

# Road Safety Authority

## Board Meeting Minutes & Action Tracker

Tuesday 9<sup>th</sup> November 2021

<b>Present</b>	<b>In Attendance</b>
Ms Liz O'Donnell, Chairperson	Mr Sam Waide – Chief Executive Officer
Mr Dimitris Karagiorgis	Mr Pearse White, Director of Finance & Commercial Services & Board Secretary
Ms Sarah Johnson	Mr Antonio Avenoso, ETSC.
Ms Ashling Cunningham	Ms Laura Byrne, Admin Support
Ms Gillian Treacy	Ms Alison Coleman, HR Manager
Mr John Cronin	
Mr Kevin Goulding	<b>Apologies</b>
Ms Donna Price	Mr Derek Cawley

### Board Minutes

<b>1</b>	<b>Apologies and Introductions</b>  Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and noted the apology.
<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 30<sup>th</sup> of September 2021</b>  The members considered the minutes of the meeting of the 30 <sup>th</sup> of September 2021. The Chairperson also walked the members through the minutes, the related action tracker and any matters arising.  Following the review and a status update given in relation to the outstanding actions, the members approved the minutes.
<b>5</b>	<b>Chairperson's Report</b>

	<p>Ms O'Donnell informed the members of her activity since the September meeting including an update on the impending launch of the new Road Safety Strategy.</p> <p>Ms O'Donnell also informed the members of her upcoming events including the World Day of Remembrance for Road Safety Victims.</p> <p>The members were also informed of the ongoing issue relating to the retention of driver testers and the related contractual issues that are being resolved at present through engagement with the Department of Transport.</p> <p>The members noted the Chairperson's Report.</p>
6	<p><b>Report of the Audit &amp; Risk Committee Meeting of the 21<sup>st</sup> of October 2021</b></p> <p>Mr Kevin Goulding, Chairperson of the Audit &amp; Risk Committee proceeded to give his report on a meeting of the committee on the 21<sup>st</sup> of October. Mr Goulding's report consisted of:</p> <ul style="list-style-type: none"> <li>• Report from Executive on RSA Risk Management Programme 2021 &amp; outline of Corporate Risk Register</li> <li>• Report from Executive on RSA Preparedness &amp; Resilience for Cyber/Ransomware Attack</li> <li>• Presentation of the Authority' Financial Outturn for Q3 2021 and</li> <li>• Update on the Internal Audit Programme 2021-2025.</li> </ul> <p>Mr Goulding outlined in his report on the work being undertaken in risk management in respect of data cleansing, peer review and greater consistency of methodology and approach towards risk assessment, description and reporting. Mr Goulding informed the members that the committee were taken through a high-level overview of the current RSA Corporate Risk Register and its constituent 19 risks. Mr Goulding expressed the committee's satisfaction with regard to the quality of work taking place by the executive with regard to risk management.</p> <p>Mr Goulding informed the members that the meeting had a presentation from Mr Gerry McGuire, ICT Manager on the Authority's current state with regard to cyber security.</p> <p>The members were brought through:</p> <ul style="list-style-type: none"> <li>• The technical safeguards currently in place to protect the RSA</li> <li>• The technical processes in place</li> <li>• The actions and improvements that ICT are currently on</li> <li>• The further preventative measures that are planned to happen in 2022 arising from the new RSA ICT Security and Infrastructure Services contracts that are in place and</li> <li>• The approach to a Cyber Security Incident Response.</li> </ul>



