

MINUTES 52nd MEETING OF TII BOARD

ITEM

1.0 CONFLICTS OF INTEREST-

None.

2.0 MINUTES OF PREVIOUS BOARD MEETING

The Minutes of the previous Board meeting held 24th March 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 reviewed the Enterprise Risk Register and considered the impacts of the COVID-19 emergency on TII funding and on the future sustainability/viability of third parties. 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 received a presentation on ICT strategy and the challenges and risks of remote working.
- The Committee discussed the progress of the audit by the office of the Comptroller and Auditor General. It is anticipated that some guidance will be given by CAG on post balance sheet disclosures relating to COVID-19. If no guidance is given, the Board will have to consider suitable wording.
- There will be an ARC meeting in May (added to existing schedule).

Strategy Chair

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

- Service Areas – The Committee considered the need for three additional service areas. Online and offline signage was also discussed as well as the treatment of unauthorised signage.
- The Committee considered the review of procurement processes by the Procurement department. 85% of procurements go to tender. Priority to be given to high risk, high value procurements and to focus on more strategic procurement. In the context of disruptive events, such as COVID-19, we need to look at high volume items that may become critical.

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 and programmes and the ongoing steps being taken to address these impacts, as set out in the COVID-19 Business Continuity Actions Report before the Board, as follows;

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

Audrey reported on the management of the TII workforce, technology and finance. Business units continue to manage the impact of the emergency response. Twenty-two staff were approved for re-assignment but as the Public Appointments Service has yet to effect assignments, none have transferred yet. TII ran a staff webinar on Friday 24th April. This was well received by staff. TII is now considering the future re-integration of staff. In relation to recruitment, it was noted that three internal roles will be advertised in the coming weeks, including a communications role. IT webinars will be rolled out to staff following assessment by the TII ISO & IT team. Financial procedures have been updated but there have been no relaxation of controls. The Employee Assistance Programme (EAP) and support of the company doctor, Medmark, remain available to staff.

- **Ger Hannon- Parkgate Street Premises**

Ger outlined the development of plans for the re-occupation of TII offices at Parkgate Street. Phasing will be reconsidered but the Facilities team is planning for a worst case scenario where all staff are present following a staggered return to work. The team is assessing our capability to maintain physical distancing. Drawings have been prepared by our Architects to show 1 and 2 metre radii from every seat. Business continues as usual for Procurement and Regulatory & Administrative teams. TII has moved away from hardcopy in recent years and has moved to an online platform, AWARD, for procurement.

- **Pat Maher – Network Operations**

Pat Maher outlined the activities around the roads network. From 27th March, only essential works were permitted to take place with activities tailored accordingly. Only essential staff remain working on-site in the Dublin tunnel. Deep cleaning of the control centre occurs weekly. Essential maintenance in the tunnel continues, with activities consolidated into one night. There has been a similar response in the Jack Lynch tunnel.

Dublin Tunnel Tolling - Upgrades to cash baskets have been installed to include automated card readers on one lane in each direction to date and further are being implemented. Traffic volumes are down – car volumes are down over 80%, the reduction in volume of HGVs has remained constant at 30%. The Gardaí and DTTAS will now get information daily from a limited number of traffic counter locations. The information will go out after 11am each day and will include Border counters.

M50, MMRC and PPP operators continue to deliver essential services. Non-essential maintenance has been paused over the last month.

Service areas continue to operate. A number of the franchisees have stopped operating - McDonalds, Costa - so reduction in offering at service areas. The EU Commission has contacted all member states on this - ensuring that essential supply chains are unimpeded.

Construction delivery has been impacted. Tender process continues so that we can start up when lockdown period comes to an end.

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

Helen outlined the Health and Safety actions set out in the report. Some are ongoing, others have been closed out. TII has issued working from home guidelines and ran two ergonomic webinars. H&S team had carried out risk assessments for different types of activities prior to TII closing the office. These are being updated in light of guidance (e.g. from CIF and government). HR, Facilities and TII Architects are working together with a view to social distancing being required for many months.

- **Sean O’Neill- Communications**

Sean outlined how traffic numbers have become the new salt numbers. The media can use them to explain the impacts of the current situation to the public. TII is working with DTTAS and the COVID-19 communications unit. There was some initial confusion created externally by reporting old traffic data. To counteract a reoccurrence, daily morning peak traffic numbers will now be provided daily in a simpler distilled version. Additionally, there is some speculation on the potential impact of a new programme for Government agenda on the ability of TII to deliver its remit. It is important that people have up to date information from TII.

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

Nigel reported on Luas and Tolling Operations.

Luas – Additional daily cleaning of trams and TVMs is being provided by our contractors. Some seats on trams have been marked as not available in respect of physical distancing requirements. Maintaining distancing requirements reduces capacity by almost 90%. A Public Transport Operators Group has been convened by NTA. The group is considering the path to return to normal services. Other jurisdictions have mandated masks and distancing for public transport. This is being considered.

Tolling Operations – Following the introduction of the first wave of restrictions, mid-March to late March, non-essential back office staff went to remote working. There is a small, but significant, cohort of customers who are unregistered and require call-centre support, so a small team has been located at a third site to clear the backlog of customer issues.

Revenue-Nigel also presented to the Board on the impact of COVID-19 on 2020 Revenue Projections for Dublin Tunnel, eFlow and Luas. In the context of Luas revenue, it was noted that NTA has confirmed that it will meet the deficit in Luas revenue, but that has caveated that this depends on how the overall COVID-19 situation develops. Public transport subvention from DTTAS may be topped up on a month by month basis. Voted expenditure will only cover up to the end of June 2020 .

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

Peter reported that a tool has been developed to run scenarios around revenue and expenditure impacts. Public Transport - Design is ongoing. TII will be going out to tender for consultants for Cork light rail in the next few days. Luas Finglas is going well but public consultation is not possible in the present circumstances. TII is considering virtual options for consultation. Green Line Capacity Enhancement – the facility at La Rochelle has resumed operations. Modules will be transported next weekend. A new tram will be delivered in June but assembly will be problematic due to travel restrictions.

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MetroLink - Remote working processes are going well. There is some delay (surveys and ground investigation in particular).

Roads – Significant element as of 27th March was the consequence of public health measures on construction sites (fourteen minor, six major projects). By 6pm on 30th March, all sites were closed, without suspension. Actions to close sites were initiated by contractors. Local authorities have been advised that TII is available to support in the interpretation of the OGP/GCCC note on ex gratia payments to contractors associated with closure of sites. TII has requested that local authorities engage with contractors to identify methods of working in accordance with Public Health advice and protocols.

Peter also presented to the Board on the methodology developed to test scenarios around revenue and expenditure impacts.

- **Michael Nolan – Concluding Remarks**

Following presentations by the Senior Management Team on the matters set out in the report, the CEO concluded by confirming that the senior management team will continue with this format of reporting into May, until we have clarity around the re-opening of the offices and re-commencement of activities. TII was ahead of the national response in closing offices but we may be slower to re-open. Our HR and H&S teams are working on this.

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

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
Brexit	TII submitted a draft report to DTTAS on site options for the temporary accommodation of trucks near the M50 northern section and is engaging with OPW on the upgrading of customs inspection facilities at Dublin Port.	TII is focussing on minimising the disruption that might be caused by changes to traffic movement in the port. It was noted by the Board that TII must keep up to speed on what needs to be done to prepare for a possible disorderly Brexit, even during the current Covid emergency.

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	Light Rail Vehicle Extension	The facility at La Rochelle has resumed work however; issues remain around delivery and the travel of specialised staff from France, Italy and Portugal.	TII continues to engage with stakeholders to facilitate acceptance of modules as soon as possible.
	Safety	There was one reportable accident in the period.	
	Luas Finglas	Delays may arise from the difficulty posed by public consultation in the present circumstances.	TII is looking at options, although it has been noted that an online consultation may mean that a significant proportion of the population may not have access. Further options may have to be explored.
	N8/N25 Dunkettle Interchange	Advance works on the site had to shut down as part of COVID-19 response measures.	TII is working with the Stage 1 contractor to mitigate negative impacts of the shutdown.
	Appeal of VAT on Public Sector Tolling.	TII received notification from Revenue on 6 th April regarding interest outstanding to TII. A more detailed calculation is awaited.	<div style="background-color: black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1em;"></div>

7.0 UPDATE ON CONTRACTUAL DISPUTES

Peter Walsh presented the report to the Board. It was confirmed that to date, TII has not received any claims based on COVID-19.

8.0 GOVERNANCE AND LEGAL UPDATE

1. The Board **approved** the Sponsorship Policy subject to the inclusion of a clause to cover conflicts of interest.
2. The Board discussed the output of the Code of Practice mandated Review of Board Effectiveness, completed by survey via Survey Monkey. The findings of the survey were mostly very positive, in line with last year's survey. The Chairman advised any Member who has suggestions for training or any other matter to contact the Chair, CEO or Board Secretary. It was agreed that some additional documents would be added to the library section on Decision Time (reserved and delegated functions).
3. The Board noted the delegations in place to cover the possible incapacity of the CEO during the COVID-19 emergency and agreed to review these again at the May meeting.

9.0 ANNUAL BUSINESS PLAN STRATEGIC ACTIONS TRACKER Q1 UPDATE

Ger Hannon presented the Q1 update to the Board. The Board approved the retirement of the 2019 table on the basis that these items have been subsumed into 2020 plan or abandoned.

10.0 TII SAFETY AND HEALTH REPORT

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Helen Hughes took the Board through the report. RSA, HSA, TII and DTTAS are looking at some publicity around safety on the network. Worrying behaviour on the road around Impact Protection Vehicles has been observed. Pat Maher is looking at automation of these vehicles. Highways England is looking at this as well.

Tram contacts - TII wants to put these on maps so we can see if there is any clustering.

9.0 ANY OTHER BUSINESS

None.

10.0 PRIVATE BOARD DISCUSSION

None

Signed by _____

Chairman

Date: _____