

Road Safety Authority

Board Meeting Minutes

Monday 16th March 2020

Present	In Attendance
Ms Liz O'Donnell	Ms Moyagh Murdock CEO
Ms Gillian Treacy	Mr Pearse White, Director of Finance & Commercial Services & Board Secretary
Ms Donna Price	Mr John Caulfield – Interim CEO Designate
Mr Kevin Goulding	Apologies
Mr Dimitris Karagiorgis	None

Board Minutes

The meeting commenced at 8.30am at No 9 Upper Pembroke Street, Dublin 2.	
1	Apologies and Introductions Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and Mr John Caulfield as interim CEO designate.
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 24th January 2020 The members considered the minutes of the meeting of the 24 th January 2020. The Chairperson walked the members through the minutes and any matters arising. Following the review, the members approved the minutes.

<p>5</p>	<p>Chairperson’s Report</p> <p>Ms O’Donnell welcomed Mr John Caulfield to the meeting, and she informed the members that Mr Caulfield will be the interim CEO of the Authority following the departure of Ms Murdock. Ms O’Donnell requested that a resolution of the Board be prepared for the appointment of Mr Caulfield as interim CEO and Mr White agreed to prepare and issue the resolution for signing.</p> <p>Ms O’Donnell briefed the members on the recruitment process for the appointment of a new CEO and of her engagement with the Public Appointment Service who are managing the process.</p> <p>Ms O’Donnell informed the members of her attendance at the 3rd Global Ministerial Conference on Road Safety – ‘Achieving Global Goals 2030’ and of the themes that emanated from the conference. One theme was around the international approach to road safety and Ms O’Donnell informed the members of the EU mentoring programme that is in place where a best practice country like Ireland has been paired with Romania and Portugal to assist these countries in the development of their road safety programmes.</p> <p>The members were also informed that the creation of a youth forum on road safety is an idea that should be pursued and that the executive will be looking at this in the future.</p> <p>The members were also informed that the Annual International Road Safety Conference which was to be held on the 12th March has been postponed on account of the developing COVID-19 situation.</p> <p>The members noted the Chairperson’s Report.</p>	
<p>6</p>	<p>CEO Transition Plan</p> <p>Ms O’Donnell invited Ms Murdock to walk the members through the transition plan that has been created to allow a seamless transition to the interim CEO. Ms Murdock proceeded to walk the members through the achievements achieved to date in 2020 and of the upcoming focus areas in each of the Directorates and that each of the executive directors are fully engaged in the plan.</p> <p>The members noted the detailed plan presented and were assured that a planned transition to the interim CEO is in train.</p>	

<p>7</p>	<p>Road Safety Strategy Update</p> <p><i>Road Safety Update</i></p> <p>Ms Murdock informed the members that to date in 2020, 38 fatalities have been recorded which is 8 fatalities more than the same figure year to date for the same period in 2019.</p> <p>Ms Murdock gave the members a status update on the provisional outturn of fatalities for 2019 which at present stands at 141. Ms Murdock stated that the month of February was particularly poor in terms of road safety where similar poor behaviour being exhibited at weekends.</p> <p>The members noted the road safety update.</p>	
<p>8</p>	<p>Chief Executive Officer's Report</p> <p>Ms Murdock, brought the members through the following elements in her report;</p> <ul style="list-style-type: none"> • Of the RSA's engagement in the current initiative in respect of a government wide approach on climate action where a reduction in vehicle speed will lead to a demonstrable reduction in emission levels and that this initiative is being progressed. • In respect of Connected & Autonomous Vehicles, that the RSA is continuing to engage but there is a requirement for legislation to enable the Authority to have the requisite legal powers. • In respect of the proposal for the creation of a National Market Surveillance Authority to check for compliance of vehicles with relevant safety and environmental standards, that the RSA has been approached to assume this role and that the executive is reviewing the required legal powers and resources required to assume the role. <p>Ms Murdock concluded her report by outlining the current status of issues the Authority is dealing with in relation to Brexit and that these matters may stall on account of COVID 19.</p> <p>In line, with the CEO Report, Mr Pearse White brought the members through the Risk Report for March noting that an update of the report took place since the January meeting where a new risk has been added in respect of COVID 19. The members discussed the developing COVID 19 situation at length and the impact on the Authority's operations and the members requested that a further</p>	

	<p>update be provided at the Audit & Risk Committee meeting on the 29th April including a financial impact assessment. Mr White shared with the members the details of the Authority's Business Continuity & Contingency Plan for dealing with COVID 19 and the members were brought through the constituent elements of the plan.</p> <p>The members were then brought through the other top risks facing the Authority relating to CEO/Board succession, NCT Lift Suspension issue, Brexit and external dependency risks on projects and operations.</p> <p>The members noted the CEO and the Risk Reports.</p>	
<p>9</p>	<p>Report of the Audit & Risk Committee Meeting of the 26th February 2020</p> <p>Mr Kevin Goulding, Chairperson of the Audit & Risk Committee informed the members that the committee met on the 26th February and addressed the following matters;</p> <ul style="list-style-type: none"> • Presentation of the Authority's Financial Outturn for 2019 • Presentation of the Draft Unaudited Statutory Financial Statements 2019 • Update from the Executive on the current Lift Issues in the NCT Service • Update from the Executive on the Authority's Business Continuity Planning and Crisis Management arrangements • Update from the Authority's Internal Auditors on the 2019 & 2020 Internal Audit Programmes including the presentation of Internal Audit Reports. <p>Mr Goulding provided the members with a summary of each of the matters and provided the members with assurance that the financial reporting, control and audit programmes are progressing satisfactorily.</p> <p>Ms O'Donnell thanked Mr Goulding for his report and the members for their continued work on the committee.</p>	
<p>10</p>	<p>Items for Future Discussion and Any Other Business</p> <p><i>Future Meetings being held by Conference Call</i></p> <p>Ms O'Donnell informed the members that on account of the developing situation with COVID 19 and the requirement for social distancing, that future meetings may have to be held remotely via conference call. The members noted the update.</p>	

11	Date of Next Board Meeting The next Board meeting will be on Thursday 28 th May 2020 and it may have to be held remotely via conference call.	
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Signed: _____
Chairperson

Date: **28 May 2020**
