

National Ticketing Solution

GOVERNANCE BOARD – MINUTES

MEETING INFORMATION	
Date:	Friday 2 nd December 2022 CL 1.07: Chews Lane, Wellington
Time:	9.00am to 10.45am
Chair	Rachel Reese (RR)
Members Present	Marcus Porter (MP), Liz Maguire (LM), Anna Moodie (AM), Robert Jones (RJ), Vanessa Ellis (VE), Samantha Gain (SG), Mat Taylor (MT), Giles Southwell (GS), Kim Ngarimu (KN),
In attendance	Yogesh Anand (YA), James Timperley (JT), Charles Ronaldson (CR), Gavin Greaves (GG), Vivienne Mitchell (VM), Graham Alston (GA), section 9(2)(a) section 9(2)(a) section 9(2)(a) Deborah Parsons (DP)
Apologies	
Quorum	N/A

ITEM 1 – INTRODUCTIONS AND KARAKIA

Members were welcomed to the inaugural NTS Governance Board meeting. The work of the former NTS Steering Group was acknowledged in getting us to this point.

ITEM 2 - PREVIOUS MINUTES AND ACTIONS

Note this is the inaugural meeting hence there were no prior minutes and actions.

ITEM 3 - NTS GOVERNANCE

3a. NTS Governance Board Terms of Reference

- Overview provided including:
 - The ToR is set by the Mobility and Payments Chief Executive Group (MPCEG).
 - Any changes will need the MPCEG to approve
- Clarification sought on the role of the Programme Control Group:
 - The group provides a level of confidence and assurance to the Governance Board
 - They ensure all parties have agreed internally that information coming to the Governance Board is appropriate.
 - They have no decision-making authority, rather they support the Governance Board.
- It was noted that the Governance Board must ensure that it is acting as a governance body rather than an operational decision-making authority.
- Discussion on what success will look like for the Governance Board and key performance indicators to measure success.

Actions:

- Terms of Reference to be updated to reflect the correct name of the Gisborne District Council – **CR**
- Key performance indicators for the Board to be developed – **YA**

Noted

- The Board noted the Terms of Reference under which it is to operate
- That due to time pressures for decisions some out-of-cycle Board meetings will be required.
- Board meeting dates for 2023 to be established as soon as possible - **CR**

3b & c. NTS Ways of Working and Principles & NTS Charter

- Paper presented.
- Comments from the Board included:
 - need to consider consumer protection (including costs if not tagging off correctly) and privacy breaches.
 - section 9(2)(g)(i)
 - Discussion on the customer experience and getting it right.
 - section 9(2)(g)(i)
 - The Governance Board will predominantly be working towards consensus decision making whilst acknowledging and taking into account a range of opinions and some differences.
 - As a Governance Board that we commit to working through issues whilst being mindful of the time constraints we face and not relitigating once a decision is made.
 - The Governance Board felt the charter was too detailed and asked that it to be lifted a level.

Actions:

- Scenarios in the Appendix to the paper are not aligned with the Charter. A review to be undertaken to ensure alignment – **YA & CR**
- section 9(2)(g)(i)
- Funding submissions for RLTP to be completed by all PTAs as appropriate – **RJ/VE, MT, GS & SG**
- section 9(2)(g)(i)
- Detail of the charter to be reviewed and represented at the next meeting for final approval – **YA & CR**
- Board requested a diagram to show when each PTA is planned to launch and the RAG status of their funding - **YA**

ITEM 4 – GOVERNANCE BOARD DECISION MAKING

Noted.

ITEM 5 – CONTINGENCY MANAGEMENT

- Paper presented.
- Discussion included:
 - Confirmation that this paper did not only apply to Cubic costs.
 - section 9(2)(g)(i)
 - Effort will be required to manage budget forecast and assessment of contingency based on quantitative risk assessment.
 - The Governance Board must ensure that the NTS budget is understood, reviewing trends, forecasting as accurately as possible, and ensuring budgets and any contingency is adequate
 - There is a requirement to work through budget and cashflow and this matter should be revisited once that is complete.
 - The risks being carried by the Programme were outlined including supply chain, resource costs, and FOREX changes. Intention is that if required we will use contingency for those elements however recognising that if approved funding is exceeded, we will need to go back to Waka Kotahi Board for any further approval, subject to approval from the Governance Board.
 - Noted that the contingency fund is still being determined and will be included in planning.
 - section 9(2)(b)(ii)

- Noted that it would be helpful to provide reference about when and where the activities that may require contingency might need to be applied.

Actions:

- Budget to be completed and tabled at the Governance Board, including contingency provisions – **YA**
- Paper to be resubmitted to the Governance Board once the budget is finalised – **CR**
- FX Risk to be included in the Risk Register - **VM**

Approval:

- section 9(2)(b)(ii)

ITEM 6 – PLAN

6a. Programme Planning Approach

- Paper outlining the planning approach was included in the Governance Board pack
- Key points for plan reporting were noted as:
 - Level 1 – Governance Board will be provided a high-level block plan
 - Level 2 – milestone detail with high-level view for management team
 - Level 3 – itemised plan for individual activities as detailed in MS Project master schedule
 - Milestone register has been developed
- The Governance Board is keen to understand critical path, decision points and milestones.

Actions:

- A timeline of critical path decision points and milestones to be presented to the Governance Board – **VM**
- An integrated plan with Cubic to be presented at the February Governance Board meeting - **VM**

6b. Updated Block Plan

Noted

6c. Programme Milestones – Approach

Actions:

- Reporting to include a column detailing any milestones missed and why and include business verses technical risks - **VM**

ITEM 7 – REPORTING

7a. Monthly Status Report

Actions:

- Risk 1 and 2 require updating - **VM**
- The Governance Board agreed to a risk workshop being held early in 2023 – **VM**

Noted

7b. Financials

Noted

7c. Programme Stakeholder Dashboard

Actions:

- Dashboard should be instigated and explicitly reference Cubic and key suppliers' views - **VM**
- PTA leads to contribute information for the dashboard from a PTA perspective – **VM**

ITEM 8 – UPDATE ON STRATEGIC RISKS

Noted

ITEM 9 – GENERAL BUSINESS

- Update on the Gateway Review:

Action:

- Summary and action plan to be reported back to the Governance Board at its next meeting - YA

ITEM 10 – ANY OTHER BUSINESS

- Board dates for 2023 to be set and allow 3 hours for the meeting.

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