



## Minutes of Board Meeting

Held by video conference on Friday 16 October 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 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 David O'Flynn, Financial Controller; Mr Noel Beecher, Head of Governance, Mr Gerard McBrien, Risk Manager (Item 5); Ms Patricia Craven, Head of Taxi Regulation (Item 7); Mr Mick MacAree, Head of Strategic Planning (Item 9); Mr Michael Aherne, Head of Transport Investment (Item 10); Mr Karl Seeber (Minutes).

**Others in attendance:** Dr Tom Ward, Senior Governance Specialist, Institute of Public Administration (Item 5a).

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### 1. Declarations of Interest

None.

### 2. Minutes of previous meeting

The draft minutes of the Board meeting on 18 September 2020 were approved.

### 3. Matters Arising & Board Schedule

The Chairperson noted that the Minister for Transport has re-appointed Ms Fitzgerald, Mr Mangan and Mr O'Connor to the Board.

The Board noted the position regarding matters arising from earlier meetings and the schedule of matters for consideration at future meetings.

The Chairperson noted that the proposed dates of Board meetings in 2021 had been circulated and would be finalised at the next meeting.

### 4. CEO Report

The Board noted the position regarding implementation of the Business Plan.

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

## **5. Finance & Corporate Governance**

- a. Dr Ward outlined the results and recommendations of the review of Board effectiveness conducted by the IPA Governance Team and responded to questions from the Chairperson. The Chairperson thanked Dr Ward for the comprehensive review and presentation. Dr Ward then left the meeting. During the discussion that followed, the Board reviewed the recommendations made by the IPA Governance Team and agreed on a number of actions to be taken in response.
- b. Mr O'Flynn outlined the main points of the Management Accounts for September 2020 and the emerging financial position for 2020. During the discussion that followed it was noted that the Authority is awaiting confirmation of the capital allocation to be made available to the Authority as part of Budget 2021.
- c. Mr Beecher provided an update on risk management issues. He noted that there has been no change to the risks on the Authority's Corporate Risk Register since the last Board meeting. He noted that the review of the Operational Risk Register and the internal audit programme are proceeding satisfactorily. The latter is due to be completed in early December. He also advised that the Authority has been liaising with the Department of Transport on risk issues. Mr Beecher noted that work has started on a review of internal control which is an important element of the Authority's Financial Statements. He indicated that the review of internal control will take into account the contents of a document circulated by the Office of the Comptroller and Auditor General to the Chairs of Audit and Risk Committees to assist them when considering the impact that Covid has had on the control environment of a State body.
- d. Mr O'Connor outlined the matters considered at the most recent meeting of the Audit and Risk Committee (ARC). In particular he drew attention to the assurance mapping process and an internal audit review of performance monitoring in respect of the Authority's Statement of Strategy 2018-2022. Mr O'Connor advised that a special meeting of the ARC will take place during November to consider the outcome of the review of the effectiveness of the ARC undertaken last July. During the discussion that followed the CEO noted that it is planned to bring forward the strategic planning process for the next Statement of Strategy in view of the significant changes which have been brought about by Covid-19.
- e. On the proposal of the Chairperson, the Board approved the re-appointment of Mr O'Connor and Mr Mangan to the ARC. The Chairperson noted that the terms of the appointments are until 19 November 2021 and 17 November 2022 respectively in order to comply with the provision in the Code of Practice for the Governance of State Bodies that the terms of office of ARC members should not exceed six years.

## **6. Procurement**

Following a presentation by Mr Higgins and subsequent discussion, the Board approved the extension of the Authority's contract with DXC for a period of up to two years from May 2021 in order to provide sufficient time to finalise the legal issues arising from the procurement of the Leap Operating Services contract, subject to there being no substantial objection to the relevant Voluntary Ex-Ante Transparency Notice (VEAT) notice to be published by the Authority.

## **7. Proposed changes to regulations relating to Small Public Service Vehicles (SPSVs)**

Ms Craven noted that last May the Authority had made regulations to extend the maximum permissible age of an SPSV vehicle until 31 December 2020 having regard to the impact of Covid-19 on the SPSV sector. She explained that it is now proposed to make further regulations to extend the maximum permissible age of an SPSV vehicle until 31 December 2021 given the continuing impact of Covid-19 on the sector. Following a presentation by Ms Craven and subsequent discussion, the Board noted that a public consultation process on the draft regulations as presented will now be undertaken.

Ms Thompson noted that among the measures included in Budget 2021 in response to Covid-19 is the provision of funding to enable the waiving of SPSV vehicle renewal fees in 2021. She noted that an amendment to the Taxi Regulation (Small Public Service Vehicles) Regulations 2015 is required in order to give effect to the fee waiver. Following a presentation by Ms Thompson and subsequent discussion, the Board noted that a public consultation process on the draft regulations as presented will now be undertaken.

## **8. BusConnects Dublin Core Bus Corridors**

Mr Creegan recalled that there have been two rounds of public consultation in relation to the Core Bus Corridor projects under the BusConnects Dublin Programme. However, the second round of consultation commenced in March of this year, just before the Covid-19 restrictions were introduced. As it was not possible to conclude that process in the manner intended, it was decided to undertake a third round of consultation later in the year. Given the continued restrictions imposed as a result of Covid pandemic, Mr Creegan explained that this round of public engagement will be on a virtual, on-line basis.

Mr Creegan noted that design and development work has been taking place on the various corridors since the conclusion of the last consultation in April of this year and he outlined changes which have been made to three corridors in response to feedback from the second public consultation and the results of surveys and review work.

The Board approved the commencement in early November of the third round of public consultation on the Core Bus Corridors projects under the BusConnects Dublin Programme.

## **9. Greater Dublin Area Transport Strategy Update**

Mr MacAree recalled that the Authority's statutory Transport Strategy for the Greater Dublin Area 2016 – 2036 must be reviewed and updated every 6 years and that the process of updating the Transport Strategy will involve a public consultation process and submission of the draft revised Strategy to the Minister for Transport, who can adopt, reject or modify it. Mr MacAree outlined how the process will be managed by the Authority and he explained that the objective is to submit a draft revised Transport Strategy to the Minister in December 2021.

During the discussion that followed the Board noted that the timescale for completion of the process is very challenging given the extent of the work that needs to be undertaken. It was agreed that further consideration should be given to the interaction of the Board with the review process.

## **10. Five Year Cycling Delivery Programme**

Mr Aherne explained that the Programme for Government sets a target of €360 million per year for cycling and walking over the lifetime of the Government and he outlined the overall cycle plan for delivery, the planned delivery structure as well as the issue of resources and possible constraints.

The Chairperson, noting that the meeting was running late, indicated that the planning approval process related to this matter would be put on the Board agenda again soon in order to enable discussion on the important issues highlighted by Mr Aherne's presentation.

**11. Public Transport Accessibility Update**

The Chairperson advised that this matter would be deferred until the next Board meeting.

**12. Any other business**

None.

**13. Meeting without Executive**

The Board carried out a review of the CEO's performance, and authorised the Chair to convey the very positive results to the CEO. It was also agreed that there would be a six-monthly review of CEO performance in 2021.

**Next Meeting: Friday 20 November 2020 @ 10.30am.**

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

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