



Minutes of Board Meeting

Held on Friday 13 September 2019

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, Dr Berna Grist, Ms Ann Fitzgerald, Mr Owen Keegan (CEO, Dublin City Council); Mr Frank O'Connor, Mr Kevin Kelly, Mr Brian McCormick.

Apologies: Mr David Gray.

Staff in attendance: Mr Philip L'Estrange, Director, Finance & Corporate Services / Board Secretary; Mr Tim Gaston, Director, Public Transport Services; Dr Declan Sheehan, Chief Information Officer; Mr Stephen Gallagher, Head of Finance, Mr David O'Flynn, Senior Finance Manager, Mr Noel Beecher, Head of Corporate Governance, (Item 5); Mr Igor Popenko, Procurement Manager (Item 6a), Ms Orlagh McGowan, Senior Procurement Officer (Item 6b); Ms Wendy Thompson, Head of Taxi Regulation (Item 7); Ms Patricia Craven, Vehicle Clamping Manager (Item 8); Ms Naomi Rooney, Transport Accessibility Manager (Item 10); Mr Karl Seeber (Minutes).

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1. Declarations of Interest

None.

2. Minutes of previous meeting

The draft minutes of the Board meeting on 12 July 2019 were approved subject to the replacement of the penultimate sentence under Item 5b (Finance & Corporate Governance) with the following text: - *The remaining 14 policy documents will be submitted to the Board.*

3. Matters Arising

The Chairperson noted that the Minister for Transport, Tourism and Sport had appointed two new Board members on 1 August last. He welcomed Mr Brian McCormick to his first Board meeting and noted that Mr David Gray was unable to attend today's meeting due to a prior commitment.

The Board noted that a written procedure was used during August to request and obtain Board approval for the award of a contract for the provision of Cycling Design Office services to Aecom Ireland. The Chairperson did not participate in the process due to a potential conflict of interest.

The Board reviewed the schedule of matters for consideration at future Board meetings.

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: -

- Update on maritime passenger rights issues;
- Discussions with the Department of Transport, Tourism and Sport in relation to the NTA budget for 2020;
- Developments arising from the decision by the Eastern and Midland Regional Assembly to insert amendments into the Regional and Spatial and Economic Strategy 2019 – 2031;
- Update on the BusConnects Programme including the timeline for commencement of public consultations on revised proposals for the bus network redesign;
- Outcome of the latest Kids Go Free promotion;
- Update on tender process for bus stops at Dublin Airport;
- Progress on the development of new direct award contracts in respect of bus and rail services;
- Launch of pilot designated local area hackney scheme;
- Clamping appeals statistics;
- Punctuality of rail services;
- Status of bus emission trials being undertaken by the Department of Transport, Tourism and Sport and proposals by the Authority for the purchase of low emission bus fleet.

5. Finance & Corporate Governance

- a. Mr Gallagher outlined the main points of the Management Accounts for July / August and responded to questions from Board members.
- b. Mr Beecher outlined the main developments in relation to risk management since the last Board meeting including changes to the Corporate Risk Register. He noted that representatives of the Office of the Comptroller and Auditor General had attended the ARC meeting which preceded the Board meeting and had given some very positive feedback. Finally, he provided an update on developments concerning Local Link operations in Clare and Galway.
- c. The Board approved a proposal to appoint Mr David Gray to the Audit and Risk Committee in place of the Chairperson, who had been appointed to that position in an interim capacity only.
- d. The Board approved proposed changes to the Authority's Corporate Governance Policy documents subject to some amendments.

6. Procurement

- a. Following an introduction by Mr Gaston, the Board approved the award of a multi-supplier framework agreement for the provision of technical advisory services for ticketing and related technologies to each of the tenderers set out in the table shown below, for a period of three years and with an option to extend the framework agreement, at the Authority's discretion, for a further year.

	Abtran	Atkins	Clevor	Consult Hyperion	GA Retail Services	Idom	UL	Rebel	Renasant Tech	Systra
Lot 1		✓	✓	✓		✓		✓		✓
Lot 2				✓	✓	✓	✓			

	Abtran	Atkins	Clevor	Consult Hyperion	GA Retail Services	Idom	UL	Rebel	Re nascent Tech	Systra
Lot 3	✓	✓			✓				✓	✓

- b. Following an introduction by Mr L’Estrange, the Board approved the award of a contract for the provision of finance 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.

