

# Road Safety Authority

## Board Meeting Minutes & Action Tracker

Monday 4<sup>th</sup> March 2019

Present	In Attendance
Ms Liz O'Donnell	Ms Moyagh Murdock CEO
Mr John Lumsden	Mr Pearse White, Director of Finance & Commercial Services
Ms Aileen O'Toole	Ms Kim Colhoun
Mr Dimitris Karagiorgis	
Mr Kevin Goulding	
Prof Aine Carroll	<b>Apologies</b>
Mr Eddie Rock	Ms Gillian Treacy
	Ms Donna Price

### Board Minutes

The meeting commenced at 8.30am at No. 9 Upper Pembroke Street, Dublin 2.		Action Tracker /Decision
<b>1</b>	<p><b>Apologies and Introductions</b></p> <p>Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and noted the apologies.</p>	
<b>2</b>	<p><b>Meeting in the Absence of the Executive</b></p> <p>Ms Moyagh Murdock CEO, Mr Pearse White Secretary and Ms Kim Colhoun Finance Manager left the meeting at this stage to allow a meeting in the absence of the executive.</p> <p>The members discussed the updated Board Self-Assessment Review Report and approved the report. They discussed various points in the report which require Board consideration. In relation to the annual reviews of the Performance Delivery Agreement with the Department, it was decided that Board representation at such meetings would be on a rotating basis. It was noted that the Governance Manual is to be updated annually and it was agreed that the Secretary would be asked to schedule this in the final quarter of 2019 and make any</p>	

	<p>necessary amendments arising from the Board Self-Assessment Review Report. It was agreed to discuss other points that arise at further meetings of the Board in the absence of the Executive.</p> <p>The members held their meeting and Ms Murdock CEO, Mr White Secretary and Ms Colhoun returned to the meeting at this stage</p> <p>Upon their return, the executive were informed of the following;</p> <ul style="list-style-type: none"> <li>• The members have approved their Self-Evaluation Report subject to a number of changes and the required update to the Board Governance Manual</li> <li>• The members agreed that there would be a rotating Board representation in respect of the Board attendance at the annual review of the RSA Performance Delivery Agreement with the Department of Transport Tourism and Sport</li> <li>• The matter of Board succession would be addressed later in the meeting as part of the CEO Report.</li> </ul>	<b>AT 10 2019</b>
<b>3</b>	<p><b>Conflict of Interest Declaration</b></p> <p>No conflict of interest matter was declared by the members present.</p>	
<b>4</b>	<p><b>Minutes of RSA Board Meeting, Decision Record and Action Tracker of the 30<sup>th</sup> January 2019</b></p> <p>The members considered the minutes of the meeting of the 30<sup>th</sup> January 2019. The Chairperson walked the members through the minutes and any matters arising were dealt with including a review of the action tracker of agreed actions from the January meeting.</p> <p>Following the review, the members approved the minutes.</p>	
<b>5</b>	<p><b>Chairperson’s Report</b></p> <p>Ms O’Donnell updated the members on her activities since the last meeting.</p> <p>Ms O’Donnell addressed a number of matters with the members including the road safety outturn to date in 2019.</p> <p>Ms O’Donnell also updated the members on the recent media attention on the ‘crashed lives’ awareness campaign and she informed the members that this would be dealt with later in the</p>	

	<p>meeting.</p> <p>Ms O'Donnell informed the members of a representation she received from the Irish Institute of Orthopaedic Surgery (IITOS). The members discussed the role of the Institute and agreed to include the IITOS as one of its stakeholders for engagement and for executive to organise for IITOS to come to a meeting.</p> <p>Ms O'Donnell concluded her report by referring to the Road Safety Authority Annual Conference whose theme in 2019 will be on 'Leadership in Road Safety Strategy – Best Practice Countries' and that the conference will be held on 13<sup>th</sup> June.</p> <p>The members noted the Chairperson's Report.</p>	<b>AT 11 2019</b>
<b>6</b>	<p><b>Road Safety Strategy Update</b></p> <p><i>Road Safety Update</i></p> <p>Ms Moyagh Murdock, CEO informed the members that to date in 2019, 34 fatalities have been recorded which represents 10 more fatalities than for the same period in 2018. Ms Murdock outlined that weekends are still a concern for the Authority with regard to fatality activity.</p> <p>Ms Murdock informed the members that the Ministerial meeting on road safety is taking place on the 5<sup>th</sup> March and the members noted the county by county breakdown of the 2018 fatalities where high fatality figures in a number of counties were discussed.</p> <p>The members noted the road safety update.</p>	
<b>7</b>	<p><b>Chief Executive Officer's Report</b></p> <p>Ms Moyagh Murdock CEO, brought the members through the following elements in her report;</p> <p><i>Driving Testing Update</i></p> <p>Ms Murdock informed the members that on account of the additional testing capacity in place, the national average wait time for a test continues to reduce and it now stands at 10.2 weeks. Ms Murdock stated that over 30 test centres now have an individual wait time of less than 10 weeks.</p>	

