## NORTHERN IRELAND TRANSPORT HOLDING COMPANY

## Minutes of the Board Meeting held using Microsoft Teams

On 21 April at 9.30am

**PRESENT: Michael Wardlow (Chair)**

**Chris Conway (GCE)**

**Anthony Depledge (AD, Senior Independent Director)**

**Mark Sweeney (MS)**

**Angela Reavey (AR)**

**Hilary McCartan (HM)**

**Bernard Mitchell (BM)**

**Patrick Anderson (CFO)**

**Philip O’Neill (PON)**

**IN ATTENDANCE: Gordon Milligan (GM, CCSHR Officer)**

**APOLOGIES: Priscilla Rooney (GC, General Counsel & Company Secretary)**

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.

**3901 WELCOME AND APOLOGIES**

The Chair welcomed members to the meeting.

**3902 DECLARATION OF INTERESTS**

No interests were declared.

**3903 MINUTES & ACTION LIST**

The minutes of the previous meeting were formally approved, and actions noted as completed.

**3904 CHAIR & BOARD BUSINESS**

The Chair updated members that the process to advertise the Non-Executive Director positions for the Group was being advanced.

**3905 SAFETY REPORT**

The Board took the report as read and GCE highlighted the following salient points:

1. Safety Performance Indicators Summary: A summary of the 3 statutory reportable incidents was provided.

Corporate Responsibility: Translink has been awarded the Business in the Community Gold CORE standard and the Group was complemented on the strength of its corporate responsibility. The Board commended this achievement and the Group’s enthusiasm in this area.

**ACTION:** GCE to coordinate a presentation on the Corporate Responsibility strategy for the Board.

1. GCE briefed the Board on range of operational protocols, contingency planning and safety measures aimed at safeguarding passengers and providing support to staff.

**3905 GCE REPORT**

The Board took the report (and KPI summary) as read, and the GCE highlighted the following

1. Financial: The full financial year due to year end close will be presented to the Board in May. The forecast for year-end indicates a profit, primarily due to the additional Covid-19 financial support received from DfI.
2. Commercial Operations: The Digital Team successfully launched the Park and Ride option on the Journey Planner and Web site.
3. HR: The recent employee pulse survey, which was conducted through the employee app and Ulink, focused on safety, communications and wellbeing. There were over 800 responses and the feedback has been very positive and will inform future plans.

Information Services: The focus on cyber security remains a priority for the Group and includes the roll-out of an online training module for all users. The IS manager continues to share best practice across the public sector. GCE commented that he had received communication acknowledging the recent presentation provided to the DfI.

**3906 FINANCE REPORT**

The Board took the paper as read and the CFO highlighted the following salient points:

1. Overview of Period 12: The CFO asked the Board to note that results for Period 12 were in draft, as the full financial year are not yet available as the year end accounting close-down cycle is still in progress. These will be presented to the Board in May 2021 and will form the basis of the year end statutory accounts, which will be presented to BARC in June and thereafter the Board for approval.
2. LBE 3:  The CFO provided the Board with an update on the year end cash position and advised members that the Group’s Treasury Advisers were assisting in how this should be managed going forward.

The provisional year end capital expenditure position was presented, which was subject to confirmation, and indicated full spend.

It was noted by the Board that the Group has not yet received confirmation of its budget allocations for 2021/22, following the presentation of same by the CFO to senior DfI officials in March 2021.

**3907 MAJOR CAPITAL PROJECTS**

The additional Major Projects Tracker and summary was noted by the Board. The GCE highlighted that the Belfast Transport Hub procurement processes are progressing to plan.

**3908 DFI CORRESPONDENCE**

The Board noted the DfI correspondence relating to the PSA. The Board discussed the correspondence and while welcoming the assurances provided, raised a number of concerns in relation to the process. It was agreed that members would consider this complex matter further, and raise any further concerns with the GCE, who would collate comments and discuss these with DfI

**3910 AD HOC PAPERS**

**ABT:** The CFO presented an overview of the work done for the introduction of Account Based Ticketing, as requested by the Board at its September 2020 meeting.  He highlighted the input and guidance received from the SID in completing this work and advised that this was also discussed at the previous day’s Project Oversight Committee.  The Board noted this and were assured by the detailed analysis and thoroughness applied in this process.

It was noted by the GCE that the Executives would continue to liaise with the SID as the project develops.

The GCE presented the Building Back Route Map. Board acknowledged their support for the carefully considered, inclusive and co-ordinated approach being undertaken.

**3911 MINUTES OF COMMITTEE MEETINGS**

The minutes of the Project Oversight Committee meeting held on 16 March 2021 were noted by the Board as read.

On behalf of the POC, MS (as Chair of the POC) made the following recommendation, and sought the approval of the Board, to the Class 4000 Asset Renewal Project – Phase 3.

**DECISION:** The Board approved the recommendation of this further Phase of Project.

HM (as Chair of the GRPC) provided the Board with an update on GRPC activity.

**3912 ANY OTHER BUSINESS**

None

**3913 DATE OF NEXT MEETING**

19 May 2021

SIGNED: Michael Wardlow\_\_\_\_\_ DATE: 11/6/2021\_\_\_\_

 Chair