

# Road Safety Authority

## Board Meeting Minutes

Thursday 24<sup>th</sup> June 2021

<b>Present</b>	<b>In Attendance</b>
Ms Liz O'Donnell	Mr Sam Waide – Chief Executive Officer
Ms Donna Price	Mr Pearse White, Director of Finance & Commercial Services & Board Secretary
Mr Dimitris Karagiorgis	Dr Kiran Sarma - NUIG
Ms Sarah Johnson	Mr Declan Naughton – Director of Driver Testing & Licensing
Mr John Cronin	Ms Kim Colhoun – Finance Manager
Mr Derek Cawley	
Mr Kevin Goulding	<b>Apologies</b>
	Ms Ashling Cunningham
	Ms Gillian Treacy

## Board Minutes

<b>The meeting took place remotely at 8.30am on a Microsoft Office Teams call.</b>	
<b>1</b>	<b>Apologies and Introductions</b>  Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and noted the apologies.
<b>2</b>	<b>Meeting in the Absence of the Executive</b>  The members did not have a meeting in the absence of the executive.
<b>3</b>	<b>Conflict of Interest Declaration</b>  No conflict-of-interest matter was declared by the members present.
<b>4</b>	<b>Minutes of RSA Board Meeting, Decision Record and Action Tracker of the 29<sup>th</sup> of April 2021</b>  The members considered the minutes of the meeting of the 29 <sup>th</sup> April 2021. The Chairperson walked the members through the minutes, the related action tracker and any matters arising.

	<p>Following the review and a status update given in relation to the outstanding actions, the members approved the minutes.</p>
<b>5</b>	<p><b>Chairperson’s Report</b></p> <p>Ms O’Donnell informed the members of her activity since the April meeting. Ms O’Donnell informed the members that work has continued at pace by the executive since April on the development of the new Road Safety Strategy 2021 to 2030. Ms O’Donnell informed the members that the draft strategy has been shared with the Department of Transport for review and further engagement will take place with the members. Ms O’Donnell also referred to the work the executive is undertaking at present in respect of the gradual resumption of the Authority’s public services and she requested that a thank you note be issued to all of the Authority’s staff for their work on the resumption.</p> <p>It was agreed that a meeting between the members and the Authority’s research team would proceed on the 7<sup>th</sup> July and that for those members who could not attend, that the related presentation would be shared with them.</p> <p>The members noted the Chairperson’s Report.</p>
<b>6</b>	<p><b>Chief Executive Officer’s Report</b></p> <p>Mr Sam Waide, CEO brought the members through the following in his report:</p> <p><b><i>Road Safety Update</i></b></p> <p>Mr Waide brought the members through the latest road safety outcomes YTD 2021 in terms of fatality and serious injury statistics and long-term trends as well as the relevant key road safety metrics in driver testing, vehicle roadworthiness, enforcement and education/awareness campaigns. The members were also taken through the road safety key campaigns and social media activity with particular focus on HGV and Drivers Hour compliance rates.</p> <p><b><i>Operational &amp; Public Service Update</i></b></p> <p>Mr Waide informed the members in respect of the current wait times and capacity planning initiatives that are taking place across a number of public services as well as the impact of the Driver License Extension that the members noted. Mr Waide informed the members that sanction has been received from the Department of Transport for an additional 40 contract driver testers and the executive is working through the operational detail on this matter.</p> <p>Mr Waide stated that the Driver Theory Test Service resumed on the 8<sup>th</sup> of June and that a Full Resumption of Services Plan has been sent to the Department of Transport for consideration.</p>

	<p><b>Public Affairs &amp; Policy</b></p> <p>Mr Waide gave the members an update in respect of legislation, policy engagement with the Department of Transport and the stakeholder/political engagement that has taken place since the April meeting.</p> <p><b>Risk Report June 2021</b></p> <p>Mr White informed the members of the progress being achieved by the executive in respect of a new Risk Management Framework and that the risk report as presented reflects the new approach to risk management. The members were then brought through the detail of the risk report which included a summary of the risks at present, a heat map outlining the trend in the Authority's top risks and the methodology that the executive is employing to identify and ensure top risks are captured as well as the assessment of impact and likelihood of risks. Mr White concluded by stating that a more comprehensive update on risk will be given at the A&amp;R Committee meeting in July.</p> <p>The members noted the CEO and Risk Reports.</p>
7	<p>Dr Kiran Sarma of NUIG and Mr Declan Naughton, Director of Driver Testing &amp; Licensing joined the meeting at this stage:</p> <p><b>Road Safety Briefing: Presentation of Research Paper on Disqualified Drivers</b></p> <p>Dr Sarma proceeded to present findings to the members from his qualitative study on disqualified drivers which included a review of international evidence, the key themes relating to personality type, the predisposition prior to offending, the consequences of disqualification and the attitudes towards sanctions.</p> <p>Dr Sarma then addressed the future strategies that can be employed with this specific cohort of driver [REDACTED], but Dr Sarma emphasised that the real consequences of a disqualification should be used in the composition of a new road safety campaign where real life testimony could be used to influence future behaviour.</p> <p>The members engaged in a discussion with Dr Sarma following his presentation and there were contributions from Mr Waide and Mr Naughton of the executive who informed the members that certain aspects around disqualified drivers are planned to be in the new Road Safety Strategy in respect of commercial drivers and a focused campaign on disqualified drivers. The members also requested that broader engagement takes place with youth forums and rural group on this matter.</p> <p>Ms Liz O'Donnell thanked Dr Sarma for his valuable research and time in sharing it with the members and agreed that an awareness campaign be developed for this cohort of driver.</p>

