

Road Safety Authority

Board Meeting Minutes

Thursday 24th September 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	
Mr Dimitris Karagiorgis	Apologies
	None

Board Minutes

The meeting took place remotely at 10am on a Microsoft Office Teams call.	
1	<p>Apologies and Introductions</p> <p>Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and welcomed Mr Sam Waide, Chief Executive Officer to the Authority.</p>
2	<p>Meeting in the Absence of the Executive</p> <p>The members did not have a meeting in the absence of the executive.</p>
3	<p>Conflict of Interest Declaration</p> <p>No conflict of interest matter was declared by the members present.</p>
4	<p>Minutes of RSA Board Meeting, Decision Record and Action Tracker of the 14th July 2020</p> <p>The members considered the minutes of the meeting of the 14th July 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 July meeting that included a meeting with the newly appointed Minister of State, Ms Hildergarde Naughton and her attendance at the Drug Driving and the Return to our Roads road safety campaign launches. Ms O’Donnell informed the members of the Board’s engagement on the development of the new Road Safety Strategy and of a number developments in the areas of COVID 19 and e-scooters.</p> <p>The members noted the Chairperson’s Report.</p>	
6	<p>Chief Executive Officer’s Report</p> <p>Mr Sam Waide, CEO and Mr John Caulfield, outgoing Interim CEO, shared responsibility for the delivery of the CEO report.</p> <p>Mr Waide brought the members through the following elements of the report;</p> <p>Road Safety</p> <p>Mr Waide gave the members the most up to date fatality information for the year. Mr Waide proceeded to give the members a detailed road safety report outlining the day, time and breakdown of fatality statistics. This included an analysis of fatalities that have taken place since COVID 19 restrictions have been in place this year where information on traffic volumes, speed zones and collisions involving HGVs and pedestrians were outlined. The members requested that the executive concentrate on a dedicated road safety campaign around HGVs and professional drivers and requested that a detailed further update to the Board be provided. Mr Waide agreed to this request.</p> <p>The members also requested that more visibility and reporting be given to serious injuries and the executive agreed to review how this can be best achieved in the road safety report.</p> <p>Mr Waide concluded his road safety report by outlining the key road safety campaign launches on drug driving and the safe return to our roads that took place over the summer period and he also updated the members on the upcoming road safety campaign activity planned for the rest of the year.</p> <p>Road Safety Strategy 2021-2030</p> <p>Mr Waide informed the members of all the activity that is taking place at present with regard to the development of the new Road Safety</p>	

Strategy and in particular around stakeholder engagement with the Board and the Department of Transport. The members agreed that they would hold their own dedicated workshop on the new strategy on the 29th October after their next Board meeting.

The members were reminded of the upcoming Road Safety Academic Lecture Webinar that focuses on Driver Fatigue will be held on Monday 5th October and that all members are invited to attend.

Resumption of Services & Service Capacity Initiatives

Mr John Caulfield, outgoing interim CEO 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.

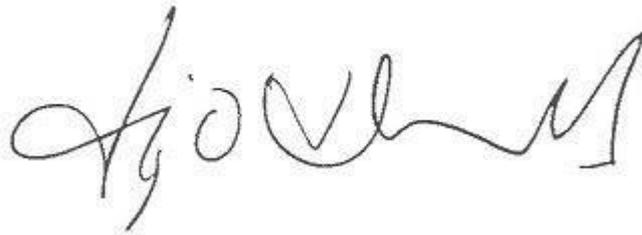
Mr Caulfield informed the members that now that the services have been resumed albeit with a reduced capacity, the executive is now focused on introducing additional capacity in both the Driver Licensing and Driver Testing Services in order to reduce wait times and related backlogs. In respect of Driver Licensing, Mr Caulfield informed the members additional capacity is being deployed in the NDLS Front Office and that NDLS Online is being planned to go live in late October in order to alleviate the current backlogs. In respect of Driver Testing, plans are being developed to retain and recruit additional testers in order to address the current backlogs in the service. The members were informed that engagement with the Department of Transport on both capacity plans is taking place along with an outline of the requisite financing that will be required to fund the plans.

Financial Update

Mr Pearse White, Board Secretary brought the members through the latest financial outturn for the Authority for the eight (8) months to August 2020 and a financial projection for the year 2020. Mr White informed the members of the challenging financial environment the Authority is experiencing on account of COVID 19 where a material reduction in the Authority's income has occurred and with reduced capacity in a number of public services is limiting the Authority's ability to recognise revenue. Mr White informed that continual engagement on the Authority's financial situation with the Department of Transport and that a full detailed briefing on the Authority's finances will be provided to the Audit & Risk Committee on the 30th September.

	<p><i>Risk Report</i></p> <p>In line, with the CEO Report, Mr White brought the members through the Risk Report for September noting the changes since the July Report where the risk relating to the NCT Lift issue has dropped off the report on account of its ongoing resolution and where a new risk relating to Capacity Constraints in the Driver Testing and Driver Licensing services has been added to the report. In addition to this new risk, the members were brought through the latest risk assessment in relation to COVID-19, Board succession planning, reliance on key external stakeholders the latest in relation to Brexit.</p> <p>The members noted the CEO and the Risk Reports.</p>	
7	<p>Board Resolution for the Conferral of Functions to new Chief Executive Officer</p> <p>Mr White brought the members through a Board Resolution where under Section 17(5) of the RSA Act 2006, the Board are requested to delegate the functions of the Chief Executive Officer to Mr Sam Waide on account of him taking up the position and on account of the interim period of the interim CEO, Mr John Caulfield having expired.</p> <p>The members approved the conferral of the functions of the Chief Executive Officer to Mr Sam Waide with immediate effect and noted that the approval will be affirmed again when the Board meets in person.</p>	
8	<p>Items for Future Discussion and Any Other Business</p> <p><i>Appreciation to Mr John Caulfield</i></p> <p>The Chairperson and the Board members expressed their appreciation to Mr Caulfield for his work as interim CEO over the past number of months and for the smooth transition over to Mr Waide.</p> <p><i>School Road Safety</i></p> <p>The members requested that on account of COVID 19 protocols at school gates, that the executive give attention to the road safety aspect of children being dropped off and picked up at schools and that a Back to School Media Event be planned to highlight safety at schools and the use of high vis. Mr Waide agreed to this request.</p>	

	World Day of Remembrance for Road Safety Victims The members were reminded that the World Day of Remembrance for Road Safety Victims will be a virtual event this year and it will be held on the 13 th November 2020.	
10	Date of Next Board Meeting The next Board meeting will be on Thursday 29 th October 2020 and a decision on whether it will be held remotely or in person will be made closer to the time depending on the COVID 19 situation.	



Signed: _____
Chairperson

Date: **29 October 2020**