<p>Ms Murdock stated that attention is now been given to those centres with a wait time in excess of 10 weeks.</p> <p>The members were also informed of the current status of the new Driver Testing application system project and the related business transformation taking place.</p> <p><b>NDLS Update</b></p> <p>Ms Murdock outlined to the members that they will shortly receive a paper that will outline the future direction and strategy of the NDLS that will encompass across what channels the service will be delivered.</p>	<p><b>AT 13 2019</b></p>
<p>[REDACTED]</p>	
<p>[REDACTED]</p>	<p><b>AT 12 2019</b></p>
<p><b>Connected &amp; Autonomous Vehicles</b></p> <p>Ms Murdock informed the members that a formal paper will be brought to the Board outlining the outcome of the legal advice and consultation with the Department of Transport Tourism and Sport on the appropriateness and legality of the RSA conducting the Safety Oversight Role in respect of CAV.</p> <p>The members discussed the matter and outlined the risk to the Authority of conducting this safety oversight role in the absence of appropriate vires and the potential exposure to the Authority.</p> <p><b>National Car Testing Service</b></p> <p>Ms Murdock informed the members that the re-let procurement process is progressing as planned. The members requested to be briefed and they were informed that a briefing will take place in early May to the Audit &amp; Risk Committee ahead of a formal recommendation to the Board on the preferred tenderer.</p>	<p><b>AT 14 2019</b></p>

### ***Commercial Vehicle Enforcement***

Ms Murdock informed the members that new graduated fixed penalties in respect of commercial vehicle enforcement are with the Department for consideration. The members were also informed that engagement and consultation are taking place with TII, the Revenue and with the IRHA on the matter of out of state operators. This followed on from a discussion at the previous Board meeting regarding the level of enforcement on Out-of-State operators.

### ***Brexit***

Ms Murdock gave the members an update on the current status of the areas of concern relating to Brexit for the Authority. In particular, Ms Murdock highlighted the issue of the requirement for UK licence holders to exchange their licences for Irish licences prior to the 29<sup>th</sup> March 2019. Ms Murdock informed the members that there is a project team in place to process as many UK licence exchanges as possible prior to the 29<sup>th</sup> March 2019.

### ***Engagement with Department of Transport Tourism & Sport***

In respect of the road traffic legislation consolidation, Ms Murdock informed the members that the formal submission is being prepared by the Authority's in house solicitor and that a draft will be given to Board at a future meeting prior to its submission to DTTaS. It was also agreed that the solicitor would work with nominated members on this task.

With regard to succession planning for the Board, Mr White informed the members that a meeting between the Chairperson and the Minister is being scheduled for early April at which board succession will be discussed.

Mr White also informed the members that a meeting is being planned where a representative from the Board will accompany the executive in the annual review of the Performance Delivery Agreement with the Department.

### ***Risk Report***

Ms Murdock brought the members through the February 2019 Risk Report comprising of the Authority's top five risks. The members reviewed the report and noted the changes in the risks from the January meeting and the related mitigation and agreed actions in respect of each risk.

