



## Minutes of Board Meeting

Held in NTA HQ and via video conference on Friday 18<sup>th</sup> November 2022

### **Board Members in attendance**

Mr Fred Barry (Chairperson), Ms Anne Graham (CEO), Mr Hugh Creegan (Deputy CEO), Mr Pat Mangan, Ms Ann Fitzgerald, 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 Margaret Malone, Head of Corporate Services; Mr Richard Kelly, HEO (Minutes).

Item 4: Mr Stephen Gallagher, Head of Strategic and Business Planning.

Item 5 & 6: Mr David O'Flynn, Financial Controller; Ms Joanne Regan, Acting Head of Finance, Public Transport Services.

Items 5 & 8: Mr Eoin Gillard, Head of Public Transport Investment.

Item 10: Mr Mark Bradwell, Senior Procurement Manager.

Items 5 & 12: Ms Freda Quinlan, Senior Capital Finance Manager;

Item 11: Mr Jeremy Ryan, Head of Public Transport Contracts.

Item 12: Ms Lisa Tierney, Head of Human Resources.

Items 5 & 12: Mr Noel Beecher, Head of Governance; Mr Gerard McBrien, Risk Manager.

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### **1. Declarations of Interest**

None

### **2. Minutes of previous meeting**

The draft minutes of the Board meeting held on 21<sup>st</sup> October 2022 were approved.

### **3. Matters Arising & Board Schedule**

The Chairperson informed the Board there has been no further progress since the October meeting regarding the appointment of the new NTA Chairperson. The process is being led by the Public Appointments Service.

The Chairperson outlined that the Board should appoint a Chairperson before each Board meeting until a permanent chairperson is appointed to the NTA Board.

The board approved the appointment of Ms Joyce Loughman as a member of its Audit & Risk Committee. The Board also approved the appointment of Mr Iain Docherty as Chairperson of the Capital Programme Committee and Ms Eleanor O'Neill as a member of that Committee.

### **4. 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.

### **5. Draft Budget for 2023**

Mr O'Flynn provided a comprehensive overview of the Draft 2023 Budget for the National Transport Authority. The Board noted the recent correspondence received from the Department of Transport regarding PSO funding for 2023. Notwithstanding this correspondence, the Board recommended that the NTA write to the Department of Transport in early 2023 with respect to PSO funding levels particularly in light of the funding requirement for new services under the BusConnects and Connecting Ireland networks rollout.

The Board approved the Draft Budget for 2023 and commended the work of Mr O'Flynn and the team in putting the Draft Budget together.

### **6. Finance Update**

Mr O'Flynn presented the financial report on the Authority's current financial position and responded to questions from Board members.

### **7. Governance**

#### **a) Capital Sub-Committee Draft Terms of Reference**

Mr Creegan provided an overview of the Capital Sub-Committee Draft Terms of Reference and outlined that the purpose of the Sub-Committee was to support the Board of the National Transport Authority (NTA) in undertaking their functions related to the NTA's Capital Programme. An extensive discussion took place on this and Mr Creegan responded to questions from the Board.

Following the discussion, the Board approved the Capital Sub-Committee Draft Terms of Reference subject to its recommendations being included in the finalised document. The Board also recommended conducting a review of the Sub-Committee after six months to determine its impact and effectiveness.

#### **b) Board Reserved Functions**

Mr L'Estrange provided an overview of the functions reserved for the Board and responded to questions from the Board members.

Following the discussion that took place, the Board approved the Board Reserved Functions subject to recommendations from the Board including that all contracts relating to Internal Audit Services come before the Board for approval.

#### **8. Bus Purchase – Double Deck Electric & Single Deck Electric & Double Deck Coaches**

Mr Creegan provided an overview of the proposed Bus Purchases for Double Deck Electric & Single Deck Electric & Double Deck Coaches. Mr Creegan was seeking approval for the following;

- An order for ninety-one (91) double-deck electric buses with Bamford Bus Company Limited (t/a Wrightbus) under the provisions of the "Single Supplier Framework Agreement for the Purchase of Double-Deck Electric Buses" An order for ten (10) single-deck (long length) electric buses with Alexander Dennis Ltd. under the provisions of the "Single Supplier Framework Agreement for the Purchase of Single-Deck (Long Length) Electric Buses"
- An order for thirty (30) double deck regional commuter vehicles with VDL Bus & Coach B.V. under the provisions of the "Single Supplier Framework Agreement for the Purchase of Double-Deck Regional Commuter Vehicles"

Following the overview provided by Mr Creegan, the Board approved the Bus Purchases for Double Deck Electric & Single Deck Electric Buses and Double Deck coaches.

#### **9. Taxi/ SPSV**

##### **a) Draft Small Public Service Vehicle (Contingency Measure – Vehicle Supply) (Maximum Permissible Age) Regulations**

Ms Thompson provided an overview of the Draft Small Public Service Vehicle (Contingency Measure – Vehicle Supply) (Maximum Permissible Age) Regulations and the submissions received from the public consultation.

Following the overview provided by Ms Thompson, the Board approved the Draft Small Public Service Vehicle (Contingency Measure – Vehicle Supply) (Maximum Permissible Age) Regulations.

##### **b) Draft Small Public Service Vehicle (Fixed Payment Offences and Driver Licence Period) Regulations.**

Ms Thompson provided an overview of the Draft Small Public Service Vehicle (Fixed Payment Offences and Driver Licence Period) Regulations and the submissions received from the public consultation.

Following the overview provided by Ms Thompson, the Board approved the Draft Small Public Service Vehicle (Fixed Payment Offences and Driver Licence Period) Regulations.

## **10. Procurement – Software Testing Services**

Mr Bradwell presented the procurement report on the Software Testing Services. Following discussion and questions from the Board members, the Board approved the awarding of the contract for the Provision of Software Testing Services to Expleo Technology Ireland Limited for an initial contract duration of 2 years, with an option to extend for a further two years.

## **11. Transport Operator Performance**

Mr Ryan provided a comprehensive overview of the Transport Operators' performance in respect of the provisions of public transport services in the State. An extensive discussion took place and Mr Ryan responded to questions from Board members.

The Board noted the overview provided by Mr Ryan and noted that the operator's performance was causing significant issues for all stakeholders. The Board also noted that the operators are doing everything they can to address the performance issues which are primarily been caused by the challenges recruiting and retaining qualified drivers.

## **12. Risk Matters**

### **a) Project Delivery Capability/Capacity Risks**

Ms Quinlan provided an overview of the NTAs Project Delivery Capabilities and Capacity Risks associated with capital projects. An extensive discussion took place on this item and Ms Quinlan responded to questions from Board members.

The Board noted the overview provided by Ms Quinlan.

### **b) Risk Report**

The Board noted the Risk Report provided by Mr Beecher.

## **13. AOB**

The CEO on behalf of the Executive and the Board wished to express her thanks to the outgoing Chairman, Fred Barry for the work and stewardship provided to the NTA Board since his appointment.

The Chairperson expressed his thanks to the CEO, NTA Executive and the Board for all the work that has been done since his appointment as Chairperson.

## **14. Meeting without Executive**

None

**Next Meeting: Friday 16<sup>th</sup> December 2022 @ 10.30am.**

Signed: \_\_\_\_\_  
**Chairperson**

Dated: \_\_\_\_\_