



## **Minutes of Board Meeting**

**Held on Friday 19 February 2016**

**At 10.30am in the NTA Offices, Dublin 2**

**Present:** Mr John Fitzgerald (Chairperson), Ms Anne Graham (CEO), Mr Hugh Creegan (Deputy CEO), Mr Owen Keegan (CEO, Dublin City Council), Dr Berna Grist, Ms Fiona Ross, Mr Frank O'Connor, Mr Pat Mangan, Ms Ann Fitzgerald, Ms Linda Saunders, Ms Sineád Walsh, Mr Frank Gleeson.

**Apologies:** None.

**Staff in attendance:** Mr Philip L'Estrange (Director of Finance and Corporate Affairs); Mr Tim Gaston (Director of Public Transport Services); Mr Karl Seeber (Minutes).

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### **1. Minutes of previous meeting**

The draft minutes of the Board meeting held on 19 January 2016 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 covered included

- industrial action by Luas drivers;
- Draft Transport Strategy;
- allocation of capital funding for sustainable transport projects;
- tendering of bus contracts;
- planned timetable changes to DART and other rail services;
- Leap Card developments;
- Performance of subsidised bus and rail services in 2015;
- Transport for Ireland brand refresh;
- Public transport arrangements for 1916 commemoration events;
- Meath County Development Plan;
- Staffing and legislation matters.

The Chief Executive noted that the NTA's Real Time Ireland App won the overall award at the National eGovernment Awards.

### **3. Finance Report**

Mr L'Estrange outlined the main results of the Management Accounts for January 2016 and noted that overall there was strong performance to budget for the month.

Mr L'Estrange summarised the main elements of the draft unaudited NTA Financial Statements for 2015 (the draft Financial Statements), which are required to be sent to the Department of Transport,

Tourism and Sport by the end of February. He explained that the draft Financial Statements were prepared in accordance with Financial Reporting Standard (FRS) 102 and that the Comptroller and Auditor General's audit of the draft Financial Statements is expected to start during March. The Board will be kept advised of the progress and outcome of the Comptroller and Auditor General's audit. It was agreed that the Audit Committee would make recommendations and support the Board in meeting its obligation to provide reasonable assurance over the Authority's Financial Statements and its system of internal financial control. The Board then approved the draft Financial Statements.

Ms Saunders, Chairperson of the Audit Committee, gave a detailed summary of that Committee's Annual Report for 2015. Ms Saunders outlined some of the significant audits undertaken (financial and non-financial) by the NTA's internal auditors (RSM McClure Watters). She also explained the testing undertaken to establish the resilience and security of the NTA's IT systems and websites. Ms Saunders noted the positive outcome to a review of the NTA's system of internal financial control by the internal auditors.

Ms Saunders also indicated her intention to step down from her role as Chairperson at the end of the year. During the discussion that followed the Board thanked Ms Saunders and the members of the Audit Committee for their work during 2015. It was agreed that the terms of reference of the Audit Committee should be reviewed and that some additional information concerning the role and responsibilities of the Audit Committee should be circulated to Board members. It was decided that consideration should be given to the engagement of a qualified accountant to support the members of the Audit Committee in the exercise of their responsibilities.

Mr L'Estrange outlined the NTA's procurement and contract award approval thresholds. Following discussion it was agreed that the Audit Committee should review the existing thresholds and report to the Board on the suitability of those thresholds and any changes required. Revised arrangements to facilitate the consideration by the Board of proposed contract awards were agreed.

#### **4. NTA 2016 Business Plan**

Ms Graham outlined the main aspects of the Business Plan, which had been circulated in advance of the meeting. During the discussion that followed it was agreed to make some additions to the Business Plan with respect to taxi regulation, land use planning and vehicle clamping (it is likely that the latter function will be transferred to the NTA later in 2016).

#### **5. Dublin City Centre Proposals Update**

Mr Creegan outlined progress on the Dublin City Centre Transport Study, which is being undertaken jointly by the NTA and Dublin City Council. Almost 8,000 responses were received during the public consultation phase and there had been extensive engagement with representative bodies since then. As a result it has been decided to amend the original proposals and Mr Creegan outlined the main proposed revisions. He indicated that it was planned to invite submissions from the public on the revised proposals during March following which they would be presented to Dublin City Council's Strategic Policy Committee on Transport. During the discussion that followed Mr Creegan provided clarification regarding a number of aspects of the revised proposals. The importance of clear communication of information to the public was noted.

#### **6. Congestion Response Planning**

Mr Creegan explained that the NTA has initiated work on the preparation of a short-term response plan to address the increasing levels of traffic congestion in the Greater Dublin Area. A draft plan will be brought to the Board during the summer prior to its submission to the Minister for Transport, Tourism and Sport. Mr Creegan noted that implementation of the plan is subject to the availability of funding.

**7. Any other business**

The Board agreed that its June meeting should be held in Cork.

**Next Meeting: Friday 18 March 2016 @ 10.30am in the NTA Offices.**

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

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