

MINUTES 96th MEETING OF TII BOARD

ITEM

Subject:	TII BOARD MEETING	Meeting No:	96
Location:	TII Offices, Parkgate Street, Dublin 8, with some contributions by video link (Teams)	Date held: 23 April 2024	Doc Revision: Approved

ATTENDEES

BOARD CHAIRPERSON	Gareth Llewellyn
BOARD MEMBERS	Aidan Skelly
	Mary O'Donovan
	AnnMarie Farrelly
	Damien Ó Tuama
	Des Kenny
	Peter Walsh (CEO)
	Colette Byrne
	Sadhbh O'Neill
	Michael Wall
	Patricia O'Shea
	Aebhric McGibney
MEMBERS OF EXECUTIVE	Edel McCormack (Head of Governance and Legal, Secretary)
	Marie Mulvany (Executive Assistant)
	Audrey Keogh (Director of Business Services)
PRESENTERS	Declan Wylde (Head of Finance) – <i>Item 5</i>
	Seán O'Neill (Director of Communications) – <i>Item 6</i>
	Helen Hughes (Director of Professional Services) – <i>Item 8</i>
	Nigel O'Neill (Director of Capital Programmes) – <i>Item 3</i>
	Claire Carbery (Communications & Engagement Manager)– <i>Item 6</i>
	Reddy Morley (Head of Rail Safety & Occupational H&S) – <i>Item 8</i>
	Tony Redmond (Director of Corporate Services) – <i>Item 3</i>

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In keeping with its obligations under the Code of Practice, the Board met for 30 minutes before the commencement of the meeting without the Executive or Secretary present.

1.0 CONFLICTS OF INTEREST

No conflicts were declared other than those already on the record for Board Members. It is noted that no decisions relevant to any of the existing interests of members were before the Board.

2.0 COMMITTEE UPDATES

ARC

The Committee Chair advised the Board of the following matters discussed by the Committee:

- The committee discussed the thresholds for contract approval, in particular the role of the Board. This will be brought back following further consideration.
- The Committee reviewed the Enterprise Risk Register (ERR). It was noted that ERR 7(b) is before the Board today for discussion.
- The Committee discussed the MIS project. [REDACTED]
- In recent weeks members of the ARC attended a presentation, arranged by the Governance & Legal Team, by John Dunne of the National Cyber Security Centre. [REDACTED]. Under future arrangements (NIS Directive), NTA will likely be responsible for auditing TII's cyber security (competent authority).
- Internal Audit – 2 reports were delayed. The Committee expressed some concern around the IA tracker. Open audit items should be addressed and the close out process reviewed. This will come back in June.
- IT – Phishing remains a significant issue. [REDACTED]

Infrastructure Committee

The Committee Chair advised the Board of the following matters discussed by the Committee:

- The Committee received a presentation on the delivery of Greenways projects and some of the challenges associated with them. [REDACTED]

3.0 GOVERNANCE & LEGAL UPDATES/RISK MANAGEMENT

(3.1) The matter of contract approval thresholds will be brought back to the Board following further consideration by the management team and ARC.

(3.2) The Board **noted** the contracts valued over 50K executed by TII in March 2024. These were presented by Tony Redmond.

(3.3) The Head of Governance & Legal presented the Property Policy Annual Report and Review to the Board. The Board **approved** the minor, non-material amendments to the policy as set out in the draft

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included with the papers. The Board **noted** the Report for 2023 on properties acquired by TII under CPO in the preceding year and disposals/grants of access below the threshold value of €150,000, as required under the policy. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(3.5) Peter Walsh presented the Strategic Actions Tracker, which was **noted** by the Board.

(3.6) The Board **approved** the appointment of Audrey Keogh as interim Secretary following the departure of Edel McCormack from TII in May. A competition is underway to appoint Edel’s successor as Head of Governance & Legal which will include the role of Secretary to the Authority, subject to the approval of the Board, the appointment of Secretary being a reserved function. The Chairman will meet the designate and make a recommendation to the Board in relation to the proposed appointment.

(3.7) The Board **approved** the appointment of Claire Cunneen, TII Commercial Lawyer, as interim recipient of Protected Disclosures (non-staff) in place of Edel McCormack pending appointment of the new Head of Governance & Legal, at which time this may be reviewed.

(3.8) The Chairman and Board expressed thanks to Edel McCormack for her service as Secretary to the Authority and Head of Governance & Legal and wished her success in her new role. Edel thanked the Board Members for the opportunity to act as Secretary to the Authority which she has greatly enjoyed.

