

# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## **Minutes of the Board Meeting held on Wednesday 17<sup>th</sup> January 2018 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.

### **3483 WELCOME & APOLOGIES**

The Chairman welcomed members and confirmed there were no apologies.

### **3484 DECLARATION OF INTERESTS**

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

### **3485 MINUTES & ACTION LIST**

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

### **3486 CHAIRMAN & BOARD BUSINESS**

The GCE advised that following final reallocations to key public services in 2017-18. DFI will receive an increase of £9.3 million some of which will be allocated to Public Transport which will contribute to addressing Translink's in-year deficit.

The Chairman welcomed the news of additional monies.

### **3487 SAFETY PERFORMANCE REPORT**

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

- (i) Injuries – Four incidences of major injuries were recorded. The COO advised that adverse weather during the December period had presented challenges and was a key contributing factor in the upturn of events reported during the period.
- (ii) Staff injuries- A small increase was reported attributable to slip/trips on ice at largely satellite depots.
- (iii) Vehicle Collisions– Adverse weather conditions contributed to a slight increase in vehicle collisions.
- (iv) Statutory Reportable Incidents- A decrease in the number of incidents in the same period last year was reported.
- (v) Crime – An impressive decrease was recorded in period compared to last year. The COO spoke about initiatives being carried out with PSNI. The Chairman and TD commended the work with the PSNI.
- (vi) Safety Tours- A positive report was provided. TD confirmed that a comprehensive report will be brought to the Board at year end.

### **3488 GCE REPORT**

The GCE summarised his report into a few key highlights:

- (i) Financial performance – Period 9 had been challenging due to adverse weather and traffic congestion. Nonetheless year to date revenues were up on budget.
- (ii) Punctuality & Reliability – Metro and Ulsterbus punctuality fell below targets mainly due to heavy traffic congestion and road works. The GCE updated members on work with DFI on the congestion issues.  
  
Rail punctuality was above customer charter targets on all corridors.
- (iii) Major Capital Projects- The update position on a number of the more significant projects were positively noted.  
  
Knockmore- the Ballast cleaning is progressing well.  
  
Central station- planning permission has been granted. The GCE advised members that the company intend to announce the new name for Central Station at the end February.
- (iv) Human Resources– CHSR Officer provided an update on recruitment work undertaken.

### **3489 FINANCE REPORT**

The CFO spoke to highlights in his report.

- (i) Trading Update- The CFO reported on a positive trading position.

- (ii) Subsidiary performance- The CFO reported on favourable results for the subsidiary companies.
- (iii) Capital Expenditure- The CFO reported on additional capital funding provided by DfI.
- (iv) Passenger Journeys & Revenue Performance- The CFO highlighted that overall passenger journeys were above budget and last year to date.

### **3490 DFI CORRESPONDENCE**

A letter from DFI regarding the Knockmore to Lurgan Track Rehabilitation dated 21<sup>st</sup> December was noted.

### **3491 AD-HOC MATTERS FOR DISCUSSION/APPROVAL**

~ *Elaine McElhill (Information Manager) joined the meeting* ~

- (i) Presentation on GDPR

Members noted the work being undertaken as regards GDPR preparedness and thanked Elaine for her informative presentation.

- (ii) Budget 2018/19 Assumptions

The CFO advised that this had been prepared and issued to members ahead of the budget which would formally be brought to the Board next month.

The CFO spoke to the detail of the assumptions that will form the basis of the budget.

- (iii) Stakeholder Briefing Document- NI Executive Budget

The GCE spoke to the Briefing Document which will be issued to key stakeholders who will be asked to respond.

### **3492 MAJOR PROJECTS KPI TRACKER**

The Major Projects Tracker was noted by the Board.

### **3493 MINUTES OF COMMITTEE MEETINGS**

The minutes of the Project Oversight Committee (POC) meeting held on 19<sup>th</sup> December 2017, Summary notes for the Group Remuneration and Pensions Committee (GRPC) meeting held on 22<sup>nd</sup> November 2017 and the minutes and summary notes for the Board Audit and Risk Committee (BARC) were noted.

In light of the collapse of Carillion matter, MS requested that BARC consider if a key supplier list could be prepared and reviewed on an annual or ad hoc basis if supplier liquidity concerns dictated to provide assurance as to continuity of supply. BM indicated that BARC would consider the issue albeit the CFO advised that a key supplier list was already in existence, having been prepared earlier in the year.

**3494 ANY OTHER BUSINESS**

The agenda for the next Board strategy day was discussed.

**3495 DATE OF NEXT MEETING**

The next meeting will be on 21<sup>st</sup> February 2018.

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