

# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## **Minutes of the Board Meeting held on 24 July 2019** **at 10.00am The Boardroom, 22 Great Victoria Street, Belfast**

**PRESENT:**           **Chris Conway (GCE)**  
                          **Anthony Depledge (AD, Acting Chairman)**  
                          **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.

#### **3677 WELCOME AND APOLOGIES**

The Acting Chairman<sup>1</sup> welcomed members to the meeting.

#### **3678 DECLARATION OF INTERESTS**

No interests were declared in relation to the meeting.

#### **3679 MINUTES & ACTION LIST**

The minutes of the previous meeting were formally approved.

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

#### **3680 CHAIRMAN & BOARD BUSINESS**

The Board noted the expiry of Frank Hewitt's term as Chairman and Director of the Company (and its subsidiaries) on 30 June 2019.

#### **3681 SAFETY REPORT**

The Board took the report as read, CBCO noting the that there were a number of tragic fatalities since the previous Board meeting, although in each instance, the

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<sup>1</sup> AD was nominated at the previous Board meeting, to act as Chairman (Acting Chairman) for today's board meeting.

Company was not directly involved. They will form part of the next Board Safety Report. The Board noted the update recognising the impact that these events had on the families of the bereaved, staff and customers.

### **3682 GCE REPORT**

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

- (i) The Open: the GCE was pleased to advise the Board of the success of the Company's role in The Open golf championship which took place recently in Portrush. Work had been ongoing by the team for 2 years prior to the event, where the Company worked closely with key stakeholders. The Acting Chairman congratulated the GCE and the team for their hard work and success throughout the staging of The Open event.
- (ii) Financial: The financial position is broadly trending with that reported last month. The Executive team continue to proactively review budgets and implement appropriate recovery action plans, where necessary.
- (iii) Passenger Numbers: Trending strongly at 0.7m above target.
- (iv) Customer Service: NIR service delays indicated a 33% improvement on the same Period last year. While Metro punctuality was below target, it was holding position from the previous Period. A Metro Refresh project is planned, which will include schedule changes and punctuality improvements, to be rolled out over the summer, with an aim of improving service performance for Autumn/Winter 2019. Metro and Ulsterbus reliability performance remains strong.
- (v) Digital Services: eCommerce sales showed an increase of 40% year-to-date.
- (vi) Major Capital Projects: BTH - 90-day post planning standstill period completed successfully. Ticketing - ABT project timeline is nearing completion with Flowbird, with expected delivery and implementation over 2020/21.
- (vii) The Company's participation in the Belfast Pride celebrations, as part of the Company's Equality and Diversity programme was commended by AR as a very positive message.

### **3683 FINANCE REPORT**

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

- (i) The trends evidenced and previously reported to the Board continue through to Period 3. The first in-year forecast exercise, which usually takes place in September, has been brought forward to August and will be reported to the Board in September.  
MS commented that he was pleased that the Board was sighted on the variances at an early stage and took assurance that the Executive team were taking appropriate actions. The CFO emphasised the very challenging nature of the 2019/20 budget.

### **3684 DFI CORRESPONDENCE**

The Board took the correspondence as read.

**3685 AD HOC PAPERS**

None to note.

**3686 MAJOR PROJECTS KPI TRACKER**

The Major Projects Tracker was noted by the Board.

**3687 MINUTES OF COMMITTEE MEETINGS**

The minutes of the Project Oversight Committee meeting held on 18 June 2019 were noted by the Board as read.

MS and GCE spoke to the evaluation result for the contract tender submissions relating for the enabling works on the Belfast Transport Hub project and made recommendations to the Board.

**Decision: The Board approved and agreed the appointment of the successful tenderer.**

**3688 ANY OTHER BUSINESS**

BM advised Board members that he supported a proposal brought to him as BARC chairman, by the CFO and GC, to use Internal Audit contingency days to have PwC review, analyse and make recommendations in relation to the collation and presentation of Board Effectiveness Survey responses provided by Board members. HM supported the proposal and agreed that the approach was in line with good corporate governance.

BM nominated AD to continue to act as chairman (Acting Chairman) for subsequent Board meetings, until such times as a new Chairman was appointed.

**Decision: The proposal was approved by the Board.**

**3689 DATE OF NEXT MEETING**

17 September 2019.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chairman (Acting)