



TRAFNIDIAETH CYMRU TRANSPORT FOR WALES

TfW Rail Ltd Board minutes

23 June 2023

09:30 – 1300

Venue: St Patrick's House, Hybrid

Attendees

James Price (Chair), Peter Strachan, Heather Clash, Marie Daly, and Alexia Course.

In attendance: Martyn Brennan (Item 5), Ryan Williams (Item 5), Stephanie Raymond (Items 6-8), Lewis Brencher (Items 6-13), Ross Whiting (Sec).

The Chair welcomed everyone to the meeting.

1a. Apologies for Absence

Jan Chaudhry Van der Velde sent his apologies. It was agreed to contact board members to see diary conflicts and potentially change meetings if required **[Action – Sec]**.

1b. Notice of Quorum

A quorum being present, the Chair welcomed everyone to the meeting and declared it open.

1c. Declarations of Interest

Peter Strachan declared an interest in item 9, as a Serco nominated company representative. It was agreed he would leave the meeting for Item 9.

1d. Minutes of previous meeting

The minutes from the meeting 26 May 2023 were approved, with minor changes agreed. The latest Actions Log was noted and amended.

2. Safety moment

Board noted the safety moment in the pack on the topic of nesting birds.

3. Customer moment

Board noted the customer moment in the pack on the topic of the OLE public safety campaign, and a recent RSSB paper's findings on impact of customer behaviour on safety, and potential education campaign.

[REDACTED]

5. Chief Operations Officer report – Period 02 (Marie Daly)

Board received and noted the Chief Operations Officer’s report included in the meeting pack and paid particular attention to the following matters and actions:

- Rail replacement bus services - Lee Robinson with support from Marie Daly and James Price to take learning from rail replacement bus service provision and wrap this into wider work on bus franchising [Action – Lee Robinson, Marie Daly, James Price].
- Line of route management on Marches to promote and improve service quality – Jan Chaudhry-Van der Velde and Piers Croft to present at the next Tfw Rail Board on line of route management and practicalities, including a clear strategy and implementation plan [Action – Jan Chaudhry-Van der Velde, Piers Croft
- Summer warm weather preparedness – including planning the provision of water onboard services and the summer preparedness plan, staff briefing, and 10-point customer plan including water provision at stations.

[REDACTED]

[REDACTED]

Board noted the upcoming retirement of Martyn Brennan and thanked him for his time, value, and efforts within Transport for Wales and the railway industry throughout his career.

5.1 Strategic KPI Report

Board noted the Strategic KPI report in the meeting pack.

5.2 Safety Assurance Report

Board noted the Safety Assurance report in the meeting pack. [REDACTED]

5.3 Rail Risk Dashboard

Board noted the Rail Risk Dashboard in the meeting pack.

6. Commercial update

Stephanie Raymond and Lewis Brencher joined the meeting.

Board received and noted an update presentation on the P02 commercial strategy included in the meeting pack.

[REDACTED]

7. Financial review

Board received and noted an update presentation on the P02 Periodic Financial Review included in the meeting pack.

[REDACTED]

8. TfW Rail Ltd Annual Report and Accounts

Board received an update presentation on the TfW Rail Ltd Annual Report and Accounts, [REDACTED]

[REDACTED]

Board agreed to delegate authority to Jan Chaudhry-Van der Velde to sign off the final version of the Annual Report and Accounts by 29 June 2023, and it was agreed that the current version would be circulated to members for final comments prior to 29 June 2023 [Action – Sec].

Stephanie Raymond left the meeting.

9. Company-nominated representative on the Schemes and Services Board (SSB) and Scheme Councils

Peter Strachan left the meeting due to a potential conflict of interest.

Board considered the Schemes and Services Board and Scheme Councils representative summary paper and representative appointment agreement, including any risks or liabilities, of which it was noted there are none. Board considered the benefits of a representative.

Board agreed to the proposal, and that Alexia Course would sign following the meeting [Action – Alexia Course] and James Price would go on the RDG Board [Action – Sec].

10. Fares Simplification Strategy

Peter Strachan rejoined the meeting.

[REDACTED]

Board agreed to endorse and support the approach and strategy.

11. Revenue Protection

Board considered the contents of the revenue protection paper included in the meeting pack. Following a discussion on ticketless travel and gate line management, Board agreed to note the paper and endorse the development of an update revenue protection strategy document.

12. Marketing Update

Board received an update on marketing included in the meeting pack and noted the positive activities that had taken place.

[REDACTED]

[REDACTED]

13. Any Other Business

No further items of business were raised.

The meeting ended and the Chair thanked everyone for their contributions.