



## **Minutes of Board Meeting**

**Held on Friday 15 December 2017**

**At 10.30am in NTA Offices**

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

**Apologies:** Ms Linda Saunders, Ms Ann Fitzgerald, Mr Frank Gleeson.

**Staff in attendance:** Mr Tim Gaston, Director, Public Transport Services; Mr Philip L'Estrange, Director, Finance & Corporate Services / Board Secretary; Mr Stephen Gallagher, Head of Finance (Agenda Item 3a); Mr Noel Beecher, Head of Corporate Governance (Agenda Item 3b); Mr Karl Seeber (Minutes).

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All attendees confirmed that they had no conflict of interest with respect to matters to be discussed in the meeting.

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

The draft minutes of the Board meeting held on 17 November 2017 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 Board members. The principal matters covered included:-

- Official opening of Luas Green Line extension to Broombridge;
- Planned An Bord Pleanála oral hearing in respect of proposed College Green plaza;
- Issues affecting Bus Éireann services;
- Outcome of ballot on labour court recommendation at Iarnród Éireann;
- Proposed pilot scheme of late night bus services in rural areas;
- New transport maps for Cork and Dublin;
- Christmas publicity campaigns targeted at public transport users;
- Staffing and legal issues;
- Bus licensing enforcement;
- DART performance indicators.

The Chief Executive presented a calendar of strategic issues, policies and procedures that may come before the board in 2018. It was agreed to update the board on the BusConnects programme in Q1. The board also requested a note on the effect of the increased DART frequency on level crossings.

### **3. Finance & Corporate Governance Update**

- a. Mr Gallagher outlined the main features of the NTA Management Accounts to the end of November.
- b. Mr Beecher updated the Board on the NTA's risk status. Following discussion, the Board decided to make a number of changes to the status of some risks. It was further agreed that the Authority's risk framework and policy should be reviewed by the Board in early 2018. It was noted that the Audit & Risk Committee is reviewing its role in relation to risk management and it was agreed that the outcome of that review should be brought to the Board for consideration as soon as possible.
- c. Mr L'Estrange outlined the need for additional office accommodation in order to enable the NTA deliver on its Strategic Programme. Following discussion the Board approved a proposal to lease additional office premises on a short-medium term basis, at the Harcourt Centre on Harcourt Road, which is in close proximity to the existing NTA offices. However, it was agreed that the NTA should continue to plan for the earliest possible date for consolidation of NTA staff in to a single location.
- d. Mr Stephen Gallagher outlined the main features of the proposed NTA Budget for 2018 including key assumptions. Following discussion the Board approved the draft Budget.
- e. The Chief Executive presented a review of the NTA's 2017 Business Plan and outlined the main features of the draft 2018 Business Plan. During the discussion that followed the Board requested a number of amendments to the 2018 Plan and agreed that reports on progress against the Plan should be presented as regular intervals during 2018.
- f. Mr Beecher outlined proposed changes to the Audit & Risk Committee's terms of reference. Following discussion the revised terms of reference were approved by the Board.
- g. Mr O'Connor outlined the main issues considered by the Audit & Risk Committee at its meeting in early December. The Committee had noted an improvement in audit compliance by Local Link groups. The NTA's management letter to the Comptroller and Auditor General was finalised. Reviews of fraud policy and bus purchase arrangements are planned. The Committee will present a report on its activities during 2017 to the Board in the New Year. It was agreed that the Committee should review tax compliance and public procurement arrangements.

### **4. Statement of Strategy 2018 - 2022**

The Board approved the revised Statement of Strategy document, which will now be finalised for publication.

### **5. Bus Fleet Technology**

Mr Creegan outlined a possible approach by the NTA in respect of the purchase of low emission bus fleet on the basis of the analysis undertaken to date. Following discussion the Board agreed to postpone consideration of the matter until the New Year in order to facilitate the collection of additional information for consideration by the Board.

### **6. Procurements**

- a. The Board approved the placing of an order by the NTA for forty double deck buses with Volvo Group UK Limited under the provisions of the Single Supplier Framework Agreement for the Supply of Double Deck Buses.

- b. The Board approved an extension of the NTA's contract with Jacobs Engineering Ireland Limited for the provision of Transport Projects Technical Advisory Services for a further 12 months to 21 December 2018.
- c. The Board approved an extension of the NTA's contract with Daktronics Limited for the supply, installation, support & maintenance of a real time passenger information system for a further 17 months to 30 June 2019.
- d. The Board approved the award of a contract, jointly with Transport Infrastructure Ireland, for the provision of Engineering Design Services for New Metro North to the consortium of Jacobs Engineering Ireland Limited and IDOM Ireland.

#### **7. New Metro North / DART Underground Update**

Mr Creegan outlined progress on the Metro North and DART Underground projects and the emerging options on the basis of the work undertaken to date. The Board noted the options presented and highlighted a number of issues for consideration.

#### **8. Any other business**

Mr Creegan explained the timeframe within which vehicle clamping operators must bring clamping warning signs into line with the new statutory requirements for such signs.

**Next Meeting: Friday 19 January 2018 @ 10.30am in NTA Offices.**

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

**Chairperson**

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