

Minutes of Board Meeting

Held on Friday 19 June 2015

At 10.30am in the NTA Offices

Present: Mr John Fitzgerald (Chairperson), Ms Anne Graham (Chief Executive), Mr Hugh Creegan (Deputy Chief Executive), Mr Owen Keegan (CEO, Dublin City Council), Dr Berna Grist, Ms Linda Saunders.

Apologies: None.

Staff in attendance: Mr Mark O’Sullivan (Item 3), Mr Stephen Gallagher (Item 3), Mr Tim Gaston, Mr Karl Seeber (Minutes).

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1. Minutes of previous meeting

The draft minutes of the Board meeting held on 29 May 2015 were agreed subject to the addition of the following sentence at the end of Item 6 (Dublin City Centre Plan Update):-

The Board discussed the need for suitable soft landscaping of civic spaces provided for in the draft Plan.

2. CEO Report

The Chief Executive updated the Board on developments since the last meeting and responded to issues raised by members. The matters discussed included

- Bus Éireann’s plan to withdraw *Expressway* Route 7 from some areas and the arrangements being implemented by the NTA to provide replacement bus services in those areas;
- The trend in passenger numbers and fare revenue on subsidised bus, rail and Luas services;
- Progress on North Dublin Transport Study and draft Greater Dublin Area Transport Strategy;
- Planned Leap card promotional campaigns;
- The future of the DART Underground project, which will be the subject of a report to be presented by the NTA to the Minister for Transport, Tourism and Sport for decision;
- Demand management issues;
- SPSV issues including Entry Test, SPSV Information Line and Vehicle Testing Centres;
- Compliance by cyclists with road traffic law;
- Timetabling of summer schedules including Rosslare rail service;
- Submission of first Bus Rapid Transit scheme to An Bord Pleanála;
- Proposed rail review;
- Wi-Fi on public transport services;
- Possible enhancements of Leap card and National Journey Planner;
- Future extension of Luas to Dublin Port;
- NTA pension scheme;
- Staffing issues.

3. Finance Report & Procurement

Mr O’Sullivan outlined the main aspects of the NTA’s Management Accounts for May. He noted that overall the NTA was performing well to budget at end May. He confirmed that the Authority is complying with its obligations for the prompt payment of invoices. Mr O’Sullivan left the meeting at this point.

Mr Gallagher outlined the recent procurement process undertaken by the Authority in respect of the provision of finance, administration and procurement services to the NTA. Following clarification of a number of issues raised by members, the Board agreed that the contract for finance, administration and procurement services should be awarded to RSM Farrell Grant Sparks.

4. Draft Annual Report

The Board approved the draft Annual Report as presented to it subject to any corrections or editing required during the preparation of the document for publication.

5. Amendment to Bus Éireann Direct Award Contract

The Chief Executive circulated a proposed Board decision on the amendment of Bus Éireann’s Direct Award Contract with the Authority in order to remove the Waterford – Tramore route from the list of routes to be tendered. The amendment arises from the terms of settlement of the recent dispute involving public transport facilitated by the Labour Relations Commission. Following discussion the Board approved the decision as presented to it (attached).

6. Integrated Information Guidelines

Mr Gaston outlined the work being undertaken by the Authority to improve and integrate the information provided at bus stops. There are approx. 10,000 bus stops across the State, many of which are in a poor state of repair.

The Authority had completed an audit of existing bus stops, developed comprehensive design guidelines for bus timetable and bus stop information and designed a new type of low maintenance bus stop pole. Supporting software and IT solutions were also developed. Procurement competitions had been run for bus poles, information carousels, and retention sockets for the poles. Travel information guidelines required to ensure comprehensive and consistent approach to provision of travel information had been developed in consultation with operators.

It was planned to begin the roll-out of the new signs in Cork City starting in August and continue to other cities afterwards as funding allowed. The Board noted the importance this work and welcomed the progress being made.

7. Bus Livery & Branding

Mr Creegan updated the Board on the Authority’s proposal for the rebranding of subsidised bus services. He noted that the need for a uniform bus livery is more significant in view of the potential for new bus operators following the current bus tendering processes. Without a uniform livery the approach to defining services where Leap cards and integrated ticketing products can be used would be much more difficult. Accordingly, it is proposed to develop and apply a *Transport for Ireland* bus livery to all new buses, starting with new vehicles being delivered next year and transitioning onto existing vehicles in line with bus repainting schedules, which is on a four year cycle. Market Research is being undertaken to research attitude and support for a unified brand and discussions will take place with Dublin Bus and Bus Éireann.

8. Any other business

Mr Creegan outlined the Authority's involvement in relation to a transport project in Galway.

The Board asked the Chief Executive to convey their condolences to Mr Gerry Culligan of Irish Rail and his family whose son Eoghan was among the students who lost their lives in the tragic incident in Berkeley, California.

Next Meeting: Friday 17 July 2015 @ 10.30am in the NTA Offices.

Signed: _____
John Fitzgerald, Chairperson

Dated: _____

Decision on Amendment of Bus Éireann Direct Award Contract

Proposal

The National Transport Authority (the “**Authority**”) has reviewed the direct award contract with Bus Éireann dated 1st December 2014 (the “**Direct Award Contract**”) and, in accordance with section 52(6)(a) of the Dublin Transport Authority Act 2008 (the “**Act**”), considered whether to amend the list in Annex F to Schedule 2 (Service Specification) of the routes that will be removed from the scope of the Direct Award Contract and will be subject to competitive tendering in 2016.

Legislation

Section 52(6)(a) of the Act provides that:

“The Authority may at any time review a direct award contract entered into under this section and may following such a review unilaterally make amendments to such contract.”

Consideration and decision

Having reviewed the Direct Award Contract, the Authority, in exercise of the powers conferred on it by section 52(6)(a) of the Act, has decided and determined that:

1. *the Direct Award Contract shall be amended by the substitution for the list of routes specified in Annex F of Schedule 2 (Service Specification) of the list of routes specified in the Appendix to this Decision;*
2. *the Chief Executive is hereby authorised to do all such things and/or execute or procure the execution of all such documents as may be required to give effect to the amendment referred to in paragraph 1; and*
3. *the resolution at 2 is without prejudice to the powers of the Chief Executive pursuant to section 19 of the Act, and to the extent required, is to be construed as the conferral of an “other function” on the Chief Executive for the purposes of section 19(2) of the Act.*

Appendix

List of Routes to be removed from Agreement in 2016

	Route	Description
Waterford City	601	Ballybeg - The Quay
	602	St Johns Pk - Patrick St
	603	WIT - The Quay
	604	Carrickphierish Rd - The Quay
	605	Oakwood - The Quay - Waterford Regional Hospital

	Route	Description
Dublin Commuter	120	Dublin- Celbridge – Clane - Edenderry- Tullamore
	123	Dublin – Celbridge – Clane – Naas - Newbridge
	124	Dublin – Naas – Newbridge - Portlaoise
	126	Dublin – Kill – Naas – Newbridge - Kildare
	130	Dublin – Naas – Kilcullen - Athy

Note: The routes listed above may be subject to Variations prior to their removal from Agreement in 2016.