



Minutes of Board Meeting

Held by video conference on Friday 15 May 2020

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

Apologies: None

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; Ms Wendy Thompson, Director, Transport Regulation; Mr Bernard Higgins, Director, Transport Technology; Mr Noel Beecher, Head of Governance, Mr Gerard McBrien, Risk Manager (Item 5); Mr Karl Seeber (Minutes).

Others in attendance: None.

* * * * *

1. Declarations of Interest

None.

2. Minutes of previous meeting

The draft minutes of the Board meeting on 17 April 2020 were approved subject to the addition of the following sentence to the second paragraph under Item 4 (CEO Report):

Mr Kelly indicated that he did not support the proposed new bus stop designs.

3. Matters Arising & Board Schedule

The Chairperson noted that since its meeting on 15 April last, the Board had used the written process provided for in the Authority's Corporate Governance procedures to approve the making by the Authority of the Small Public Service Vehicle (Emergency Measure COVID-19) Regulations 2020.

The Chairperson noted that the Revised Code of Practice for the Governance of State Bodies requires each Board to undertake an evaluation of its own performance each year and provides that the evaluation should be conducted by an external body every three years. Noting that the next external evaluation is not due until 2021, the Board agreed that the 2020 evaluation would be facilitated by the Board Secretary.

The Board reviewed updates provided by the Executive on items and issues raised by Board members at previous meetings and agreed that a number of items could be marked as completed. The Board also reviewed the matters due to be considered at future meetings.

The Chairperson thanked the Executive for arranging detailed background briefing sessions for Board members on agenda items 7 to 9 in advance of today's Board meeting. He noted that such sessions contribute greatly to the effectiveness and efficiency of 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: -

- Developments relating to the Next Generation Ticketing Project;
- Impact of the Covid-19 public health emergency on public transport services and infrastructure projects;
- Public transport response to the Government Roadmap for Reopening Society and Business;
- Developments in relation to Clare Bus; and
- Staffing and recruitment matters.

5. Finance & Corporate Governance

- a. Mr L'Estrange outlined the main points of the Management Accounts for April 2020, which include increased PSO and reduced revenue from taxi licensing costs due to the impact of the COVID-19 emergency. He then presented an update of the Executive's initial assessment of the implications of the emergency for the Authority's 2020 Budget. During the discussion that followed, the Chairperson noted that the Minister for Transport, Tourism and Sport had recently informed the Oireachtas that the Government will continue to fund the provision of PSO services once the current funding allocation has been spent. The Chief Executive confirmed that the Authority has not been advised of any reduction in its capital budget. Mr Creegan confirmed that the Authority did not expect to enter into any significant commitments on capital expenditure over the next few weeks.
- b. Mr Beecher noted that no changes have been made to the Authority's Corporate Risk Register since the last Board meeting. He summarised the status of the separate COVID-19 risk register, which comprises 16 risks including 14 with red flags. Finally, he noted that a review of the Strategic Risk Register will begin this summer. During the discussion that followed it was agreed to examine succession planning arrangements for senior management positions. Mr Sheehan outlined the arrangements in place to protect the Authority's ICT systems from cyber-attacks. He confirmed that the Authority's systems have not suffered any security breaches since the transition to staff working from home.
- c. Mr O'Connor reported on the outcome of the Audit and Risk Committee's special meeting on the issue of the COVID-19 emergency.
- d. The Board approved the Risk Management Framework and Action Plan and proposed revisions to the Risk Management Policy and Risk Appetite Policy as presented.
- e. Mr L'Estrange outlined progress on the implementation of the Authority's Statement of Strategy 2018 – 2022. He noted that the document contains 93 strategic objectives of which 18 have already been delivered. Of the remaining 72 strategic objectives, 69 had green flags and 3 had amber flags. None had red flags. In the case of the projects with amber flags, the strategic objectives were behind schedule delays due to the impact of the COVID-19 emergency. The Board welcomed the good progress which is being made on the implementation of the Statement of Strategy.

6. Procurement

Ms Thompson presented a report on the outcome of a tender process for the award of a contract for the provision of regulatory compliance services. During the discussion that followed, the Board noted that only one valid tender had been received. Ms Thompson outlined the reasons behind the low level of competition in the market and why the Authority is fully satisfied that the tender received represents excellent value for money. The Board approved the award of the contract to SGS Ireland Limited.

7. Luas to Finglas Preliminary Alignment Public Consultation

Mr Creegan noted that the extension of Luas Cross City from its terminus at Broombridge to the north of Finglas is a project identified in the NTA's Transport Strategy for the Greater Dublin Area 2016-2035 as well as in Project Ireland 2040. There is a commitment in the National Development Plan 2018-2027 to undertake appraisal, planning and design of this element of Luas network expansion.

Following direction from the NTA, Transport Infrastructure Ireland has progressed the project to the point of producing an Emerging Preferred Route and expect to be in a position to undertake a non-statutory public consultation on the proposed route in the coming weeks. This consultation will inform the development of a preliminary design for the project.

