



Transport for Wales Board Meeting

010:00 – 15:30; 21 November 2018

Welsh Government Office, Ladywell House, Newtown

Minutes

Present:

Nick Gregg (NED & Chair) (NG)

James Price (CEO) (JP)

Sarah Howells (NED) (SH)

Alison Noon-Jones (NED) (ANJ)

Nikki Kemmery (NED) (NK)

Heather Clash (TfW) (HC)

Gareth Morgan (TfW) (GM)

Jeremy Morgan (Secretariat) (JM)

There were no observers from the Welsh Government. The Welsh Government informed NG that it will no longer send observers to Board meetings and only receive agreed minutes.

Part A: Full Board Meeting

1) Introduction

a. Apologies for Absence

1. The Chairman welcomed the Board to Newtown. There were no apologies for absence.

b. Notice of Quorum

2. A quorum being present, the Chair declared the meeting open. The Chair confirmed that each Director had been given notice of the meeting.



- Action ref. A4a - terms of reference for each sub-committee will be agreed later in the meeting. Once agreed, each sub-committee's terms of reference will be published on TfW's website.

ACTION: JM to ensure that once agreed by the Board, terms of reference for sub-committee will be published on TfW's website.

- Action ref. A2c – still outstanding.

ACTION: GM to chase Traffic Wales for incident and major event procedures

- Action ref. A3a – benchmarking attendance at industry events is ongoing and the action should be closed off.
- Action ref. A4 – the inclusion of wider services in the next remit letter may require the need to update company's Articles of Association and Framework Agreement with the Welsh Government. To be linked to action Ref 3.

ACTION: JM, JP and GM to assess whether the inclusion of wider services in the next remit letter will necessitate amendments to the Company's Articles of Association and/or Framework Agreement.

2) Safety

a. Safety moment

5. JP informed the Board of a recent fatality of a Network Rail contractor in SE England. All Transport for Wales staff need reminding of ensuring they know exactly why they might be working outside the safety zone and to ensure that they are properly trained.

ACTION: GM to ensure that all Transport for Wales staff are reminded of the need to know exactly why they might be working outside the safety zone and to ensure that they are properly trained.



- IV. NG enquired about numbers of incidents at level crossing figures. GM confirmed that Network Rail have heat maps for these incidents.

ACTION: AC to obtain Network Rail figures on level crossing incidents.

7. NK asked about how TfW engages with the Health and Safety Executive. GM confirmed that TfW does engage with HSE, but NK suggested that this could be done at a higher level and that she would be willing to help with this engagement.
8. The Board agreed that it would be useful for Rail Services to attend the Board to present on how they are dealing with safety issues.

ACTION: GM to approach Rail Services to ask if they can attend a TfW Board meeting to present on how they are dealing with safety issues.

3) Strategic/development update

a. CEOs report

9. JP updated the board on the highlights from the CEO's report. The Board noted JP's report on the recent disruption to services and requested that he continue to work with Rail Services to identify the root cause to prevent it happening again.

ACTION: JP continue to work with Rail Services to find the root cause of the recent disruption to services to prevent it happening again.

10. JP also reported that the PPM for the current period is better than the same time last year, although care needs to be taken to ensure that the quality of data is robust.



16. Communication and Customer Services. SH ran through the terms of reference which the Board accepted. The first meeting of the sub-committee took place last week. NG challenged the sub-committee to get an agreed view with Rail Services on what excellent customer service looks like.

ACTION: SH to articulate with Rail Services, a clear and agreed view of what excellent customer service looks like with shared goals.

17. People. TfW's new HR Director is due to start in January. The sub-committee's terms of reference are drafted but not yet agreed.

ACTION: ANJ to share the People sub-committee terms of reference with the Board for approval.

18. Safety. An initial meeting took place in few weeks ago and the next meeting is due to take place on 19 December 2018. The sub-committee is hoping to gain more understanding of how and what being measured.

ACTION: NK and GM to ensure that significant near-misses or accidents are reported at each Board meeting including why the incident occurred, action taken in response and any processes put in place for learning.

c. Finance

19. HC presented the finance report to the Board. HC reported that the internal auditor is currently working through WEFO reporting process. Through a competitive procurement process TfW has appointed SA Global as a configuration partner for Microsoft Dynamics. HC anticipated that the new system will be up-and-running for the new financial year.



d. Governance adherence/performance

26. JP will appear at the Economy, Infrastructure and Skills Committee meeting on 29 November 2018.

27. Shortlisting the permanent role of TFW Chair is complete and interviews will take place over the next few weeks.

e. AOB

28. NK asked whether the Welsh Government's Infrastructure Commission needs to be on TfW's stakeholder radar. JP confirmed that they should, but they are not a statutory body.

ACTION: Simon Jones to update the Board on the Welsh Government's Infrastructure Commission at the next Board meeting.

Part C: Open Session

1) Organisation Structure & Recruitment Update

29. GO introduced the draft TfW structure chart with the caveat that there will always be some movement in the early days of the Company. TfW now employs 36 staff with a further 19 due to start before the end of March 2019.

2) Overview of CVL upgrade works and plans

30. KG raised with the Board that ECI contracts will be let in January and received a challenge on speeding up the consideration of licence issues with NRW.

31. Discussion followed on the capacity of CVL and it was decided a further paper should be brought to the Board reflecting predicted usage against capacity.

ACTION: AC to produce a paper for the Board on predicted usage against capacity.



2. **MV rolling stock:** JP and HC talked through the MV rolling stock paper. The Board were presented with two options. After discussion, the Board agreed to the recommendation of accepting the two options.

ACTION: Tfw's Executive team to try and obtain a contractual commitment from Rail Services for future timetable commitments.

ACTION: JP to provide the Board with a one-page rolling stock update for the next Board meeting.