

# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## **Minutes of the Board Meeting held on 20 March 2019 at 9.15am, Boardroom, Milewater Service Centre, Belfast**

**PRESENT:** Frank Hewitt (Chairman)  
Chris Conway (GCE)  
Anthony Depledge (AD, Senior Independent Director)  
Angela Reavey (AR)  
Patrick Anderson (CFO)  
Philip O'Neill (CBCO)  
Hilary McCartan (HM)  
Mark Sweeney (MS)  
Bernard Mitchell (BM)

**IN ATTENDANCE:** Gordon Milligan (GM, CCSHR Officer)  
Priscilla Rooney (GC, 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.

**3624 Closed discussion** – CBCO, GM and GC not in attendance.

*GM, CBCO and GC invited to join the meeting.*

### **3625 WELCOME AND APOLOGIES**

The Chairman welcomed members to the Board meeting at Milewater Service Centre.

### **3626 DECLARATION OF INTERESTS**

No interests were declared in relation to the meeting.

### **3627 MINUTES & ACTION LIST**

The minutes of the previous meeting were formally approved.

All actions arising from the previous meeting were noted as completed.

### **3628 CHAIRMAN & BOARD BUSINESS**

- (i) The Chairman reported on his meeting with Paul Terrington of PwC, his attendance at Ulster in Bloom awards and his safety tour of Foyle Street station and Pennyburn garage.
- (ii) AD advised the Board that GC would be circulating a refreshed Board Effectiveness Survey, for completion by all members.

**ACTION - GC to circulate Board Effectiveness Survey to all Board Members**

### **3629 SAFETY PERFORMANCE REPORT**

The Board took the report as read.

Safety tours are on target for completion by year end (31 March) and continue to provide valuable learnings for the business.

GM invited Board members to join the SHE Safety Conference on 4 April in Riddell Hall.

### **3630 GCE REPORT**

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

- (i) Financial: Revenues are above target YTD.
- (ii) Passenger journeys: Rail journeys continued to produce strong growth and Glider/Metro and Ulsterbus also showed positive growth trends. Passenger growth within the whole of the Group showed an increase of 2.9M year to date.
- (iii) Customer Service: While rail customer service punctuality reflected a 38% improvement on last year, high passenger volumes had adverse impact in the period. Metro punctuality was challenging in the period, primarily due to a number of significant traffic delays in the Greater Belfast area. CBCO is leading a business improvement initiative and working in partnership with DfI to continue to improve bus punctuality and reliability. The Board welcomed the recent introduction of hard shoulder bus lanes on the M1 & M2.
- (iv) Digital Services: A new Translink website is nearing completion. It includes greater functionality and more user friendly features to plan journeys and purchase tickets.
- (v) Major Capital Projects: Belfast Transport Hub, continue to await planning decision from DfI.
- (vi) HR: GM updated the Board on the Leadership Conference which had taken place in the MAC and was considered very successful.

### **3631 FINANCE REPORT**

The Board took the paper as read. The CFO noting the following highlights.

- (i) Overview –Revenues across all operating companies were positive.

- (ii) LBE3 –updated on the outcome of the latest in-year forecast exercise.
- (iii)Capital Expenditure – updated on the latest expected capital expenditure outturn, as shared with DfI.

The Chairman congratulated the CFO on a very encouraging report and an excellent Group performance.

The CFO presented to the Board on the recent Translink Supplier Engagement Event held on 26 February at Titanic, Belfast.

### **3632 DFI CORRESPONDENCE**

The Board took the correspondence as read.

### **3633 AD HOC PAPERS**

None to note.

### **3634 MAJOR PROJECTS KPI TRACKER**

The Major Projects Tracker was noted by the Board.

### **3635 MINUTES OF COMMITTEE MEETINGS**

The minutes of the Project Oversight Committee meeting held on 19 February 2019 were noted.

GRPC report held on 20 March 2019 were noted.

The minutes of the BARC meeting held on 6 March 2019 were noted and BM confirmed to the Board, that the revised Anti-Fraud, Bribery and Theft Policy and Response Plan were approved.

### **3636 ANY OTHER BUSINESS**

- *Simon Corrigan, Network Schedules & Planning Manager joined the meeting.*

Simon gave a presentation to the Board on Translink's Transport plans in connection with the 2019 British Open Golf Championship event in July.

### **3637 DATE OF NEXT MEETING**

17 April 2019

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