In respect of the risk relating to Board Succession, the members

	<p>expressed their concern in respect of those members whose terms are expiring in October/November this year and account should be taken of this in the risk reporting.</p> <p>The members noted the CEO Report.</p>	
8	<p><b>Report of the Audit &amp; Risk Committee of the 15th February 2019</b></p> <p>Mr Kevin Goulding Chairperson of the Audit &amp; Risk Committee informed the members that committee met for the 1st time in 2019 on 15th February 2019 and the committee addressed the following matters at the meeting;</p> <ul style="list-style-type: none"> <li>• Update on the Internal Audit Programme 2017 to 2020 including an Issue Tracking Report and an update on programme activity in 2019</li> <li>• Internal Audit Report on Internal Financial Control 2018</li> <li>• Presentation of the Draft Financial Outturn for 2018 including an executive commentary and presentation of the Draft Unaudited Financial Statements 2018</li> <li>• Update from Strategy Policy &amp; Technology in respect of the ICT Roadmap and ICT Outage that occurred in 2018.</li> </ul> <p><b><i>Internal Audit Programme</i></b></p> <p>Mr Goulding informed the members that overall the internal audit programme is progressing satisfactorily and that good progress has been made in respect of the closing out of legacy recommendations. Mr Goulding also informed the members that there seven (7) planned audits taking place in 2019 with the option of a further audit if the need arises in the year.</p> <p>Mr Goulding informed the members that planned reviews in the Driver Theory Testing Service and the Business Continuity/Disaster Recovery are taking place at present and they will be presented to the Committee in June.</p> <p>In respect of the Statement of Internal Financial Control Audit, Mr Goulding informed the members that the report's recommendations on the procurement policy, new expenses system and contract management training will all be addressed in 2019.</p> <p><b><i>Authority's Financial Outturn 2018</i></b></p> <p>Ms Kim Colhoun, RSA Finance Manager walked the members through the actual financial outturn for 2018 following the previous update given to the members in November.</p> <p>Ms Colhoun addressed Income, Payroll costs, Administration costs</p>	

	<p>[REDACTED] and Driver Licences. Ms Colhoun informed the members that the outturn has been incorporated into the draft unaudited financial statements for 2018.</p> <p><b>Draft Unaudited Financial Statements 2018</b></p> <p>Ms Colhoun then proceeded to bring the members through the draft financial statements for 2018 and the members were made aware of the detail in the following statements in the accounts;</p> <ul style="list-style-type: none"> <li>• Governance Statement &amp; Board Member's Report</li> <li>• Statement of Internal Control</li> <li>• Statement of Income &amp; Expenditure</li> <li>• Statement of Financial Position</li> <li>• Notes to the Financial Statements.</li> </ul> <p>The members welcome the review of the statements and approved the Draft RSA Statutory Financial Statements 2019 for communication to the Department of Transport Tourism and Sport and to the Office of the Comptroller &amp; Auditor General for audit.</p> <p><b>Other Matters</b></p> <p>Mr Goulding concluded his report by informing the members that the Committee also reviewed an update on the ICT Roadmap at their meeting on the 15<sup>th</sup> February.</p> <p>The members noted the report.</p>	<p><b>AT 15 2019</b></p>
<p><b>9</b></p>	<p><b>Report on the Efficacy &amp; Effectiveness of the 'Crashed Lives' Road Safety Awareness Campaigns</b></p> <p>Ms Murdock introduced her report on the efficacy and effectiveness of the RSA Crashed Lives campaigns by drawing reference to the independent research conducted by Behaviours &amp; Attitudes (B&amp;A) and the research's findings that the campaigns have had a powerful positive impact on Irish motorists.</p> <p>[REDACTED]</p> <p>The members agreed to place this item on the agenda at the next meeting to allow those members not present to give their views on the campaigns. Ms Carroll suggested that an academic type/more scientific research exercise/research be done as well as market research to be sure of the efficacy of campaigns. The alternative approach to evaluation of the campaigns could take into</p>	<p><b>AT 17 2019</b></p>

	account unintended consequences of campaigns.	
<b>10</b>	<p><b>Report on the Methodology of Recent Staff Engagement Survey</b></p> <p>The members welcomed the information provided in respect of the survey and requested additional information in respect of the qualitative aspects of the survey results. It was agreed to discuss the survey more at the next meeting in person with the Director of Strategy, Policy &amp; Technology.</p>	
<b>11</b>	<p><b>Items for Future Discussion and Any Other Business</b></p> <p><i>Disability Policy</i></p> <p>The members requested visibility on the Authority's Policy on Disability including the policy positions on 'diversity and inclusion' and what measures the Authority currently have in place in this regard.</p>	<b>AT 18 2019</b>
<b>12</b>	<p><b>Date of next Board Meeting</b></p> <p>The next Board meeting will be on Wednesday 27th March 2019 at 8.30a.m.at No 9 Upper Pembroke Street, Dublin 2.</p>	

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

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