanked AL and JMc for their input and they left the meeting.</p>
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>It was noted that positive progress had been made on a number of the priority areas (highest risk) in the HSE Dashboard. MA provided an update on safety performance statistics and elaborated on some enhancements made in standard lifting operations in the yard.</p> <p>MA briefed the Board on a recently completed quayside, ‘on water’, emergency response exercise.</p> <p>MA noted that an exercise is in hand to check the status of rigging/lifting equipment used to secure openings etc on hulls 801 and 802.</p> <p>The revamped joint (HSE, HR & TU) Communications Boards are now in place and in use.</p> <p>A revised HSE Policy has been signed off and issued.</p> <p>AMac asked for any points of clarification:</p> <p>AM asked if incident events are recorded by activity so as to identify any trend areas. AM also noted that remedial actions are now recorded in reporting but sought confirmation on how these are communicated/cascaded.</p> <p>MA confirmed that area of activity is recorded and monitored and that information s cascaded via line management and the aforementioned Communications Boards.</p>
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>Revised Contract Arrangements</u></p> <p>It was noted that the responsibilities intended under the revised contractual arrangements will benefit from further formal confirmation. TH had recently met with the CEO of CMAL and positive progress had been made.</p> <p><u>Commercial Proposals</u></p> <p>TH updated the Board on significant commercial opportunity which remains of interest for FMPG.</p> <p>Resulting from the discussion the Audit & Risk Committee was requested to re-visit the Delegated Authority framework and incorporate parameters for Board approval/sanction of commercial offerings.</p> <p><u>Staff Changes</u></p> <p>TH updated the Board on recent staff changes, leavers and starters.</p>
5a	<p><u>Functional Updates</u></p> <p>No matters raised for further discussion.</p>

<p>5b</p>	<p><u>801/802 Monthly Pack</u> PC joined the meeting.</p> <p>The Board noted that the report issued for this (July) meeting was unacceptable and did not meet requirements jointly agreed in March. Reporting (especially look ahead) to be improved by September meeting in conjunction with the further development of the planning function.</p>
<p>5c</p>	<p><u>801/802 Programme Re-baseline Update</u> In conjunction with the 801/802 Monthly Pack discussions (above) discussions were progressed on the planning and reporting capability.</p> <p>JH summarised the options and cautioned against over designing the planning function – whilst a more sophisticated system might be desirable going forward, for where the programme currently sits (particularly 801) then a rudimentary arrangement may be appropriate.</p> <p>TH confirmed that the newly recruited Planning Manager would start work on Monday 26th July and improved planning arrangement in place by end August.</p> <p>The Board confirmed the essential focus required to achieve the end August outcome and a requirement for improved reporting by end of August and for the September meeting.</p> <p>Clarification was sought on status of weight computations. TH provided an update and committed to issuing the latest iteration of the <i>Weight Report</i> (801) after the meeting. TH also noted that a further update would be due in two weeks.</p>
<p>6</p>	<p><u>Approval of Minutes of Board Meeting held On 27th May 2021</u> AMac sought approval of the previous Board Minutes.</p> <p>The minutes were approved with agreement to publish on the FMPG website.</p> <p><u>Matters Arising and Review Actions Plan</u> No matters to raise.</p>
<p>7</p>	<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> <p>GC updated the Board on a cyber incident whereby his email account had been hacked for fraudulent purpose. He also noted that further IT security review was in hand in response.</p>
<p>8</p>	<p><u>Minutes of Audit & Risk Committee</u></p> <p>No meeting since last Board meeting.</p>
<p>9</p>	<p><u>Employee Engagement Forum</u> TH provided an update on efforts to recruit an Employee Engagement Forum and noted that this had currently been put on hold. The matter will be further considered by the new HR Director in due course.</p>

10	<u>Overview on 'Big Ideas' Exercise</u> TH updated the Board on the subject exercise and noted no further action required.
11	<u>Strategic/Development Plan</u> AMac provided an update on discussions with the Deputy Director SIAD and the options for advancement that requirement.
12	<u>A.O.C.B</u> <u>803 Outstanding Debt</u> The Board discussed the merits (or otherwise) of transferring the noted outstanding debt to FMPG. It was concluded that there is little, if any, advantage to FMPG to accept that transfer but agreed to delegate the matter to AMac, TH and GC to agree how to handle that proposal and to appropriately agree conditions around any transfer.