

MINUTES 60th MEETING OF TII BOARD

ITEM

Subject:	TII BOARD MEETING	Meeting No:	60
Location:	Meeting hosted via audioconferencing in line with government restrictions arising from COVID-19	Date held: 26 th January 2021	Doc Revision: Approved

ATTENDEES

BOARD CHAIRMAN	Cormac O'Rourke
BOARD MEMBERS	Joe O'Mahony
	Seamus Neely
	Aebhric McGibney
	Mary O'Donovan
	Patricia O'Shea
	Damien Ó Tuama
	Des Kenny
	Aidan Skelly
	Peter Walsh (CEO)
ARC CHAIRMAN	Aidan Horan <i>for Item 4</i>
MEMBERS OF EXECUTIVE	Edel McCormack (Head of Governance and Legal)
	Marie Mulvany (Executive Assistant)
	Audrey Keogh (Director of Business Services)
	Rachel Cahill (Head of Executive Office)
PRESENTERS	Nigel O'Neill (Director of Capital Programmes) – <i>Items 6 & 11</i>
	Ger Hannon (Director of Corporate Services) – <i>Item 6</i>
	Pat Maher (Director of Network Management) – <i>Item 6</i>
	Helen Hughes (Director of Professional Services) – <i>Items 6, 7 & 10</i>
	Cathal Masterson (Director of Commercial Operations) <i>Item 6</i>
	Seán O'Neill (Director of Communications) – <i>Item 6</i>
	Aidan Foley (MetroLink Project Director)- <i>Item 11</i>
	Stephen Prendiville (Ernst & Young) – <i>Item 11</i>
	Stephen Walsh (Claims and Insurance Advisor) – <i>Item 5</i>
	Orla Mulqueen (Head of Human Resources) – <i>Item 9</i>
	Paolo Carbone (Head of Public Transport Capital Projects) – <i>Item 11</i>

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1.0 CONFLICTS OF INTEREST-

The Chairman reminded Members that the deadline for the submission of SIPO declarations of interests is 31st January. The Board Secretary will confirm a direct contact in SIPO for online submissions. Original declarations are to be posted to SIPO when restrictions/circumstances permit.

Aebhric McGibney drew attention to his role with Dublin Chamber of Commerce but noted that he is not in any advocacy position there relevant to MetroLink. Patricia O'Shea also reminded the Board of her role with daa. It was noted that there was no matter on the agenda for decision to which these two roles are relevant.

The Chairman thanked the Members and reminded them of TII's requirements around conflicts of interests.

2.0 MINUTES OF PREVIOUS BOARD MEETING

The Minutes of the previous Board meeting 15th December 2020 were approved subject to one amendment to remove Damien Ó Tuama from the list of attendees.

3.0 MATTERS ARISING

The progress of Matters Arising was noted by the Board.

4.0 COMMITTEE UPDATES

ARC Chair

The Chairman reported that the following matters were considered by the Committee:

- The Committee received a presentation last week from the Assurance and Performance Reporting Manager on KPIs and Assurance reporting.
- The ARC and Board will review the System of Internal Control at the February meeting. The Annual Report of the Committee is being finalised ahead of this process.
- The Committee reviewed the risk register and risk documentation and is recommending the Risk Management Policy, Plan and Risk Appetite Statement to the Board for approval.
- The Committee received a presentation on the eFlow tolling contract and the transition to a new service provider.
- The Committee considered some questions around the Standards Audit report. The Executive has engaged with the recommendations made and the ARC will be tracking implementation.

Strategy Chair

The Chairman reported that the following matters were considered by the Committee:

- The Committee received a presentation on the plan for KPIs for 2021. The Assurance & Performance Reporting Manager has developed detailed reference sheets to ensure consistency in reporting and an understanding of what is required. TII is aiming to roll out 20 KPIs this year.
- The Committee received a presentation on TII's Sustainability Implementation Plan (SIP) which outlined TII's ten year plan to move to full sustainability. The SIP will come before the Board in February.

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- The Committee finalised its report in anticipation of the review of the System of Internal Control in February.

5.0 GOVERNANCE AND LEGAL UPDATE

1. The Board **approved** the Risk Management Policy, Risk Management Plan and Risk Appetite Statement for 2021.
2. The Board **approved** the publication of the minutes of TII Board meetings on the TII website quarterly, as outlined in the memo presented by the Head of Governance & Legal.
3. The Board reviewed the Enterprise Risk Register.
4. The Board reviewed the Code of Practice and **approved** the amendments outlined in the memo presented by the Head of Governance & Legal. The Chairman noted the new Annex to the Code of Practice on Gender, Diversity and Inclusion and asked that Members encourage female candidates to apply to the Board when vacancies arise to address gender balance issues.
5. The Board reviewed the Terms of Reference of the Audit and Risk Committee and **approved** the amendments proposed.
6. The Head of Governance & Legal and Stephen Walsh, TII's Claims and Insurance advisor, presented to the Board on Civil Claims Management in TII. The Claims & Insurance Team will look into the availability of clean-up cover in the context of an environmental incident.
7. The Board **approved** the Treasury Policy.

