



Minutes of Board Meeting

Held in NTA HQ and via video conference on Friday 16th December 2022

Board Members in attendance

Ms Ann Fitzgerald (Chairperson), Ms Anne Graham (CEO), Mr Hugh Creegan (Deputy CEO), Mr Pat Mangan, Mr Brian McCormick, Mr Iain Docherty, Ms Joyce Loughnan, Ms Eleanor O'Neill, Mr David Gray, Mr Owen Keegan (CEO of Dublin City Council), Mr Frank O'Connor.

Others in attendance

All Items: Mr Philip L'Estrange, Director, Finance & Corporate Services / Board Secretary; Mr Tim Gaston, Director of Public Transport Services; Mr Bernard Higgins, Director of Transport Technology; Mr Declan Sheehan, Chief Information Officer; Ms Wendy Thompson, Director of Transport Regulation; Ms Margaret Malone, Head of Corporate Services; Mr Richard Kelly, HEO (Minutes).

Item 5 & 6: Mr Stephen Gallagher, Head of Strategic and Business Planning.

Item 10: Mr Mark Bradwell, Senior Procurement Manager; Mr Ger Regan, Transport Contracts Manager; Mr Jeremy Ryan, Head of Public Transport Contracts

Item 12: Ms Jennifer Gilna, Head of Communications

Item 13: Ms Naomi Rooney, Transport Accessibility Manager

Items 14: Mr David O'Flynn, Financial Controller

Items 15: Mr Noel Beecher, Head of Governance; Mr Gerard McBrien, Risk Manager.

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1. Appointment of Board member to Chair meeting

The Board approved the nomination of Ann Fitzgerald to chair the December Board meeting.

2. Declarations of Interest

None

3. Minutes of previous meeting

The draft minutes of the Board meeting held on 18th November 2022 were approved.

4. Matters Arising & Board Schedule

The Chairperson informed the Board there has been progress since the November meeting regarding the appointment of the new NTA Chairperson. The process is being led by the Public Appointments Service and they recently advertised the position of Board Chairperson for the NTA.

The Chairperson noted that the Authority's Corporate Governance arrangements permit the making of decisions by written procedure between Board meetings and that decisions taken in this way must be recorded in the minutes of the subsequent Board meeting. The Chairperson directed that the minutes record that the Board took a decision in early December to grant Decision Gate 3 consent to Iarnród Éireann in respect of the placement of a second order for battery/electric rail fleet under the existing Fleet Framework Agreement at an overall cost of €179.2 million inclusive of VAT. She noted that the decision was taken following receipt of Government authorisation to the placement of the second fleet order.

5. CEO Report

The Chief Executive outlined developments since the last meeting and responded to matters raised by Board members.

Mr Gallagher updated the Board with a progress report on the implementation of the Authority's Business Plan for 2022 and responded to questions from Board members.

Mr Creegan provided an update on the major projects and responded to questions from Board Members.

6. Statement of Strategy 2023-2025

Mr Gallagher provided an overview of the final Draft Statement of Strategy 2023-2025 for the National Transport Authority.

Following questions from the Board members, the Board approved the final Draft Statement of Strategy 2023-2025.

7. Lease of additional office space at Horgan's Quay, Cork

Mr Creegan provided an overview of the main points of the proposed lease of additional office space at Horgan's Quay in Cork City.

Following the discussion that took place, the Board approved the lease of additional office space at Horgan's Quay in Cork City.

8. Governance

a) Capital Sub-Committee Draft Terms of Reference

Mr Creegan provided an overview of the changes made to the Capital Sub-Committee Draft Terms of Reference which had been presented and discussed at the November 2022 Board meeting.

Since approval was provided at the November Board meeting subject to changes being made, the Board noted that the changes requested had been made and that the Committee would formally commence its work in January 2023.

b) Board Reserved Functions

Mr L'Estrange provided an overview of the changes made to functions reserved for the Board which had been presented and discussed at the November 2022 Board meeting.

Since approval was provided at the November Board meeting subject to changes being made, the Board noted the changes requested have been made and it was agreed that these changes reflect views of the Board members.