The Board noted the position in the matter.

8. Limerick Shannon Draft Transport Strategy Consultation

Mr Creegan noted that the National Planning Framework 2040 envisages that the Limerick-Shannon Metropolitan Area (LSMA) will become the growth engine of the Mid-West Region with projected growth of at least 50% during the period up to 2040. This projected population, employment and education growth brings with it opportunities for the development of the LSMA. A draft transport strategy has been prepared in order to provide a framework that will guide transport development across the region over the next two decades, and enable better integration between land use planning and transport provision.

Following discussion, the Board approved the commencement of a non-statutory public consultation on the draft Limerick-Shannon Metropolitan Area Transport Strategy 2040 in the coming weeks, subject to sufficient lifting of COVID-19 restrictions.

9. BusConnects Dublin: Final Network & Draft Implementation Plan

Mr Gaston explained that the BusConnects programme is a suite of projects which aims to improve every aspect of the bus system nationally and is part of the National Development Plan. He noted that an extensive consultation process has taken place on the BusConnects Dublin network, which generated more than 61,000 submissions and comments. As a result, a number of changes have been made to the network to meet many of the concerns outlined in the consultation phase. At this stage the final network has been completed and a high level plan for the phased implementation of the final network has been developed.

During the discussion that followed the Board noted the need to ensure that people with disabilities receive appropriate help and assistance during the implementation of the final network. The Board then approved the final BusConnects Dublin network and the strategic implementation plan as presented.

10. Transport User Consultative Group

Mr Creegan and Mr Gaston explained that the Authority's Executive considered that the establishment of a non-statutory group comprising representatives of users of the public transport system nationally and hosted by an independent Chairperson would facilitate the Authority in obtaining valuable advice and insights on proposed projects, programmes and plans, which could then feed into the NTA's decision making process. Mr Creegan noted that the proposed Transport User Consultative Group was loosely modelled on the (statutory) Advisory Group on Small Public Service Vehicles, which has worked very successfully.

During the discussion that followed, the Board agreed that the proposal merited further consideration and agreed that further work should be undertaken on the development of detailed terms of reference and work programme as well as further consideration of the composition of the Consultative Group to ensure the inclusion of all relevant stakeholders.

11. MetroLink Governance

Mr Creegan noted that a draft document concerning proposed governance arrangements in respect of the MetroLink was considered by the Board in October 2019 and the Board had decided that the draft document should be reviewed to provide greater clarity in certain areas.

Mr Creegan explained that the draft document had since undergone a thorough review process, which took into account changes made to the Public Spending Code in December 2019. Mr Creegan summarised the main changes and noted that they will necessitate amending the list of matters reserved for the Board as set down in the Authority's Corporate Governance documentation. He noted that the Board of the Authority will be asked to approve the MetroLink business case including the procurement strategy.

During the discussion that followed, Mr Creegan noted that a decision had recently been taken to transfer the role of chair of the MetroLink Project Board from the Authority to Transport Infrastructure Ireland.

The Board expressed satisfaction with the changes to the draft document and agreed that the necessary change to the Authority's corporate governance documentation should be submitted to the Board for approval in due course.

12. Interim Mobility Plan for Dublin

Mr Creegan explained that due to the Covid-19 pandemic, travel patterns within Dublin City are likely to change significantly over the coming months. Many more people are expected to use walking and cycling to access work, schools and shops while fewer people are likely to use public transport due to its reduced capacity. Also, more people will wish to use their cars to travel to their places of employment and other destinations. In addition, there is a need to widen footpaths, particularly at retail locations, to achieve social distancing requirements. As a result, there is a need to reconfigure various streets to accommodate the new requirements. Accordingly, Dublin City Council and the NTA are developing an Interim Mobility Plan to provide an overall framework for these interventions, which will be implemented on a temporary basis over the coming months. Mr Creegan outlined the area included within the Plan and the types of measures which are expected to be implemented.

Mr Creegan noted that the completed Plan will be presented to Dublin City Councillors following which implementation will proceed on a street-by-street basis. He noted that while it will not be possible to engage in normal public consultation arrangements, it is planned to arrange local notifications and

local discussions for specific issues on schemes and arrange regular updates to public representatives and other parties.

During the discussion that followed Mr Creegan noted that discussions are taking place between the Authority and other local authorities in the Greater Dublin Area and the regional cities regarding the need for similar plans in those areas. The Board noted the work underway and requested that particular attention should be given to the needs of people with disabilities in the planning and implementation of the Interim Mobility Plan and its communication to the travelling public.

13. Any other business

Mr Creegan agreed to provide an update on the proposed national transport training centre for people with disabilities at the next Board meeting.

14. Meeting without Executive

None.

Next Meeting: Friday 19 June 2020 @ 10.30am.

Signed: _____
Chairperson

Dated: _____