

NORTHERN IRELAND TRANSPORT HOLDING COMPANY

Minutes of the Board Meeting held on Wednesday 19th September at 9.30am, in 22 Great Victoria Street, Belfast

- PRESENT:**
- F Hewitt (Chairman)**
 - C Conway (GCE)**
 - T Depledge (AD, Senior Independent Director)**
 - A Reavey (AR)**
 - B Mitchell (BM)**
 - P Anderson (CFO)**
 - P O'Neill (CBCO)**
 - H McCartan (HM)**
 - M Sweeney (MS)**
- IN ATTENDANCE:**
- G Milligan (GM, CCSHR Officer)**
 - P Rooney (GC, General Counsel & Company Secretary)**
- APOLOGIES:** **None**

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.

3561 WELCOME

The Chairman welcomed members to the meeting.

3562 DECLARATION OF INTERESTS

No interests were declared in relation to the meeting.

3563 MINUTES & ACTION LIST

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

3564 CHAIRMAN & BOARD BUSINESS

The Chairman spoke to his attendance at the Federation of Small Businesses dinner, where he met with Leo Varadkar, Taoiseach and discussed the implications of Brexit on transport for NI/ROI.

The Chairman congratulated GCE and the Translink team for the successful Glider launch.

3565 SAFETY PERFORMANCE REPORT

The Board took the report as read, the CBCO noting briefly the very recent road traffic accident, involving a bus which caused injury to a young female, the circumstances would be reviewed by the Board Safety Committee.

3566 GCE REPORT

The Board took the report as read, and the Chairman invited GCE to speak on the following:

- (i) Financials: Noted good growth in fare paying passengers year to date. Ulsterbus Urby was released and initial reactions are positive.
- (ii) Customer Service: Punctuality levels continue above target on rail, but are more challenging on bus. An action plan is being implemented to address this.
- (iii) Commercial Operations: A significant amount of planning and organising went into the launch of Glider, and also included Metro re-fresh, a new route map and an updated Journey Planner app.
- (iv) Capital Projects:
 - Belfast Transport Hub – target planning date continues to November 2018 however contingency plans being explored given the lack of Minister.
 - Lanyon Place Station: MS noted the achievement in completing the refurbishment and proposed a Board meeting should take place there in future.
- (v) HR: GM noted the current employment market and pressure on salary levels.
- (vi) Legal & Governance: The Chairman thanked GCE, GC and the team for the House of Lords submission on Future of EU-UK Transport.

The GCE took this opportunity to mention the fire at Primark in Royal Avenue and advise that it resulted in much disruption and rerouting of buses. The bus operations and call centre staff have worked hard dealing with customer complaints relating to the rerouting and on keeping disruption to a minimum.

3567 FINANCE REPORT

The CFO took his paper largely as read. Some additional comments included:

- (i) Confirmation that DfI had been made aware of the level of utilisation of the PSO at the bi-monthly monitoring meeting;
- (ii) Balance sheet – the March 2019 year end cash level projection is more favourable than budget.

3568 DFI CORRESPONDENCE

- (i) The Chairman, on behalf of the Board, congratulated CBCO and the safety team on the successful NIR safety authorisation and certification for the next 5 years.
- (ii) GCE letter to DfI in relation to the PSC was noted.

3569 AD HOC PAPERS

The Ad Hoc papers were noted, particularly the agenda for the Bi-Annual Meeting with DfI, which was to immediately follow the board meeting.

BM reminded the Board that a number of the Non-Executive Directors' terms as Board members would come to an end in 2019.

3570 MAJOR PROJECTS KPI TRACKER

The Major Projects Tracker was noted by the Board.

3571 MINUTES OF COMMITTEE MEETINGS

The minutes of the Project Oversight Committee meeting held on 21 August 2018 were noted. MS drew particular regard to the approval by the Committee of a Treasury Management policy, which brought together some policies which were already in place into a more comprehensive and overarching policy which would ensure that the appropriate controls were in place for managing risks and optimising return on funds.

The minutes for the Board Audit and Risk Committee meeting held on 12 September 2018 were noted.

HM advised that GRPC meeting had not met and this had been rescheduled.

3572 ANY OTHER BUSINESS

None.

3573 DATE OF NEXT MEETING

16 October 2018

SIGNED: _____ DATE: _____
Chairman