

Minutes of Board Meeting

Held on Friday 20 October 2017

At 10.30am in NTA Offices

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

Apologies: Ms Linda Saunders, Mr Frank Gleeson.

Staff in attendance: Mr Tim Gaston, Director, Public Transport Services; Mr Philip L'Estrange, Director, Finance & Corporate Services / Board Secretary; Mr Damian Kennedy, Financial Controller - Central Finance (Agenda Item 3a); Mr Noel Beecher, Head of Corporate Governance (Agenda Item 3b); Ms Siobhan O'Mahoney, Public Transport Contracts Division Manager and Mr Nick Ashe, Seconded (Agenda Item 3h); Mr Karl Seeber (Minutes).

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As the position of NTA Chairperson is vacant, the Board, having regard to section 16(3)(b) of the Dublin Transport Authority Act 2008, decided that the meeting should be chaired by Ms Fiona Ross.

1. Minutes of previous meeting

The draft minutes of the Board meeting held on 15 September 2017 were agreed subject to the following changes:-

Agenda Item 5 (Vehicle Clamping Regulations)

Insertion of the following new sentence at the end of the second paragraph: "It was agreed that Ms Ross should sign the Regulations on behalf of the Authority."

Agenda Item 6 (Taxi Fares)

Insertion of the following new sentence at the end of the second paragraph: "It was agreed that Ms Ross should sign the order on behalf of the Authority."

2. CEO Report

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

- Liaison with regional assemblies on the drafting of regional spatial and economic strategies;
- Publication of draft Clonburrish Strategic Development Zone Planning Scheme incorporating NTA's Transport Assessment and Strategy document;
- Update on implementation of the vehicle clamping regulations following their entry into force on 1 October last;
- Trend in passenger numbers and revenues in respect of main contracted public transport operators;

- Service issues affecting Bus Éireann and threatened industrial action at Iarnród Éireann;
- Update on bus market opening;
- Impact of *Kids Go Free* Leap Card promotion;
- Update on Leap Card operations including the recent successful cutover to the new Leap Card back office;
- corporate issues; and
- Progress on preparations for a survey of NTA stakeholders.

3. Finance & Corporate Governance Report

- a. Mr Kennedy outlined the main features of the NTA Management Accounts to the end of September.
- b. Mr Beecher updated the Board on the NTA's risk status.
- c. Mr O'Connor, chairperson of the Audit & Risk Committee updated the Board on issues discussed at the Committee's meeting, which preceded the Board meeting. Those issues included the appropriate accounting methods for certain NTA activities, a data protection issue, the appropriate use of unused Leap Card credit, progress on delivery of the Authority's internal audit plan as well as progress on the implementation of recommendations arising from audits of Local Link offices. Mr O'Connor advised that the impact of staff shortages in key areas within NTA was emerging as an issue of concern. On the recommendation of the Audit & Risk Committee the Board agreed that the appointment of Mr Brian Hayes, Partner with Moore Stephens as an external member of the Committee should be extended for a further period of one year as provided for in the terms of the relevant contract.
- d. Following discussion the Board approved the revised NTA suite of corporate governance policies as presented to it subject to review by the Audit & Risk Committee of the terms of reference for that Committee and approval by the Board of any proposed changes to the terms of reference.
- e. Following discussion the Board approved the draft NTA Customer Charter as presented subject to amendments to sections 3.7 and 7.3.
- f. Mr L'Estrange outlined the purpose and outcome of a review of strategic resourcing, which involved a detailed exercise to assess the sourcing, grading and timing of NTA staff requirements. The Board noted that the NTA is facing significant resourcing challenges which will impact negatively on the NTA's capacity to deliver on its growing mandate unless they are addressed. During the discussion that followed the Board made a number of suggestions for further consideration by NTA management. However, it was agreed that preliminary discussions should take place with the Department of Transport, Tourism and Sport concerning the issues emerging from the review process.
- g. Mr Gaston outlined the outcome of the recent tender process in respect of a new orbital bus route between Naas and Blanchardstown (Route 139). Following discussion the Board approved the awarding of a contract to JJ Kavanagh & Sons.
- h. Ms O'Mahoney outlined progress to date on the second of three public tender competitions in respect of bus market opening, which concerns the operation of 5 routes in Waterford City. Ms O'Mahoney provided an overview of the tender process to date including the evaluation methodology and the outcome of the evaluation stages. She indicated that evaluation reports are currently being finalised and reviewed following which the tender board will make a formal recommendation to the Board. Following discussion the Board decided to hold a special meeting to consider the recommendation of the tender board.

- i. The Board approved proposals for the purchase by the NTA of 8 single deck, 5 midi and 85 double deck buses required for the operation of Public Service Obligation bus services.

4. Funding Update

The Chief Executive and Mr Creegan outlined the additional funding that will be allocated to public transport as a result of Budget 2018 and the Capital Plan Review. The Board welcomed the additional funding for services and capital projects and noted the Authority's role in making the case to Government for increased resources.

5. Bus Bye-laws

The Chief Executive noted that the NTA is required to make bye-laws regulating the use and the maintenance of order on Public Service Obligation bus services. However, she noted that such bye-laws would not apply to Dublin Bus and Bus Éireann as they are empowered to make such bye-laws in respect of services operated by them. The Chief Executive indicated that draft bye-laws were published on the NTA website earlier this year and it was proposed to make amendments to the draft bye-laws to take account of the submissions received.

During the discussion that followed a number of points were raised and it was agreed to defer consideration of the matter until the next Board meeting to facilitate consideration of those points.

6. NTA Draft Submission on National Planning Framework

Mr Creegan explained that the purpose of the proposed National Planning Framework (NPF) is to establish a long-term strategic planning framework for the future development of the State. The draft NPF had recently been published for public consultation purposes and the NTA proposed to make a submission as part of that process. The Board noted the contents of the NTA's draft submission, which sets out the NTA's support for the objectives and policies contained in the draft NPF.

7. Rickshaw Regulation

Mr Creegan explained that the NTA had carried out a public consultation process on rickshaws during the summer at the request of the Department of Transport, Tourism and Sport. A large number of responses had been received and the vast majority of respondents supported the banning or regulation of rickshaws. A detailed report on the consultation is being prepared and will shortly be provided to the Department. Mr Creegan indicated that it is proposed that the NTA report would include a recommendation that rickshaws should be regulated and that an appropriate legislative framework should be enacted to that end. The Board supported this proposal.

8. Any other business

It was agreed that Ms Ross should sign the NTA pension scheme on behalf of the NTA.

Next Meeting: Friday 17 November 2017 @ 10am in Waterford.

Signed: _____
Chairperson

Dated: _____