

# Road Safety Authority

## Board Meeting Minutes

### Thursday 10<sup>th</sup> December 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	<b>Apologies</b>
Mr Dimitris Karagiorgis	None
Ms Sarah Johnson	
Ms Ashling Cunningham	
Mr John Cronin	
Mr Derek Cawley	

## Board Minutes

<b>The meeting took place remotely at 10am on a Microsoft Office Teams call.</b>	
<b>1</b>	<p><b>Apologies and Introductions</b></p> <p>Ms Liz O'Donnell, Chairperson welcomed the members and in particular the four new members to the Board. Ms O'Donnell spoke in person to each of the new members and all the members gave a summary of their professional experience to inform the Board.</p>
<b>2</b>	<p><b>Meeting in the Absence of the Executive</b></p> <p>The members did not have a meeting in the absence of the executive.</p>
<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 29<sup>th</sup> October 2020</b></p> <p>The members considered the minutes of the meeting of the 29<sup>th</sup> October 2020. The Chairperson walked the members through the minutes, the related action tracker and any matters arising.</p>

	<p>Following the review and a status update on the outstanding actions, the members approved the minutes.</p>
<p><b>5</b></p>	<p><b>Chairperson’s Report</b></p> <p>Ms O’Donnell informed the members of her activity since the October meeting that included;</p> <ul style="list-style-type: none"> <li>• her appearance before the Oireachtas Transport Committee where her reappointment as Chairperson was ratified;</li> <li>• her engagement with the Department of Transport concerning a proposal to increase Driver Testing capacity to address current wait times and backlogs in the service;</li> <li>• her ongoing work on the development of the new Road Safety Strategy. Ms O’Donnell requested that the executive ensure that the four new members have the ability to give their input into the new strategy and this was agreed;</li> <li>• the Road Safety Christmas campaign that will focus on Drink Driving this year.</li> </ul> <p>Ms O’Donnell informed the members that engagement is taking place with the Department of Transport concerning the reappointment of the two members whose terms expire on the 31<sup>st</sup> December 2020 and she will update the members early in the new year on this matter.</p> <p>The members noted the Chairperson’s Report.</p>
<p><b>6</b></p>	<p><b>Chief Executive Officer’s Report</b></p> <p>Mr Sam Waide, CEO brought the members through the following elements of the report;</p> <p><b><i>COVID 19, Resumption of Services &amp; Service Capacity Initiatives</i></b></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 October meeting, Mr Waide gave the members a current status report. Mr Waide informed the members that all of the Authority’ public services have been deemed essential and are operating at present with the resumption of the Driver Theory Test Service on the 1<sup>st</sup> December 2020.</p> <p>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 informed the members that the current average wait time for a driving test is 28 weeks.</p> <p><b><i>Brexit</i></b></p>

Mr Waide informed the members of the Authority's preparations in respect of Brexit and of the work undertaken in the areas of the UK Driving License exchange and in respect of enforcement information exchange.

### ***New Road Safety Strategy 2021-2030***

Mr Waide brought the members through a detailed update on the engagement on the public consultation on the new strategy and that a first high level draft will be shared with the Department of transport before the end of the year. [REDACTED]

### ***Key Campaigns & Social Media Activity***

Mr Waide walked the members through the upcoming road safety campaigns and events including the Christmas campaign and the output from the World Day of Remembrance held on the 15<sup>th</sup> November.

### ***RSA Values***

Mr Waide informed the members of the development of five RSA Values that emanated from the recent Growing our Leaders Programmes that all senior management have undertaken. The members noted that these values will now be adopted under the Authority's Corporate Plan and approved the values.

### ***Risk Report December 2020***

In line with the CEO Report, Mr White brought the members through the Risk Report for December noting the changes since the October Report and where account is being taken of the material risks facing the Authority at present which relate to the Authority's financial position, COVID 19 and the related Public Health situation, Public Service Capacity Constraints, Brexit and the development of the new Road Safety Strategy.

