

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on Wednesday 17th May at 9.35am 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)**
- M Sweeney (MS)**

IN ATTENDANCE:

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

APOLOGIES: **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.

3403 WELCOME

The Chairman welcomed members to today's meeting, and in doing so recorded his thanks for a pre-board Q&A with the providers of the online board pack tools.

3404 DECLARATION OF INTERESTS

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

3405 MINUTES & ACTION LIST

The minutes of the previous meeting were formally approved.

3406 CHAIRMAN & BOARD BUSINESS

- (i) Annual Reviews – DFI have requested completion of non-executive reviews by the end of June.
- (ii) Gifts & Hospitality Registers – these were noted as being in good order.
- (iii) Board Apprentice Scheme – The General Counsel explained the background and benefits of the scheme to which Board members responded favourably, subject to appropriate safeguards with respect to recruitment and commercial confidentiality.

- (iv) Project Oversight Committee – Board members agreed to review the delegated authorities assigned to the committee.
Action: General Counsel to issue a proposal in advance of the June Board meeting.
- (v) Meetings with UK Stakeholders – The GCE updated the Board on his recent fact-finding meetings with TFL and L&C Railways in London.

3407 SAFETY REPORT

The Chief Operating Officer spoke to the following key points in his report:

- (i) Major Injury – the unfortunate circumstances involving a passenger stepping out in front of an Ulsterbus were noted.
- (ii) Fatality - A very recent fatality on the railway, outside the reporting period, was noted. The Board recorded their appreciation to the response team at the scene.
- (iii) Statutory Reportable Incidents MS recorded his observation at the notable reduction in statutory reportable events.
- (iv) Safety Tours – Frontline feedback from these tours was positive. The Board requested ideas on the best ways to follow up on safety observations made.
Action: – The CCSHR Officer and Corporate Safety Manager to revert to the GCE and/or Board in due course.
- (v) Safety Conference – The Board commented favourably on the quality of conference and the depth of discussion regarding safety had by all on the day.

3408 GCE Report

The GCE summarised his report into a few key highlights:

- (i) Overall Performance – The GCE reported a good start to the year.
- (ii) Operational Report – An engineering manpower review had been completed and is leading to important targeted recruitment.
- (iii) Service Amendments – Members were informed about a service review underway. Particular changes would be implemented, with Departmental awareness, in order to improve service efficiency.
- (iv) Major Capital Projects – A presentation on the Hub would be provided later today. All other major projects were noted.
- (v) Cyber / Data Security – the recent media reports about vulnerabilities with Microsoft XP platforms were raised by the CCSHR Officer.

Action: The CCSHR to organise an awareness session on cyber and systems vulnerabilities in due course.

3409 FINANCE REPORT

The CFO provided the following overview:

- (i) Overall Financial Performance - this was reported to be strong given the difficult financial and funding environment.
- (ii) Subsidiary Company Performance – The CFO recorded the reasonable recovery that had been experienced by Ulsterbus.
- (iii) Events / Commercial Opportunities – An anticipated boost from summer events and successfully tendered contracts was expected from June through to September (relating to cruise ships, sporting events and other related events).
- (iv) Provisions – the annual position on company provisions was set out for members' consideration.

Decision: The Board endorsed the year end company position on provisions as being a reasonable one.

3410 DEPARTMENTAL CORRESPONDENCE

Correspondence promoting Bus and Train week by the Permanent Secretary to his senior civil service colleagues was warmly received.

3411 PRESENTATIONS

- (i) Knockmore Ballast Cleaning
John Glass and Rory Savage provided a very informative presentation regarding the Company's ballast cleaning programme.
- (ii) Belfast Transport Hub Outline Business Case II
John Glass and Len McComb spoke to the key components of the latest outline business case for the Hub.

Decision: the Board endorsed the latest business case presented to the meeting.

3412 FOR DECISION

New Trains III Economic Appraisal

The GCE led the conversation around the business need for a New Trains III initiative. Members keenly noted the factors of funding-availability and timing which had a bearing on the best option for the Company.

Decision: The Board approved Option 2.

3413 FOR INFORMATION

Two papers were discussed under this agenda item. The first was in connection with ongoing interaction with Irish Rail regarding the Enterprise Service. The second paper was a useful synopsis of the GB based Bus Services Act, which took recent effect.

3414 COMMITTEE BUSINESS

Project Oversight Committee – the minutes of the most recent meeting were noted.

3415 ANY OTHER BUSINESS

- (i) Major Project Tracker -As well as reviewing the overarching project tracker, the Board considered the routine volume of project detail contained in the Board pack.

Action: The GCE agreed to take away a review of the format and content.

- (ii) Bus and Train Week – Flagship events including a session with Transport Commissioner Peter Hendy were noted.
- (iii) Organisational Adjustment – The GCE updated the Board on minor changes affecting railway and infrastructure operations.

3416 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 21st June.

SIGNED: _____ DATE: _____

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