Road Safety Authority
Board Meeting Minutes & Action Tracker
Thursday 27 March 2025

Present	**In Attendance**
Ms Anne Graham, Chairperson	Mr Sam Waide, Chief Executive Officer
Mr Dave Montgomery	Ms Kim Colhoun, Director of Finance & Corporate Services, Board Secretary
Mr Brian McCormick	Ms Nessa Kelly, Director of Strategy, Performance and Transformation
Mr Derek Cawley	Mr Brendan Walsh, Chief Operations Officer
Mr Dónall Curtin	Ms Sarah O'Connor, Director of Partnerships & External Affairs
Ms Sarah Johnson	Ms Laura Byrne, Executive Office
Apologies	
Mr John Cronin	

Board Minutes

1	**Welcome** Anne Graham, the Chairperson welcomed everyone to the meeting
2	**Apologies and Introductions** The members were welcomed to the meeting, there was one apology.
3	**Meeting in the Absence of the Executive** The members had a meeting in the absence of the executive. It was agreed to move this item to the end of the agenda going forward.
4	**Conflict of Interest Declaration** No conflict-of-interest matter was declared by the members present.
5	**Minutes from Board Meeting, Decision Record & Action Tracker** Board Meeting minutes from 27 February 2025 were approved by Board. The open actions were reviewed and updates provided by the executive. All additional requests from Board regarding these actions are reflected in the open actions of the March minutes.

6	**Chairperson's Report** **Approval of Governance Documents** Board members to send comments / suggested edits to be incorporated into the documents. The Board noted that the Chairperson will sign the 2025 Oversight Agreement. A draft was previously shared with members on 17 December 2024. Documents approved subject to these minor amendments. **Written resolution on authorisations of use of seal and agreed future reporting** Quarterly update of the use of the seal to be brought to Board. Analysis from the previous 2 years to be shared so the Board can summarise what the seal is used for. **Update to Bank Mandate** Bank Mandate signed and witnessed during the Board meeting. **Subcommittees** Brian McCormick agreed to join the Audit & Risk Committee. Chairperson Anne Graham and Donall Curtin agreed to join the Renumeration Committee.
7	**Audit & Risk Decision Update** **ARC Report from meeting on 25 Feb 2025** ARC requested development of a dashboard in 2025 to outline internal control compliance gaps raised and closed out Executive to report on compliance with Circular 14/21 at the next ARC meeting which will subsequently be shared with Board. It was noted that ARC recommend both the Draft risk management policy and risk appetite statement to be brought to Board for decision. Highlighted the importance of the next steps of implementation and embedment within the organisation. **Review of the effectiveness of Internal Controls 2024** The Members noted both the audit and risk committee 2024 annual report to Board and the assurance statement prepared by Executive which informed the members to complete the annual review of the effectiveness of the internal controls 2024 as required under paragraph 7.5 of the Code of Practice for the Governance of State Bodies 2026.
8	**Items for Decision** **Draft Risk Policy** RSA Risk Policy and RSA Risk appetite statement approved by Board.

	Award of Contract for Provision of Legal Services Board approved the contract award for the provision of legal services **Award of a Framework Agreement for the Provision of Automotive Market Surveillance Testing Service** Board approved the award of the framework agreement for the provision of Automotive Market Surveillance Testing Service **Award of the Technical Inspection Services Provider (TISP) Contract** Board approved the award of the Technical Inspection Services Provider (TISP) Contract. **Other** RSA to confirm if background checks can be completed on bidding companies as part of overall process to minimise risk. If this is possible it will be added to the procurement process.
9	**Items for Information** **Data Collision Sharing** The paper for information was taken as read and executive responded to Board queries RSA to confirm that international best practice definitions for the type of data are met. No timelines for phase 2 yet and this is depended on technical solution and investment involved. API requirements to be brought to board once the technical solution is final or an update by the end of year. RSA to confirm if Form 104 are still in use. **Data Sharing Agreement with NTA** NTA have legislative and legal basis to receive data as data controller. Data fields have been agreed. **Strategic Comms and PR Plan H1 2025** Overview of 2025 H1 plans provided to Board. Gap in resources discussed and business cases to be submitted as part of DOT annual sanction requests. Comms Strategy to be included as part of the knowledge session with Board on April 11. Possibility of Brand Ambassadors to be reviewed in the future and risk assessment should be carried out. RSA Annual Conference scheduled for 11 June 2025, invites have issued to members.

	Update on contract for the scheduling, coordination and delivery of road safety education events This information paper was noted by members.
10	**RSA CEO Board Report** **Road Safety Update** Correspondence and meeting held with DOT regarding required changes to the 2025 Business Plan and Budget was discussed. Board agreed to meet virtual on April 11 to review updated business plan and budget. The Road Safety Strategy Phase 2 Plan will also be discussed at this meeting, if ready. NDLS and DTT business case shared with Board and update to be provided at May Board meeting. RSA to provide research stats on effectiveness of safety cameras to support their use. This research will be useful to inform the strategy. **Risk Register** Risks will now be reviewed and updated in line with the approved Policy and Appetite Statement. New escalated risk DTT/NDLS re-procurement and service transformation included as business case submitted to DOT. The timelines may now change due to uncertainty in DOT response timeline.
11	**Items for Future Discussion and Any Other Business** • The board meeting to be held in Ballina on May 30. Dinner in Mount Falcon with Board and CLT on May 29. The knowledge session with customer call centre to be scheduled on Thursday afternoon 29th May and Friday afternoon 30th May.
	Date of Next Board Meeting Thursday 30 May 2025 in Ballina

Signed: ______________________________

Chairperson

Date: ______________________________