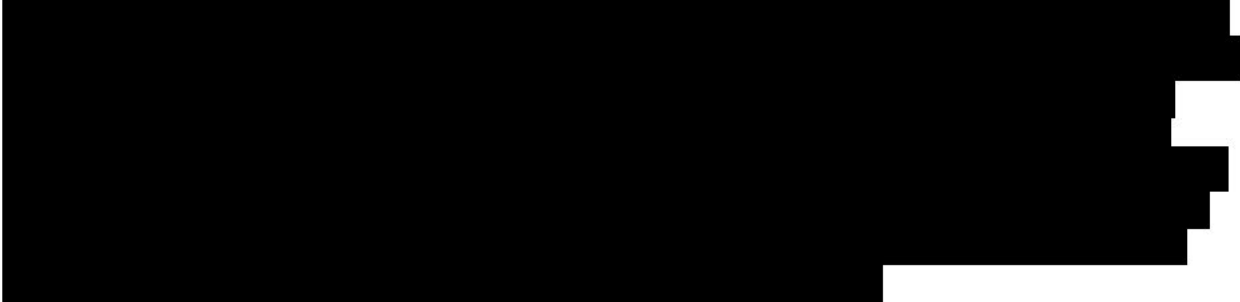
The members noted the CEO and the Risk Reports.

## **7 2020 RSA Financial Position & Business Plan 2021 Update**

In conjunction with the public service impacts of the suspension and restricted resumption of services, Mr Pearse White, Board Secretary brought the members through an update that included;

- Actual Financial Outturn for eleven months to November 2020
- Updated Year End Projections for the 2020 Financial Year
- Update on the Highlights and Challenges of the 2020 Business Plan to date
- Progress Update on the 2021 Business Plan formulation including the proposed key strategic projects and an indication of the 2021 Budget.

Mr White informed the members that the executive is focussed at present on optimising its financial position as at the end of 2020 in order to have the requisite financial

	<p>resources to deliver an attainable business plan in 2021 that will prioritise and protect road safety and public service programmes.</p>  <p>The members acknowledged the work undertaken by the executive to date in this area in an uncertain economic climate and agreed to review in January the draft 2021 Business Plan and Budget.</p>
8	<p><b>Report of the Audit &amp; Risk Committee Meeting of the 25<sup>th</sup> November 2020</b></p> <p>Mr Kevin Goulding, Chairperson of the Audit &amp; Risk Committee informed the members that the committee met on the 25<sup>th</sup> November and addressed the following matters at this meeting;</p> <ul style="list-style-type: none"> <li>• Presentation of the Authority’s Financial Outturn for the ten months to October 2020 and the projected financial outturn for the 2020 financial year</li> <li>• Update from the Authority’s Internal Auditors on the 2020 Internal Audit Programmes including the presentation of Internal Audit Reports on Risk Management, Follow Up Report on legacy Audit Recommendations and ICT General Controls.</li> </ul> <p>Mr Goulding informed the members that the primary focus of the meeting was on a detailed analysis of the Authority’s deteriorating financial position and on the engagement with the Department of Transport.</p> <p>Ms O’Donnell thanked Mr Goulding for his report and the members for their continued work on the committee. Ms O’Donnell informed the members that with four new members on the Board, she will be engaging with the members to reconstitute the Audit &amp; Risk Committee with the aim to have a new committee in the new year.</p>
9	<p><b><i>Approval of Contract Awards arising from Procurement</i></b></p> <p>Mr White informed the members that during the period from March 2020 to date, the RSA held three public competitions in respect of;</p> <ol style="list-style-type: none"> <li>1. Contract for the Supply of Essential Driver Training (EDT) and Initial Basic Training (IBT) Log Books;</li> <li>2. Contract for the Evaluation and Monitoring of the Driver CPC Training Delivery in Ireland;</li> <li>3. Framework Agreement for Provision of ICT Consultancy and Support Personnel and Related Services.</li> </ol>