7. Taxi Fare Review Consultation

Ms Thompson explained that following a detailed review of the current maximum taxi fare it is proposed to make a maximum fares order to implement an average 4.5% increase across the Initial Charge and Tariffs A & B. She also noted that it is proposed to introduce mandatory acceptance of card payments in taxis in tandem with this fare adjustment and an allowance is included in the proposed adjustment to take account of the additional costs arising.

During the discussion that followed Ms Thompson responded to questions from Board members. The Board then approved the commencement of a public consultation on the proposed 4.5% adjustment to the national maximum taxi fare in line with section 24 of the Taxi Regulation Acts 2013 & 2016.

8. Vehicle Clamping Code of Practice Consultation

Ms Craven explained that the NTA is empowered by section 12 of the Vehicle Clamping Act 2015 to establish a code of practice in order to provide practical guidance to parking controllers and clamping operators regarding compliance with the legislation and to establish standards in relation to the general behaviour, performance of duties and conduct of parking controllers and clamping operators in carrying out clamping activities.

Ms Craven outlined key recommendations of the draft code of practice and responded to questions from Board members. The Board then approved the holding of a public consultation on the draft code of practice.

9. Business Case for the purchase of 41 rail carriages

Mr Creegan explained that additional rail fleet is required to address capacity issues on the rail network at peak times. Iarnród Éireann have undertaken a review of the fleet options and have identified the acquisition of 41 Inter City Rail cars as the optimum solution and have prepared a business case in respect of this proposal. The estimated cost of the new fleet was established as being €149.6 million.

Mr Creegan noted that as the project exceeds the amended €100 million threshold set out in the Public Spending Code, the Government is the sanctioning authority in respect of the project. Accordingly, the Department of Transport, Tourism and Sport will undertake a review of the business case and, if agreed, will arrange to seek a formal Government decision in respect of the project.

Following discussion, the Board noted the position in the matter.

10. Public Transport Accessibility Programme

The CEO and Ms Rooney outlined the Authority’s obligations in relation to public transport accessibility, the current accessibility status of the public transport system and the proposals to improve the system’s accessibility and improve consultations with transport operators and customers

with disabilities. The CEO highlighted the recent introduction into service of new low-floor buses on regional routes which enable wheelchair users to use a ramp at the front door rather than being hoisted on a wheelchair lift. She also outlined plans to introduce a JAM Card to enable people with a learning difficulty or communication barrier to share their need for assistance discreetly and easily.

During the discussion that followed, Board members noted existing arrangements for assisting people with disabilities to use public transport and the proposal to extend those arrangements through the provision of funding to NCBI in order to facilitate the establishment of a national training centre containing mock-ups of all types of bus and rail vehicles. The centre will be open to all potential passengers with disabilities and not just those with a visual impairment.

The Board indicated that the frequent unavailability of lifts at rail stations is a particular matter of concern for people with disabilities and noted the need for speedier repairs to out of order lifts. The CEO noted that lifts are subject to frequent vandalism and advised that Iarnród Éireann is currently examining options to improve the situation. The Board also highlighted the need for improved public announcements on public transport and better training of staff making those announcements. The CEO noted that it is proposed to require all front-line public transport staff to undergo regular disability awareness training.

The Board noted the key role played by local authorities in the roll-out of accessible bus stops and the importance of securing their cooperation in that regard. Ms Rooney noted that it is planned to engage with the County and City Management Association to that end.

The Board requested that consideration be given to increasing funding for public transport accessibility improvements through a redistribution of the Authority's capital funding allocation.

The Board welcomed the appointment of a Transport Accessibility Manager, commended the excellent work being done by the executive in this area, and agreed that an annual review of this topic should be added to the Board schedule.

11. Any other business

The Chairperson indicated that he and the CEO had met the Minister for Transport, Tourism and Sport.

12. Meeting without Executive

The non-Executive members of the Board met in private session. The Board authorised the Chairman to execute a contract with the CEO's extending her term in office for 5 years, in accordance with the terms and conditions approved by the Minister.

Next Meeting: Friday 18 October 2019 @ 10.30am in the NTA Offices.

Signed: _____
Chairperson

Dated: _____