

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on Wednesday 19th July 2017 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)**
- A Reavey (AR)**
- B Mitchell (BM)**
- P O'Neill (COO)**
- M Sweeney (MS)**

IN ATTENDANCE:

- G Milligan (CSHR Officer)**
- Clare McLaughlin (Senior Company Solicitor)**

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.

3430 WELCOME & APOLOGIES

The Chairman welcomed members, the senior company solicitor, and confirmed apologies from Angela Reavey.

3431 DECLARATION OF INTERESTS

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

3432 MINUTES & ACTION LIST

The minutes of the June meeting were formally approved. Matters and actions arising were discussed and noted.

3433 CHAIRMAN & BOARD BUSINESS

- (i) Meeting DFI Permanent Secretary- the Chairman reported on a very positive meeting between himself, the CEO and the Permanent Secretary (the Permanent Secretary will attend the September Board meeting).
- (ii) Engagement on strategy- the GCE advised on engagement plans with MLAs and external stakeholders on the Company's strategy.

3434 SAFETY PERFORMANCE REPORT

The COO presented the following headlines from his detailed safety report:

- (i) Injuries - A decrease in incidences of minor injuries was noted at the end of the 1st quarter. No major injuries were recorded during this period. The Board acknowledged the encouraging decreasing trend in stats of injuries. The COO credited this in part to the safety training being provided.
- (ii) Vehicle Collisions - a decrease in the number recorded.
- (iv) Crime - trespass incidents during the summer season were noted. The COO advised that engagement with the PSNI in relation to safety at public level crossings continues.
- (v) Safety Tours- the COO advised that the target had been surpassed. The Corporate HSE Manager will deliver a summary to the Board Safety Committee and maintain the tracker on the outcomes of the safety tours.

The Chairman advised the Board on a recent safety tour undertaken at Milewater Road.

HM enquired about the Company Corporate SH&E audit process. It was agreed that information on the Corporate SH&E audit process would be provided to the Board Safety Committee.

The Board commended the encouraging statistics depicting a downward trend overall.

3435 GCE REPORT

The GCE commented as follows:

- (i) Financial performance - the GCE noted that passenger numbers were up half a million on last year.
- (ii) Punctuality & Reliability - the GCE reported that all targets were met in the period.
- (iii) Enterprise Service - the CEO advised that customer experience punctuality metrics on the Enterprise service is an area of focus.
- (iv) Commercial operations - various summer time activities and the different ticket options were outlined.

The CEO reported that the Ecommerce offering uptake has increased.

The Board welcomed the news that new Derry/Londonderry bus service will be named “Foyle Metro”, to commence 1st September.

The CEO advised that the hourly rail service Derry/Londonderry had commenced and feedback was positive.

- (v) Major Capital Projects- the GCE updated the Board on all major projects.

3436 FINANCE REPORT

- (i) Trading Update- the Board were pleased to receive positive news on period 3, marking the end of quarter 1.
- (ii) Subsidiary performance – the CFO summarised performance by company.
- (iii) Capital Expenditure- largely unchanged from last month.

The CEO advised the Board on competitor cross border offerings.

3437 DFI CORRESPONDENCE

A letter issued by the GCE to Peter May advising on the results of the Public Consultation on Bi-Lingual Destination Screens was duly noted by the Board.

3438 AD-HOC MATTERS FOR DISCUSSION/APPROVAL

- (i) **Board & Project Oversight Committee- Demarcations of Authority**

A proposal to increase the financial threshold and escalation of matters from the Project Oversight Committee (POC) to the Board was considered.

- (ii) **PSNI Strategic Meeting**

The letter received from Assistant Chief Constable was noted confirming bi-annual strategic meetings between the PSNI and Translink.

3439 BRT Presentation

A presentation was given by the COO on the BRT Programme.

The Board noted and discussed concerns regarding a funding gap.

Action- the Board requested a quarterly status update on BRT.

3440 MAJOR PROJECTS KPI TRACKER

The Major Projects Tracker was noted by the Board.

3441 MINUTES OF COMMITTEE MEETINGS

The minutes of the Project Oversight Committee held on 20th June 2017 were noted. Summary notes for the Board Audit & Risk Committee meeting held on 15 June 2017 were also noted.

Committee members extended the thanks of the Project Oversight Committee to Brendan Harkin and John Glass for meeting with them to provide an update on project work.

3442 ANY OTHER BUSINESS

HM enquired as to current status of the Capital Grant auditing requirements. CFO advised that a letter is expected from DFI confirming the change in requirements going forward.

The arrangements for the new external auditors were discussed.

3443 DATE OF NEXT MEETING

The next meeting will be on 20th September 2017.

SIGNED: _____ DATE: _____

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