



## Minutes of Board Meeting

Held by video conference on Friday 17<sup>th</sup> September 2021

### Board Members in attendance

Mr Fred Barry (Chairperson), Ms Anne Graham (CEO), Mr Hugh Creegan (Deputy CEO), Mr Owen Keegan (CEO, Dublin City Council), Mr Pat Mangan, Mr David Gray, Mr Frank O'Connor, Mr Brian McCormick.

### Apologies from Board Members

Ms Ann Fitzgerald.

### Others in attendance

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

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

Item 5: Mr David Clements, Land Use Transport Manager; Mr Eoin Farrell, Strategic Planning.

Item 7: Mr Eoin Gillard, Head of Public Transport Investment.

Item 8: Mr Eoin Gillard, Head of Public Transport Investment.

Item 10: Mr David O'Flynn, Financial Controller.

Items 11 – 15: Mr David O'Flynn, Financial Controller; 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 16<sup>th</sup> July 2021 were approved.

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

The Chairperson provided an update in respect of the appointment of new members to the Board. He outlined that the process is now with the Department of Transport and Public Appointments Service and that a further update will be provided in approximately six weeks' time.

The Chairperson indicated that the Board will commence the process of developing the new NTA Statement of Strategy in early 2022.

The Chairperson sought views from the Board members in respect of a return to "In Person" meetings. The Board provisionally agreed that December's Board meeting will be "In Person".

The meeting dates for the 2022 Board meetings were agreed and approved.

### **4. CEO Report**

The Chief Executive outlined developments since the last meeting including the emerging constraints in respect of the recruitment of bus drivers and engineers for the maintenance of buses and the positive CJEU judgement in the Irish Ferries v NTA Maritime Rights case.

The Chief Executive also responded to matters raised by Board members.

The Board noted the position in respect of the Authority's Business Plan for 2021.

### **5. Draft GDA Transport Strategy for consultation**

Following introductory remarks by Mr Creegan and an overview of the main elements of the Preliminary Draft GDA Transport Strategy provided by Mr Clements, the Board, following discussion on the matter, gave its approval for the Preliminary Draft Strategy to proceed to the Public Consultation phase.

### **6. Taxi Regulations - Emergency COVID measure - extension of vehicle age**

Ms Thompson summarised the main points from the Public Consultation in respect of the draft Small Public Service Vehicle (Emergency Measure COVID-19) (Maximum Permissible Age) Regulations 2021. Submissions were received from 4% of SPSV licence holders.

The Board noted the wider issues that the Public Consultation raised and that these issues form part of the current strategic review of the sector.

The Board approved the Small Public Service Vehicle (Emergency Measure COVID-19) (Maximum Permissible Age) Regulations 2021.

### **7. Procurement**

Following the provision of details by Mr. Gillard in relation to the tender process, the Board approved the award of a framework contract for the purchase of double deck electric buses to Bamford Bus Company Limited (t/a Wrightbus) and the placement of an initial order for one hundred and twenty (120) vehicles under that framework.

The Board also approved the placement of an order for fifty (50) double deck coaches to VDL Bus & Coach B.V. (VDL) under the existing "Single Supplier Framework Agreement for the Purchase of Double-Deck Regional Commuter Vehicles" between the NTA and VDL.

## **8. Temporary bus depot site lease approval**

Mr Creegan provided an overview of the current status of discussions and took questions from the Board relating to a site for a temporary bus depot.

The Board gave approval to proceed with the proposed lease for the property with a recommendation to explore the potential of additional flexibility in relation to an extension of the site lease if this was required by the NTA.

## **9. Board Effectiveness Review**

Mr L'Estrange provided a summary of the main points raised by the board members in its review of effectiveness. The Board discussed these points and noted that further discussion on some points would feed in to the Statement of Strategy meeting early in 2022.

The Board approved the actions arising from the Board Effectiveness Review and agreed that it would be timely to conduct a review of the delegation of functions within the Authority.

## **10. Finance System Preliminary Business Case**

Mr O'Flynn gave an overview of the main elements of the Finance System Preliminary Business Case and responded to questions raised by the Board.

Following discussion, the Board approved the Finance System Preliminary Business Case.

## **11. Finance Update**

Mr O'Flynn summarised the main points of the Management Accounts for June 2021 and the emerging financial position for 2021 as a whole and responded to questions from Board members.

## **12. Risk Update**

Mr Beecher summarised the up-to-date position on risk management issues and responded to questions from Board members. The Board highlighted that labour market pressures and general cost inflation may present increased risks to the NTA going forward.

Mr Beecher outlined that the Boards comments will be taken into account and reflected on during the next review of risk management issues.

## **13. Review of NTA Governance Documents**

Mr Beecher outlined the main points and changes to the NTA Governance Documents. The Board reviewed and discussed the Governance Documents including discussing comments which were submitted by the Board members prior to the meeting.

The Board gave its approval for the update of the NTA Governance Documents taking into account comments made by the Board during the meeting and those submitted prior to the meeting.

#### **14. Report from ARC including C&AG Management Letter**

Mr O'Connor outlined the main points of the Audit and Risk Committee Report. Mr O'Connor stated that the C&AG was complimentary towards the NTA for the cooperation received during the course of the audit.

#### **15. Fraud & Corruption Policy & ARC Terms of Reference**

Mr Beecher provided an update on the Fraud & Corruption Policy and the changes that have been made.

The Board approved the changes to the Fraud & Corruption Policy.

Mr Beecher also updated the Board in respect of the ARC Terms of Reference.

The Board approved the update to the ARC Terms of Reference.

#### **16. AOB**

The Chairperson outlined that Mr David Gray will be taking over from Mr Frank O'Connor as chair of the ARC Committee and that this transition will officially occur on the 19<sup>th</sup> November 2021.

A discussion took place in relation to any potential implications of the recent rejection by Dublin Bus staff of the proposal that had been negotiated between the company and the relevant trade unions.

#### **17. Meeting without Executive**

None.

**Next Meeting: Friday 15 October 2021 @ 10.30am.**

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

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