	Dr Sarma and Mr Naughton left the meeting at this stage.
8	<p>Ms Kim Colhoun, Finance Manager joined the meeting at this stage:</p> <p><b>RSA Statutory Financial Statements 2020</b></p> <p>Mr Pearse White informed the members that the annual C&amp;AG audit of the RSA Financial Statements has now been completed and that the statements are ready for review and approval by the members. Mr White informed the members that the Audit &amp; Risk Committee had already been through the statements.</p> <p>Ms Kim Colhoun brought the members through the detail in the Governance Statement &amp; Board Members Report, the Statement of Internal Control and in the disclosure notes to the accounts. The members raised a number of queries that were addressed.</p> <p>Following the review, the members approved the statements for submission to the Office of the C&amp;AG and for submission to the Department of Transport.</p>
9	<p><b>Presentation of RSA Business Plan &amp; Budget 2021 H1 Review and Revised Plan &amp; Budget for H2</b></p> <p>Mr Pearse White brought the members through a review of the first half of the 2021 Business Plan in respect of the status of all the key strategic priorities in the plan. Mr White informed the members of the strategic priorities that have been completed, those in progress and the impact of unforeseen priorities that had to be delivered operationally in the first half of the year.</p> <p>Mr White then addressed the business plan's priorities for the second half of 2021 in respect of items being carried forward from H1 and new priorities planned later in the year. Mr White informed the members that the executive is planning a further review of progress and capacity in September 2021 at which further initiatives could be added.</p> <p>The members were informed that certain projects have had to be deferred to 2022 on account of the executive's emphasis on resumption of services and front-line matters that have consumed much of the Authority's capacity to date in 2021.</p> <div data-bbox="272 1715 1406 1883" style="background-color: black; width: 100%; height: 75px; margin: 10px 0;"></div> <p>The members were then brought through the revised and updated Income &amp; Expenditure Budget for 2021 taking account of an uplift in revenue and</p>

	<p>expenditure in the second half of the year. The members were informed that revenue is anticipated to increase in H2 in line with the gradual and full resumption of public services thus allowing an increase in operating and capital expenditure.</p> <p>The members reviewed the revised 2021 Business Plan and aligned Budget 2021 and approved same.</p>
<p><b>10</b></p>	<p><b>Approval of Framework Agreement for ICT Software Solution Delivery Services</b></p> <p>Mr Pearse White presented the paper on a Framework Agreement for the provision of ICT software solution delivery services that will assist with the delivery of technical projects on the current and future versions of the RSA PMO ICT roadmap. The members were brought through the structure of the framework that consists of two lots as follows:</p> <p style="padding-left: 40px;">Lot 1: Bespoke Software Solution Delivery Services Lot 2: Commercial Off-The-Shelf (COTS) Software Solution Delivery Services</p> <p>The members were informed that the total estimated value of the Framework Agreement over its 4-year term (based on planned projects and including contingency for additional projects) is estimated at [REDACTED]</p> <p style="padding-left: 40px;">Lot 1 – [REDACTED] Lot 2 – [REDACTED]</p> <p>The members were then brought through the procurement and evaluation process and following the raising of a number of queries approved the three members in both lots in the framework.</p>
<p><b>11</b></p>	<p><b>Items for Future Discussion and Any Other Business</b></p> <p>None</p>
<p><b>12</b></p>	<p><b>Date of Next Board Meeting</b></p> <p>The next Board meeting will be on Thursday 29<sup>th</sup> of July 2021.</p>

**Signed:** \_\_\_\_\_  
**Chairperson**

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

## Outstanding Board Action Tracker 2021

Action No.	Action Called Out	Update
<b>AT 21 2021</b>	Ms O'Donnell also referred to the work the executive is undertaking at present in respect of the gradual resumption of the Authority's public services and she requested that a thank you note be issued to all of the Authority's staff for their work on the resumption.	E Mail Thank You note being prepared and issued by the Executive on Behalf of the Board.
<b>AT 22 2021</b>	It was agreed that a meeting between the members and the Authority's research team would proceed on the 7 <sup>th</sup> July and that for those members who could not attend, that the related presentation would be shared with them.	Meeting with Research Team took place on the 7 <sup>th</sup> July 2021. Schedule relating to queries raised at the meeting will be communicated to members who attended on the day and the Chairperson.
<b>AT 23 2021</b>	Following the review, the members approved the statements for submission to the Office of the C&AG	RSA Statutory Financial Statements issued to C&AG, was certified and incorporated into Annual Report

	and for submission to the Department of Transport.	2020 and also issued to Department of Transport.
<b>AT 24 2021</b>	The members reviewed the revised 2021 Business Plan and aligned Budget 2021 and approved same.	Updated 2021 Business Plan and Budget operationalised by executive in July 2021.
<b>AT 25 2021</b>	<p><b>ICT Software Solution Delivery Services</b></p> <p>The members were then brought through the procurement and evaluation process and following the raising of a number of queries approved the three members in both lots in the framework.</p>	Letters have been issued cooling off period has started. Framework now being operationalised.