	<p><b>Public Affairs &amp; Policy</b></p> <p>Mr Waide gave the members an update of his engagement with the Data Protection Commissioner, including overview of pending Road Safety Strategy and the need data sharing across the system. Positive engagement occurred with the Commission.</p> <p><b>Risk Report November 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 as well as an outline of the Authority’s Corporate Risk Register at present.</p> <p>The members noted the CEO and Risk Reports.</p>
8	<p>Mr Antonio Avenoso (ETSC) joined the meeting at this stage:</p> <p><b>Road Safety Briefing:</b></p> <p>Ms O’Donnell welcomed Mr Avenoso to the meeting and the members were brought through the role, structure and policy development areas of the ETSC by Mr Avenoso.</p> <p>Mr Avenoso proceeded to walk the members through a detailed analysis of the role of the ETSC plays in the following areas of particular relevance to the RSA as follows:</p> <ul style="list-style-type: none"> <li>• science based approach to road safety</li> <li>• the monitoring of EU transport safety policy</li> <li>• the EU Road Safety Performance Index Raking &amp; Reporting</li> <li>• and the production of EU wide thematic reports and campaigns.</li> </ul> <p>Mr Avenoso then addressed the relationship that the ETSC has with the Authority and in particular around the development of the Road Safety Strategy and our participation in the ETSC Pin Award Programme.</p> <p>The members were then informed of the ETSC approach towards the road to 2030 in a number of areas and the EU Road Safety Policy Framework 2021-2030. The members engaged in a wide-ranging discussion with Mr Avenoso concerning the ETSC, the role of the EU Parliament &amp; Commission and the role that each member state can play. The members also discussed the profile of the ETSC in Ireland and how this could be enhanced, the distinction between vision and targets in respect of strategy development and in respect of post-crash response, how more accountability can be given towards victim representation.</p>

	<p>It was agreed that the ETSC Presentation would be shared with the members after the meeting.</p> <p>Ms O'Donnell thanked Mr Avenoso for his most informative presentation and agreed that the relationship with the ETSC should be developed further.</p> <p>Mr Avenoso left the meeting at this stage.</p>
<b>9</b>	<p><b>RSA Corporate Plan 2022-2025 – High Level Overview</b></p> <p>Arising from the presentation of the draft Corporate Plan at the September meeting, Mr Pearse White brought the members through the finalised plan. The members noted the contents of the plan and requested that on Page 8 -Stakeholders that a general reference to Road Safety NGOs be made and this agreed to reflected in the plan.</p> <p>The members were informed that the list of stakeholders referred to in the plan would develop and iterate over the life of the plan and was not static.</p> <p>The members approved the Corporate Plan 2022-2025, and it was agreed that it would be shared with the Department of Transport.</p>
<b>10</b>	<p>Ms Alison Coleman, HR Manager joined the meeting at this stage:</p> <p><b>RSA Organisational Redesign</b></p> <p>Ms Coleman proceeded to walk the members through the context and need for an Organisational Redesign which included a review of the current executive span of control and operating model. Ms Coleman then outlined to the members the two distinct phases to the redesign which are Phase 1 – Organisational Structure &amp; Governance Review which will yield a new Target Operating Model and Phase 2 – Implementation of the new Target Operating Model, with supporting communication and change management activities planned.</p> <p>The members were informed that the programme is at the identification of the most appropriate Target Operating Model stage and that the implementation stage will start in 2022.</p> <p>The members noted the presentation and Ms Coleman left the meeting at this stage.</p>
<b>11</b>	<p><b>Items for Future Discussion and Any Other Business</b></p> <p><b>2022 Meeting Schedule</b></p> <p>The members were brought through the proposed meeting schedule for 2022 which includes eight meetings planned for 2022 in same schedule as 2021 starting at 8.30am and taking place on last Thursday of the relevant month. It was agreed that the February and October mid-term school breaks would be taken account of in order to avoid them in 2022. It was agreed the members would review and agree the schedule at the December meeting.</p>

	<p><b><i>Media Reporting to Board</i></b></p> <p>The members requested that the executive consider providing periodic updates on media reporting that are negative in tone or could cause reputational damage to the Authority. Mr Waide agreed to take this request away and see what periodic snapshot reports could be provided to the members in the future in this regard.</p>
<b>12</b>	<p><b>Date of Next Board Meeting</b></p> <p>The next Board meeting will be on Thursday 16<sup>th</sup> December 2021.</p>

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

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