

# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## **Minutes of the Board Meeting held on Wednesday 20<sup>th</sup> September 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 (Acting General Counsel & Company Secretary)**

### **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.

### **3444 WELCOME & APOLOGIES**

The Chairman welcomed members and confirmed there were no apologies.

### **3445 DECLARATION OF INTERESTS**

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

### **3446 MINUTES & ACTION LIST**

The minutes of the July meeting were formally approved. Matters and actions arising were discussed and noted as being complete.

### **3447 CHAIRMAN & BOARD BUSINESS**

None to report.

### **3448 SAFETY PERFORMANCE REPORT**

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

- (i) Injuries – A slight increase in incidences of major injuries (an increase of 1 on last year) and a decrease in incidences of minor injuries.

The COO spoke to the prosecution powers that the company have in the form of railway byelaws and under the PSV regulations. He advised that lately body cameras have been deployed to staff.

- (ii) Vehicle Collisions – the COO outlined initiatives which have been implemented occasioning a decrease in the number of vehicle collisions compared to the corresponding period last year.
- (iii) SPAD – one incident was recorded in this period. The COO advised that the incident has been investigated and out workings of same are available.
- (iv) Statutory Reportable Incidents- Consistent with the same period last year
- (iv) Crime - the COO reported that the RADAR programme has proved successful. Similarly, engagement with the Road Safety Partnership and PNSI connected to level crossing safety and awareness has proved beneficial and is yielding results.
- (v) Safety Tours- reported as being on schedule. A presentation on the themes emanating from Safety Tours will be presented to the Board Safety Committee in due course.
- (vi) Track Infringement of Instructions- Further information pertaining to NIE line infringement was provided by the COO. The matter has been raised formally with NIE and a system is in place to prevent such an occurrence in the future.

### **3449 GCE REPORT**

The GCE commented as follows:

- (i) Financial performance – the GCE reported that Period 5 revenues are up on last year and this reflects the increase in passenger numbers.
- (ii) Punctuality & Reliability – the GCE advised punctuality and reliability is at/above customer charter targets.
- (iii) Operations- the CEO reported that delay minutes were higher than expected during July mainly due to lightning strike.
- (iv) Commercial Operations- the CEO advised that the launch of BRT would takeplace in Belgium on 19th October. The Belfast Mayor will attend this event with Chairman and CEO.

Foyle Metro Launch- took place on 1st September.

- (v) Branding- the next instalment of the Smartmovers campaign will be rolled out early autumn.

The inaugural Translink Youth Summit is due to take place on 18 November.

- (vi) Graduate Management Programme- will commence again this year.
- (vii) Compliance- the CEO advised that a consultation has been issued by ORR on guidance to supplement the NI Regulations. He advised that we are liaising with DFI regarding our response.

### **3450 FINANCE REPORT**

- (i) Trading Update- the CFO reported on a positive trading position.

The CFO spoke to progress made by the Group Efficiency Programme.

- (ii) Subsidiary performance – the CFO summarised positive performance by each of the Group’s subsidiary companies.
- (iii) Capital Expenditure- the CFO updated the Board on the latest position with respect to Capital Expenditure.
- (iv) Passenger Journeys & Revenue Performance-the CFO guided members through this section of his report. The Board commended the increase in passenger numbers reported and resulting positive financial implications.

The CEO cited the various key projects which will come to fruition in 2018. It was agreed that the CEO would present on these at a separate session outside normal monthly Board meetings.

### **3451 DFI CORRESPONDENCE**

None to note.

### **3452 AD-HOC MATTERS FOR DISCUSSION/APPROVAL**

- (i) **Presentation on Permanent Way Strategy**
- (ii) **Employee Attendance- discussion**
- (iii) **Monitoring Results Spring 2017**

The CEO summarised the results.

The Board were advised that BRT will have its own separate KPIs.

**3453 MAJOR PROJECTS KPI TRACKER**

The Major Projects Tracker was noted by the Board. The CEO provided a brief update on the status of planning applications for Belfast Transport Hub, the North West Hub and Portrush station.

It was proposed by CEO and agreed by the Board that a future Board meeting be held at Milewater Road so the Board could see the progress of the Milewater Road Service Station.

**3454 MINUTES OF COMMITTEE MEETINGS**

The minutes of the Project Oversight Committee held on 15<sup>th</sup> August 2017 were noted. Summary notes for the Group Remuneration and Pensions Committee (GRPC) meeting held on 20<sup>th</sup> September 2017 and Board Audit and Risk Committee meeting held on 13<sup>th</sup> September 2017 were noted.

**3455 ANY OTHER BUSINESS**

None to note.

**3456 DATE OF NEXT MEETING**

The next meeting will be on 18<sup>th</sup> October 2017.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

