NORTHERN IRELAND TRANSPORT HOLDING COMPANY

**Minutes of the Board Meeting held using Microsoft Teams On 28 July at 9.30am**

**PRESENT: Michael Wardlow (Chair) Chris Conway (GCE)**

**Anthony Depledge (AD, Senior Independent Director) Mark Sweeney (MS)**

**Angela Reavey (AR) Patrick Anderson (CFO) Philip O’Neill (PON)**

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

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

**APOLOGIES: Hilary McCartan (HM)**

**Bernard Mitchell (BM)**

**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.

# 3940 WELCOME AND APOLOGIES

The Chair welcomed members to the meeting and noted the apologies.

# 3941 DECLARATION OF INTERESTS

No interests were declared.

# 3942 MINUTES & ACTION LIST

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

# 3943 CHAIR & BOARD BUSINESS

The Chair updated members on the competition for Non-Executive Director positions for the Group and confirmed the interview process was underway.

# 3944 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 4 statutory reportable incidents was provided.
2. Work is underway on a ‘Focus’ campaign, designed to remind staff, as they return to full schedules, of the importance of focusing on work activities and being mindful of distractions and changes in behaviour post Covid19.
3. Covid 19 – GM updated the Board as to the ongoing Covid-safe messaging which was shared across all modes of internal communication. The Safe Return to Work plan is currently being progressed via line management and weekly HOD meetings.

GCE has sought for the 1m social distancing restrictions on public transport to be lifted to allow for increased capacity (subject to agreement by the NI Executive). The Board supported the request and discussed the potential for the lessening of restrictions in the coming weeks.

GCE updated the Board on a recent fire on a Goldline vehicle and the advised that a technical investigation was underway to determine the cause of the fire. DfI were updated throughout and were content with how the incident was managed. The Board commended the operational teams on their handling of this difficult situation.

# 3945 GCE REPORT

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

1. Financial: Group revenues for the period were above budget, predominantly due to an increase in fare paying passengers revenues.
2. Passenger Journeys: Whilst there remains evidence of some recovery as restrictions are eased, the period reflected 37% less passenger journeys than the same period pre-Covid.
3. Service Operations: The operational focus has been on continued delivery in accordance with existing restrictions. The full railway timetable was reinstated from June and bus services moved to their usual summer timetable from July.
4. Commercial Operations: Preparation and engagement with the Education Authority has commenced for the return of the school services in September. The digital team has continued the roll out of digital timetables and are working with the RNIB to evaluate the ‘text to talk’ capabilities of the displays.
5. HR: GM commented on the virtual State of the Nation, where almost 350 employees joined and provided very positive feedback on the event. The recent apprenticeship recruitment drive attracted nearly 500 applicants and indicated an increase in the number of female candidates. GM informed the Board that the Translink Pride celebration would take place virtually on 29 July with a speaker from the Rainbow Project attending. Metro and Urby buses would also be decorated for 2 weeks to mark the occasion.

# 3946 FINANCE REPORT

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

1. Overview of Period 3: The CFO was encouraged by the positive results for the period and a positive start to the first quarter of the financial year. The Group operating loss year to date is favourable to the budget due to above budget passenger revenues and savings in operating, engineering costs and overheads.
2. Revenue Baseline Allocation: Revenue funding allocation has been confirmed by DfI.

# 3947 MAJOR CAPITAL PROJECTS

The additional Major Projects Tracker and summary was noted as read by the Board. The GCE advised that the team was engaging with DfI on the FBC for the Belfast Transport Hub and this would be presented to the Board in September prior to the formal issue to DfI. GCE advised the Board that the evaluation process was nearing completion, following which feedback letters would being issued to the bidders in relation to the main works tender.

**ACTION:** GCE to present the Belfast Transport Hub FBC to Board in September for approval.

# 3948 DFI CORRESPONDENCE

The Board noted the DfI correspondence as read, following which the Board discussed the challenges relating to DACs for proprietary software and related reporting obligations.

**ACTION:** GCE to respond to DfI on the specific matter of proprietary software DACs.

# 3949 AD HOC PAPERS

* *John Thompson joined the meeting and presented to the Board on the Corporate Responsibility Strategy (CSR).*

Following the presentation, the Board thanked John for his work in CSR. Members commended the strong leadership and the external recognition received by the Group in this area and were encouraged by the focus placed on employee mental health.

John Thompson left the meeting.

The GC presented a paper and draft Modern Slavery Statement to the Board. The Board discussed the detail of the paper and approved the Statement.

**DECISION:** The Modern Slavery Statement was approved and will be signed by GCE on behalf of the Board and published on the Group website.

# 3950 MINUTES OF COMMITTEE MEETINGS

The minutes of the Project Oversight Committee meeting and minutes of the Safety Oversight Committee both held on 15 June 2021 were noted by the Board as read.

# 3951 ANY OTHER BUSINESS

The Board extended well wishes to HM for a swift recovery.

# 3952 DATE OF NEXT MEETING

15 September 2021.

SIGNED: Michael Wardlow DATE: 13/10/21 Chair