

Road Safety Authority

Board Meeting Minutes

Thursday 14th July 2020

Present	In Attendance
Ms Liz O'Donnell	Mr John Caulfield – Interim Chief Executive Officer
Ms Gillian Treacy	Mr Sam Waide – Chief Executive Officer Designate
Ms Donna Price	Mr Pearse White, Director of Finance & Commercial Services & Board Secretary
Mr Kevin Goulding	Ms Kim Colhoun, Finance Manager.
Mr Dimitris Karagiorgis	
	Apologies
	None

Board Minutes

The meeting took place at 11am at the Radisson Blu St Helens Hotel, Stillorgan, Co. Dublin.	
1	Apologies and Introductions Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and welcomed Mr Sam Waide, Chief Executive Officer Designate to the Authority.
2	Meeting in the Absence of the Executive The members did not have a meeting in the absence of the executive.
3	Conflict of Interest Declaration No conflict of interest matter was declared by the members present.
4	Minutes of RSA Board Meeting, Decision Record and Action Tracker of the 28th May 2020 The members considered the minutes of the meeting of the 28 th May

	<p>2020. The Chairperson walked the members through the minutes and any matters arising.</p> <p>Following the review, the members approved the minutes.</p>	
5	<p>Chairperson’s Report</p> <p>Ms O’Donnell informed the members of her activity since the May meeting including an update on the recent launch of the ‘Ease the Throttle’ motorcycle safety campaign. In addition, Ms O’Donnell informed the members of her engagement with the recently appointed Assistant Commissioner for Roads Policing, Ms Paula Hillman.</p> <p>Ms O’Donnell concluded her report by addressing recommendations relating to learner permit holders in order to incentivise them to take a driving test and that engagement with the Department of Transport will continue on these initiatives.</p> <p>The members noted the Chairperson’s Report.</p>	
6	<p>Chief Executive Officer’s Report</p> <p>Mr John Caulfield, Interim CEO, brought the members through the following elements in his report;</p> <p>Road Safety</p> <p>Mr Caulfield gave the members the most up to date fatality information for the year. In addition, Mr Caulfield informed the members that in respect of the ETSC PIN Report on Road Safety for 2019, Ireland is the second safest country in the EU behind Sweden with 29 deaths per million.</p> <p>The members reviewed the Road Safety Report including the comparison of fatalities by age group between 2019 and 2020 and they requested a detailed breakdown of the fatalities age group by category of road user. Mr Caulfield agreed to this request.</p> <p>Resumption of Services</p> <p>Mr Caulfield gave the members a service by service update of the way in which the Authority resumed its public services since May including the last service to resume which is Driver Testing on the 20th July. Mr Caulfield outlined the project approach taken by the executive and the engagement that took place with the Department of Transport, the respective third-party outsourced contractors and the relevant stakeholders.</p>	

The members raised a number of queries with Mr Caulfield and discussed political support for the resumption and the inevitable backlogs that have arisen in a number of services. The members requested that the executive issue a communication to all members of the Dail on the overall resumption of the Authority's services with particular emphasis on the Driver Testing Service. Mr Caulfield agreed to this request.

Stakeholder Engagement

Mr Caulfield gave the members an update on the range of consultation and engagement that has taken place since May with a number of stakeholders relating to the phased resumption of services and these included the ADI representative body, SIMI as well as continual engagement with the Department of Transport and the DVCSD on legislative requirements and projects.

Market Surveillance

Mr Caulfield informed the work that has been undertaken to date to put in place an Automotive Market Surveillance Authority to perform the role of market surveillance of new motor vehicles and their components. It is anticipated that this new function will be in place by September 2020 in order to comply with the relevant EU regulation and that the Authority will be assuming this function subject to having the requisite legal vires and resources/funding in place.

Projects and Key Initiatives

Mr Caulfield proceeded with his report by informing the members of the latest information on the Integrated Customer Journey project, the Driver Licence Transformation project and the Business Solution Platform project. Mr Caulfield also outlined progress being made in relation to the Digital Customer Service Engagement initiative.

New Road Safety Strategy 2021-2030

Mr Caulfield informed the members that the appointed partner, Endecom have now started the stakeholder engagement process and that the process will gain momentum from now until the end of the year.

Values of the Authority

The members were briefed of the 'Growing Or Leaders' management development programmes that took place with the senior leadership team in the Authority and that is now being deployed with the managers and as part of the process, a set of values for the organisation has been developed. Mr Caulfield shared the five values

	<p>of 'Making a Difference', 'Integrity', 'Accountability', 'Collaboration' and 'Service Excellence' with the members and he welcomed any feedback the members may have on these values.</p> <p>Mr Caulfield concluded his report and the members noted the report.</p> <p>In line, with the CEO Report, Mr Pearse White brought the members through the Risk Report for July noting the changes since the May Report where the risk profile for the Board/CEO Succession and the NCT Lift risks has decreased. The members were brought through the latest risk assessment in relation to COVID-19, Board and CEO succession planning, reliance on key external stakeholders, the latest in relation to the NCT Lift Suspension issue and Brexit.</p> <p>The members noted the CEO and the Risk Reports.</p>	
7	<p>Affirmation of Legacy Decisions</p> <p>On account of the Board not having met in person since the 16th March, Mr Pearse White, Board Secretary walked the members through a number of decisions that were made during this period while holding tele-conference meetings and of the requirement to have a Confirming Resolution to affirm the following decisions;</p> <ul style="list-style-type: none"> • Appointment of Chief Executive Officer • Approval of Finance Credit Facility • Recommendation of Preferred Tenderer of the NDLS Front Office Contract. <p>The members approved the confirming resolution in person at the meeting and the resolution was signed by the Chairperson.</p>	
8	<p>RSA Statutory Financial Statements & Annual Report 2019</p> <p>Ms Kim Colhoun brought the members through the final set of Statutory Financial Statements for 2019 arising from the completion of the Office of the C&AG audit. The members were brought through any changes made to the statements that were presented in February and particular attention was given to the Governance Statement and Board Members' Report, the Statement of Internal Control and to the Disclosure Notes in the statements.</p> <p>The members approved the Statutory Financial Statements for submission to the Office of the C&AG and to the Department of Transport.</p>	

	In respect of the Annual Report 2019, Mr Pearse White informed the members that all the feedback received from the members had been incorporated into the final draft and that the CEO and Chairperson's Statements had been updated. The members expressed their satisfaction with the Annual Report for 2019 and approved it for submission to the Department of Transport and for it to be published on the RSA Corporate website.	
9	Items for Future Discussion and Any Other Business <i>None</i>	
10	Date of Next Board Meeting The next Board meeting will be on Thursday 24 th September 2020 and it will be held in person.	



Signed: _____
Chairperson

Date: **24/09/2020**
