

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Summary Minutes of the 219th Board Meeting held on Wednesday 18th January at 9.30am at Chamber of Commerce House, Belfast

PRESENT:

- F Hewitt (Chairman)**
- T Depledge (AD, Senior Independent Director)**
- P Anderson (CFO)**
- C Conway (GCE)**
- H McCartan (HM)**
- B Mitchell (BM)**
- P O'Neill (COO)**
- A Reavey (AR)**
- M Sweeney (MS)**

IN ATTENDANCE:

- G Milligan (CCSHR Officer)**
- J P Irvine (General Counsel & Company Secretary)**

APOLOGIES:

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.

3351 WELCOME

The Chairman opened the meeting by wishing everyone a successful 2017.

3352 DECLARATION OF INTERESTS

No interests (other than those declared already in the register) were noted.

3353 MINUTES & ACTION LIST

The Minutes of the 218th previous meeting were reviewed and formally approved. Matters and actions arising were discussed and noted.

3354 CHAIRMAN & BOARD BUSINESS

The Chairman reported on the following:

- (i) A meeting took place in December between the Chairman, GCE, the Minister and the Minister's team. The imperative of having an effective public transport system for Northern Ireland was discussed.
- (ii) An upcoming meeting was scheduled with the Chair of Irish Rail

- (iii) A local Brexit forum hosted by Department for Infrastructure had taken place this week. AD and the General Counsel had attended and updated board members on primary themes of relevance to Translink.

3355 SAFETY REPORT

The COO spoke to the following highlights and observations:

- (i) Major and Minor injuries –A reduction in Metro passenger injuries, and consequently the cost of claims, was welcomed.
- (ii) Vehicle Collisions –It was noted that the instances of 3rd party/others causing collisions showed a slight increase in the last period.
- (iii) Crime / PSNI Interface – The number of assaults and other criminal activities were noted. A meeting with an Assistant Chief Constable was highly productive, leading to a useful quarterly forum in future.
- (iv) Staff Safety / Crime Reduction – Members were informed about the pilot introduction of on-body cameras which would help protect the company and its staff. The use of cameras as a tool for detection and deterrent was commended.

3356 GCE Report

The GCE highlighted the following:

- (i) Christmas Capacity – The increase in passenger volumes was encouraging.
- (ii) Financial results – The financial contribution resulting from the upturn in seasonal passenger numbers was positive. Granular analysis of promotions and resulting route profitability would follow.
- (iii) Customer Services – Intermittent service issues on the Derry/Londonderry line had been experienced whilst the signalling systems bedded in. Lessons learned would be considered for future reference.
- (iv) PFG /Flagship Projects – The GCE reported progress in relation to the North West Hub land purchase. The Chairman passed on recent indications from government that Flagship Projects should continue as planned.
- (v) Employee Engagement Survey –Actions flowing from the survey would be captured and delivered, so that employees would see the value of the survey.
- (vi) BRT / Duncrue – The interdependencies between BRT Duncrue Street were discussed. It was noted that BRT was within its timeline and remained on track.

- (vii) Regulation by the Office of Rail & Road – The GCE confirmed that ORR would have formal powers to regulate some of Translink’s rail functions from January 2017 onwards. The General Counsel and the COO confirmed the legal rationale for this shift to independent regulation.
- (viii) Business Improvement – Members were informed about a recent appointment of a dedicated business improvement manager. The suite of early projects to be taken forward along with planned progress reports was commended.
- (ix) Awards – Board members congratulated all staff for Translink’s nominations for a number of upcoming industry awards.

3357 FINANCE REPORT

- (i) Overall Trading Position –positive news on Period 9 across passenger numbers, revenues, and performance against budget was reported.
- (ii) Subsidiary performance – The CFO summarised performance by company.

3358 DFI CORRESPONDENCE

A sequence of correspondence dated 9 November 2016, 22 November 2016 and 4 January 2017 on the subject of bi-lingual signage on bus services in Derry City was recorded.

3359 AD-HOC MATTERS FOR DISCUSSION & APPROVAL

- (i) **For Approval:** Corporate Governance Update – Capital Grant Approvals & Certifications

The General Counsel explained the context in which the proposed changes to capital grant processes was taking place; namely that there was a wider programme of modernisation underway designed to update governance and control arrangements. These would span financial approval levels, departmental meetings, and the wording of a new management statement and financial memorandum (**MSFM**).

Decision: The Board endorsed the approach being taken by the Department and the Company in connection with capital grant claims.

The Board looked forward to progress being made soon with respect to the MSFM (with the Department for action).

- (ii) **For Approval:** Knockmore/Lurgan Track Rehabilitation Project Tenders (flowing from Board receipt of the Gateway 3 Review)
Decision: The Board approved the contract-award.

(iii) **For Information** - ORR letter regarding future regulation in Northern Ireland

Board members endorsed the positive approach adopted by executive management thus far, and asked to be kept updated after the next fact-finding meeting takes place in ORR's offices next month. The Chairman suggested he would make himself available for the ORR's first visit to the Company when arranged.

3360 CORPORATE KPIS & PROJECTS

The Corporate KPI's were noted as was the major projects tracker.

3361 MINUTES OF COMMITTEE MEETINGS

The following minutes of Board Sub Committee meetings were noted:

- Project Oversight Committee from 16th November & 21st December;
- Safety Committee from 18th October;
- GRPC summary reports from 16th November & 12th January, plus a schedule of annual business; and
- BARC summary report from 8 December.

3362 ANY OTHER BUSINESS

Board Strategy Day in February

Inputs from the Board on bespoke topics and themes would be a key feature of this year's strategic session.

3363 DATE OF NEXT MEETING

The next meeting will form part of the strategy day to be held on Wednesday 22nd February.

SIGNED: _____ DATE: _____