	<p>The value of each contract/Framework Agreement is above €1m and requires Board approval. As the Board was meeting remotely during this period and with the Board now possessing the legal powers to make decisions remotely as a designated public body under Section 29 of the Civil and Criminal Law Act 2020, the executive, therefore, seeks such approval of these contracts retrospectively.</p> <p>The members raised a number of queries on the procurement processes relating to the response from the market and the flexibility to conduct price reviews during the term of the contracts which Mr White responded to.</p> <p>The members approved the award of the following contracts following the review;</p> <ul style="list-style-type: none"> <li>• the award of the contract to Aluset Limited for the supply of EDT and IBT Logbooks;</li> <li>• the award of the contract for the Evaluation and Monitoring of the Driver CPC Training Delivery in Ireland to Competence Assured Solutions Limited and;</li> <li>• the approved Framework Panel members in each of the three lots under the Framework Agreement for Provision of ICT Consultancy and Support Personnel and Related Services.</li> </ul>
<p><b>10</b></p>	<p><b><i>Road Safety Report Presentation</i></b></p> <p>Mr Waide proceeded to present a report on the Provisional Fatalities and Fatal Collisions for the period from the 1<sup>st</sup> January to the 3<sup>rd</sup> December 2020. The members were informed of statistics relating to the month, day of the week, time of day, road user type, age of fatalities and an overview of the year. The members engaged in a discussion on the information provided and proceeded to request the following information;</p> <ul style="list-style-type: none"> <li>• Age Category breakdown of Pedestrian Deaths to date in 2020</li> <li>• Vehicle type breakdown of Driver Deaths to date in 2020.</li> </ul> <p>The members also requested that attention needs to be given to the incidence of drink driving during the COVID 19 lockdown, pedestrians exercising on the road network, road safety at schools and Mr Waide agreed that the report in January will address these matters.</p> <p>Mr Waide agreed to provide a response to these queries and that at the meeting in January 2021, that it will be attended by the Director of Road Safety, Research &amp; Driver Education where a detailed road safety presentation will be given to the members.</p> <p>The members noted the report.</p>
<p><b>11</b></p>	<p><b>Digital Strategy Update – NDLS On-Line and MyRoadSafety.ie</b></p> <p>Ms Denise Barry, Director of Strategy, Policy &amp; Technology joined the call at this stage of the meeting. Ms Barry proceeded to walk the members through the nature of public services that the Authority currently delivers and the digital transformation that is taking</p>

	<p>place. Ms Barry informed the members of the Integrated Customer Journey, NDLS Online and the new Customer Portal and of the benefits all these elements will deliver in respect of improved customer service, efficiency and cost reductions.</p> <p>The members noted the report and thanked Ms Barry for her presentation.</p> <p>Ms Barry left the meeting at this stage.</p>
<p><b>12</b></p>	<p><b>Items for Future Discussion and Any Other Business</b></p> <p><b><i>RSA – Designated Public Body under Section 29 of the Civil and Criminal Law Act 2020</i></b></p> <p>Mr White informed the members that under Statutory Instrument No 520 of 2020, the Authority is now a Designated Public Body under Section 29 of the Civil and Criminal Law Act 2020 and as such can now hold meetings remotely and where decisions are taken at these remote meeting, that they have legal effect. The members welcomed this development and the flexibility it affords the Board to continue to meet remotely during COVID- 19.</p> <p><b><i>Meeting Schedule 2021</i></b></p> <p>Mr white presented a proposed meeting schedule for the Board and the Audit &amp; Risk Committee for 2021 and the meeting schedule was approved by the members.</p>
<p><b>13</b></p>	<p><b>Date of Next Board Meeting</b></p> <p>The next Board meeting will be on Thursday 28<sup>th</sup> January 2021 remotely via conference call.</p>

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

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

