Road Safety Authority
Board Meeting Minutes & Action Tracker
Friday 30 May 2025

Present	In Attendance
Ms Anne Graham, Chairperson	Mr Sam Waide, Chief Executive Officer
Mr Dave Montgomery	Ms Alison Coleman, Director of People, Development & Culture, Acting Board Secretary
Mr Brian McCormick	Mr Brendan Walsh, Chief Operations Officer
Mr Derek Cawley	Ms Nessa Kelly, Director of Strategy, Performance and Transformation
Mr Dónall Curtin	Ms Sarah O'Connor, Director of Partnerships & External Affairs
Ms Sarah Johnson	Mr Gerry McGuire, Director of Technology, Platforms & Solutions
Mr John Cronin	Ms Laura Byrne, Executive Office
	Ms Niamh Reilly, Support

Board Minutes

1	**Welcome** Anne Graham, the Chairperson welcomed everyone to the meeting in Ballina.
	Apologies and Introductions The members were welcomed to the meeting; there was no apologies.
2	**Conflict of Interest Declaration** No conflict-of-interest matter was declared by the members present.
3	**Minutes from Board Meeting, Decision Record & Action Tracker** Board Meeting minutes from 27 March 2025 and 11 April 2025 (extra ordinary meeting) were approved by Board. The 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 May minutes. Applus report reviewed by Board and recommendations noted.

4	**Chairperson's Report** **Meeting with Minister Canney** The meeting was held on May 01 to discuss driver testing recovery with a further meeting scheduled 2 weeks later with the CEO. At an upcoming meeting the CEO is to speak to the Minister regarding sanctions for 3 ADI examiners. This business case will also form part of the 2025 Sanction Submission to DOT. **Meeting with Commissioner Harris and AGS** Meeting held on 23 April 2025. At the meeting it was agreed that Assistant Commissioner Hilman would attend the RSA Board. This has been scheduled for the September meeting.
5	**Audit & Risk Decision Update** **ARC Report from meeting on 21 May 2025** Action tracker to be reviewed to ensure no cross over between Board and ARC requests. ARC expressed a concern around the draft driving test recovery plan issuing to Board Members on 21 May 2025 prior to being issued to media the following day. Chairperson had reviewed the document in advance of it being published. Capex spends reporting to reflect that the underspend is due to invoicing delays and consideration could be given to accrual accounting for Capex. ARC expressed a concern regarding the challenges for internal procurement oversight and contract management due to level of spend. Review to be carried out by an independent body. There may be a gap in finance between contract managers managing the contract spend and procurement team oversight which will be reviewed. It was acknowledged that there has been great progress on risk management policy and dashboard.
6	**RSA CEO Board Report** **Road Safety Update** NCT wait times will be 12 days by the end of the quarter. Collision data agreements with AGS and NTA have been signed. AGS and RSA continue to meet regarding technology aspects to allow the agreed data fields to be shared. DOT working on legislation to allow the local authorities receive the data.

	Letter from the Board to be issued the Garda Commissioner Harris in condolence for the death of Garda Kevin Flatley while at a road speed checkpoint on 12 May 2025. Meeting held with Chairperson of Joint Oireachtas Committee. The Chairperson would like the Committee to come to Ballina in a future date in 2025. RSA will attend the Joint Oireachtas Committee on June 11 at 9:30am to discuss Driver Testing and NCT delays. Opening statement should include high level overview of RSA and other stakeholder roles within road safety. **Risk Register** New templates shared for updating and the team continue to incorporate feedback. The Board and ARC would like to thank the team for their hard work.
7	**Driver Test Service Recovery** Media interviews held last week to outline the Recovery Plan with strong engagement. There has been a positive input from the driver testing group. As part of the recovery plan, test slots have been opened from 7.30am to 7pm each day and 700 slots for this Bank Holiday Monday with testing to continue on Bank Holidays with annual leave in lieu for 2026 offered. Training structure has been revised to have testers live testing sooner. 5k tests conducted last week and aim to increase this in the weeks to come. Management engaged with driver testing team on incentives uptake and made recommended adjustments. No shows are 2.2% (2,500) YTD, down from 2024. KPI's to be added to the website showing tests conducted, no shows etc. The data team to work on a visualisation of the driving test data for the external website. Midnight each day the website is updated with available short notice cancellation slots. These are being utilised by customers. Pass rate continues at 1 in 2 which is not good enough. Government Road Safety Strategy Action 190 addresses this with the planned driver testing curriculum review. A pilot is planned in H2 2025 and marketing sounding exercise is underway. Minister queried ADI's completing tests, but they would need to complete 7 weeks training. There would be concerns with conflict of interest and independence of the test. The Board would like to thank the staff for their hard work.

8	**Items for Decision** **Continuation of the Operational Excellence Programme** Continuation of contract and increased procurement sanction supported by Board. Separately an independent review of procurement and contract management sought by the ARC. **Continuation of creative and digital services contract** Board supported the award of the creative and digital services contract. Separately an independent review of procurement and contract management sought by the ARC. **Approval of the Information Security Management System (ISMS) Framework Policy** Board approved the new ISMS framework policy which is an overarching policy setting out the governance and documentation approval approach for Information Security (IS) related documentation in the Road Safety Authority.
9	**Items for Information** **NIS 2 and NIST CSF 2.0** The paper for information was taken as read and executive responded to Board queries. The RSA do not currently fall in under NIS 2 but are aligning to the NIST framework of cyber security guidance (currently version 2.0) and are completing an independent assessment of RSA's cybersecurity maturity level assessment against NIST 2.0. NCSC hope to introduce a certification scheme related to NIST which will help public bodies demonstrate NIS 2 compliance in the future. The final maturity level report will be available by end of June and will be shared with executive and board/ARC. Discussion occurred around the business continuity (BC) desktop exercise in April 2024 with concerns noted that it was last year and was a just a desktop exercise. Executive noted that more extensive technical Disaster Recovery (DR) testing and Cyber Incident Response (CIR) testing has occurred outside of business continuity testing. Another BC test event is planned for Q3 this year which will be more extensive, and it was noted ARC members would like to see a more detailed report from an independent source. Oversight of 3rd party BC plans discussed and noted that broader third-party cyber security risk management is a requirement under NIS 2. RSA are in discussions with TII on their NIS 2 approach to auditing their 3rd parties around cyber risks management. **Staffing Submission** Early draft of sanction list which is to be reviewed and prioritised by management in advance of the request to submit from DOT. Final document to be shared at the June Board meeting.

	Continuation of PR services contract Board discussed the contract value, 3rd party costs and staff secondments. Secondments were approved by DOT as part of the immediate measure requests. A recruitment framework is now in place for these roles. Legal clarity should be sought as well as industry standard on these types of contacts in future. Board supported the continuation of contract - for PR services. Separately an independent review of procurement and contract management sought by the ARC.
10	**Items for Future Discussion and Any Other Business** • New Director recruited for Finance & Corporate services to begin in August 2025. • Cultural Assessment – low engagement from staff with update to be provided at July Board.
11	**Meeting in the Absence of the Executive** The members had a meeting in the absence of the executive.
12	**Date of Next Board Meeting** Thursday 26 June 2025 in Dublin

Signed: ________________________________

Chairperson

Date: ________________