



Minutes of Board Meeting

Held on Friday 20 April 2018

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, Ms Sineád Walsh, Mr Owen Keegan (CEO, Dublin City Council), Ms Ann Fitzgerald, Mr Frank O'Connor.

Apologies: Mr Frank Gleeson, Dr Berna Grist.

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 5a-d); Mr Noel Beecher, Head of Corporate Governance and Mr Gerard McBrien, Risk Manager, (Agenda Item 5a-d); Mr Eric Coetzee, Systems Architect (Agenda Item 6); Ms Jackie Mullen, Data Protection Officer and Ms Rachel Daly, Data Protection Manager (Agenda Item 7); Mr Karl Seeber (Minutes).

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1. Declarations of Interest

None of the Board members present indicated any conflicts of interest with respect to matters due to be discussed at the meeting.

2. Minutes of previous meeting

The draft minutes of the Board meeting held on 23 March 2018 were agreed subject to replacement of the final sentence of paragraph 5d with the following text:-

The Board agreed to return to the matter in the immediate future to (a) approve a Risk Management Policy and Risk Appetite Statement and (b) further consider the arrangements for oversight of risk management.

3. Matters Arising

The Chairperson noted that the Public Appointments Service had recently advertised the NTA Board vacancy. The closing date for applications is today.

The Chairperson confirmed that Board meeting next month would be followed by a presentation on DART Expansion Programme.

At the Chairperson's suggestion, it was agreed that the Board calendar for the next 12 months should allow for consideration of succession planning arrangements and strategic resourcing issues as well as a review of the range of matters reserved for the Board.

A Board member asked about the extent of consultation with disability organisations concerning proposed changes to the livery of buses and also the accessibility features of buses to be operated by Go-Ahead in Dublin. The Chief Executive outlined the existing formal and informal arrangements for consultation and engagement with disability organisations regarding accessibility throughout the public transport system including taxis. Those arrangements include NTA participation on the Department of Transport, Tourism and Sport's Public Transport Accessibility Committee and on-going engagement with statutory and representative bodies such as the National Disability Authority, the Irish Wheelchair Association, etc. The Chief Executive explained that the NTA is always available to engage with representatives of disability organisations on issues of concern to them. Following discussion the Board decided against establishing a Board sub-committee as the role proposed for it involves Executive rather than Board functions.

4. CEO Report

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

- An Bord Pleanála oral hearing in respect of proposed College Green plaza. The oral hearing has now concluded;
- Progress on preparation of draft Cork Metropolitan Area Transport Strategy;
- Progress on implementation of measures to increase capacity on Luas Green Line at peak travel times;
- Progress of MetroLink public consultation process. The NTA and Transport Infrastructure Ireland will attend a meeting of the Joint Oireachtas Committee on Transport, Tourism and Sport on the MetroLink project, which is scheduled for 25 April next;
- Formal signing of contract between NTA and Go-Ahead;
- Introduction of 10 minute timetable for DART services;
- Performance of subsidised bus and rail services;
- Timescale for completion and publication of national household travel survey;
- Board reporting arrangements; and
- Staffing issues and in particular the increasingly urgent need to fill a number of key staff vacancies in order to ensure that key projects are not delayed. It was agreed that the Department of Transport, Tourism and Sport should be advised that delays in the filling of these vacancies will inevitably impact on the delivery of key NTA projects.

5. Finance & Corporate Governance

- a. Mr Gallagher outlined the management accounts for March and progress against budget. Mr Gallagher noted that discussions are continuing with the Office of the Comptroller and Auditor General with a view to finalising the Financial Statements.
- b. Mr Beecher noted that the NTA's risk status is unchanged.
- c. Mr O'Connor, Chairperson of the Audit & Risk Committee (ARC) provided an overview of issues discussed by that Committee at its meeting, which preceded the Board meeting. Mr O'Connor noted that ARC is recommending approval of separate draft risk management policy and risk management framework documents, which were circulated in advance of the Board meeting. Following discussion, the Board approved both documents subject to some minor amendments. The Board also noted the contents of a draft risk appetite statement and strategic risk register, which are under consideration at ARC. It was agreed that members should forward any observations they may have on these documents to ARC for consideration.
- d. The Board approved the draft 2017 Annual Report, subject to any editing changes which may be required during the preparation of the document for publication.

- e. The Board approved proposals for an external review of Board effectiveness to be undertaken by the IPA's governance team. The Board Secretary reminded Board members that the NTA can arrange training in governance for Board members.
- f. The Executive presented the approval process for major transport projects. The Board agreed to have a number of changes incorporated in a revised approval process which will be presented in a revised Matters Reserved for the Board at a subsequent meeting. This will include defining the key decision points at which the Board will approve progress to the next stage following receipt of appropriate Board paper. The Executive also agreed to provide guidelines for the situation where the NTA is both the sanctioning authority and the sponsoring agency.

6. Account Based Ticketing (ABT)

Mr Gaston explained the NTA's plans for the development of ABT which is a method of ticketing where the proof of entitlement to travel is held in an online central system and not on any physical card held by a passenger. Accordingly, it would eventually replace the current Leap Card system. Internationally, there is a move to ABT and it is already available in a number of major cities including London. A key benefit of ABT is that it enables a much greater range of ticket payment and validation methods. The overall objective is to develop an ABT system that is appropriate for Ireland and benefits customers, transport operators and the NTA.

Mr Coetzee then explained the operation of the current Leap Card ticketing system and how the transition to an account based ticketing system will be managed and the next immediate steps.

In response to questions and observations from Board members, Mr Gaston indicated that the timescale for delivery of the project is estimated at 4/5 years and that work has started on the preparation of a detailed business case for the project which will form part of the Bus Connects programme business case. He confirmed that risk analysis and mitigation would be part of the assessment of the project. The Executive will revert to the Board on progress before end of year.

7. Cyber security and GDPR Update

The Board decided to postpone the cyber security update until a later meeting.

Ms Mullen noted that the new EU regulation on general data protection (GDPR), which will come into operation on 25 May next, places much greater obligations on data controllers and processors. Accordingly the NTA has been engaged over the past 24 months on a major project to ensure that the NTA will be GDPR compliant. Ms Daly explained the status of the NTA's preparations at this stage and noted that the NTA is on track to achieve a high degree of compliance from the outset. It was noted that the work being undertaken also includes audits of the GDPR readiness of organisations and companies which process data on behalf of the NTA. The Board agreed to return to this issue later in the year.

8. Sandymount/Merrion to Blackrock Corridor Study

Mr Creegan explained that the NTA had undertaken a study in 2016 to develop proposals for implementing the Sutton to Sandycove (S2S) amenity cycle / pedestrian scheme between Ringsend and Sandycove, in tandem with addressing bus and traffic issues along the same corridor. The Emerging Preferred Scheme was published for public consultation in October 2016, with the period for submissions running to end January 2017.

Mr Creegan noted that the public consultation had identified a significant level of opposition to the Emerging Preferred Scheme at two particular locations (Merrion Gates and Seapoint Avenue). In the

circumstances he explained the options now open to the NTA and it was agreed that partial implementation would be proposed at a meeting of the special S2S Committee, comprising councillors from Dún Laoghaire Rathdown County Council and Dublin City Council, which is scheduled for 26 April next.

9. Any other business

The Chief Executive noted that the NTA is currently reviewing the level of fees charged for bus licences. She noted that the costs incurred by the NTA in respect of bus licensing greatly exceed the revenue obtained from fees.

Next Meeting: Friday 18 May 2018 @ 10.30am in NTA Offices.

Signed: _____
Chairperson

Dated: _____