# **NORTHERN IRELAND TRANSPORT HOLDING COMPANY**

## Minutes of the Board Meeting

## 15 November 2023 | 9.30am | Boardroom, 3rd floor Great Victoria Street

## PRESENT: Michael Wardlow (*Chair*)

Chris Conway (*GCE*)

Gordon Milligan (*GDCE*)

Edward Wills (*EW*)

Marie Mallon (*MM*)

Sharon O’Connor (*SO*)

Mike Brown (*MB*)

**IN ATTENDANCE:**

Shauna McAuley, Acting General Counsel & Company Secretary(*GC*)(Teams)

Ronan Doherty, Acting Chief Financial Officer (*CFO*)

Jacqui Kennedy, Chief People and Corporate Services Officer (*CPCSO*)

**GROUP STATEMENT:** The Directors of the Northern Ireland Transport Holding Company are also the Directors of all other companies within the Group. As such they are mindful of their responsibilities and statutory duties to each. These minutes record the business of the Group meeting at which matters, factors and decisions relating to individual companies were raised and addressed.

**4250** **WELCOME AND APOLOGIES**

The Chair welcomed members to the meeting.

**4251** **DECLARATIONS OF INTERESTS**

None.

**4252 MINUTES AND ACTION LIST**

The minutes from the 18 October 2023 Board meeting were formally approved and actions noted as complete.

**4253** **SAFETY MOMENT**

A safety moment was shared by CPCSO reflecting on the importance of psychological safety within an organisation. The benefits of creating a safe environment and culture where employees consider themselves empowered to ask questions and challenge appropriately were discussed.

**4254 CHAIR AND BOARD BUSINESS**

The Chair, having inspected the Corporate Registers for both Board Members and Executives for the period April 23 - September 23, noted that he was satisfied that they are in order. SOC confirmed that she has inspected the Chairs registers and noted they were in order.

The Chair also reminded the Board members that although a formal review of the registers is carried out every six months, it is imperative that Board members indicate to the Chair any changes during the intervening period.

In the absence of Tzvetelina Bogoina-Seena (TSB), MB has agreed to sit on the Board Audit and Risk Committee going forward.

**4255 SAFETY**

The report was taken as read with the DGCE highlighting the following salient points:

1. Safety Performance Indicators: Anti social behaviour and assaults on staff remain a key focus and we are liasing with staff, unions and the PSNI to reduce the risk of future incidents.
2. Significant/Noteworthy events: 2 noteworthy events in this period. A fatality occurred on the Dublin line when the Enterprise trainapproached the Rush and Lusk station. A large vessel also struck the barrier at the river Bann bridge causing a temporary closure of the line. An investigation remains ongoing and a meeting with the Harbour Authority has been organised.Outside the period, investigations remain ongoing in relation to an incident at Donegal Square West.
3. Climate strategy: Total CO2 emissions are tracking at below the 2018/19 benchmark.

**4256 GCE REPORT**

The Board took the paper, KPIs, and Major Project Summary as read with the following matters highlighted:

1. Service operations: Punctuality of bus services are trending above target with the exception of Metro. Significant work is ongoing in relation to punctuality which will be brought to the Board at a date in the future. Rail punctuality is trending just slightly below target largely due to flooding and weather-related issues on the Irish Rail Network. A performance group has been established between Irish Rail and Translink to consider performance improvements.
2. Infrastructure: A letter has been received from DfI this morning indicating a further decrease in the 2023/24 capital budget. A response will be prepared to DfIand the implications of the proposed cuts will be set out. The Board requested that a draft response be prepared to the letter for review.
3. Legal: We have completed the purchase of the NIHE lands at the corner of Glengall Street which will form part of the Weavers Cross development.

**4257 CFO REPORT**

The CFO’s report was taken as read with the following highlighted:

1. The Group’s operating loss is adverse to budget with overall performance adverse to LBE1. Since Period 7 we have also encoutered two storms which have resulted in line closures and negatively impacted on revenue which will flow into Period 8.
2. Capital Expenditure: As noted above, DfI have sought further cuts to the 2023/24 budget and spend is being managed tightly. Difficulties however are being encountered due to the levels of already committed spend. A response is being drafted to DfI correspondence.
3. The interim treasury management report which was presented to POC on 14th November 2023 was noted.

**4258 CPCSO REPORT**

The CPCSO report was taken as read with the following significant matters noted:

1. Pay remit: The Trade Unions ballot on proposed strike action closes on 17November. The Board discussed measures already taken to avoid strike action and indicated that they will continue to liaise with the Unions to deescalate the situation. The Board indicated that a meeting may be required to discuss steps which could be taken to manage strike action should the Union members agree to strike action.
2. Investors in People: Translink are continuing with the Investors in People Accreditation. The next steps in the accreditation process were discussed. It is anticipated that the process will be completed in the 2023/24 financial year.

**4259 DFI CORRESPONDENCE**

The DfI correspondence was taken as read.

**4260 ADHOC PAPERS**

GCE presented on Business Change and the programme of works for the opening of BGCS.

**4261 MINUTES OF COMMITTEE MEETINGS**

Minutes of the POC 17 October were noted and taken as read. The Board were updated on the 14November 2023 Board meeting noting that an Outline Business Case for the Enterprise Fleet Replacement Project had been presented. In light of the significant value of the project the POC have asked for updates on the project at regular milestones. The team are currently preparing a list of those critical stages which will be presented to the POC.

It was noted two fuel hedges were executed in September 2023 for the years 2024/25 and 2025/26.

**4262** **AOB**

None.

**4263** **DATE OF NEXT MEETING**

17 January 2024

**SIGNED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair