Road Safety Authority

Board Meeting Minutes

Thursday 23 October 2025

Present	In Attendance
Ms Anne Graham, Chairperson	Mr Sam Waide, Chief Executive Officer
Mr Dave Montgomery	Mr Brendan Walsh, Chief Operations Officer
Mr Brian McCormick	Mr Michael Rowland, Director Research, Standards & Assurance
Mr Derek Cawley	Ms Alison Coleman, Director People, Development & Culture
Ms Sarah Johnson *(remote)*	Ms Nessa Kelly, Director of Strategy, Performance and Transformation
Mr John Cronin	Mr Gerry McGuire, Director of Technology Platforms and Solutions
Mr Dónall Curtin	Mr Des O'Brien, Director of Finance & Commercial Services

- Minutes taken by Ms A. McGowan, Board Secretary

*Attended part of meeting

Item	Agenda
1	**Introduction and Apologies** The Chairperson welcomed everyone to the meeting. There were no apologies received in advance of the meeting.
2	**Conflict of Interest Declaration** There were no conflicts-of-interest declared by the members.
3	**Board Effectiveness Survey** This was discussed during the closed meeting of the executive. The proposed draft action plan was agreed.
4	**Meeting in the Absence of the Executive** A closed session of the Executive was held.
5	**Minutes from 25 September 2025 Board Meeting** The minutes of the meeting of 25 September were approved. The list of actions was reviewed.
6 6.1	**Chairperson Report** • <u>Financial Statements</u> The C&AG audit remains ongoing. It is expected to be completed ahead of the November ARC meeting, with subsequent presentation at the December Board meeting.

6.2 6.3	• <u>Board Vacancies</u> Recruitment is underway with appointments expected towards the end of November. • <u>2026 Board Meeting Dates</u> An additional Board meeting was requested in February. Board members with conflicts on the proposed dates will contact the Board Secretary directly. Proposed dates to be brought to December Board for confirmation.
7	**Matters Arising** • <u>Procurement Update - Automotive Engineering Consultancy Services Framework</u> The RSA clarified the proposed revised wording from the September Board meeting would not be accurate but that that detailed scopes are required as part of the mini competitions required to utilise this Framework. The RSA confirmed that any call offs will comply with the overall scope and valuation of the Framework. The Board were satisfied that the additional detail required for mini competitions is sufficient to prevent any unintended scope creep. The Board approved the Automotive Engineering Consultancy Services Framework procurement proceed as presented during the September Board meeting.
8 8.1 8.2	**For Decision** • <u>OPEX Programme Paper</u> The RSA sought approval to proceed with the procurement of consultancy support for the OPEX programme. It was noted further approval would be sought on specific drawdowns from the Framework once a preferred supplier is identified. A revision to the expected expenditure across the full contract duration although no commitment to spend the full amount was noted. Consideration to be given to the inclusion of banded rates in the RFT. The Board approved the RSA proceed with this procurement. The Board requested a manual workaround be put in place to monitor the expenditure of large contracts nearing their original sanction limit until the FMS system upgrade is implemented in FY26. The Board queried whether Circular 09/2024 was applicable to the RSA, it was clarified that the circular is not applicable and supporting documentation will be circulated confirming such. • <u>MLP Implementation Plan and Timings</u> The MLP implementation plan as shared with the DoT was reviewed. The RSA highlighted it will require substantial technical system updates and additional staff to manage the workload arising from the MLP project, with an estimated immediate cost of €2.5 million. The timeframe for implementation will depend on when the Minister signs the policy but is

