

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on Wednesday 22nd February at 8.30am at Cultra Manor, Holywood

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.

3364 WELCOME

The Chairman welcomed members to this offsite board meeting and strategy workshop.

3365 DECLARATION OF INTERESTS

No additional interests (to those declared in the register of interests) were declared in relation to today's meeting.

3366 MINUTES & ACTION LIST

The minutes of the previous meeting were formally approved. Actions from the minutes will be discussed in detail at the next Board meeting.

3367 CHAIRMAN & BOARD BUSINESS

The Chairman reported on the following:

- (i) A meeting with the Chairman of Irish Rail.
- (ii) Today's strategy session – The Chairman explained that the Permanent Secretary and the Deputy Secretary from the Department for Infrastructure (DFI) would be attending.

- (iii) Derry/Londonderry Service – The GCE updated members on the Company’s review of options in response to Departmental communications about this service.
- (iv) Bus Eireann media reports – The impacts on cross border services had been discussed with Bus Eireann and the National Transport Authority in Dublin. Contingency arrangements had been put in place.

3368 SAFETY REPORT

The COO spoke to the following highlights and observations:

- (i) Fatality – The Board unanimously expressed condolences to the family of the deceased.
- (ii) Major and minor injuries – The most recent statistics were noted.
- (iii) Vehicle Collisions – The trend overall at this point in the year has appeared to have reached a plateau.
- (iv) Statutory reporting – The COO reported the slight decrease in statutorily required reportable incidents, which was welcomed by members.
- (v) SPAD – One additional signal passed at danger was reported. The Head of Rail Service Operations had attended yesterday’s safety committee to comment on several strands of work designed to tackle this issue.
- (vi) Board safety involvement – The Chairman commended the ongoing involvement by the Board in safety tours.

3369 GCE Report

The GCE highlighted the following:

- (i) Financial update – The amount of cost reduction the Company had achieved had played a key part in current year to date results.
- (ii) Customer Service – punctuality, reliability and feedback from customers has been very positive. Improvements in Contact Centre performance were also warmly welcomed.
- (iii) Operations Update – The GCE explained the recent trend in first time PSV pass rate.
- (iv) Employee Engagement Survey – The CCSHR Officer updated the Board on outcomes from the survey.
- (v) Absence – In response to a query from MS, the CCSHR Officer explained the primary pressure points which had most impact on current absence figures.
- (vi) BRT– The GCE updated the Board on a very informative set of meetings held.

- (vii) Belmond Meeting – The Chief Executive of Belmond Tours had made a request to the Company’s Group Chief Executive with respect to accessing the North Coast tourist attractions during next year’s summer season.

3370 FINANCE REPORT

- (i) Trading Update – Trading performance year to date was broadly in line with last year. . MS took the opportunity to commend the 4% - 5% reduction in overheads over the past year. Passenger journeys continued to trend above last year.
- (ii) Individual Companies – NITHC’s positive performance was highlighted.
- (iii) Capital Expenditure – The Board were made aware of expenditure forecasts linked to capital projects.
- (iv) Provisions – The Board were content with an update paper on provisions.

3371 DFI CORRESPONDENCE

The following pieces of correspondence were noted:

- (i) A chain of correspondence connected to service enhancements mentioned elsewhere in the meeting (most recently dated 9 February 2017);
- (ii) A chain of correspondence around the extension of the Company’s delegated authority limits for dealing with capital grant claims (most recently dated 19 January 2017); and,
- (iii) A letter from the Deputy Secretary of DFI regarding COPE collaboration dated 15 February 2017.

3372 MAJOR PROJECTS PORTFOLIO TRACKER

Specific information was provided on the Duncrue transaction and the planning aspects of the Belfast Transport Hub.

3373 MINUTES OF COMMITTEE MEETINGS

The minutes of the Project Oversight Committee held on 17 January 2017 and the minutes from the Board Audit & Risk Committee on 8 December 2016 were noted.

3374 ANY OTHER BUSINESS

No items were raised.

3375 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 22nd March.

SIGNED: _____ DATE: _____

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