

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on Wednesday 20th June 2018 at 9.30am at Chamber of Commerce House, Belfast

- PRESENT:**
- F Hewitt (Chairman)**
 - C Conway (GCE)**
 - T Depledge (AD, Senior Independent Director)**
 - A Reavey (AR)**
 - B Mitchell (BM)**
 - P Anderson (CFO)**
 - P O'Neill (CBCO)**
 - H McCartan (HM)**
 - M Sweeney (MS)**
- IN ATTENDANCE:**
- G Milligan (GM, CCSHR Officer)**
 - P Rooney (GC, General Counsel & Company Secretary)**
- APOLOGIES:** **None**

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.

3536 WELCOME

The Chairman welcomed members to the meeting.

3537 DECLARATION OF INTERESTS

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

3538 MINUTES & ACTION LIST

The minutes of the previous meeting were formally approved. Matters and actions arising were discussed and noted.

3539 CHAIRMAN & BOARD BUSINESS

The Chairman spoke to the following:

- (i) Meeting with the Lord Mayor of Belfast, Deirdre Hargey;
- (ii) Successful Bus & Train Week stakeholder lunch which included the launch of the Enterprise strategic development plan along with presentations and panel discussion with Peter May, Anne Graham (CEO of National Transport Authority), Jim Meade (CEO, Irish Rail) and Frank Allen (Chairman of Irish Rail). The Chairman noted that the event was well attended and the RoadShare

film was inspirational and completely embodied the positive message regarding sustainable travel.

- (iii) Advised of his forthcoming meeting with Dr Len O'Hagan (Chairman of Northern Ireland Water) and David Dobbin (Chairman of Belfast Harbour) to discuss generally progressing infrastructure in Northern Ireland and future funding for both capital projects and maintenance.

3540 SAFETY PERFORMANCE REPORT

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

- (i) Vehicle Collisions: a considerable amount of analysis has been undertaken in relation to reducing collisions with resulting action plan developed. In the interim bus operations and engineering teams are focused on how to further increase safety performance and minimise operational risk.
- (ii) Statutory Reportable Incidents: noted positive downturn.
- (iii) Crime: CBCO confirmed a working alliance with PSNI continues to see significant reduction in the crime rates. MS and HM commended the positive impact and importance of working with PSNI. GCE advise that the information sharing between the Company and PSNI is very useful in reducing crime. The Chairman commended the work done in building a positive relationship between the Company and PSNI and asked that the Board appreciation is passed on to PSNI.

HM enquired about the arrangements for next year's safety tours are. GM confirmed that the Corporate HSE Manager will agree a schedule of tours with the members.

GCE commented on a proposed new format of Health and Safety reporting which will be brought to the Safety Committee for approval.

3541 GCE REPORT

GCE remarked on the very successful Bus & Train week. Of specific note was the launch of the Enterprise strategic development plan, which was well received and the panel discussion which focused on meaningful and impactful policy agenda items. GCE noted the very informative presentation by Anne Graham, CEO of the National Transport Authority of Ireland

GCE, along with Peter May, addressed the Northern Ireland Infrastructure Investment Conference earlier this month.

GCE was pleased to welcome the Secretary of State for Northern Ireland, Karen Bradley MP, on-board a Glider. In particular, he noted the importance of this flagship project being supported at the highest levels of government.

The Board took the report as read, and invited GCE to comment on the following:

- (i) Financials: Noted.
- (ii) Passenger Journeys: - journey numbers remain encouraging and continue to increase year to date and above 2018/19 budget.
- (iii) PR and Communications: - The Roadshare event took place in Oxford Street on 3 June with 90 cars, 105 people, 50 bikes and was used to launch

Bus & Train week. The Chairman congratulated the team behind the Roadshare video, applauding the impactful style and edit.

- (iv) Capital Projects: - (i) Future Ticketing System – GCE and CFO visited Parkeon regarding the delivery of the ticketing system for Glider. (ii) Central Station Refurbishment and Renaming
- (v) HR: GM noted initial results of the employee survey were positive. GM commented on the Company’s annual “State of the Nation” conference as an opportunity for employees to learn more about the Company’s “One Translink, One Team” strategy, with a particular focus on embracing technology to improve productivity and efficiency. GM thanked the Chairman for his attendance and for his address to the conference.
- (vii) Stakeholder Engagement: - GCE noted the significant achievement in being awarded the Sliver CORE Award from Business in the Community.

3542 FINANCE REPORT

In light of the annual report and accounts, the CFO took his periodic financial report as read.

3543 DFI CORRESPONDENCE

Dfi correspondence noted.

3544 AD-HOC MATTERS FOR DISCUSSION/APPROVAL

(i) Presentation relating to Belfast Transport Hub & Weavers Cross Regeneration project

- *John Glass and Duncan McAllister joined the meeting-*

John Glass and Duncan McAllister presented on the Belfast Hub and Weavers Cross Regeneration project to Board members.

The Board provided feedback and thanked Mr Glass and Mr McAllister for their efforts.

- (ii) BM, Chairman of the Board Audit & Risk Committee, opened the item of approval of the annual report & accounts, with an overview of the Committee’s review and scrutiny of the annual report and accounts in recent weeks. He invited CFO to provide his views and recommendations to the Board on these and related items.

The CFO guided members through his Executive Summary paper which provided a useful path through the nineteen components of the suite of materials.

DECISION: After taking into consideration members’ comments, the Board unanimously approved the annual report and accounts which comprises:

- **Group annual report and accounts;**
- **Trading subsidiary accounts for NITHC, Northern Ireland Rails Company, Ulsterbus and Citybus;**

- **Non-Trading subsidiary accounts for Flexibus Limited, NIR Networks Limited, Translink (NI) Limited;**
- **Letters of representation in support of financial statements;**
- **Pensions and compensation payments;**
- **Hi Park rental statements.**

3545 MAJOR PROJECTS KPI TRACKER

The Major Projects Tracker was noted by the Board.

3546 MINUTES OF COMMITTEE MEETINGS

The minutes of the Project Oversight Committee (POC) meeting held on 15th May 2018, and the minutes for the Board Audit and Risk Committee meeting held on 13 June 2018 and the report for the Group Remuneration and Pensions Committee 18 June 2018 were noted.

3547 ANY OTHER BUSINESS

The Board had a discussion on the branding strategy of the Company and GCE confirmed URBV as a new sub-brand of Ulsterbus.

The July meeting will include a trip on Glider and visit to Milewater Service Centre.

3548 DATE OF NEXT MEETING

18 July 2018

SIGNED: _____ DATE: _____
Chairman