

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on 15 May 2019 **at 9.30am, The Boardroom, 22 Great Victoria Street, Belfast**

PRESENT: Frank Hewitt (Chairman)
Chris Conway (GCE)
Anthony Depledge (AD, Senior Independent Director)
Angela Reavey (AR)
Patrick Anderson (CFO)
Philip O'Neill (CBCO)
Hilary McCartan (HM)
Mark Sweeney (MS)
Bernard Mitchell (BM)

IN ATTENDANCE: Gordon Milligan (GM, CCSHR Officer)
Priscilla Rooney (GC, General Counsel & Company Secretary)

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.

3652 WELCOME AND APOLOGIES

The Chairman welcomed members to the meeting.

3653 DECLARATION OF INTERESTS

No interests were declared in relation to the meeting.

3654 MINUTES & ACTION LIST

The minutes of the previous meeting were formally approved.

All actions arising from the previous meeting were noted as completed.

3655 SAFETY REPORT

The Board took the report as read, CBCO noting the following:

While still early in the new financial year, trends remain broadly positive against targets.

- (i) Accident Incident Rate: While marginally above the target, CBCO noted that this reflects better internal reporting of such incidents by employees and assured the Board that the Corporate HSE Manager is preparing to launch an

awareness campaign on the subject of slips, trips and falls, to continue to try to improve the accident incident rates.

- (ii) Noteworthy incident: The Company continues to work with external partners such as TNI and PSNI to highlight risks at public level crossings and with the objective of reducing traffic violations.

3656 GCE REPORT

The Board took the report (and KPI summary) as read, and the Chairman invited GCE to speak on the following:

- (i) Financial: Year-end end accounts will be presented to the Board at the June meeting.
- (ii) Operations: GCE noted the excellent work of employees in their response to the forest fires in Tollymore Forest Park on Easter Sunday, who assisted by providing buses to transport residents to safety.
- (iii) Commercial Operations: BM offered his congratulations to the Contact Centre for their excellent performance.
- (iv) Major Capital Projects: Belfast Transport Hub the Hub team were continuing to prepare cost updates and were undertaking any preparatory work during the 90-day stand still period.
- (v) GCE Assurance letter- Annual Assurance letter to DfI was noted by the Board.

3657 FINANCE REPORT

The Board took the paper as read. The CFO noting the following highlights.

- (i) Overview of Period 12, 2018/19: The Group's 2018/19 statutory accounts will be presented to the Board in June.
- (ii) Provisions - The Board reviewed the 2018/19 report on provisions and confirmed that the amounts provided represent a reasonable estimate of the probable funds outflow based on the information provided.

APPROVAL: The Board approved latest position on provisions and confirmed that the amounts provided represent a reasonable estimate of the probable funds outflow based on the information provided.

3658 DFI CORRESPONDENCE

The Board took the correspondence as read.

3659 AD HOC PAPERS

The Board took the papers as read.

3660 MAJOR PROJECTS KPI TRACKER

The Major Projects Tracker was noted by the Board.

3661 MINUTES OF COMMITTEE MEETINGS

The minutes of the Project Oversight Committee meeting held on 16 April 2019 were noted by the Board as read.

The minutes of the Board Audit and Risk Committee held on 1 May 2019 were noted by the Board as read. BM advised the Board that the Internal Audit plan for 2019/20 was agreed at the meeting.

Action: GC to bring the updated Terms of Reference for the Board Audit and Risk Committee to the June Board for approval.

3662 ANY OTHER BUSINESS

The Board discussed the imminent expiration of a number of Board appointments.

3663 DATE OF NEXT MEETING

19 June 2019

SIGNED: _____ DATE: _____
Chairman