

Road Safety Authority


Board Meeting Minutes

Thursday 29th October 2020

Present	In Attendance
Ms Liz O'Donnell	Mr Sam Waide – Chief Executive Officer
Ms Gillian Treacy	Mr Pearse White, Director of Finance & Commercial Services & Board Secretary
Ms Donna Price	
Mr Kevin Goulding	Apologies
Mr Dimitris Karagiorgis	None

Board Minutes

The meeting took place remotely at 10am on a Microsoft Office Teams call.	
1	<p>Apologies and Introductions</p> <p>Ms Liz O'Donnell, Chairperson welcomed the members and the executive to the meeting.</p>
2	<p>Meeting in the Absence of the Executive</p> <p>The members did not have a meeting in the absence of the executive.</p>
3	<p>Conflict of Interest Declaration</p> <p>No conflict of interest matter was declared by the members present.</p>
4	<p>Minutes of RSA Board Meeting, Decision Record and Action Tracker of the 24th September 2020</p> <p>The members considered the minutes of the meeting of the 24th September 2020. The Chairperson walked the members through the minutes and any matters arising.</p> <p>Following the review, the members approved the minutes.</p>
5	<p>Chairperson's Report</p> <p>Ms O'Donnell informed the members of her activity since the September meeting that included road safety campaigns relating to the purchasing of quad bikes for Christmas.</p>

	<p>Ms O'Donnell informed the members of the Board's engagement on the development of the new Road Safety Strategy, of the public consultation process on the strategy and of the dedicated workshop on the strategy that the Board is having later in the day.</p> <p>Ms O'Donnell informed the members that the pending four appointments to the Board will take place shortly and they should be in place ahead of the next meeting in December and to participate in the development of the Road Safety Strategy.</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 elements of the report;</p> <p>Road Safety</p> <p>Mr Waide gave the members the most up to date fatality information for the year. Mr Waide proceeded to give the members a detailed road safety report outlining the day, time and breakdown of fatality statistics. Mr Waide agreed to share with the members after the meeting a detailed slide deck on Provisional Fatalities and Fatal Collisions for January to October 2020, so the members are informed.</p> <p>Mr Waide informed the members of the successful online Academic Lecture on Road Safety that took place on Driver Fatigue on the 5th October and of how well the event was received by the participants. Mr Waide also informed the members of the online virtual Workshop on the next Road Safety Strategy that took place on the 21st October with large participation</p> <p>Mr Waide concluded his road safety report by outlining the key road safety campaign and social media activity that is taking place at present and of the Authority's participation in the upcoming World Day of Remembrance for Road Traffic Victims on the 15th November.</p> <p></p> <p>The members also queried if the proposed legislation relating to Graduated Speeding Fines was still on the legislative agenda with the Department and under the new Government and the executive agreed to revert back on this also.</p> <p>Resumption of Services & Service Capacity Initiatives</p> <p>Arising from the service by service update in which the Authority resumed its public services which was given to the members at the September meeting, Mr Waide gave the members a current status report. Mr Waide informed the members that the material change since the last update has been the imposition of the Level 5 lockdown for a six-</p>

week period. Mr Waide informed the members that the vast majority of the Authority' public services have been deemed essential and have continued to operate with the exception of the Driver Theory Test Service.

In respect of public service capacity constraints primarily in Driver Testing and Driver Licensing, Mr Waide informed that both services continue to operate with restricted capacity on account of protocols and that wait times/backlogs are continuing to grow. Mr Waide outlined that the go live of phase 2 of NDLS Online on the 9th November and the go live of the Driver Testing Business Solution system on the 30th November will help alleviate backlogs in both services and the Authority plans to increase the level of uptake in respect of online in both services.

[REDACTED]

[REDACTED]

[REDACTED]

Other Matters

Mr Waide concluded his report by giving the members updates on Brexit preparations, risk management and on legal cases/representations.

Risk Report

In line, with the CEO Report, Mr White brought the members through the Risk Report for October noting the changes since the September Report and where account is being taken of the material risks facing the Authority at present.

The members noted the CEO and the Risk Reports.

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Report of the Audit & Risk Committee Meeting of the 30th September 2020

Mr Kevin Goulding, Chairperson of the Audit & Risk Committee informed the members that the committee met on the 30th September and addressed the following matters at

	<p>this meeting;</p> <ul style="list-style-type: none"> • Update from the Executive on the management of the COVID 19 event, resumption of services and the plan to address capacity issues in the Driver Testing and Driver Licensing Services • Presentation of the Authority's Financial Outturn for the eight months to August 2020 and the projected financial outturn for the 2020 financial year • Update from the Authority's Internal Auditors on the 2020 Internal Audit Programmes including the presentation of Internal Audit Reports on Risk Management and Follow Up Report on legacy Audit Recommendations. <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Ms O'Donnell thanked Mr Goulding for his report and the members for their continued work on the committee.</p>
8	<p>Items for Future Discussion and Any Other Business</p> <p><i>Note of Appreciation to Mr John Caulfield</i></p> <p>The Chairperson and the executive to issue a formal note of appreciation to Mr John Caulfield for his contribution as interim CEO.</p>
9	<p>Date of Next Board Meeting</p> <p>The next Board meeting will be on Thursday 10th December 2020 remotely via conference call.</p>



Signed: _____
Chairperson

Date: _____

