

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on Wednesday 18th October 2017 at 9.30am at Chamber of Commerce House, Belfast

PRESENT:

- F Hewitt (Chairman)**
- T Depledge (AD, Senior Independent Director)**
- P Anderson (CFO)**
- C Conway (GCE)**
- A Reavey (AR)**
- H McCartan (HM)**
- B Mitchell (BM)**
- P O'Neill (COO)**
- M Sweeney (MS)**

IN ATTENDANCE:

- G Milligan (CHRCS Officer)**
- Clare McLaughlin (Senior Company Solicitor)**

GROUP STATEMENT

The Directors of the Northern Ireland Transport Holding Company are also the Directors of all other companies within the Group. As such they are mindful of their responsibilities and statutory duties to each. These minutes record the business of the Group meeting at which matters, factors and decisions relating to individual companies were raised and addressed.

3457 WELCOME & APOLOGIES

The Chairman welcomed members and confirmed there were no apologies.

3458 DECLARATION OF INTERESTS

No additional interests were declared in relation to today's meeting.

3459 MINUTES & ACTION LIST

The minutes of the September meeting were formally approved. Matters and actions arising were discussed and noted as being complete.

3460 CHAIRMAN & BOARD BUSINESS

Ulster in Bloom- the Chairman informed members of his attendance at the Ulster in Bloom final in Derry/Londonderry on 21st September 2017.

DFT meeting- the Chairman apprised members of a recent visit by DFT to Northern Ireland. Separately the COO met with the DFT delegation.

3461 SAFETY PERFORMANCE REPORT

The COO presented the following headlines from his detailed safety report:

- (i) Injuries – no major incidents were reported.

Minor incidents- a decrease in the number of incidents recording in the same period last year was noted. The COO advised that actions and measures to combat slip, trips and fall are under review.

Staff incidents- in the context of manual handling incidents the COO confirmed that a training programme is undertaken by staff to address this risk.

- (ii) Vehicle Collisions – the COO reported positive trends.
- (iii) SPAD – the COO spoke to his report. TD advised members that Richard Knox, General Manager Rail, presented on this subject to the Board Safety Committee. TD supported the efforts being put into managing SPAD incidents.
- (iv) Statutory Reportable Incidents- the COO advised that decreases previously reported continue.
- (iv) Crime – the COO reported downward trends. Initiatives in place are proving effective notwithstanding that some of our partners are facing funding issues.
- (v) Safety Tours- HMcC queried if any further actions are required/planned this year. The COO will ask the Head of Corporate H&S to confirm.

The Chairman expressed his gratitude to the non-executive members for the time and efforts they put into Safety Tours, which play an important role in terms of safety engagement.

TD advised members that a report on safety tours will be prepared by the Safety Oversight Committee.

In response to the COO's report, the Chairman voiced that he was encouraged by the trends reported.

3462 GCE REPORT

The GCE commented as follows:

- (i) Financial performance – the GCE reported positive trends. The GCE advised final EA pass numbers will not be ascertained until the end of October.
- (ii) Customer Service – passenger journeys are up on last year to date which is promising ahead of the busy September- December period.

Metro- roadworks around Belfast (occasioned by NIW & BRT works) are presenting an issue. The GCE advised of liaison with key stakeholders regarding delays that may be occasioned due to the works.
- (iii) Punctuality & Reliability – positive punctuality and reliability improvements were noted.

- (iv) Operations- Permanent Way is continuing detailed maintenance inspections of culverts.
- (iv) Commercial Operations – a proposal for extended services on Friday and Saturday leading up to Christmas (home by midnight) has been issued to Belfast City Council.

Translink Youth summit will take place on 18 November. A primary objective is understanding the needs of young people in terms of public transport provision and services.

The Chairman praised the initiative and requested a report on same following the event.

- (v) Major Capital Projects-

Belfast Transport Hub- the GCE reported on attendance before the Belfast City Council Planning Committee the previous evening

Derry/Londonderry Hub- the planning application has been passed to Derry & Strabane Council for determination.

BRT Engineering Workshop- progressing well. It was agreed that the January Board meeting would be held in Milewater Road so that the Board can see the progress being made.

- (vi) Human Resources–

Talent Review- CHRCS Officer reported that a talent review is in process which will form part of the Company's succession planning.

Recruitment/selection- significant activity in this area as a significant number of new jobs is being created as a result of BRT

- (vii) Compliance- Acting General Counsel & Company Secretary provided an update on the ORR consultation piece.

The Chairman acknowledged the good work carried out by Translink staff on Monday during storm Ophelia. HMCC thanked staff for the good work carried out. This was endorsed by the Board as a whole.

The Board were advised that a new General Manager Bus to replace Ciaran Doherty had been appointed.

3463 FINANCE REPORT

- (i) Trading Update- the CFO reported on a positive trading position at this halfway point in the year.
- (ii) Subsidiary performance – the CFO summarised positive performance by each of the Group's subsidiary companies.

The CFO advised that an early draft budget would be available for discussion in January 2018.

The Chairman commended the management team on the vastly improved performance, noting that the Board is greatly encouraged by the figures.

- (iii) Capital Expenditure- taken as read.
- (iv) Passenger Journeys & Revenue Performance- taken as read.

3464 DFI CORRESPONDENCE

Minutes of DFI bi-annual meeting with the NITHC Board were noted.

3465 AD-HOC MATTERS FOR DISCUSSION/APPROVAL

A presentation on Pensions was provided.

3466 MAJOR PROJECTS KPI TRACKER

The Major Projects Tracker was noted by the Board.

3467 MINUTES OF COMMITTEE MEETINGS

The minutes of the Project Oversight Committee meeting held on 19th September 2017 and the minutes of the Board Audit & Risk Committee meeting held on 13th September 2017 were noted.

3468 ANY OTHER BUSINESS

- (i) BRT Update

A short promotional video was shown to the Board.

- (ii) Ulsterbus and Metro Fleet Replacement Vehicles 2017-2022

The GCE spoke to the tendering process undertaken. Details of the proposed awards of contracts were provided and were endorsed by the Board.

- (iii) Assurance Statement

The GCE spoke to the requirement for him to issue his mid-year Assurance Statement to DfI. The GCE issued a copy of same to the Board for consideration and noting.

3469 DATE OF NEXT MEETING

The next meeting will be on 15th November 2017.

SIGNED: _____ DATE: _____