

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on Wednesday 21st February 2018 at 8.30am at Riddel Hall, 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)**

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.

3496 WELCOME & APOLOGIES

The Chairman welcomed members and apologies were received from Clare McLaughlin

3497 DECLARATION OF INTERESTS

The Chairman declared that he had been engaged as a strategic advisor to Mid and East Antrim Borough Council in the development of its Manufacturing strategy.

Mrs Reavey declared that she was also engaged in providing advice in the development of the Mid and East Antrim Borough Council Manufacturing strategy.

3498 MINUTES & ACTION LIST

The minutes of the January meeting were formally approved. Matters and actions arising were discussed and noted as closed.

3499 CHAIRMAN & BOARD BUSINESS

The Chairman reported that he had met with the Permanent Secretary.

The GCE provided the Board with an update on senior management appointments as well as the appointment of the CSHR Officer as Chair of the IoD Northern Ireland Committee.

3500 SAFETY PERFORMANCE REPORT

Mr Depledge provided the Board with an update from the Board Safety Oversight Committee meeting held on the 20th February 2018.

The Board received a presentation from the Head of Project Delivery, regarding the safety aspects linked to the Management of Contractors.

Board Safety Report

Mr Depledge presented a report which also included a summary from the Safety Oversight Committee Meeting which was held the previous day.

Minor Injuries – in terms of safety performance it was noted that 50% of minor injuries were as a result of slips, trips and falls either on board vehicles or whilst alighting or boarding.

Mr Depledge explained that a high number of these instances involved older people and that the Safety Committee had been reassured that there are a variety of initiatives underway with representatives from these groups including Imtac and Engage with Age to heighten awareness of risks of falling.

Broken Rail Event – attention was drawn to a broken/ cracked rail events. Mr Depledge advised that the Safety Committee had been assured that actions to reduce the likelihood of these had been discussed at the committee. The Board were reassured that in all cases incidences were reported to RAIB and that there was little vertical or horizontal misalignment and that repairs were effected expeditiously.

Safety Conference – Mr Depledge advised the Board that it was the intention to build on last year's positive feedback by running a further event this year. The theme will focus on safety leadership. Dates are still being finalised but it is likely to be late June at Riddell Hall.

Safety Tours – Mr Depledge updated the meeting on plans to review planned safety tours. It was agreed to modify the approach to improve both processes and outcomes by focussing more on workplace behaviours. It is believed this will add further value to visits and reinforce the importance of a positive safety culture.

Internal Audit – Mr Depledge noted that the Safety Committee had been advised that the recent audit on the safety, health and environmental function and its various activities had been positive and was being reported to BARC in the first instance; the Safety Committee would consider the detail of the report in due course.

3501 GCE REPORT

The GCE highlighted the following in his report;

- i. Financial performance – period 10 revenues year to date were better than budget; this reflects additional DfI funding of public transport recognised in Period 10.
- ii. Passenger Journeys - period 10 year to date passenger journeys were above budget and 1up on last year to date. Period 10 passenger journeys had suffered due to poor weather conditions, with several days of school closures.
- iii. Punctuality & Reliability – punctuality for rail in period 10 was above customer charter targets on all lines.

Metro & Ulsterbus punctuality (on departure) for period 10 were slightly below targets while punctuality (on arrival) was slightly above last year for both companies. This is a significant improvement on Period 9, although still impacted by roadworks and poor weather.

- iv. Major Capital Projects – Planning decisions regarding the Belfast Transport Hub are now expected by May / June 2018.

Derry – Londonderry Active Transport Hub – Representations have been made by local interested groups. A Pre-Determination meeting is planned for the 28th February 2018.

Milewater Service Centre – Construction work continues to plan; finishing August 2018.

Portrush Station Development – Full planning permission has been received. Construction planned to commence April 2018.

Central Station Refurbishment and Renaming – Works have commenced on site; completion August 2018. Planning for the renaming and associated business change is underway.

3502 FINANCE REPORT

Mr Anderson presented the Period 10 Finance Report. He also presented the Period 10 Balance Sheet and Group Cashflow forecast.

Mr Anderson presented the provisions paper to the Board for the ten-month period ended January 2018.

3503 DFI CORRESPONDENCE

Noted.

3504 AD-HOC MATTERS FOR DISCUSSION/APPROVAL

Fuel Hedging Proposal

The Board ratified the formal resolution provided.

Budget 2018/19 and Corporate Plan

Mr Anderson presented the Budget for 2018/19 and outline Corporate Plan.

3505 MAJOR PROJECTS KPI TRACKER

The Major Projects Tracker was noted by the Board

3506 MINUTES OF COMMITTEE MEETINGS

Mr Sweeney provided a brief overview of matters discussed at the POC

3507 ANY OTHER BUSINESS

Nothing raised.

3508 DATE OF NEXT MEETING

The next Board meeting will be on the 21st March 2018

SIGNED: _____ DATE: _____