

MINUTES 53rd MEETING OF TII BOARD

ITEM

Subject:	TII BOARD MEETING	Meeting No:	53
Location:	Meeting hosted via audioconferencing in line with government restrictions arising from COVID-19	Date held: 26 th May 2020	Doc Revision: Approved

ATTENDEES

BOARD CHAIRMAN	Cormac O'Rourke
BOARD MEMBERS	Joe O'Mahony
	Seamus Neely
	Michael Nolan
	Jacqui Cross
	Aebhric McGibney
APOLOGIES	Mary O'Donovan
ARC CHAIRMAN	Aidan Horan
MEMBERS OF EXECUTIVE	Edel McCormack (Head of Governance and Legal)
	Marie Mulvany (Executive Assistant)
	Audrey Keogh (Director of Business Services)
	Tadhg Harkin (Senior IT Support Technician)
PRESENTERS	Nigel O'Neill (Director of Commercial Operations) – <i>Items 5 & 6</i>
	Ger Hannon (Director of Corporate Services) – <i>Item 5</i>
	Peter Walsh (Director of Capital Programmes) – <i>Item 5</i>
	Pat Maher (Director of Network Management) – <i>Item 5</i>
	Helen Hughes (Director of Professional Services) – <i>Item 5</i>
	Michael Kennedy (Senior Project Manager PPP) – <i>Item 6</i>
	Marcello Corsi (Track Design Manager) – <i>Item 9</i>
	Paolo Carbone (Head of Public Transport) – <i>Item 9</i>

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1.0 CONFLICTS OF INTEREST-

None.

2.0 MINUTES OF PREVIOUS BOARD MEETING

The Minutes of the previous Board meeting held 28th April 2020 were approved.

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 detailed presentation from the CEO on the Enterprise Risk Register, in particular on the funding risks to TII from the national response to the COVID-19 emergency. The Committee has asked that management considers risks relating to the perception of reduced safety on public transport. It was noted that a full presentation on COVID-19 response will be made at this (Board) meeting by the Senior Management Team and the Chairman of the ARC would remain in the meeting for this presentation.
- The Committee considered the wording of disclosures in the draft financial statements and whether same adequately reflected the work done at management, committee and Board level (due diligence). The Board will consider this.

Strategy Chair

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

- National Road Network Indices – the presentation to the committee looked at several issues including, the growth rate nationally (2.5%), accident rates by gender, modal shift, M50 congestion, VMS and incident management.
- The Motorway Operation Control Centre is almost complete. Deployment of EMOS should occur towards the end of next year. There is ongoing stakeholder engagement on this matter.

5.0 COVID-19 – MANAGING IMPACTS ON TII WORKFORCE, BUSINESS AND CRITICAL SERVICES

The CEO and Senior Management Team presented to the Board on the impacts of the COVID-19 emergency on the organisation, projects, programmes and operations and the ongoing steps being taken to address these impacts, as set out in the COVID-19 Responses and Business Continuity Actions Report before the Board, with an emphasis on critical service providers, as follows;

- **Audrey Keogh - Workforce, Access to Technology and Finance**

Audrey reported on the management of the TII workforce, technology and finance. TII has established three groups in response to COVID-19, which includes a Return to Office Taskforce. This group is looking at the long term sustainability of post COVID-19 working. A number of internal recruitment campaigns are ongoing. TII is considering whether external campaigns will go ahead at this time. The Information Security Officer

ran a workshop on cyber security and home working and this will be an item on all divisional risk meeting agenda. TII is processing supplier payments in the shortest time possible. In terms of Critical Service Providers for Business Services, IT is the only area where failure of a supplier would have an immediate business impact. Leadership webinars continue for staff and resilience training is being rolled out.

- **Ger Hannon- Parkgate Street Premises**

Ger outlined the development of plans for the re-occupation of TII offices at Parkgate Street. TII has reviewed desk spacing options and all staff can be accommodated in Parkgate Street with a distancing of two metres. TII has also looked at handwashing facilities and is considering the installation of thermostatic valves. Notices were posted on the TII website to alert stakeholders and the public that our ability to process post would be compromised during the closure of the office and requesting that communications should be via electronic means. TII volunteers attended at the office in May to process post. This exercise will be repeated as required.

- **Pat Maher – Network Operations**

Pat Maher outlined the activities around the roads network. Phase 1 of the roadmap to re-opening the economy is significant in the context of Network Management activities. Since 18th May there is a full regime of maintenance in place. Certain limitations remain in the Dublin Tunnel but some activities have been scheduled over the coming weeks. The replacement of coin baskets at the toll plaza, in four lanes northbound and four southbound, has eased issue around non-availability of toll collectors. There has been a significant increase in traffic from 15% of normal volumes to 30% of normal volumes, with an increase in HGVs from 70% of normal volume to 75%. MMRC operators are now undertaking full regime of maintenance activities on the network. PPP traffic volumes are down by 70-80% but we have seen an increase in the past week by approximately 25%. All service areas continue to operate at a reduced level of service. Local Authority winter operations ceased on 30th April. Twenty service providers are seen as critical, of which 13 are PPPs (5 availability, 8 toll, with 2 of the tolls covered by traffic guarantee).

- **Helen Hughes – Occupational Health and Safety**

Helen outlined the Health and Safety actions set out in the report. The Return to Office Task Force has been looking at Health & Safety Actions for the re-opening of TII offices at Parkgate Street. A government protocol issued on 8th May. TII has produced a checklist to assist in adherence to the recommendations outlined in the protocol. TII will require a Coronavirus Officer. Training is available for this role and it is intended that it will be undertaken by existing TII Safety representatives. Risk Assessments form part of TII's method to keeping our staff safe. These are ongoing.