9. Draft Clamping Code of Practice Approval – Post Public Consultation

Ms Thompson provided an overview of the Draft Clamping Code of Practice and outlined the key points of the submissions received during the public consultation process.

Following the overview provided by Ms Thompson, the Board approved the Draft Clamping Code of Practice.

10. Procurement

a) Carlow Town Bus Service

Mr Regan presented the procurement report on the Carlow Town Bus Service. Following discussion and questions from the Board members, the Board approved the awarding of the contract for the Provision of bus services in Carlow Town to Bus Éireann for an initial contract duration of 3 years, with an option to extend to up to four additional years.

b) Project Management Resources

Ms Bradwell presented the procurement report on the Project Management Resources. Following discussion and questions from the Board members, the Board approved the awarding of the contract for the Provision of Project Management Resources to Ernst & Young for a fixed period of two years, with options for the Authority to extend the term for up to two additional years.

c) Leap Onsite Operational Resources

Ms Bradwell presented the procurement report on the Leap Onsite Operational Resources. Following discussion and questions from the Board members, the Board approved the awarding of the contract for the Provision of Leap Onsite Operational Resources to Abtran Unlimited Company for a fixed period of two years, with options for the Authority to extend the term for up to two additional years.

11. Woodbrook DART Station Preliminary Business Case – Decision Gate 2 (Tendering)

Mr Creegan provided an overview of the Woodbrook DART Station Preliminary Business Case and outlined that approval was being sought to grant Public Spending Code (PSC) Decision Gate 2 approval

– Project Brief and Procurement Strategy – to Iarnród Éireann, in respect of the Woodbrook Station Project, permitting the commencement of the tendering phase of the project.

Following questions from the Board members, the Board approved the Decision Gate 2, Project Brief and Procurement Strategy permitting the commencement of the tendering phase for the project.

12. Public Transport Safety

Mr Gaston provided a comprehensive overview of safety on public transport. A discussion took place between Mr Gaston and the Board members and Mr Gaston responded to the questions posed by members of the Board.

The Board noted the overview provided by Mr Gaston and thanked Mr Gaston and his team for the detailed overview provided.

13. Public Transport Accessibility Update

Ms Rooney outlined the key points and developments in 2022 relating to public transport accessibility. A discussion took place on this and Ms Rooney responded to questions from the Board members.

The Board noted the update provided by Ms Rooney regarding accessibility to public transport.

14. Finance Update

Mr O'Flynn presented the financial report on the Authority's current financial position and responded to questions from Board members. The board noted the Administration Grant to be provided to NTA for 2023 and asked the Executive to report on any implications on the Authority's programme delivery.

15. Risk Matters

a) Risk Report

The Board noted the Risk Report provided by Mr Beecher.

b) ARC (Audit and Risk Committee) Report

Mr Gray outlined the key points of the ARC Report noting that the Joyce Loughnan recently attended her first ARC meeting as a new member of the ARC.

The Chairperson wished to express her thanks to Mr Gray and all on the ARC for the work done during the year.

16. AOB

None

17. Meeting without Executive

None

18. Meeting with Minister for Transport

The Chairperson on behalf of the Board thanked Minister Eamon Ryan for attending the December Board meeting.

The Minister thanked the NTA for the invitation to attend and for all the work that the Authority is doing. He outlined that he recognises that a lot of work has been delegated to the NTA over the last number of years. The Minister outlined that there are a number of key challenges that lie ahead in the next number of years including how to achieve our Climate Action targets, dealing with population growth, the changes facing the transport system which will require investment in Active and Sustainable transport modes including the greening of the public transport fleet. The Minister also outlined the need to look for more innovative solutions/ products for a range of different areas in public transport.

An extensive discussion took place between the Board members and the Minister and both the Board members and the Minister responded to the questions posed.

Minister Ryan then left the Board meeting.

19. Culture Survey

The Board decided to defer the discussion on the Culture Survey to the next meeting of the board.

Next Meeting: Friday 20th January 2023 @ 10.30am.

Signed: _____
Chairperson

Dated: _____