

# MINUTES 93<sup>rd</sup> MEETING OF TII BOARD

## ITEM

<b>Subject:</b>	TII BOARD MEETING	<b>Meeting No:</b>	93
<b>Location:</b>	TII Offices, Parkgate Street, Dublin 8, with some contributions by video link (Teams)	<b>Date held:</b> 23 January 2024	<b>Doc Revision:</b> Approved

## ATTENDEES

BOARD CHAIRPERSON	Gareth Llewellyn
BOARD MEMBERS	Aidan Skelly
	Mary O'Donovan
	AnnMarie Farrelly
	Damien Ó Tuama ( <i>until 2pm</i> )
	Des Kenny
	Peter Walsh (CEO)
	Colette Byrne
	Sadhbh O'Neill ( <i>until 11:30am</i> )
	Michael Wall
	Patricia O'Shea ( <i>for part – items 1,2 and 7</i> )
APOLOGIES	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 4</i>
	Seán O'Neill (Director of Communications) – <i>Item 5</i>
	Helen Hughes (Director of Professional Services) – <i>Item 9</i>
	Nigel O'Neill (Director of Capital Programmes) – <i>Items 3&amp;5</i>
	Anthony Duffy (Head of Project Services) – <i>Item 4</i>
	Cathal Masterson (Director of Commercial Operations) – <i>Item 3</i>
	Tony Redmond (Director of Corporate Services) – <i>Item 3</i>
	Kevin Meany (DPENDPR) – <i>Item 6</i>
	██████████ (PWC) - <i>Item 7</i>
	Reddy Morley (Head of Rail Safety & Occupational H&S) – <i>item 9</i>
	Donal Minnock (Motorways Operations Manager) – <i>Item 3</i>

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### 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 ARC met on 16<sup>th</sup> January. The Committee Chair advised the Board of the following matters discussed by the Committee:

- [REDACTED]
- The Risk Management Policy, Plan and Appetite Statement were before the Committee for review and the Committee is recommending the proposed changes to the Board for approval.
- The Annual Code of Practice review was before the Committee and the Committee is recommending the proposed changes to the Board for approval.
- The Treasury Policy was before the Committee for review and the Committee is recommending the proposed changes for Board approval.
- The ARC TOR was reviewed and will be brought to the Board for approval in February.
- [REDACTED]
- [REDACTED] With the revision of the Strategy last year, the Committee may review the audit plan and the Head of IA is willing to do this. The original audit plan was approved two years ago.
- The Committee received three reports from the DPO and a short report from IT and IT Security.

#### Infrastructure Committee

The Infrastructure Committee met on 11<sup>th</sup> January. The Committee Chair advised the Board of the following matters discussed by the Committee:

- The Committee received a presentation on the Luas systems Renewal & Resilience Project.
- The Committee spent some time discussing topics it would like to see brought forward on the agenda for 2024. Kelly McCarthy has circulated the proposed topics by email. The list will be reviewed to ensure that matters identified as strategic matters come to the Board. It was noted by the Board that the Committee may, if the Board directs, scrutinise some of these in advance of them being brought to the Board for discussion/decision.

### 3.0 GOVERNANCE & LEGAL UPDATES/RISK MANAGEMENT

(3.1) The Board **noted** the contracts valued over 50K executed by TII in November and December 2023. These were presented by Tony Redmond. There were ten contracts executed. The main contract in this period was for financial advisory services and was awarded to EY. It was noted that the contract for a pavement scheme awarded to Jons featured sustainability as part of the evaluation and award criteria. It was the first use of the carbon ladder for such purposes in Ireland. The Board **directed** that the delegation of the execution of contracts by CEO should be reviewed for relevant thresholds. This can be brought back to ARC.

(3.2-4) The Board **approved** the Risk Management Policy, Plan and Appetite Statement for 2024 and **noted** the contents of the ERR (principal risks).

(3.5) The Board completed its Annual Review of the Code of Practice for TII and **approved** the proposed changes.

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(3.6) The Board **noted** the Q4 2023 Annual Plan Activities Tracker. 89% of planned activities were completed. On strategic actions, we have suffered from delays/challenges in legislation. There is an issue in relation to e-scooters that is holding up the implementation of other aspects of the Road Traffic and Roads Act 2023, including sections relevant to TII functions.

(3.7) The Board **approved** the Treasury Policy on a temporary basis pending audit in May. It was noted that changes have been included to reflect the volatility of public transport reserves. NTA can tell TII how to use these reserves.

(3.9) The Board **noted** the report on correspondence received through EDMS, including FOI and AIE requests and the Customer Plan and Charter. The Board noted that the customer service information is very difficult to access on the TII website and no details of the accessibility representative could be found. Tony Redmond observed that the TII website is due an upgrade and this will be addressed.

