

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on Wednesday 22nd March at 9.45am at Chamber of Commerce House, Belfast

PRESENT:

- F Hewitt (Chairman)**
- T Depledge (AD, Senior Independent Director)**
- P Anderson (CFO)**
- H McCartan (HM)**
- B Mitchell (BM)**
- M Sweeney (MS)**

IN ATTENDANCE:

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

APOLOGIES:

- C Conway (GCE)**
- P O'Neill (COO)**
- A Reavey (AR)**

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.

3376 WELCOME

The Chairman welcomed members to the meeting and noted three apologies.

3377 DECLARATION OF INTERESTS

No additional interests were declared in relation to today's meeting.

3378 MINUTES & ACTION LIST

The minutes of the previous meeting were formally approved.

3379 CHAIRMAN & BOARD BUSINESS

No specific items were raised.

3380 SAFETY REPORT

On behalf of the Chief Operating Officer, the CCSHR Officer spoke to the following:

- (i) Safety Conference – The theme of the conference this year would be “Don't Walk By” – which focuses on reinforcing attentive safety behaviours.
- (ii) Staff accidents – The Board inquired about ice-related accidents. MS emphasised the importance of investigations identifying the ~~true~~ root cause of incidents.

Action: The CCSHR referred to preventative plans and intensive strategies to deal with ice risks,

- (iii) Passenger Incidents Executives pointed to media safety campaigns, modern vehicle specification, and lighting/marketing indicators as good examples which helped address and mitigate the overall risk profile.
- (iv) Driver Safety – Details of an imminent round of driver safety training was reported to the Board. In NIR, the additional work around signals ~~passed at danger~~ was highlighted to the Board.
- (v) Security – The Chairman asked about the Company’s security arrangements especially with 3rd party suppliers. The CCSHR Officer commented on the range of duties performed by our outsourced contractor and the role of CCTV.
- (vi) Environmental Factors – The Board noted resolutions for environmental issues.
- (vii) Safety Tour Progress –The benefits of a strategic annual review at which thematic lessons could be learned, was discussed.

3381 GCE Report

On behalf of the GCE, the CCSHR Officer highlighted the following:

- (i) Passenger journey numbers were very healthy. The overarching strategy to increase the passenger base remained on track.
- (ii) Major Capital Projects -

The GCE is to keep the Board advised on developments with respect to planning and any associated risks pertaining to the Belfast Transport Hub.
- (iii) Employee Matters – Board members heard about employee engagement activities since the last period.

3382 PRESENTATION RELATING TO THE BELFAST TRANSPORT HUB

- McCadden joined the meeting –

Mr Glenn Stewart presented an interactive and thought-provoking session for Board members. A variety of historical, locational and cultural connections were explored and explained as being integral to the development of a strong brand for the Hub. Future place names were discussed, along with feedback from the disparate focus groups which had been consulted to date.

The Board provided their own feedback to McCadden and thanked Mr Stewart for his energy and efforts on this project.

3383 FINANCE REPORT

A brief outline of year to date financial performance was recorded. to budget.

3384 DFI CORRESPONDENCE

- (i) A letter from DFI on 28 February committing to providing additional PSO funding to match enhanced service frequencies was warmly welcomed by the Board
- (ii) Tax Smart correspondence dated 24 February 2017–
Decision: The Board confirmed its intent to raise with the Department, at concerns related to HMRC's withdrawal of favourable tax treatment of this scheme.
- (iii) The Chairman referred to a letter of thanks he had issued to the Permanent Secretary in connection with his attendance at the Board's recent strategy day.

3385 CORPORATE KPIS & PROJECTS

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

3386 MINUTES OF COMMITTEE MEETINGS

The minutes of the Project Oversight Committee held on 21 February 2017 and the GRPC summary note from 8 February 2017 were noted.

3387 ANY OTHER BUSINESS

- (i) Enterprise Service

Recent reports about the responsiveness of Enterprise service solutions were raised.

- (ii) April Board Meeting

The Chairman outlined the plan the next meeting to take place in the North West.

3388 DATE OF NEXT MEETING

The next meeting will held on Wednesday 26th April.

SIGNED: _____ DATE: _____