

# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## **Minutes of the Board Meeting held on 20 November 2019 at 9.30am The Boardroom, 22 Great Victoria Street, Belfast**

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

**IN ATTENDANCE:** **Priscilla Rooney (GC, General Counsel & Company Secretary)**

**APOLOGIES:**       **Gordon Milligan (GM, CCSHR Officer)**

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.

### **3717 WELCOME AND APOLOGIES**

AD joined the meeting via conference call, and nominated BM to act as Chairman for that meeting.

**Decision: BM was nominated to act as Chairman and the proposal was approved by the Board.**

The Acting Chair, on behalf of the Board, wished AD a speedy recovery, and welcomed members to the meeting, noting one apology.

### **3718 DECLARATION OF INTERESTS**

No interests were declared in relation to the meeting.

### **3719 MINUTES & ACTION LIST**

The minutes of the previous meeting were formally approved.

All actions/decisions arising from the previous meeting were noted.

### **3720 CHAIRMAN & BOARD BUSINESS**

The Acting Chair enquired as to whether the draft terms of reference relating to the DfI Project Oversight Group<sup>1</sup> were now available for review. GCE advised they

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<sup>1</sup> Referred to at Minute 3713

were being prepared by DfI and assured members that they would be circulated to the POC prior to being finalised.

The Acting Chair updated the Board on the recent extension to each of the NED appointments to 30 September 2020, and noted that each NED had been invited to apply for the Interim Chair position. The Board highlighted their concern that the Company has been without a permanent Chair for almost 6 months.

### **3721 SAFETY REPORT**

The Board took the report as read, CBCO noting the following:

- (i) Safety Performance Indicators: The figures show a reduction in crime during the period. CBCO made particular mention of the outstanding work between the Company and external agencies in relation to crime, sharing experiences and learning in order seek a reduction in crime levels, and follow up actions have been taken.

### **3722 GCE REPORT**

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

- (i) Financial: Revenues and operating losses are currently trending below budget due to revenue and cost pressures. The LBE 2 will be presented at the January Board meeting.
- (ii) Passenger Journeys: Continue a strong growth trend, 1.8m increase on year to date passenger numbers.
- (iii) Commercial Operations: The annual ‘Stuff a Bus’ was launched in conjunction with St Vincent de Paul and the Salvation Army.
- (iv) Major Capital Projects:
  - a. Belfast Transport Hub – the enabling works contract was awarded to GRAHAMS and the discharge of planning conditions commences onsite in January 2020.
  - b. Ticketing – New elements of the project involve the roll out of ticket vending machines for airport services and the Europa bus station, with the introduction of the new handheld ticketing machine for NI Railways by end of March 2020.
- (v) HR: The next Employee Engagement Survey is planned for 2020. The GCE also congratulated the team for their success in 5 categories in the Bus Industry Awards.
- (vi) IS: Translink have volunteered to pilot the National Cyber Security Centre incident reporting system and to assist the NCSC Cyberfirst initiative which encourages school age girls to consider cyber security as a career.

### **3723 FINANCE REPORT**

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

- (i) The Company are liaising with DfI in relation to the provision of PSO revenue funding in line with the PSA and on the longer term funding model.

The Board discussed the report and expressed concern in terms of the funding issues, associated operational and strategic implications and potential reputational damage as a result of lack of sufficient funding on an ongoing basis.

- (ii) The update paper on Management of Commercial Lettings was taken as read.

### **3724 DFI CORRESPONDENCE**

Noted.

### **3725 AD HOC PAPERS**

- *John Glass joined the meeting and presented an overview of Funding a Sustainable Railway Structure.*
- *Ian Campbell joined the meeting and presented an overview of the Bus Procurement Strategy.*

Following both presentations, and a detailed and focused Q&A, the Board noted the current situation and emphasised the importance of addressing the sustainability of funding. Both presentations were to be shared with DfI following the presentation to the Board to ensure DfI were aware of the Company's priorities and the implications of continued funding restrictions.

The Mid-Year Assurance Statement was noted and endorsed by the Board.

### **3726 MAJOR PROJECTS KPI TRACKER**

The Major Projects Tracker was noted by the Board.

### **3727 MINUTES OF COMMITTEE MEETINGS**

The minutes of the Project Oversight Committee meeting held on 15 October 2019 and the summary Report of the GRPC were noted by the Board as read.

### **3728 ANY OTHER BUSINESS**

None.

### **3729 DATE OF NEXT MEETING**

22<sup>nd</sup> January 2020.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chairman (Acting)