- **Nigel O'Neill – Luas and Tolling Business**

Nigel reported on Luas and Tolling Operations.

Luas – Spare parts – Transdev has commitments from suppliers for wheel rims to be delivered in June. The Department of Health clarified that foreign technicians can self-isolate at their hotels but can work at depot subject to restrictions on travel and with distancing measures in place. A working group of all transport operators, convened by

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NTA, meets on a daily basis and inputs to the road map to re-open society and business. Face covering is recommended for use on public transport but this does not remove the requirement for distancing.

Tolling Operations – Since 18th May eFlow operation has scaled up. Penalty notices have started issuing. For Phase 2 we will be at full production on enforcement activity. Compliance levels remain stable, perhaps even improved. Transition from emovis to Turas will be going live in 2021. This has been impacted by COVID-19. The new gantry could not be installed as planned but this should happen in the coming weeks. Technicians could not travel from Sweden. There is some entitlement to relief under the contract. This is in the form of additional time, but not money.

Following the presentation by all Directors, Nigel presented on the Luas revenue and funding challenges posed by the COVID-19 emergency response and a Board discussion followed.

- **Peter Walsh- Capital Programme and Funding**

Peter reported that TII attended a meeting of a working group on recommencement of construction activities but this has been overtaken by the 3rd May road map, along with the 8th May protocol.

Rail - MetroLink – field surveys recommenced last week. There have been a significant number of project meetings. CE - Delivery of trams and modules has recommenced. TII took 1st delivery of modules on 4th May. La Rochelle technicians have completed their quarantine in Dublin and are now working on assembly of the modules.

Roads – NRDOs – some offices have re-opened but not all. Where open, TII staff follow TII procedures. Westmeath has commenced a virtual public consultation on the N4 Mullingar to Longford project. Work has re-commenced on other projects. Finishing works on the New Ross By Pass are paused until Spanish technicians can attend the site.. Watermain diversion works have proceeded at Dunkettle. Regulations have included construction works as essential services. TII's primary concern has been to see contractors return to work and this is happening. Certificates are being paid shortly after receipt.. HAS inspected the N4 Collooney Castlebaldwin site in May but the report has not yet issued.

Following the presentation by all Directors, Peter presented on the funding and budgeting challenges posed by the COVID-19 emergency response and a Board discussion followed.

6.0 CHIEF EXECUTIVE REPORT AND SUB REPORTS

The Chief Executive presented his report to the Board which included the following sub reports;

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

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It was agreed, given the amount of time required to be devoted to COVID-19 response that matters in the CEO's Report and sub reports would be dealt with by exception.

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
Light Rail Vehicle Extension	Production of the extension modules for remaining 16 402 LRVs has now resumed but it is anticipated that supply chain interruption will delay delivery.	TII continues to engage with stakeholders.
Safety	There were no reportable accidents in the period.	
[REDACTED] (Confidential & Commercially Sensitive)	[REDACTED]	Nigel O'Neill presented the range of measures to the Board. These were discussed by the Board and noted as necessary and prudent.
[REDACTED] (Confidential and Commercially Sensitive)	[REDACTED]	[REDACTED]
Luas Finglas	The NTA has agreed that a virtual non-statutory public consultation shall take place as part of the project. This will be the first time a virtual consultation has been used in a public transport infrastructure project.	The project team presented to the Board following the CEO's report.
MetroLink	Surveys have now resumed. Stakeholder meetings continue.	The Board will receive a more detailed presentation at the June/July meeting on MetroLink progress.
OGP advice note - construction	OGP issued an advice note on 14 th April providing for ex-	TII issued a circular to local authorities on 27 th April

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		gratia payments to contractors for certain costs associated with the shut down due to COVID-19	requesting that they avail of co-operation clauses in PWC and engage with contractors. TII Regional Management is working with local authorities to develop procedures with contractors on all 20 TII funded road construction sites.
	M50 Variable Speed Limit Legislation	An article appeared in the Irish Times on 6 th May regarding enforcement of variable speed limits. Legislation is not yet in place.	The progress of the legislation to support variable speed limits rests with DTTAS.
7.0	TII ANNUAL REPORT TEXT		
	The Board approved the text of the Annual Report, subject to some clarifications to be submitted by the Chairman. The CEO will look at the inclusion of some text on TII's response to COVID-19.		
8.0	GOVERNANCE AND LEGAL UPDATE		
	<ol style="list-style-type: none"> 1. [REDACTED] 2. The Board noted the delegations in place to cover the possible incapacity of the CEO during the COVID-19 emergency and agreed that the delegations should be renewed upon their expiry on 5th June. 		
9.0	PRESENTATION: LUAS TO FINGLAS		
	Marcello Corsi and Paolo Carbone presented an update to the Board on the Luas Finglas project.		
10.0	TII SAFETY AND HEALTH REPORT		
	Helen Hughes took the Board through the report. The Board asked if further Luas Safety campaigns can be run. Helen will come back to the Board on this matter and on the painting of uncontrolled pedestrian crossings.		
9.0	ANY OTHER BUSINESS		
	The Board asked that some time should be given to Brexit at the July meeting. The CEO noted the work of the team and staff. This was echoed by the Chairman and Board. The consistency of presentations was noted by the Board and the Chairman asked that reporting be streamlined where possible to ease the burden on staff.		
10.0	PRIVATE BOARD DISCUSSION		
	None		

Signed by _____

Chairman

Date _____