

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on 16 October 2019 at 9.30am 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: Priscilla Rooney (GC, General Counsel & Company Secretary)

APOLOGIES: Gordon Milligan (GM, CCSHR Officer)

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.

3700 WELCOME AND APOLOGIES

The Acting Chairman¹ welcomed members to the meeting and noted one apology.

3701 DECLARATION OF INTERESTS

No interests were declared in relation to the meeting.

3702 MINUTES & ACTION LIST

The minutes of the previous meeting were formally approved.

All actions/decisions arising from the previous meeting were noted.

3703 CHAIRMAN & BOARD BUSINESS

The Acting Chair confirmed to members that The Northern Ireland (Ministerial Appointment Functions) (No.2) Regulations 2019 was debated and passed through Parliament on 7 October 2019 and DfI would update members as to the appointment process for members and a new Chair in the Bi Annual meeting that afternoon.

¹ AD was nominated to act as Chairman (*Acting Chairman*), until such times as a new Chairman was appointed [3685].

The Board discussed the Administration of Wrightbus and the potential impact and effect on Translink. The Board were reassured that Management were taking appropriate steps to understand and mitigate potential impacts.

3704 SAFETY REPORT

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

- (i) Safety Performance Indicators: The trend in accident incident rates whilst down on the comparable period last year, continues to trend slightly above target, while passenger injury rates remain below target.
- (ii) Safety Oversight Committee: The Acting Chairman summarised for members the report from the DVTA in relation to recent activity and roadside inspections of Company vehicles. He noted that performance compares very well with the results in GB and across the industry in terms of quality.

3705 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) Financial: Revenues have shown recent improvement and challenges remain with operating costs.
- (ii) Customer Service: Metro punctuality remains challenging as diversions due to the Primark fire road restrictions coupled with a number of road work schemes impacted on services in the North of the city. Work is ongoing with DfI Roads to consider reinstating bi-directional bus operation on Royal Avenue to reduce delays. The Board discussed the significant positive impact that increased bus prioritisation could make to punctuality and improvement in journey times for passengers.
- (iii) Commercial Operations: New ticket vending machines shall be introduced at both Belfast airports. In response to the Youth Forum engagement, the 'Happy or Not' digital service is being rolled out to aid with measuring customer service.
- (iv) PR & Comms: The Company has been shortlisted in the UK bus awards in 11 categories.
- (v) Major Capital Projects:
 - a. Derry-Londonderry Active Transport Hub – soft opening of the refurbished station is scheduled for 21 October 2019 and the completed station by Summer 2020.
 - b. Ticketing – The team is working towards the launch of a new handheld device to allow for contactless payments on NI Railways by end March 2020.
- (vi) HR: Employee Recognition - The Long Service Awards will take place in City Hall on 4 December for those employees who have reached 35 years' service. Recognition letters have been issued to all employees who supported the Open golf event, with pins being distributed in early November.
- (vii) Legal & Governance: The No-Deal Brexit corporate risk register was discussed by members.

- *John Thompson joined the meeting and presented an overview of the Corporate Responsibility Review 2018/19.*

The Board thanked John for his continued excellent and effective work in this area.

3706 FINANCE REPORT

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

- (i) The Group revenues have shown recent improvement.
- (ii) The Executive team continue to proactively review budgets and implement action plans, where necessary. HM welcomed the focused and targeted approach to the budget.
- (iii) Provisions - The Board reviewed the provisions for period 1 April 2019 to 29 September 2019.

APPROVAL: The Board approved latest position on provisions and confirmed that the amounts provided represent a reasonable estimate of the probable funds outflow arising from the various categories of provision, based on the detailed information provided.

- (iv) Capital Expenditure – Bids have been made to DfI in the September monitoring round, for additional capital for bus procurement, bus capital, rail capital and BRT.

3707 DFI CORRESPONDENCE

None to note.

3708 AD HOC PAPERS

None to note.

3709 MAJOR PROJECTS KPI TRACKER

The Major Projects Tracker was noted by the Board.

3710 MINUTES OF COMMITTEE MEETINGS

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

3711 ANY OTHER BUSINESS

The Board discussed the agenda for the Bi-Annual Meeting with DfI, which was to immediately follow the meeting.

3712 DATE OF NEXT MEETING

20th November 2019.

The Acting Chairman and GCE to consider scheduling a short Board meeting in December and confirm with members.

SIGNED: _____ DATE: _____
Chairman (Acting)