

**Minutes of Board Meeting**

**Held on Friday 4 September 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 Philip L'Estrange; Mr Tim Gaston; Mr David Clements (Item 5); Mr Eric Coetzee (Item 6); Mr Karl Seeber (Minutes).

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**1. Minutes of previous meeting**

The draft minutes of the Board meeting held on 17 July were agreed without amendment.

**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

- progress on the tendering of bus services;
- commencement of new subsidised bus services implemented following Bus Éireann's decision to reduce the areas served by its commercial *Expressway* Route 7;
- trend in passenger numbers and revenue on subsidised bus and rail services;
- capital investment in public transport in Greater Dublin Area;
- taxi regulation issues including public consultations and the grant scheme for wheelchair accessible taxis and hackney vehicles;
- Free Travel Scheme;
- Leap card developments;
- Public transport promotional campaigns;
- Real-time passenger information data;
- Removal of spur on northern rail line;
- Status of Dunboyne to Navan rail project;
- Cork City Transport Plan;
- Legislative and staffing issues.

**3. Finance Report, Procurement & Audit Committee update**

Mr L'Estrange outlined the NTA's Management Accounts for July. He noted that overall the NTA was performing well to budget at end July. He indicated that the NTA's 2016 budget will be presented at the Board's November meeting.

Mr L'Estrange explained the outcome of the Authority's tender evaluation process for the provision of internal audit services including the audit of payments to third parties and he outlined the Authority's recommendation to the Board, which has been endorsed by the Authority's Audit Committee. Following discussion the Board agreed to the issue of a letter of intent to award a contract to RSM McClure Watters. It was agreed that the Board should be kept informed of progress regarding the awarding of this contract.

Mr L'Estrange outlined the proposal to extend the term of the Authority's existing transport modelling services contract with Jacobs Engineering in accordance with the provisions of that contract. The Board agreed to the extension of the Authority's contract with Jacobs Engineering until October 2016.

Ms Saunders, who chairs the Audit Committee, outlined the matters considered at the Audit Committee meeting. These included IT security, data protection and audits of rural transport groups. Ms Saunders noted that the Comptroller and Auditor General (C&AG) had issued a certificate of acceptance of the Authority's 2014 Financial Statements. The Authority had also responded to a query from the C&AG about the purchase of new buses for Public Service Obligation bus services.

#### **4. Strategic Investment Framework for Land Transport**

Mr Creegan outlined the main features of the Department of Transport, Tourism and Sport's recently published Strategic Investment Framework for Land Transport and he highlighted the implementation actions of relevance to the Authority.

#### **5. Permeability Best Practice**

Mr Clements outlined the Authority's recently published best practice guide on permeability. The purpose of the guide is to provide policy guidance on how best to facilitate demand for walking and cycling and access to public transport in existing built-up areas in order to reduce dependence on the car. The Board welcomed publication of this guide.

#### **6. Leap Near Field Communications (NFC) App**

Mr Gaston noted that 70% of all public transport journeys in the Greater Dublin Area are made with Leap cards. He outlined the ways in which Leap cards can be topped-up at present (Payzone shops and Luas/Irish Rail ticket machines). However, he explained that customer demand for the convenience of topping-up "on the go" had led the Authority to consider using NFC technology for this purpose and it had subsequently been decided to engage a specialist company following a procurement competition to develop a suitable app for Leap card.

Mr Eric Coetzee demonstrated the test app which will enable Leap cardholders to top-up their cards using an internet-enabled android smartphone. The new app will be deployed before the end of the year. Mr Gaston noted that this is a major achievement for Leap as there are currently very few integrated ticketing schemes around the world which use NFC. Mr Gaston also explained that the new app will not be available to iPhone users as Apple does not yet supply mobile phones with Near Field Communication capability.

#### **7. Any other business**

None.

**Next Meeting: Friday 16 October 2015 @ 11.00am in the NTA Offices.**

Signed: \_\_\_\_\_  
John Fitzgerald, Chairperson

Dated: \_\_\_\_\_