



Minutes of Board Meeting

Held on Friday 21 September 2018

At 10.30am in NTA Offices

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

Apologies: None.

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 (Item 5b); Mr Mark Bradwell, Procurement Manager (Item 6); Mr Tom Ryan, Contracts Manager (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 ordinary Board meeting on 20 July 2018 and the special Board meeting on 13 September 2013 were approved without amendment.

3. Matters Arising

The Chairperson reported on the outcome of his meeting with the Minister for Transport, Tourism and Sport, which took place over the summer. He indicated that the meeting had been positive and constructive. They had discussed the NTA's work programme and the Chairperson had taken the opportunity to outline the organisation's resource needs and the desirability of filling the remaining vacancies on the Board.

The Chairperson advised that the CEO and the Department of Transport, Tourism and Sport had agreed to add risk management to the matters that are considered as part of the regular meetings between officials of both bodies. This was welcomed by the Board.

The Chairperson noted that the Board had previously agreed the need for the appointment of a second independent member of the Audit & Risk Committee (ARC) in order to provide expertise in risk management. Mr L'Estrange outlined the nature and outcome of the selection process and information on the proposed candidate. Following discussion the Board approved the appointment of Mr John Smyth as an independent member of the ARC for an initial period of one year.

The Chairperson indicated that the Board would be asked to give consideration to a proposed extension to Mr Brian Hayes' current appointment as an independent member of the Committee. It was likely that this would be done by way of correspondence in advance of the next Board meeting.

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:-

- Engagement with the Department of Transport, Tourism and Sport on the NTA's staff and financial requirements;
- Meeting with An Taoiseach and the Minister for Transport, Tourism and Sport to provide an update on the progress of public transport projects included in the National Development Plan;
- The NTA's successful co-ordination of the delivery of public transport services on the occasion of the Papal visit;
- The launch of Route 175, which is operated by Go Ahead. Already, additional services have had to be added at peak travel times to meet demand;
- The likely increase in the number of buses and coaches availing of the NTA coach park in Dublin's IFSC following the implementation of measures by Dublin City Council to make changes to the regulation of on-street bus and coach parking in the city centre area;
- The need to have arrangements in place to ensure that passengers travelling on rail services which suffer break-downs or other unforeseen events in the course of a journey are collected without undue delay;
- The need for the timely replacement of outdated printed rail timetables at rail stations;
- The preparation by the Department of Transport, Tourism and Sport of a strategy for the regulation of rickshaws.

5. Finance & Corporate Governance

- a. Mr Gallagher outlined the main features of the management accounts for August and progress against budget and responded to questions from Board members.
- b. Mr Beecher outlined the main features of the risk management report. He noted that the Audit & Risk Committee, which had met in advance of the Board meeting, had decided to add an additional risk to the list of key risks. He also noted that a paper on risk appetite, which has been approved by the Audit & Risk Committee, will be submitted to the Board in October for approval. The Board discussed the risk ratings and it was agreed that close attention should be paid to the future direction of a number of ratings.
- c. Mr O'Connor indicated that the Audit & Risk Committee (ARC) had held a scheduled meeting earlier that morning, which was also attended by representatives of the Office of the Comptroller and Auditor General (C&AG). In line with the provisions of the Code of Practice for the Governance of State Bodies, NTA staff and internal auditors were not present for the discussion with the C&AG representatives. Mr O'Connor reported that the C&AG representatives did not raise any issues of concern.

Mr O'Connor advised that the ARC is pleased with the co-operation the NTA's internal auditors are receiving from agencies being audited and that a considerable improvement in the outcome of audits had been noted in some cases. He advised that work is underway on the development of an audit plan and assurance mapping having regard to the key risks identified. He also indicated that a proposal for an NTA treasury policy will be brought to the Board in October.

