

HIAL Board Minutes – Thursday 05.05.2022
Sumburgh Airport & Microsoft Teams Video call

Board Attendees: (LJ) Lorna Jack (Chair)
(IL) Inglis Lyon (Managing Director)
(JW) Johanna Wallace (Finance & Commercial Director)
(LS) Loraine Strachan (Non-Executive Director)
(CH) Chris Holliday (Non-Executive Director)
(IT) Isabel Todenhoefer (Non-Executive Director)
(EH) Eric Hollanders (Non-Executive Director) - **Virtual**
(LC) Lynne Clow (Non-Executive Director)

In Attendance: (AS) Andrea Sillars (HIAL Director of HR)
(DS) Denise Sutherland (HIAL Head of Communications)
(GCx) Gary Cox (Transport Scotland, Head of Aviation)
(JC) Jackie Clark (HIAL EA – Minutes)

Apologies: (GCb) Gary Cobb (HIAL Chief Operating Officer)

HIAL Board Meeting commenced at 08:00

ATMS – Papers for Discussion

08:00 The Board held a closed session to discuss the future direction of the ATMS Programme.

Information withheld No 4

GCx joined the closed board session at 09:50

Information withheld No 4

10:06 AS, DS and JC were invited to join the remainder of the meeting.

Decision: Information withheld No 4. The Board had approved 3 months of the Gateway 0 funding to allow this to be progressed.

Decision: The Board approved two of the change requests in paper 1(c), relating to the Sumburgh Radar Transition Funding, the AFIS Centre of Excellence, and recruitment to establishment but not those relating to BEB and Wick Information withheld no 4.

Papers for Approval

DS left the meeting at 10:08

Item E – Pay Anomalies

The Chair advised the Board it was not the role of the Board to set salaries for individuals however the paper presented today sought the Board's approval of the principle behind identifying pay anomalies and managing the same from within the current pay remit.

Information withheld No 4

Decision: The Board approved the principle behind identifying pay anomalies and the use of the Pay remit to settle these.

DS re-joined the meeting at 10:15

Papers for Note

Item 01 – AMSL Operations Update

IL advised that the Next Generation Security proposals will not extend beyond 2024. This will either mean an increase in capital costs prior to then for new screening equipment or an increase in resource because of an increase in search frequencies, preferably the former. The Board noted the contents of the paper.

Item 02 – HIAL Operations Update

The board paper was noted. In response to a question, it was confirmed that the FIDs (Flight Information Display) installation costs were separate from the ATMS programme.

DS advised there was a briefing ready to go to HIAL managers which states clearly what is included in the FID programme.

Item 03 – Commercial Update

IL provided an update on the BA service and the cancellation of the early morning service for one month

Information withheld no 1.

IL advised a new Commercial Manager (Real Estate) had been recruited to replace the previous manager who had retired.

The Board requested sight of a report which detailed the passenger numbers on EasyJet and Loganair services from Inverness to Manchester.

ACTION: IL to discuss with the Commercial team the inclusion of a report detailing the passenger numbers from EasyJet and Loganair's flight from Inverness to Manchester.

The Board were reminded that the next review of the Airlines Fees and charges would be in June 22.

Item 04 – SATE Update

Information withheld No 4. IL raised two challenges for the project. 1. Getting SATE visible within the communities and 2. **Information withheld No 4.**

The Chair reminded the Board that any JV would require approval from both the Board and Transport Scotland.

Item 05 – HIAL Company Accounts

The Board noted the paper which showed the position as of 28 Feb 2022. JW provided the Board with an overview on the 2021/22 year-end position. These are awaiting audit.

Item 06 - AMSL Company Accounts

The Board Paper was noted.

Item 07 – ICT Update

The Board noted the cybersecurity update in the ICT board paper and in recognition of risks in external environment, requested the cybercrime presentation from Police Scotland was brought forward from October 22 to an earlier meeting.

ACTION: JC to discuss with Head of ICT about bringing forward the cybercrime presentation from October 22 to an earlier board meeting.

Item 08 – Data Protection Update

LS advised the Board of an audit carried out by Wylie Bisset on Data Protection/Information Governance which would be discussed by the Audit Committee scheduled later in the day and the Board would be updated accordingly.

The Board were advised that the recruitment of a new inhouse Data Protection Officer had been completed and an offer accepted.

AS confirmed that the risk noted against the previous provider of HIAL's Occupational Health had been resolved. AS added the risks on the data protection action plan against HR will continue to be listed as the full HR programme is over a three-year period and only year one has been completed.

ACTION: The Board to review an updated data protection action list at the same board meeting as the cybercrime presentation takes place.

The Board wanted to thank **Information withheld No 2** for establishing HIAL's GDPR needs and wished her well for the future.

Item 09 – FOISA Update

The Board paper was noted.

GCx advised that TS (Transport Scotland) were continuing to work through a FOISA request received on the ATMS.

The Chair asked for HIAL to be kept informed on the progress of the FOISA and when it would be issued.

Item 10 - Procurement Update

IL advised that a company owned by CH had been awarded the Twin Otter Lease Management Support. The procurement had gone through HIAL's normal tender process which included an independent scoring system.

The Board noted CH's interest as a HIAL Non-Executive Director and added that neither CH nor the Board had any role in the awarding of this contract.

IL asked the Board to note two issues 1) Rate of charge for use of aircraft and 2) Aircraft spares

Information withheld No 1

Item 11 – HIAL Logo Refresh

The Board noted the paper.

Item 12 – Draft Audit Committee Minutes 28.02.22

The Board noted the paper.

Item 13 – IABP Update

The Board noted IL's interest as a IABP Board member.

The Board noted the paper.

AOB

The Chair updated the Board on her attendance at the launch of the Wick/Aberdeen PSO. The Board noted the complimentary feedback on social media sites about Wick Airport staff following the successful launch of the PSO.

JC updated the Board on the changes to Board meeting locations for June, August and October 22 and the Board agreed to the date of 7th & 8th September for the Board Strategy Away day.

The Chair added that today's meeting would be the last time that the current Financial & Commercial Director would be with HIAL as she was moving to pastures new. The Chair added that although JW had not been with HIAL a long time she had brought a fresh eye to the business and had been a critical part of the senior executive team and the Board. The Board wished JW all the best for her future.

HIAL Board Meeting concluded at 10:54
Next Board Meeting 29th June, Dundee

No	Reason for Redaction
1	Withheld for reasons of commercial interests
2	Withheld as the information constitutes personal data
3	Withheld as disclosure of the information will endanger the physical or mental health or safety of an individual
4	Withheld as disclosure will prejudice the effective conduct of public affairs