

Road Safety Authority

Board Meeting Minutes


Thursday 28th January 2021

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 Michael Rowland, Director of Road Safety, Research & Driver Education
Mr Kevin Goulding	Ms Velma Burns, Research Manager
Mr Dimitris Karagiorgis	
Ms Sarah Johnson	
Ms Ashling Cunningham	Apologies
Mr John Cronin	None
Mr Derek Cawley	

Board Minutes

The meeting took place remotely at 8.30am on a Microsoft Office Teams call.	
1	<p>Apologies and Introductions</p> <p>Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and noted that they were no apologies.</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 10th December 2020</p> <p>The members considered the minutes of the meeting of the 10th December 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>5</p>	<p>Chairperson’s Report</p> <p>Ms O’Donnell informed the members of her activity since the December meeting and referenced the following items in her report;</p> <ul style="list-style-type: none"> • that ongoing work is taking place on the new Road Safety Strategy and that a transformation programme will be in place to support the delivery of this strategy • that there is ongoing disruption to the Authority’s public services and the executive will give an update later in the meeting and • that fatalities so far in 2021 are down on the same period as last year. <p>The members noted the Chairperson’s Report.</p>
<p>6</p>	<p>Chief Executive Officer’s Report</p> <p>Mr Sam Waide, CEO brought the members through the following elements of the report;</p> <p>COVID 19</p> <p>Mr Waide informed the members that all of the Authority’ public services have been deemed essential under the current lockdown and are operating at present with the exception of the Driver Theory Test Service. Mr Waide informed the members that the services are being delivered in adherence with public health guidelines and that the Authority is continuing to meet its obligations under the Health & Safety legislation.</p> <p>In light of the prevailing public health situation, an independent external health and safety assessment was conducted in respect of the specific risks in the Driver Testing Service and the report’s recommendations in respect of enhanced social distancing, signage, awareness and engagement with staff and service users are being implemented by the executive at present.</p> <p>Mr Waide concluded his update on COVID 19 with an update on the impact on the other public services.</p> <p>Public Services</p> <div style="background-color: black; width: 100%; height: 100px; margin-top: 10px;"></div>



In respect of Driver Licensing, the members noted the 13 day processing time at present but the go live of NDLS On Line has been successful with the level of uptake averaging between 35% to 40% of total applications and this has assisted in dealing with the large volume of applications being managed by the service at present. Mr Waide also informed the members that the executive is engaging with the Department of Transport on a possible license extension in 2021 and once greater detail is known, the members will be briefed further.

Mr Waide concluded his update on public services with an update on the operations of the other public services.

Staff Engagement Survey

Mr Waide informed the members that the results of the recent staff engagement survey have become available and that overall staff satisfaction levels are at 84% which represents a 7% increase on the survey that was conducted in 2018. Mr Waide pointed out the more positive aspects of the survey as well as the development areas that the executive will take action on.

Progress Update on New Road Safety Strategy 2021-2030

Mr Waide brought the members through a detailed update on the progress achieved by the executive since the December meeting on the development of the new strategy as follows;

- outline of the agreed principles and structure around Vision Zero, the Safe Systems Approach, the seven key pillars of the strategy, the 50% target reduction in fatalities and serious injury and the time lined phased approach over the 10-year period
- outline of the priorities for January 2021 including the development of the governance model for stakeholder management, the public consultation process and the development of the action plan for Phase I 2021-2024
- outline of the agreed timeline to have the strategy completed by April 2021 with a proposed launch by the Government in May/June 2021.

The members engaged in a lengthy engaged discussion on the CEO Report and the update on the new Strategy and requested the following actions to be addressed by the executive;

- the members requested that the communications be strengthened by the executive around the public services are for essential workers and that a more nuanced communication be developed to ensure that public service users have clarity

- in respect of the proposed license extension, that the members can have sight of the agreed extension at the earliest opportunity and its impact assessment
- [REDACTED]
- in respect of the new Road Safety Strategy (Strategy), that the executive engages with the political opposition parties as part of the stakeholder engagement to ensure they have input into the formative stages of the strategy
- the members requested that they have sight of the first draft of the new strategy at the earliest opportunity so that can have input into the formation of the strategy
- the members also requested that they want sight of the status of the outstanding actions from the previous strategy and that the Evaluation Report that is being prepared at present is shared with the members at the earliest opportunity and
- the members requested whether a dedicated committee of the Board be formed in respect of Road Safety in order to dedicate more time to road safety and to have a more in-depth analysis afforded to the members. Mr Waide agreed to take this specific request away and come back to the members on this at the February meeting.

Risk Report January 2021

In line with the CEO Report, Mr White brought the members through the Risk Report for January noting the changes since the December Report and where account is being taken of the material risks facing the Authority at present which included a new risk relating to the software issues with the new Customer Portal as well as the increasing risk profile relating to the risks relate to the public health situation from COVID 19 and the related Public Service Capacity Constraints. The members also noted the risks relating to the Authority’s financial position, a post Brexit environment and the development of the new Road Safety Strategy.

Update on Business Plan and Budget 2021

Mr White informed the members that the Audit & Risk Committee received an extensive update on the financial outturn for 2020 and on the executive’s preparations for the 2021 Budget and Business Plan at their meeting on the 21st January 2021.

