

MINUTES OF THE MCA EXECUTIVE TEAM MEETING
TUESDAY 21 SEPTEMBER 2021

Attending

Brian Johnson

Name

Claire Hughes

Name

(Advisor)

Name

Invited:

Name

Apologies: Katy Ware

Secretariat:

Name

Pre-meeting discussion:

Name gave a quick update on London International Shipping Week: Overall, the week was very successful and, based on the feedback and dialogue, the concierge launch was a big success for the MCA. This has repositioned how the market perceives the MCA, which is now recognised as an influencer not just a regulator or policymaker. Katy, Name and Name team worked together to produce an outstanding event.

Generally, there is a real sense that Industry wants to work with the MCA.

Cop 26 Climate Change Summit is the next event that will need a similar set of plans. It is more centrally government-run than DfT.

Next year is a busy year with shipping events: Singapore, Cyprus and Coastguard 200.

Name

is leaving the role of Non-Executive Director.

1. Minutes of the Last Meeting and Outstanding Actions

The minutes of the meeting held on 24 August were agreed as a true record.

- Action 19/21 has been closed.
- Action 18/21 remains open while the team is working on it.
 - The Executives discussed recruitment plans at Grade 6 and stressed the need to see such roles as primarily about leadership rather than technical skills.
- Action 20/21 remains open.

- The Executives discussed refurbishing offices and requested to see the list. A separate conversation will take place during one of the daily updates regarding the strategy for the Marine Office network.

2. Health and Safety Report

Name presented the updates on the health and safety report.

- There was one RIDDOR in August (a foot injury- slipped on a trailer- mindset is probably responsible and wasn't wearing the footwear provided)
- A few other minor injuries were noted and footwear appears a common theme.
- After discussion, it was agreed that the Health and Safety Climate survey should not be delayed to the end of October.
- Behaviour safety training received positive feedback.

The Executive discussed the near-miss reporting. For the next meeting, **Name** will produce a report with a breakdown for each part of the business and add information from our helicopter crews.

3. Time Expired Pyrotechnics

The Executive Team noted the content of the paper concerning the outcome of the recent public Consultation and the way forward with the industry/ Government working group.

It was the general agreement that the coastguards should not be dealing with this in the future. A discussion needs to take place with the Department and we will probably need to drive through the action and be proactive.

ACTION 21/21: Claire and **Name will discuss with **Name** how we take forward work to find an industry-led solution.**

4. TAIT Radio Rollout 2021-22-23

Name presented the paper to the Executive Team and context of this project to install additional radios at 47 sites to enhance HMCG coverage and resilience. This was for information only. The business case is for a capital expenditure cost of £200K for this fiscal year and £95K for next year. The Executive Team supported the business case.

5. UKMS Seafarer Split Oral Exams

In Katy's absence no discussion took place on this paper. A discussion will take place at a later date.

6. Reducing Bureaucracy Project

Name and **Name** presented an update of the progress to the Executive Team. **Name** (IT), **Name** (UKMS) also attended the meeting as part of the project.

Over one thousand items have been reviewed, and 50% of those have been removed. Some policies/procedures have been combined, while others have been removed in their entirety.

The Executive and the Champions discussed various points such as minute taking for team meetings, the IT Wiki platform, logging decisions, culture, etc.

The challenge will be maintaining the change and preventing unnecessary processes and procedures being created in the future.

The Champions were asked to inform the Executive if they came across obstacles and negativity about removing procedures and policies.

The Executives were delighted to see the progress so far. All the Champions will be invited to join the next Executive Team Meeting's informal session on 25 October.

Action 22/21 [Name] [Name] will add a count of internal and external policies to the slides and invite Champions to the next Informal Session of the Executive Team.

7. Agency Risk Review

The contents of the risk register and the covering paper were noted.

- The Communications Team risk can be removed from the corporate register as the ban on recruiting has been lifted and the risk has been significantly reduced.
- The Chancellor of the Duchy of Lancaster has now changed which might affect the effort to clarify beach safety responsibilities in Government Departments. The beach safety risk will be reviewed in any event.
- Legal resourcing: Brian will discuss this with Katy.

