



## **Minutes of Board Meeting**

**Held on Friday 15 January 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.

**Apologies:** Ms Linda Saunders, Ms Sineád Walsh, Mr Frank Gleeson.

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

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

The draft minutes of the Board meeting held on 18 December 2015 were agreed subject to the addition of the following sentence at the end of the fourth paragraph under item 3 (Finance report):

*"It was agreed that a fuller discussion of the Audit Committee's annual report should be held over until early in 2016."*

### **2. CEO Report**

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

- update on Draft Transport Strategy;
- update on tendering of bus contracts;
- impact of recent bad weather on public transport services;
- planned industrial action by Luas drivers;
- growth in use of subsidised public transport services in 2015;
- progress on planned timetable changes to DART and other rail services serving Connolly Station;
- Leap Card developments;
- Transport for Ireland brand refresh;
- Staff pensions.

### **3. Finance Report**

Mr L'Estrange explained the background to and outcome of a tender competition for compliance support services which was advertised by the NTA last November. He noted that the NTA's existing contract in respect of these services is due to expire next month.

Following a detailed discussion the Board approved the award of a contract to SGS Ireland.

Mr L'Estrange explained the NTA's risk assessment process which is undertaken biannually and he outlined the main risks identified in the most recent update completed last month. During the discussion that followed, Board members made a number of suggestions regarding risk scenarios and the presentation of information on risks for consideration / implementation.

#### **4. Corporate Governance**

Mr Paul Turpin of the Institute of Public Administration gave a presentation and led a discussion on the roles and responsibilities of Board members, the purpose and functions of State Board generally and the NTA in particular, and the main requirements of the Code of Practice for the Governance of State Bodies.

The Chairperson on behalf of the Board thanked Mr Turpin for his excellent and expert contribution. He noted that Mr Turpin had agreed to make a similar presentation to the Board members who were unable to attend today's meeting.

The Chief Executive indicated that the NTA has been awaiting publication of the revised Code of Practice for the Governance of State Bodies before updating its own Code of Corporate Governance. However, it was agreed that the threshold for obtaining Board approval for the award of contracts should be reviewed at this stage.

#### **5. Any other business**

It was noted that the deadline for the return of completed Statements of Interests forms, where required, is Sunday 31 January. The Standard in Public Office Commission has confirmed that

- i. a statement is not legally required by a person with no interests to declare;
- ii. 'nil' statements should not be furnished to the Standards Commission.

**Next Meeting: Friday 19 February 2016 @ 10.30am in the NTA Offices.**

Signed: \_\_\_\_\_

**John Fitzgerald, Chairperson**

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