

# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## **Minutes of the Board Meeting held on Wednesday 15<sup>th</sup> November 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)**
- H McCartan (HM)**
- A Reavey (AR)**
- B Mitchell (BM)**
- P O'Neill (COO)**
- M Sweeney (MS)**

**IN ATTENDANCE:**

- G Milligan (CSHR 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.

### **3470 WELCOME & APOLOGIES**

The Chairman welcomed members and confirmed there were no apologies.

### **3471 DECLARATION OF INTERESTS**

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

### **3472 MINUTES & ACTION LIST**

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

### **3473 CHAIRMAN & BOARD BUSINESS**

Chairman reported upon his attendance at Busworld where the "Glider" vehicle was officially launched with much media interest. In addition to the small delegation from Translink, the Lord Mayor was also in attendance at the event. The Chairman had the opportunity to meet with representatives from Van Hool and the Chairman reported that they were very complimentary about all of the Translink team.

The GCE commented that from a local perspective the local media had picked up the story and there had been a positive response to the vehicles.

MS reported upon a safety tour conducted at the Milewater Road Service Centre site. MS reported that high safety standards are being maintained.

HMcC reported upon a very positive safety tour conducted at Adelaide She also commented on a useful meeting she had with the Deport Improvement Team based at Adelaide, and was very impressed with the programme of work being carried out.

BM reported upon a tour of the training centre

Board Members voiced the benefits of them conducting safety tours and the opportunity they present for Board Members to meet staff.

#### **3474 SAFETY PERFORMANCE REPORT**

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

- (i) Injuries – a passenger fell as they retrieved their luggage at Europa bus centre sustaining a broken hip. The COO described current arrangements for luggage placement and retrieval. He advised that staff have been trained in manual handling and can, and do, assist passengers as required.

Minor incidents- the number of incidents recorded is down from last year; a positive trend.

- (ii) Vehicle Collisions– a slight increase in period largely occasioned as a result of the protrusion of vegetation.
- (iii) Statutory Reportable Incidents- none.
- (iv) Crime – a decrease in the number of incidents reported in the corresponding period last year.
- (v) Safety Tours- report noted.
- (vi) Significant events- events noted.

BM remarked on the consistent positive trends reported. MS commented that year to date progress on safety had been excellent. The Chairman commended progress made.

The GCE commended the positive influence generated by the new HSE Manager and focus on safety by Executive team.

#### **3475 GCE REPORT**

The GCE commented as follows:

- (i) Financial performance – impacted in period 7 due to storm Ophelia.

The GCE commented that the Irish Rail strike may adversely affect performance in period 8. Similarly, the threat of strikes within Bus Eireann may have an impact on uptake of cross border services.

The GCE advised that Christmas service offerings will begin shortly

The CFO stated that the Christmas services will present an opportunity to showcase the services Translink has to offer.

- (ii) Customer Service – Metro continued to be impacted by road schemes in and around Belfast.
- (iii) Punctuality & Reliability – improvements in punctuality and reliability were noted.
- (iv) Operations- The Chairman raised a query regarding the Enterprise service. The GCE advised that continuous improvement plans are being developed in collaboration with Irish Rail.

TD raised a query regarding plans for development of Metro. The GCE advised that the Head of Commercial Operations, David Cowan would later present on this.

- (iv) Commercial Operations – the corporate commuter initiative was highlighted. It was noted if successful this concept will be introduced to other corporate entities.
- (v) Major Capital Projects- taken as read.
- (vi) Human Resources– An update was provided on recruitment outreach exercises and initiatives being taken forward.
- (vii) Compliance- the Senior Company Solicitor provided an update on work undertaken with ORR on their Northern Ireland Guidance and Enforcement Policy.

#### **3476 FINANCE REPORT**

- (i) Trading Update- the CFO reported that revenues were impacted in period 8 due a fall in journey numbers caused by the two day disruption of Storm Ophelia.
- (ii) Subsidiary performance- the CFO summarised positive performance by each of the Group's subsidiary companies.

#### **3477 DFI CORRESPONDENCE**

Letter from DFI regarding new procedures for business cases dated 31<sup>st</sup> October 2017 was noted.

#### **3478 AD-HOC MATTERS FOR DISCUSSION/APPROVAL**

None.

#### **3479 MAJOR PROJECTS KPI TRACKER**

The Major Projects Tracker was noted by the Board.

**3480 MINUTES OF COMMITTEE MEETINGS**

The minutes of the Project Oversight Committee (POC) meeting held on 17<sup>th</sup> October 2017 and Summary notes for the Group Remuneration and Pensions Committee (GRPC) meeting held on 2<sup>nd</sup> November 2017 were noted.

**3481 ANY OTHER BUSINESS**

None to note.

**3482 DATE OF NEXT MEETING**

The next meeting will be on 17<sup>th</sup> January 2018.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

DRAFT