The Executive discussed the possibility of a cyber-attack on the system and its impact on data. HMCG system has a backup solution. The current risk will be split into smaller and more meaningful parts.

Risk Deep Dive: Coastguard Systems, Vulnerabilities & Mitigation Strategies [Name]
[Name] presented the paper to the Executive Team. The paper will be reviewed before being presented to the MCA Board.

Action 23/21 [Name] and [Name] will work on shaping the Matrix for the Board paper.

8. Legal Cases

The Executive Team reviewed and noted the list of legal cases. There is one new one this month. The rest are coming to a head.

The North West Coroner's pre-hearing took place a week ago. We have requested that the coroner is recused as they were on-scene during the event and cannot be impartial.

9. Agency Performance Report and KPI

The Executive Team noted the content of the report generally and discussed the following additional points.

Coastguards:

Migrants issues remains. The Border Force proposed turnaround tactics have not been agreed by Number 10 and made operational. An extra 24 staff will start at Dover Coastguard to deal with the complexity of the calls they are receiving – often multiple calls from each migrant boat incident.

Beacons: no historical backlog remains. The GDS assessment is 22 September and depending on the results, it will be go live on 30 September.

Maritime Services:

Damien will raise the question about the Economist with Katy to ensure that the role will be shared within the agency.

Commercial

UKSAR2G is going well and DfT finance agreed to lend someone from their team for the tender evaluation process. There has been exceptional demand for our fixed-wing aircraft. There have been some aviation near miss incidents that the Air Accident Investigation Branch will be looking into.

An emerging risk we need to watch is around the replacement of Airwave by the new Emergency Services Network communications platform. The cost is doubled and we will need to have the capability to use the platform to talk to the other emergency services.

Future Technology.

Tonnage tax documents are with the Treasury for further information about the training requirement and costs to the UK. The concierge was launched last week and already has sparked interest. The team is coordinating a government meeting for CMA CGM. The Future Technology Team may be reshaped to work more closely with UK Maritime Services colleagues. Name will work with Katy to make the best use of the resources available.

Finance

FoSS, there will be a meeting in a couple of weeks to take stock of the project. The system is not yet fit for purpose.

The National Audit Office is still raising audit questions in relation to our Annual Report & Accounts, and certain items have been reopened. We continue to say how frustrating we find this delay in their work.

ICT

The laptops some people have been trialling are ready to be rolled out across the agency.

Estate

The total facilities management renewal contract has set up 14 subgroups to try and scope out the future requirements for the Department and other interested parties which will require active MCA participation. The contract has currently been extended by 18 months and it is anticipated this will increase to the fully permitted 2 years in time.

10. Audit

Name presented the updated paper, the contents of which were noted. Nothing is overdue, and everything is on track with the current plan.

Name will shortly invite the Executives to discuss the plan for next year. If there are areas of risk or concern, the Executive Team is invited to put it on the list to review.

GIAA audit reports in the Exec Pack were noted and welcomed.

11. Finance

Name presented the finance report. At Period 5, the Agency is forecasting net Resource spend of £382.32m, an underspend of £3.82m (1.0%) against budget. The true underspend is £11.1m.

The underspend comes mainly from 4 areas: VAT recovery, depreciation, for Covid in Smart and Staff Pay.

The Executive discussed possible areas of capital and contingency spend.

The Executive Team discussed finance delegation and noted that current financial delegations are not built in as a control to the ABW system which means that individuals could sign off significant expenditure beyond their delegation limits. This will be raised as a risk.

Action 24/21 **Name** to develop a corporate risk about spending beyond delegation limits.

12. Whistleblowing, Bribery, Theft and Fraud Casework Update

The Executives noted the updates in the paper. There were three new cases in the document in red. Everything else is in hand. The first case was originally raised as a grievance and is vexatious.

13. Seafarer Database

In the absence of Katy, this case was not discussed.

14. Any Other Business

The Executive discussed the MCA Board Draft Agenda and papers that need to be moved to a later month.

At the start of the next financial year, the Executive Team meetings will take place at different MCA locations.

Office of the Chairman & Chief Executive
22 September 2021