



## Minutes of Board Meeting

**Held by video conference on Friday 20 November 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; Ms Naomi Rooney, Transport Accessibility Manager (Item 5); Mr Stephen Gallagher, Head of Strategic and Business Planning (Item 6); Mr David O'Flynn, Financial Controller, Mr Mark O'Sullivan, Head of PSO & Ticketing Finance, Ms Freda Quinlan, Senior Capital Finance Manager (Items 7 & 11 ); Mr Igor Popenko, Procurement Manager (Item 10); Mr Noel Beecher, Head of Governance, Mr Gerard McBrien, Risk Manager (Items 12 & 13); Mr Karl Seeber (Minutes).

**Others in attendance:** None.

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

Mr Keegan indicated that he would be absenting himself from the discussions concerning Item 8 due to a conflict of interest.

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

The draft minutes of the Board meeting on 16 October 2020 were approved without amendment.

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

The Chairperson noted with regret that Mr Kevin Kelly will be stepping down from the Board following its December meeting as he is taking up a new role.

Following on from the recent review of the Board's effectiveness, the Chairperson asked Board members for their thoughts on ways to better manage the growing workload at Board level. Following discussion the Board members agreed to reflect on the matter in advance of the Board's December meeting.

The Chairperson noted that he has extended an invitation to the Minister for Transport to meet with the Board.

The Board noted the position regarding matters arising from earlier meetings and the schedule of matters for consideration at future meetings. The schedule of Board meetings in 2021 was finalised.

#### **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. Transport Accessibility Update**

Ms Rooney outlined the progress being made by the Authority, in conjunction with public transport operators and other agencies, on the development and implementation of projects to enable people with disabilities to access public transport services (including taxi services). The projects encompass the built environment, the public transport fleet, information and ticketing and customer service. Ms Rooney also outlined the arrangements for consultation with organisations representing people with disabilities.

Following discussion, the Chairperson noted that the Board attached great importance to this work area and welcomed the broad range of measures already implemented or in development.

#### **6. Strategic Plan Progress Report**

Mr Gallagher outlined the progress which has been made on implementation of the Authority's Statement of Strategy 2018 – 2022. He drew attention to a number of work programmes which have been significantly impacted by Covid-19.

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

#### **7. NTA Budget 2021**

Mr O'Flynn, Mr O'Sullivan and Ms Quinlan outlined the Authority's proposed Budget for 2021 and responded to questions from Board members.

Following discussion the Board approved the Budget as presented. It was agreed that the Audit and Risk Committee will review the Budget in the context of risk, the Statement of Internal Control, and the 2020 Financial Statements. The Board also asked the Chief Executive to notify the Department of Transport that the approved Budget may need to be revisited at a later stage.

Mr Keegan left the meeting at this point.

#### **8. BusConnects Clontarf to City Centre Cycle Scheme**

Following a presentation by Mr Creegan and subsequent discussion, the Board granted approval to permit Dublin City Council to proceed to tender for the Clontarf to City Centre Cycle Scheme, subject to agreement from Dublin City Council that the recommendations and items raised in the Authority's assessment of the preliminary business case are addressed in the final business case for the scheme.

#### **9. Statutory Approval Process for Cycling Projects**

Mr Keegan re-joined the meeting at this point.

Mr Creegan explained that the Authority's recently prepared Cycling and Walking Infrastructure Delivery Plan 2021 – 2025 envisages a step-change in the delivery of such infrastructure with a planned output of about 1,000 kms of safe cycling infrastructure. Noting that implementation of the Plan will present considerable challenges, he outlined the different consent procedures for the delivery of cycling projects and the approach being pursued by the Authority.

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

#### **10. Procurement**

- a. Following a presentation by Mr Popenko and subsequent discussion, the Board approved the award of a contract for the provision of business intelligence development services to Ernst & Young on the basis of their tendered daily rates which the Authority may drawdown as required for a period of two years and with an option to extend the contract, at the Authority's discretion, for up to a further two years.
- b. Following a presentation by Mr Popenko and subsequent discussion, the Board approved the award of a contract for the provision of information and communications technologies support and system development services for the Authority's business systems to OpenSky Data Systems on the basis of their tendered fixed and daily rates which the Authority may drawdown as required for a period of two years and with an option to extend the contract, at the Authority's discretion, for up to a further two years.
- c. Following a presentation by Mr Creegan and subsequent discussion, the Board approved the placing of orders for:-
  1. Forty single deck regional commuter vehicles with Volvo Group UK Limited under the provisions of the Single Supplier Framework Agreement for the Purchase of Regional Commuter Buses which was executed with Volvo Group UK Limited in October 2018;
  2. Twenty-three 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 Buses which was executed with VDL Bus & Coach B.V. in December 2019.

#### **11. Finance Update**

Mr O'Flynn outlined the outlined the main points of the Management Accounts for October and 2020 Forecast. Following discussion, the Board noted the position in the matter.

#### **12. Risk Update**

Mr Beecher outlined the main developments relating to risk management since the last Board meeting. Following discussion, the Board noted the position in the matter.

#### **13. Audit and Risk Committee Update**

Mr O'Connor updated the Board on issues discussed by the Audit and Risk Committee at their meeting on 6 November last.

**14. Any other business**

None.

**Next Meeting: Friday 18 December 2020 @ 10.30am.**

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

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