

# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## **Minutes of the Board Meeting held on Wednesday 21<sup>st</sup> March 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:** **Clare McLaughlin (Senior Company Solicitor)**

**APOLOGIES:** **Gordon Milligan (CCSHR Officer)**

### **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.

### **3496 WELCOME**

The Chairman welcomed members and noted one apology.

### **3497 DECLARATION OF INTERESTS**

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

### **3498 MINUTES & ACTION LIST**

The minutes of the February meeting were formally approved.

### **3499 CHAIRMAN & BOARD BUSINESS**

The Chairman and Board offered condolences to the CCSHR and his family on the passing of his mother.

The Chairman noted his attendance at the Ulster in Bloom prize-giving the previous week. He praised the Translink team's organisation of the event and clear attention to detail.

BM advised members that Martin Pitt will shortly be standing down from his position in PWC. BM advised that Kevin McAllister will take up Martin's role as Translink's Head of Internal Audit from June.

Members commended Martin on the calibre of his work and professionalism. Members resolved to write to Martin Pitt to express their appreciation for all his hard work and support.

BM also thanked the company for facilitating his attendance at very useful Audit Committee training on 20 March.

### **3500 SAFETY PERFORMANCE REPORT**

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

- (i) Passenger incidents- A slight increase in passenger injuries was reported; most of which would be considered “minor”.
- (ii) Staff injuries- A slight decrease in staff injuries was reported.
- (iii) Vehicle Collisions– An increase in collisions was reported, all minor. The COO spoke to work being undertaken to control and reduce the increase.
- (iv) Statutory Reportable Incidents- COO spoke to the statistics.
- (v) Safety Tours- The GCE confirmed a number of tours had been completed but reports had yet to be submitted.

The COO reported on a recent RAIB visit.

- (vii) Miscellaneous- The COO reported that Northern Excavators had been prosecuted in Craigavon Court for breach of Healthy and Safety legislation in connection with the Lissue bucket on the line incident.

### **3501 GCE REPORT**

The GCE summarised his report into a few key highlights:

- (i) Financial performance – Passenger journeys and revenues are healthy and ahead of budget despite being affected by school closures.
- (ii) Punctuality & Reliability – Improved across the business. The number of complaints received is down.
- (iii) Commercial Operations- There is a concerted focus on Glider promotional activity to include stakeholder engagement/communications.

The GCE advised that the Weavers Cross website has been launched.

- (iv) Major Capital Projects- It is hoped that a Belfast Transport Hub planning decision will be issued in or around the summer period.

MWR Service Centre- The GCE advised that this is on schedule.

Future Ticketing System- This is on programme. Software testing is continuing.

Knockmore to Lurgan Ballast Rehabilitation- Progressing well.

Central Station Refurbishment- Amey TPT has been appointed to assume responsibility for the Group's station and retail lettings.

- (v) Recruitment- the Chair asked the GCE to review resourcing plans and to keep the Board advised, as required.
- (vi) Enterprise Strategy- has been issued to key stakeholders for comment.

### **3502 FINANCE REPORT**

The CFO spoke to highlights in his report.

- (i) Trading Update- Operating profit was better than budget in this period.
- (ii) Subsidiary performance- The CFO reported on favourable results for the subsidiary companies.
- (iii) Capital Expenditure- The CFO gave assurances that this is being closely monitored.

### **3503 DFI CORRESPONDENCE**

A letter from DfI regarding the Rural Needs Act (NI) 2016 dated 28<sup>th</sup> February 2018 was noted. The implications for Departmental decisions connected to rural services were discussed.

Correspondence from DfI concerning arrangements for half fare pass holders with a visual impairment on Belfast Rapid Transit dated 6<sup>th</sup> March 2018, was discussed and noted.

A briefing note on the Translink Bus Fleet Replacement Programme was considered.

A further briefing note on Translink NI Railways capacity requirements- New Trains 3 was considered and discussed.

### **3504 AD-HOC MATTERS FOR DISCUSSION/APPROVAL**

- *Paul McGrattan, Head of IT joined the meeting to present on Cyber Security* -

- (i) Cyber Security Presentation- The Board thanked Mr McGrattan for his informative presentation.
- (ii) 2018/19 Budget and Outline Corporate Plan

Subject to the minor revisions the outline budget was approved by Members.

**3505 MAJOR PROJECTS KPI TRACKER**

The Major Projects Tracker was noted by the Board.

**3506 MINUTES OF COMMITTEE MEETINGS**

The minutes of the Project Oversight Committee (POC) meeting held on 20<sup>th</sup> February 2018, and the minutes and summary notes for the Board Audit and Risk Committee meeting held on 1<sup>st</sup> March 2018 were noted.

BM requested a presentation/update to Board on the entirety of the Belfast Transport Hub & wider Weavers Cross Project. The GCE advised that an update is due to the June board.

MS also reported on the proposal to purchase a further two Glider vehicles in an attempt to address concerns regarding anticipated operational difficulties arising from the 4-hour loading window and the taxi access to bus lanes trial. The GCE advised that the business case will be presented to DfI at the BRT Programme Board as a mitigation solution.

BM spoke to the Board Audit and Risk Committee meeting summary paper. He highlighted the CoPE Internal Audit report and advised that progress, as well as areas for improvement, were noted.

**3507 ANY OTHER BUSINESS**

None.

**3508 DATE OF NEXT MEETING**

The next meeting will be on 18<sup>th</sup> April 2018.

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