Mr White proceeded to give the members a synopsis of the financial performance for 2020 and of the Authority’s current financial position and how this informs budget preparations for 2021. Mr White outlined the uncertain fluid situation at present with COVID 19 which is preventing the executive at present in presenting a budget for 2021 and these are around the following;

- proposed Driver License extensions being deliberated at present in 2021
- status of only essential workers availing of RSA public services at present

	<p>and the related reduced capacity</p> <ul style="list-style-type: none"> • the nature of the current COVID 19 lockdown and how long it will extend into 2021 • the issues with the customer portal project and its impact of other projects and programmes in 2021 • current Human Resource Capacity Plan and the inability to obtain sanctions beyond current headcount levels and • the increased investment in the development of the new RSS and the related transformational programme • and the executive intends to perform an Organisational Review in 2021 to ensure it has the appropriate resources, skills, competences and structure to deliver its road safety and public service remit into the future. <p>Mr White concluded his report by informing the members that the executive will be bringing a Budget and Business Plan for 2021 at the February meeting for review and adoption after taking account of the above factors and once more information is available.</p> <p>The members noted the extensive CEO Report, Risk Report and the update on the Business Plan and Budget 2021.</p>
7	<p><i>Report of Audit & Risk Committee Meeting of the 21st January 2021</i></p> <p>Mr Kevin Goulding, Chairperson of the Audit & Risk Committee informed the members that the committee met on the 21st January and addressed the following matters at the meeting;</p> <ul style="list-style-type: none"> • update from the executive on the impact of the current Level 5 Lockdown and the prevailing public health situation on the Authority's operations • presentation of the Authority's financial outturn for the financial year 2020 • update from the executive on the current Financial Position and on the 2021 Business Plan and Budget • update from the executive on the 2020 Internal Audit Programme and an • update from the executive on the Risk Management Action Plan. <p>Mr Goulding informed the members that the primary focus of the meeting was on a detailed analysis of the Authority's financial outturn for 2020 and its financial position going into 2021. Mr Goulding informed the members that despite a challenging year, the Authority had a positive financial end to the year [REDACTED]</p> <p>Mr Goulding informed the members that the committee will welcome a Business Plan and Budget to review at the February meeting.</p> <p>Ms O'Donnell thanked Mr Goulding for his report and the members for their continued work on the committee.</p>
8	<p><i>Item for Decision - Approval of Framework Agreement for the Supply of High Visibility Clothing and Accessories</i></p>

Mr White informed the members that the executive is seeking approval for the appointment of preferred tenderers to a new framework agreement for high visibility clothing and accessories. Mr White informed the members that this is the fourth iteration of this arrangement for the procurement and supply of high visibility vests, bibs, armbands, belts, covers, bags, hats and other high vis accessories that promotes the voluntary use of high visibility material for pedestrians, cyclists and motorcyclists and are a key element of road safety promotion, education and awareness programmes.

The indicative value of the framework agreement is [REDACTED] period and requires Board approval. The members were brought through the detail of the procurement process including the evaluation and that the competition elicited a good response from the market across the nine lots in the tender and that there is a good distribution of preferred suppliers across the lots.

The members raised a number of queries on the nature of the framework, the letters that are being drafted at present and the related cooling off period.

The members expressed their satisfaction with the report and approved the award of the framework agreement to the following tenderers in the respective lots;

- Bunzl Ireland Limited – Lot 3
- James Boylan Safety Ltd – Lot 8
- MJ Scannell & Co Ltd – Lots 1, 2, 4 and 7
- MMI Group Ltd – Lots 5, 6 and 9.

9 Road Safety Report & Presentation

Mr Michael Rowland and Ms Velma Burns joined the meeting at this stage to give the presentation and report.

Mr Rowland proceeded to present a report on the Provisional Fatalities and Fatal Collisions for the 2020 year. The members were informed of statistics relating to the month, day of the week, time of day, road user type, age in respect of the provisional fatalities for the year. The members were also given more information in relation road user type and vehicle class in respect of the fatal collisions for 2020.

In line with recent information requests, the members were walked through detailed information on;

- road haulage enforcement activity and the engagement with media to highlight and promote road haulage enforcement activity
- the development of guidelines being used to improve road safety around schools
- and the process around the creation of the AGS daily status fatality and collision report and the robust validation undertaken by the RSA to validate the report and to ensure the correct updating and classification takes place in consultation with an AGS.

The members engaged in a lengthy detailed discussion as to how road safety statistics and information is provided to them in the future and in line with the earlier discussion on the new strategy, the members requested that more time at Board

	<p>level is devoted to road safety analysis. Ms O'Donnell and Mr Waide agreed to take this away and come back to the members with a proposal to address this requirement from the members.</p> <p>The members also requested that serious injury analysis and road infrastructure is also captured in the road safety reporting in the future and this was agreed to.</p> <p>The members thanked Mr Rowland and Ms Burns for the report and agreed to engage further on road safety reporting into the future.</p>
10	<p>Items for Future Discussion and Any Other Business</p> <p>No matters were raised by the members.</p>
11	<p>Date of Next Board Meeting</p> <p>The next Board meeting will be on Thursday 25th February 2021.</p>

Signed: _____
Chairperson

Date: _____