6. Procurements

The Board considered proposals for a number of proposed procurements and decided as follows:-

- a. Following a presentation by Mr Gaston and Mr Ryan and subsequent discussion, the Board agreed to an extension of the contract for the National Intermodal Journey Planner for a period of one year, with the option to extend thereafter, at the Authority's discretion, for a period of one further year;
- b. Following a presentation by Mr Bradwell and subsequent discussion, the Board agreed to the award of a contract for the supply of bus stop pole information display units to Larkin Engineering for a period of 3 years, with the option to extend thereafter, at the Authority's discretion, for 1 more year, up to a maximum total 4 year contract;
- c. Following a presentation by Mr Bradwell and subsequent discussion, the Board agreed to award a contract for the supply of bus stop poles and flags to Trueform Engineering for a period of 3 years, with the option to extend thereafter, at the Authority's discretion, for 1 more year, up to a maximum total 4 year contract;
- d. Following a presentation by Mr Bradwell and subsequent discussion, the Board agreed to the award of a contract for the supply of servers, storage and network devices to Trilogy Technologies Limited;
- e. Following a presentation by Mr Creegan and subsequent discussion, the Board agreed to the award of a contract for the provision of legal services to Coughlan White & Partners, for a period of two years and with options to extend the contract annually, at the Authority's discretion, up to a further two years;
- f. Following a presentation by Mr Bradwell and subsequent discussion, the Board agreed to the award of a contract for the provision of onsite executive resources to Ernst & Young, for a period of two years and with options to extend the contract, at the Authority's discretion, for up to a further two years;
- g. Following a presentation by Mr Bradwell and subsequent discussion, the Board agreed to the award of a contract for the provision of Project and programme management resources and ICT management resources to Abtran, for a period of two years and with options to extend the contract, at the Authority's discretion, annually for up to a further two years;
- h. Following a presentation by Mr Bradwell and subsequent discussion, the Board agreed to the award of a contract for the provision of software test resources to Ammeon, for a period of two years and with options to extend the contract, at the Authority's discretion, annually for up to a further two years;
- i. Following a presentation by Mr Creegan and subsequent discussion, the Board agreed to the award of a contract for vehicle inspection and other test services and authorisation to conduct taximeter system verification to Applus Car Testing Ireland, for a period of four years and with options to extend the Contract, at the Authority's discretion, annually for up to a further two years.

7. RTPI Accuracy Update

Mr Gaston and Mr Ryan outlined the development of the real time passenger information (RTPI) system, which predicts the arrival of buses at bus stops. They noted that the first on-street displays were installed in 2010 and RTPI became available on Transport for Ireland apps in early 2013. A major system upgrade to 4G technology took place in 2018.

Mr Ryan explained that the NTA undertakes quarterly surveys to determine the accuracy of the information that is shown on on-street displays. Since Q1 2017, the Dublin Bus results have exceeded 97%, which is in line with the best performing systems internationally. While Bus Éireann's results in the Greater Dublin Area and the regional cities have been significantly lower in that time the latest results (for Q2 2018) show a marked improvement ranging from 76% to 99% across those areas. Mr Gaston noted that the reasons for the lower performance in Bus Éireann's case include the use by Bus Éireann of sub-contracted bus operators to provide some services. However, he indicated

that the NTA is giving consideration to the options to secure improved RTPI performance from Bus Éireann. Finally, Mr Ryan also outlined some current RTPI issues and planned developments.

During the discussion that followed Mr Gaston and Mr Ryan noted and responded to issues raised by Board members.

8. BusConnects Network Update

Mr Creegan updated the Board on the progress of the public consultation in respect of the proposed bus network redesign. He explained that following the completion of the public consultation on 28 September next, all of the submissions will be considered in detail and the issues of concern will be identified. The outcome of this work will then will used to identify the need for changes to the published proposals with a view to the publication of revised proposals in early 2019. Mr Creegan noted that the NTA had already acknowledged that changes would have to be made to some aspects of the proposals and that additional changes would emerge as part of the detailed review of the submissions received.

He explained that preparations are well advanced for a separate public consultation on proposals for infrastructural measures (e.g. bus priority and traffic management measures) needed to support the provision of fast and reliable bus services on core bus corridors as part of the BusConnects programme. The public consultation is expected to commence in early November.

9. Customer Engagement Review

It was agreed to postpone consideration of this matter until a later meeting.

10. Letter from Minister - Strategic Sites for Housing

The Board noted that the NTA does not own any land. However, it was agreed that the NTA response to the Minister's letter should highlight the importance of retaining bus depots at key locations.

11. Any other business

The Board discussed its schedule of meetings for the rest of the year. The Board agreed to hold an information session in advance of the Board meeting in October in order to enable the executive to provide a detailed briefing for the Board on the next phase of the BusConnects programme.

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

Signed: _____
Chairperson

Dated: _____