4.0 PRESENTATION: ENTERPRISE RISK 7(B) RESOURCES

Audrey Keogh presented to the Board and outlined the risk factors impacting on Resourcing for TII.

[REDACTED]

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[REDACTED]

Following discussion, the Board agreed that a strategic workforce plan should be presented by September at the latest. This should be an overall plan for the future of the organisation.

5.0 FINANCIAL PERFORMANCE MONTHLY REPORT

Declan Wylde provided the report.

[REDACTED]

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[REDACTED]

6.0

CEO MONTHLY REPORT

Peter delivered his monthly CEO report. The TRA conference ran successfully in Dublin last week. Over 4000 delegates attended with positive feedback from agencies and contributors including Minister Jack Chambers. The Board asked that acknowledgement of the work put into the successful delivery of the conference be passed on to staff.

It was noted that there were a couple of errors on the performance dashboard. These will be rectified so that the Board can accurately identify the targets at risk of being missed.

Luas is celebrating 20 years in June. There will be an event at Saint Stephen's Green on 30th, attended by the Minister.

Peter hosted the CEDR governing board last week at TRA. This is an important engagement for TII and went well.

Members noted that there was a lack of visibility of the active travel community at the TRA event. Fees may have been a barrier. It was further noted that this is an opportunity for the research community to engage and a question arose as to how TII connects with the research community in Ireland. Feedback will be sent directly to Albert Daly.

In response to a question as to why no parallel active travel bridge was proposed for the MetroLink project at Northwood, it was noted that this would represent a separate project and that it would be inappropriate for safety reasons to have active travel beside a segregated train. It was observed that TII may have to look at enhancement projects to MetroLink.

(6.1) Seán O'Neill provided the Corporate Communications update, including details of the TRA conference, challenges with Greenways, MetroLink, Luas operations and toll enforcement. [REDACTED]

[REDACTED]

(6.2) Claire Carbery joined the meeting to discuss Strategic Communications.

There is a need to start a conversation about positioning TII and what we want stakeholders to know about the organisation. [REDACTED]

[REDACTED]

The level of expertise we have in TII should be celebrated and there is an appetite with staff to be more proactive regarding our profile. We need to broaden our reporting to include biodiversity, greenways, active travel etc. [REDACTED]

[REDACTED]

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[REDACTED]

It was noted that the 20th birthday of Luas is a tangible opportunity for TII to engage on what it does. There is an opportunity to engage the public on their own Luas stories. It was also noted that we need not to forget the ‘why’ of what TII does – why we are here doing what we do.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(6.3) The Board **noted** that the CEO had approved the Preliminary Business Case (PBC) for the Luas Finglas Project. Approval Gate 1 (AG1) will now be sought through application to the NTA. [REDACTED]

7.0 PRESENTATION: ALTERNATIVE FUELS INFRASTRUCTURE UNIT

This presentation was deferred to May.

8.0 HEALTH & SAFETY PERFORMANCE REPORT & PLAN FOR IMPROVING SAFETY CULTURE IN TII

Helen Hughes and Reddy Morley gave the reports. The Board noted thanks to Helen and her team for successful delivery of TRA24.

There was one occupational injury in the period – a staff member fractured her foot standing up at her desk. There were 2 SPADS in the period, both classed at C1. There were no lost time accidents in the period.

Reddy outlined the plan for improving the safety culture at TII. There is a good SMS in place, but communications could be improved. ISO 45001 audit is underway by NSAI. The annual H&S review is linked to the PM&D process. This has been redesigned this year to improve uptake and messaging. The Safety Policy focusses on 6 pillars – Compliance, Promotion, Safety Culture, Employee Engagement, Safety Management and Continuous Improvement.

The Board noted that the WRC is now giving guidance on requests for remote working. It is important that employees confirm that they are aware of the need to be safe when working at home (as it is a workplace when they are working from home). The Board noted the importance of a safety culture

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	where team members can challenge unsafe behaviours, even where SOPs (standard operating procedures) are in place.
9.0	MINUTES OF PREVIOUS BOARD MEETING
	The Minutes of the previous Board meeting held 26 March 2024 were approved.
10.0	MATTERS ARISING
	The progress of matters arising was noted by the Board.
11.0	ANY OTHER BUSINESS
	Members asked if TII could investigate Luas delays that are arising at St. James's Hospital caused by queues accessing the underground carpark. Footage is available on YouTube.
14.0	PRIVATE BOARD DISCUSSION: BOARD EFFECTIVENESS REVIEW
	The Board Effectiveness Review discussion scheduled for the April meeting was postponed to May.

Signed by _____

Chairperson

Date: _____