(3.10) The Board **noted** the legislation update provided by the Head of Governance and Legal. It was clarified that the relevant classes of vehicle covered by the S.I. in December 2023 include hydrogen.

(3.11) Cathal Masterson presented to the Board. The Board **approved** the preparation, or arrangement for preparation, of a scheme for the purposes of TII's new vires under Section 19(ca) of the Roads Acts 1993-2023. The draft Scheme Description will be finalised and executed by the CEO. The Minister is hoping to launch the scheme in early February. TII is setting up a new unit to manage the scheme, headed by Donal Minnock. TII is seeking DPENDR sanction for a new PAH role through DoT. The Board noted a concern that we are struggling to get sanction for positions required to deliver a government priority. Management will come back with a plan for how we will manage the new function, recognising that we have been engaging for three years on this issue. The Board congratulated Donal Minnock on his new role.

#### 4.0

#### FINANCIAL PERFORMANCE MONTHLY REPORT & 2023 EXPENDITURE OUTTURN

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5.0 ANNUAL PLAN AND BUDGET – VERBAL UPDATE

[REDACTED]

6.0 PRESENTATION: The National Development Plan and DPENDPR’s role in NDP delivery.

Kevin Meany of DPENDR joined the Board and presented on NDP delivery, including impacts on delivery and next steps.

[REDACTED]

7.0 PRESENTATION: METROLINK GOVERNANCE ASSESSMENT (taken after committee updates at 2.0)

Patricia O’Shea joined for this item.

[REDACTED]

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	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<b>8.0</b>	<p><b>CEO MONTHLY REPORT</b></p> <p>Peter delivered his monthly CEO report. The following items of significance were noted:</p> <ul style="list-style-type: none"> <li>• The MetroLink Oral Hearing will commence on 19<sup>th</sup> February at the Gresham Hotel, Dublin.</li> <li>• TII has recently concluded a land acquisition agreement with the Irish Farmers' Association (IFA) and DoT.</li> <li>• Dunkettle will be opened by an Tánaiste on 12<sup>th</sup> February.</li> <li>• The development of an Irish National Safety Camera Enforcement strategy will be managed by TII under Dr Suzanne Meade on behalf of DoT.</li> <li>• MetroLink Capability and Capacity will come back to the Board in February. Management believes that there will be significant gaps to be addressed.</li> <li>• [REDACTED]</li> <li>• The CEO outlined some aspects of the Transdev dispute following questions from the Board. The matter may progress further under formal dispute resolution processes. A meeting of CEOs is required to commence the formal process. Transdev will have to remain as Luas service provider until the conclusion of the re-procurement process.</li> <li>• The CEO provided an update on the work of the Utilities Working Group.</li> </ul> <p>Seán O'Neill provided the Communications update. There will be a cooperative ITS launch at the MOOC in February.</p>
<b>9.0</b>	<p><b>HEALTH &amp; SAFETY PERFORMANCE REPORT &amp; PERFORMANCE REVIEW OF OCCUPATIONAL H&amp;S 2023</b></p> <p>Helen gave the report. There were no incidents involving TII staff, projects or MMRC in the reporting period. 2 SPADS were notified to CRR. There were no lost time accidents.</p> <p>Reddy Morley gave the report on the performance review of Occupational Health &amp; Safety 2023. We had 1 lost time accident (LTA), 3 incidents requiring first aid and 1 near miss. Arising from the LTA, TII reviewed SOP10 – working adjacent to live traffic. This was then reviewed by Jacobs and some recommendations were made to make SOP10 clearer. Training has been developed and is planned for March. It was noted that a member of the team inspects to ensure staff compliance with the SOP every week.</p> <p>A detailed review of the SMS was carried out. ISO 45001 was reaccredited in May.</p> <p>Communications are being reviewed to make materials more attractive for staff to engage with. The audit noted the strength of engagement at SMT and Board level.</p>
<b>10.0</b>	<p><b>MINUTES OF PREVIOUS BOARD MEETING</b></p> <p>The Minutes of the previous Board meeting 12 December 2023 were approved.</p>
<b>11.0</b>	<p><b>MATTERS ARISING</b></p> <p>The progress of matters arising was noted by the Board.</p>

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12.0 ANY OTHER BUSINESS

The Secretary reminded Board Members of the SIPO returns deadline of 31<sup>st</sup> January 2024 for interests in the preceding year.

It was suggested that movement of the Board meeting start time to 10.30 a.m. would facilitate morning travel for members travelling from outside of Dublin removing the need for overnight accommodation. The Secretary will poll all members to see if there is a majority in favour of such a change.

13.0 PRIVATE BOARD DISCUSSION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Signed by \_\_\_\_\_  
Chairperson

Date: \_\_\_\_\_