

Road Safety Authority

Board Meeting Minutes & Action Tracker

Thursday 29th July 2021

Present	In Attendance
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	Prof. Aine Carroll - UCD
Ms Sarah Johnson	
Mr Derek Cawley	Apologies
Ms Ashling Cunningham	Mr John Cronin
Ms Gillian Treacy	Mr Kevin Goulding

Board Minutes

1	Apologies and Introductions Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and noted the apologies.
2	Meeting in the Absence of the Executive The members did not have a meeting in the absence of the executive.
3	Conflict of Interest Declaration No conflict-of-interest matter was declared by the members present.
4	Minutes of RSA Board Meeting, Decision Record and Action Tracker of the 24th June 2021 The members considered the minutes of the meeting of the 24 th June 2021. The Chairperson walked the members through the minutes, the related action tracker and any matters arising. A matter arose in relation to legal costs was raised by the members and these queries were addressed by the executive. Following the review and a status update given in relation to the outstanding actions, the members approved the minutes.
5	Chairperson's Report

	<p>Ms O'Donnell informed the members of her activity since the June meeting including the launch of the staycation and motorbike road safety campaigns. Ms O'Donnell also referenced the mid-year review of fatalities report and the August Bank Holiday campaign that was recently launched with An Garda Siochana.</p> <p>Ms O'Donnell also informed the members on the resumption of public services and that the new Road Safety Strategy is being planned to be launched in September.</p> <p>The members noted the Chairperson's Report.</p>
6	<p>Chief Executive Officer's Report</p> <p>Mr Sam Waide, CEO brought the members through the following in his report:</p> <p><i>Road Safety Update</i></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 around the staycation and August Bank Holiday and social media activity with particular focus on HGV and Drivers Hour compliance rates.</p> <p>Mr Waide informed the members of the new Vision Zero by 2050 branding and logo in association with the new Road Safety Strategy. The members expressed their concern with the logo and the potential confusion of the year '2050' in it. The members recommended that the year 2050 be removed from it. Mr Waide agreed to take this feedback away and come back to the Board on this matter.</p> <p><i>Operational & Public Service Update</i></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 & Learner Permit Extension that the members noted. Mr Waide informed the members that a full resumption of services has taken place since the 22nd July following engagement with the Department of Transport.</p> <p>The members engaged in a discussion around the current wait times, and they requested for a simple update on how long the current wait times for the RSA public services at present are. Mr Waide agreed to provide an on-going report on the wait times.</p>

	<p>Public Affairs & Policy</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 June meeting. As part of this update, Mr Waide informed the members that the Road Traffic Misc Provisions Bill is anticipated to be passed into law by December 2021.</p> <p>Risk Report July 2021</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.</p> <p>The members noted the CEO and Risk Reports.</p>
7	<p>Prof Aine Carroll joined the meeting at this stage:</p> <p>Road Safety Briefing: 5 Year Review of Road Traffic Collision Related Injuries 2014-2018 NRH – Ashling O’Keefe</p> <p>Ms O’Donnell welcomed former RSA Board Member, Prof Aine Carroll to the meeting and the members were brought through Aine’s professional and clinical career to date.</p> <p>Prof Carroll started her presentation on the investigation of types of injuries sustained in road traffic collisions and admitted to the National Rehabilitation Hospital over a 5-year period. Prof Carroll outlines the current context for the research in terms of the current major trauma landscape in Ireland and access to a comprehensive data set around serious injuries.</p> <p>Prof Carroll outlined the importance of a comprehensive data capture strategy and methodology on serious injuries in terms of the development of the new Road Safety Strategy. The members engaged with Prof Carroll on the deployment of trauma and rehabilitation services in Ireland, access to rehabilitation services and emphasis on independence and long-term outcomes arising from serious injuries with rehabilitation.</p> <p>The members also discussed with Prof Carroll how the RSA can advocate for greater rehabilitation care, and this was addressed through greater engagement with the key stakeholders, obtain greater access to appropriate data sets across these stakeholders, assess the efficacy of current RSA road safety campaigns and to</p>

access alternative funding.

[REDACTED]

[REDACTED]

The members thanked Prof Aine Carroll for the presentation and engagement and wished her well in her current role and she left the meeting at this stage.

8 Report of the Audit & Risk Committee Meeting of the 22nd of July 2021

Mr Dimitris Karagiorgis, Member of the Audit & Risk Committee proceeded to give his report on a meeting of the committee on the 22nd July. Mr Karagiorgis' report consisted of:

- Presentation of RSA Business Plan & Budget H1 2021 Review and revised H2 Business Plan & Budget
- Presentation of the Authority' Financial Outturn for Q2 2021
- Update from Executive on RSA Risk Management Programme 2021
- Update on the Internal Audit Programme and Draft Internal Audit Plan 2021-2025.

Mr Karagiorgis outlined in his report the continued stabilisation of the Authority's financial position as the half year point in 2021. The members were also informed of the review of the 2021 Business Plan and Budget performed by the executive and of the revised H2 2021 Business Plan and Budget which will see an expansion of Revenue and Expenditure in the second half of 2021 in line with the resumption of public services and the relaxation of public health measures.

The members were also brought through a comprehensive update on the implementation of the new Risk Management Framework and of the related policy, process, template and training developments in this area.

Mr Karagiorgis concluded his report by referring to the approval of the Internal Audit Plan for the period 2021 to 2025 that will cover all aspects of the Authority and that the programme will now start with the first audits in the latter part of 2021.

The members noted the report and thanked Mr Karagiorgis and the members of the

	committee for their time and efforts.
9	<p>Item for Decision:</p> <p>Approval of the Preferred Tenderer for the Relet of the Commercial Vehicle Information System (CoVIS) - Enhancement and Maintenance/Support Provision.</p> <p>Mr Pearse White brought the members through the nature of the Commercial Vehicle Information System (COVIS) and how it underpins the RSA commercial vehicle roadworthiness programme. The members were informed of the hardware, software, integrated infrastructure and service solution that this contract covers in respect of the COVIS system. The members were informed that this service was re-procured on account of the expiry of the current contract.</p> <p>The members were brought through the details of the procurement process including the robust governance, legal and expert advice that was put in place to guide the RSA team.</p> <p>The members were informed that the contract term is for 6 years with a potential extension of two further 1-year periods. The overall Contract Value is € [REDACTED]</p> <p>The members engaged with the executive on the tender process on account of the materiality of the contract and of the oversight/governance arrangements in place. Arising from the information provided, the members approved the recommendation of Tenderer 1 as the preferred tenderer for the CVRT COVIS Relet Contract.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
10	<p>Item for Decision:</p> <p><i>RSA NDLS Driver Application System – Award of Preferred Tenderer</i></p> <p>Mr Pearse White brought the members through the nature of the Driver Application system that creates and amends Driver Licenses and Learner Permits and also updates the Driver Record in the National Driver & Vehicle File in Shannon. The new contract will provide hosting and support services and will be required until a new solution is provided by the RSA Digital Strategy.</p> <p>The members were brought through the detail of the tender process, that the term of the contract is for a primary term of 2 years with potential extension of three 2-year periods and that the contract value is [REDACTED] over the 2-year primary term.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	Subject to the provision of a response to the queries raised, the members approved the award of preferred tenderer to Rational Commerce for the support and management of the NDLS Driver Application System.
11	Items for Future Discussion and Any Other Business None
12	Date of Next Board Meeting The next Board meeting will be on Thursday 30 th of September 2021.

Signed: _____
Chairperson

Date: _____