	expected to be by November 2026. Discussions remain ongoing with the DoT in relation to resourcing this requirement, which will directly impact the RSA's ability to deliver within the Ministerial timeframe. The Board suggested showcasing the full cost of learning to drive in Ireland currently as part of discussions with the DoT. The Board discussed the main considerations for targeting MLP holders including age, literacy, digital literacy, and competency. Consideration is being given to consultations with representative bodies for particular cohorts to ensure the approach is customer centric. The Board suggested the RSA commence any potential mitigating actions including planned recruitments and preparation of a communications campaign. The driver test wait times are expected to be significantly impacted by the increase in number of people booking driving tests as a result of this policy change, which given the recent work to reduce wait times is a key area of concern for the RSA both in terms of public perception and impact on staff in this area. The RSA highlighted the impact this increased workload will have on existing 2026 business plan commitments and projects. The potential impact on business plan and mitigation actions will be discussed during the December Board meeting.
9 9.1 9.2	**For Information** • <u>Revised Fee Proposal</u> The revised fee proposal to bridge the predicted shortfall in revenue for 2026, as shared with the DoT, was presented to the Board. Discussions with the DoT are ongoing and will determine any increase in fees. The RSA and DoT have agreed that a cyclical review of fees will be implemented annually going forward from mid-year. The Board welcomed the fee revision proposal and agreement on the cyclical fee review, noting it is a positive development. • <u>Financial Performance Update – Year to Date (August 2025)</u> An update was provided on the financial performance to end of August 2025. It was noted that revenue is approximately 8% ahead of expected.
10	**RSA CEO Board Report** • <u>Fatalities Report</u> • <u>RSTP Update</u> • <u>Quarterly Report</u> The ongoing review of Emergency Services Driving Standard activities and operations was highlighted with completion expected in Q1 2026.

	RSS Phase 2 - The first meeting of the Road Safety Leadership Group (RSLG) is due to meet on November 5th. The Terms of Reference for the two Primary Actions being led by the RSA have now been agreed with the DoT. Media and stakeholder engagement for Irish Road Safety Week were highlighted The trends in fatalities and serious injuries were discussed, noting increases in motorcyclists, pedestrians and cyclists compared to 2024. The decrease in passenger fatalities, which could be associated with the recent seatbelt campaigns, was noted. Concern was expressed in relation to September having the highest amount of fatalities in 5 years. The RSA are to meet with the AGS to discuss potential additional enforcement measures to try address this increase. An update was provided on the RSA's international work, highlighting recognition received at EU meetings on exchange efforts and knowledge sharing with Hungary and Lithuania resulting in amendments to their respective road safety regulations. The Board congratulated the RSA on its recent achievement at the EU Charter Awards for the Flinebox initiative, noting the team's work. The sustained average waiting time for a driving test was discussed including the redeployment of resources between centres to try reduce the range between locations. • <u>RSA seal usage</u> The usage of the RSA seal during Q3 2025 was noted. • <u>RSA Risk Report</u> The increased risk rating for Corp-2 was highlighted in line with earlier discussions on the complexities and proposed workload associated with the MLP project. Corp-4 will also be impacted dependent on the Ministerial timeframe. The risks associated with next year business plan is a key agenda item for the Q3 DOT Governance meeting. The Board welcomed the update on risks that are rated outside of appetite and the path to return to appetite. It was noted this will be further reviewed and discussed by the ARC during the November ARC meeting. Discussions with the DOT will be key to informing these items,

11	**Cap Ex: P081 Finance Update** The financials of P081 were presented to the Board. The Board noted there are 2 forms of approval required for similar projects, the overall capital expenditure and the project approval with a business case. The Board are seeking an overall view of the project including items covered under BAU and the project specifically. The Board requested the full business case including the project lifecycle from 2025 to completion be brought to the December Board meeting. The RSA confirmed compliance with Circular 14/2021 in relation to P081 noting that a business case has been completed and submitted to DoT and the Request for Specific Approval has been forwarded to DPER and OGCIO. It was noted that the governance in relation to reporting to the Board following SteerCo meetings on large transformation projects may need to be reviewed to ensure consistency.
12	**Items for Future Discussion and Any Other Business** • Date of Next Meeting - Thursday 11 December 2025 • RSA Seminar on Serious Injuries – 05 November 2025 Board members were reminded of the upcoming seminar and asked to confirm their attendance. • Completion of Board member's terms The Chair thanked outgoing Board members Mr Derek Cawley, Ms Sarah Johnson, and Mr John Cronin for their contributions, service, and commitment to improving road safety during their Board terms.

Signed: ________________________________

Chairperson

Date: ___________________________