



Minutes of Board Meeting

Held in NTA HQ and via video conference on Friday 23rd February 2024

Board Members in attendance

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

Apologies: Mr Iain Docherty

Others in attendance

All Items: Mr Declan Sheehan, Chief Information Officer; Mr Jeremy Ryan, Director of Public Transport Services; Ms Wendy Thompson, Director of Transport Regulation; Mr Bernard Higgins, Director of Transport Technology; Mr Richard Kelly, HEO (Minutes).

Item 4: Mr Stephen Gallagher, Head of Corporate Strategy.

Items 5, 6, 7, 8 & 9: Mr Noel Beecher, Head of Governance; Mr Gerard McBrien, Risk Manager.

Item 7, 8, 9: Mr David O'Flynn, Financial Controller.

Item 10: Mr David O'Flynn, Financial Controller; Mr Niall Smith, Procurement Manager; Mr Christopher Cheney, Senior Procurement Officer; Mr Ger Regan, Head of Public Transport Contracts.

Item 11: Mr John O'Flynn, Head of Customer Experience.

Item 13: Mr Rob Reid, ICT Security Manager.

* * * * *

1. Declarations of Interest

None.

2. Minutes

a) Minutes of Previous Meeting

The draft minutes of the Board meeting held on 19th January 2024 were approved.

3. Matters Arising & Board Schedule

None.

4. CEO Report & Statement of Strategy Quarterly Update

a) Statement of Strategy Updated Actions

Mr Gallagher provided an overview of the updated actions in respect of the NTAs Statement of Strategy 2023-2025. Following the update, Mr Gallagher responded to questions from Board members.

b) CEO Report

The Chief Executive outlined developments since the last meeting and provided an update on PSO Services provision. The Chief Executive then responded to matters raised by Board members.

5. ARC Update

a) Report from last ARC meeting

Mr Gray outlined the main issues discussed at the meeting of the ARC meeting held on 16 February last. In particular he drew attention to the decision of the ARC Committee to recommend that the Board approve the forwarding of the draft unaudited 2022 Financial Statements to the NTA's Auditors.

b) ARC Annual Report

Mr Gray also presented the main points of the ARC Annual Report 2023. Following discussion, the Board noted the ARC Annual Report.

The Chairperson on behalf of the Board thanked Mr Gray and the ARC for their work over the last year.

6. Review of the adequacy and effectiveness of the system of internal controls

Mr Beecher provided an overview of the review of the adequacy and effectiveness of the system of internal controls. The Board reviewed and approved that they were satisfied with the adequacy and effectiveness of the system of internal control and concluded that an adequate system of internal control was in place for 2023 and to date.

7. 2023 Draft Financial Statements

Mr O'Flynn outlined the main features of the draft unaudited 2023 Financial Statements including the Statement on Internal Control and responded to questions from Board members.

Following discussion the Board approved the draft unaudited 2023 Financial Statements as presented.

The Board thanked Mr O'Flynn for the work the finance team done in completing the 2023 draft financial statements.

8. Finance Matters

a) Finance Update

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

b) 2024 Budget Approval

Mr O'Flynn outlined that at the December Board meeting, the Board provided approval to proceed with the capital budget to begin the allocation process. Mr O'Flynn outlined that final formal approval to adopt the 2024 budget in full was being sought from the Board members.

Following the overview provided, the Board approved the NTA Budget for 2024.

9. Risk & Governance Matters

a) Risk Report

The Board noted the Risk Report provided by Mr Beecher.

10. Procurements

a) Insurance Brokerage Services

Mr O'Flynn provided an overview of the procurement competition related to Insurance Brokerage Services.

Following the overview provided, the Board approved the awarding of the contract to Willis Towers Watson.

b) Provision of Park & Ride Design Office Services

Mr Creegan provided an overview of the of the procurement competition related to the Provision of Park & Ride Design Office Services.

Following the overview provided, the Board approved the awarding of the contact to Clifton Scannell Emerson Associates.

c) Construction Contract for Jamestown Temporary Bus Depot

Mr Creegan provided an overview of the of the procurement competition related to the Construction Contract for the Jamestown Temporary Bus Depot.

Following the overview provided, the Board approved the awarding of the contact to Wills Bros. Limited.

d) Design Services for Public Transport Infrastructure

Mr Ryan provided an overview of the of the procurement competition related to the Design Services for Public Transport Infrastructure.

Following the overview provided, the Board approved the awarding of the contact to Aecom Ireland Limited.

11. Public Transport Safety

The CEO and Mr Ryan provided an overview of the Public Transport Safety report. The Board noted the overview provided by the CEO and Mr Ryan and requested that an Action Plan for implementation of the report's recommendations be prepared for the Boards consideration at a future Board meeting.

12. Public Transport Vehicle Safety

Mr Creegan provided an overview of Public Transport Vehicle Safety. Following the overview provided, Mr Creegan responded to questions from the Board members. The Board noted the update provided by Mr Creegan and was supportive of the action being considered to address the identified safety issue.

13. NIS2 Directive Update

Mr Reid provided an overview of the NIS2 Directive. Following the update provided, Mr Reid responded to questions from the Board members.

The Board noted the central government decision to designate the Authority as a Competent Authority for the purposes of the Directive, agreed that this decision should be implemented in a way that did not compromise the Authority's cyber security and decided that an urgent request should be made to the Department to approve the staffing and financial resources necessary to implement the decision.

14. AOB

None.

Next Meeting: Friday 22nd March 2024 @ 10.30am in NTA HQ.

Signed: _____
Chairperson

Dated: _____