# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## Minutes of the Board Meeting

## 27 July 2022 | 9.30am | Boardroom, 22 Great Victoria Street, Belfast (\*via Microsoft Teams)

**PRESENT:** Michael Wardlow, (*Chair*)

Chris Conway (*GCE*)

Patrick Anderson (*CFO*)

Gordon Milligan (*CHRO*)

Edward Wills (*EW*)

Mike Brown (*MB*)\*

Marie Mallon (*MM*)

Sharon O’Connor (*SO*)

Tzvetelina Bogoina – Seenan[[1]](#footnote-2) (*TBS*)

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

**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.

**4070 WELCOME AND APOLOGIES**

The Chair welcomed members to the meeting and noted no apologies.

**4071 DECLARATIONS OF INTERESTS**

MB updated the Board on his recent appointment as Chair of the Rail Safety and Standards Board.

**4072 MINUTES & ACTION LIST**

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

**4073 CHAIR & BOARD BUSINESS**

The Chair apprised the Board of his recent meeting with the Permanent Secretary and discussed generally the positive and engaging meeting with the Minister at the previous Board meeting.

On behalf of the Board, the Chair extended his deepest sympathy to MM on her recent family bereavement.

**4074 SAFETY**

The Board took the report as read and expressed their concerns around anti-social behaviour, offering support to colleagues. The CHRO highlighted the following additional matters:

1. Statutory Reportable Incidents: The physical assault of a CRPO by two passengers on board the Glider was reported to HSENI and PSNI. A Glider wheel spat incident is currently being investigated and in the interim all wheel spats have been removed. GCE noted a Category A SPAD on the Enterprise relating to rail speed which did not fall within the period. It was self-notified by the driver and will be fully investigated and brought to the SOC.
2. Significant/Noteworthy: A driver reported a warning light message on one of the battery electric vehicles relating to the braking system. Due to potential significant impact, all vehicles were temporarily withdrawn from service until a thorough investigation had been completed. This has now been resolved and vehicles have resumed normal service.
3. Employee Wellbeing: A summary of key initiatives will be highlighted to the Board in the monthly report.

**4075 GCE REPORT**

The Board took the report, KPI summary and Major Project summary as read, and the GCE highlighted the following:

1. Financials: Period 3 financial results reflect a busy month, with Group revenues above budget.
2. Infrastructure: Initial capital funding allocation has been confirmed by DfI. MB inquired about the Group’s recruitment and retention strategy, given the significant capital projects programme. CHRO updated the Board on recruitment plans particularly in relation to attraction and retention, this included extension of the hybrid working policy, succession planning, bus driver recruitment campaign and apprentice training programmes.
3. Commercial Operations: The Translink Youth Forum has been a successful initiative over the past number of years. New recruits have recently been added and introductory workshops planned. The second wave of the passenger monitoring results concluded an 89% combined satisfaction rate.
4. Legal & Governance: The GC guided the Board through the proposed updated Modern Slavery Statement 2021-22. The Board supported the paper and the ongoing actions by the Group.

**APPROVAL:** The Board approved the Modern Slavery Statement 2021-22.

1. Major Capital Projects – Noted as read. TBS assured the Board that the detail set out in the Major Capital Projects report was considered by POC and the teams had evidenced their capability in successfully delivering full spend of the capital funding last year (ending March 2022).

**4076 CFO REPORT**

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

1. Period 3: The CFO was encouraged by the positive results for the period and a strong start to the financial year. The Group operating loss year to date is favourable to the budget due. The first full year forecast (LBE1) will be presented to the Board in September and will reflect Period 5 results. The Board remarked on the encouraging revenue performance during the quarter.
2. Capital Allocation: The initial capital funding allocation had been confirmed, however further notification of additional funding has now been received from DfI. The current forecast spend of funding is as expected at this early stage in the financial year.
3. Supplier Engagement Day: Together with InterTrade Ireland the Group welcomed more than 480 businesses, including SMEs, to a unique ‘Meet the Buyer’ event in Titanic, aimed at helping businesses to sell their products and services to us and navigate the procurement process. The Board congratulated the CFO and the team on the proactive approach and innovative event.

**4077 CHRO REPORT**

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

1. Employee Relations: Initial pay claims for 2022/23 have been received with the majority of members seeking salary increase. The teams will continue to track local and national settlement trends, as well as public sector remits.
2. EDI: The Group will be supporting Belfast Pride and joining the parade on 30 July.

**4078 DFI CORRESPONDENCE**

Noted as read. The Board welcomed the enhancement of capital budget and the approval from DfI.

**4079 AD HOC PAPERS**

The Board took the papers as read.

* *Duncan McAlister, Len McComb and Des Taggart joined the meeting and presented on the Weavers Cross Regeneration Project.*

Following the presentation, the Board had a Q&A session. The Board thanked the team for their presentation.

Duncan McAlister, Len McComb and Des Taggart left the meeting.

**4080 MINUTES OF COMMITTEE MEETINGS**

The minutes of the POC meeting held on 14 June 2022, the minutes of the BARC meeting held on 11 April 2022 were taken by the Board as read.

MB also noted the POC meeting held the day before (26 June), in particular:

* Portrush to Coleraine Re-Signalling and S&C Renewal – where the Strategic Outline Case was approved by POC. MB and SOC commented that the BCR would have to be assessed further when the project business case came for approval but agreed that they were content to approve the process of the Strategic Outline Case.

**4081 ANY OTHER BUSINESS**

The Board requested that the proposed dates for Board meetings during 2023 are circulated.

**ACTION:** GCE to circulate 2023 Board meeting dates to members.

**4082 DATE OF NEXT MEETING**

21 September 2022.

**SIGNED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_18/10/2022\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair

1. Senior Independent Director [↑](#footnote-ref-2)