6.0 CHIEF EXECUTIVE REPORT AND SUB REPORTS

The Chief Executive and Directors presented the CEO report to the Board which included the following sub reports;

- Capital Programmes
- Commercial Operations
- Network Management – Roads
- Business Services
- Professional Services
- Corporate Services

Sean O'Neill briefed the Board on Communications activities in the past month.

The Board noted the following performance or risk issues in the CEO's report, along with actions or mitigations arising:

Project / Programme /Operation	Material Changes, Performance or Risk Issues	Actions/Mitigations
National Development Plan Review	TII made a submission to the Department of Transport on 4 th December and was subsequently invited to attend the Oireachtas Joint Committee on Transport and Communications Networks on 20 th January.	The appearance has been postponed to a later date due to COVID restrictions.
Safety	There was one reportable accident in the period.	

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	N4 Collooney to Castlebaldwin	The site reopened on 4 th January. The contractor reported supply chain issues due to COVID-19	Site activities have been largely curtailed due to these issues.
	M28 Cork to Ringaskiddy	The M28 Action Group was denied leave to appeal by the High Court in December but has applied to the Supreme Court seeking leave to Appeal.	It is anticipated that the Supreme Court will rule on the application for leave within approximately three months.
	N5 Westport to Turlough	Mayo County Council determined that the site was non-critical on 7 January, in light of the additional COVID-19 control measures announced by government.	TII issued a circular letter to local authorities on 13 th January to confirm that TII funded projects are considered critical transport infrastructure. Mayo County Council advised the contractor that the site is deemed critical on 19 th January.
	[REDACTED]	[REDACTED]	[REDACTED]
	Public Health Measures	Due to actions taken in recent months and increased Garda enforcement compliance with the requirement to wear face coverings on LUAS has risen to approximately 95% over the past month.	Hand Sanitiser dispensers have now been installed at 26 stops as part of an initiative across the wider public transport network.
	Luas Operations	TII and Transdev have been monitoring the impact of the significant rise in COVID-19 cases among the Transdev workforce. There was an increase in staff absences due to COVID from 7 in early December to 46 in early January. This is particularly impacting vehicle maintenance.	Transdev introduced slightly reduced services from week commencing 11 th January. NTA has agreed to reduced service.
	M50 eFlow Tolling Operation	There have been a number of positive COVID-19 cases over the holiday period.	The operator agreed and implemented health and safety measures and reintroduced the business contingency arrangements for January.
	LRV Availability	Transdev continues to investigate issues with sanders.	The problem will likely take some months to resolve. In the interim Transdev has obtained a change to the minimum operating requirement for sanders from the CRR, made

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			possible by an overall reduction in speed to 60kph.
	Dublin Tunnel	The focus has been on reducing infection risk for core staff.	The tunnel operator, ERTO, has enhanced its COVID-19 countermeasures in order to minimise the risk of infection. A thermal imaging camera was installed at the entrance to the Control Centre Building and an ozone unit/fogger is being deployed to clean workstations after use. A testing regime for staff has been initiated. Previous plans to house key staff of AGS and Dublin Port in the Control Centre have not gone ahead due to infection risk.
	Winter Operations	The week 27 December to 3 January saw very heavy salt usage with 25% of the annual salt stock for regional and local roads used.	DOT has been notified. A mini competition for the supply of an additional 6,000 tonnes of salt has been initiated with delivery required for the first week in February. TII continues to monitor the situation.
7.0	TII SAFETY AND HEALTH PERFORMANCE REPORT		
	Helen Hughes presented the report to the Board.		
8.0	ANNUAL BUSINESS PLAN STRATEGIC ACTIONS TRACKER		
	The Board noted the updated tracker.		
9.0	LEARNING & DEVELOPMENT – REVIEW OF 2020		
	Orla Mulqueen presented to the Board.		
10.0	PERFORMANCE REVIEW OF OCCUPATIONAL SAFETY AND HEALTH 2020		
	Helen Hughes presented the report to the Board		
11.0	METROLINK PRELIMINARY BUSINESS CASE – FOR APPROVAL		
	The Board approved the MetroLink Preliminary Business Case subject to minor suggested modifications.		
12.0	ANY OTHER BUSINESS		
	<p>It was noted that Ms Colette Byrne of Kilkenny County Council has been appointed to the Board as a nominee of the CCMA. It was also noted that the Department of Transport has informed the Chair that he will be reappointed “pro-tem” until the appointment of a successor.</p> <p>The Chairman invited Members to make suggestions for agenda items.</p> <p>There was a discussion around the volume of information in Board packs, the allocation of time and the duration of meetings. The CEO will consider measures and the Chairman will keep under review.</p>		
13.0	PRIVATE BOARD DISCUSSION		

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The Board approved the Terms of Reference for the Sub-Committee for CEO Performance and Support.

Signed by _____

Chairman

Date: _____