

# Road Safety Authority

## Board Meeting Minutes Thursday 28<sup>th</sup> May 2020

<b>Present</b>	<b>In Attendance</b>
Ms Liz O'Donnell	Mr John Caulfield - Interim Chief Executive Officer
Ms Gillian Treacy	Mr Pearse White, Director of Finance & Commercial Services & Board Secretary
Ms Donna Price	
Mr Kevin Goulding	<b>Apologies</b>
Mr Dimitris Karagiorgis	None

### Board Minutes

<b>The meeting took place remotely via conference call and commenced at 9.30am.</b>	
1	<b>Apologies and Introductions</b>  Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and Mr John Caulfield as interim CEO.
2	<b>Meeting in the Absence of the Executive</b>  The members did not have a meeting in the absence of the executive.
3	<b>Conflict of Interest Declaration</b>  No conflict of interest matter was declared by the members present.
4	<b>Minutes of RSA Board Meeting, Decision Record and Action Tracker of the 16<sup>th</sup> March 2020</b>  The members considered the minutes of the meeting of the 16 <sup>th</sup> March 2020. The Chairperson walked the members through the minutes and any matters arising.  Following the review, the members approved the minutes.

5	<p><b>Chairperson's Report</b></p> <p>Ms O'Donnell informed the members of the status of the current CEO appointment process and outlined that she will have a recommendation for a new CEO shortly and that she will be convening a call with the members in due course. Ms O'Donnell assured the members that Mr Caulfield will remain as interim CEO until a new CEO is in place.</p> <p>The members noted the Chairperson's Report.</p>	
6	<p><b>Chief Executive Officer's Report</b></p> <p>Mr John Caulfield, Interim CEO, brought the members through the following elements in his report;</p> <ul style="list-style-type: none"> <li>• Outline of his key updates including updates on road safety, resumption of the Authority's public services, the Driver License Transformation Programme, the Driver Testing Transformation Programme, the Market Surveillance Authority for motor vehicles and an update on key stakeholders.</li> </ul> <p>The members raised a number of queries and engaged in a discussion concerning the matters that arose from the key updates.</p> <p>Mr Caulfield continued his report by informing the members of the upcoming road safety campaigns in light of COVID-19 and the members raised a number of queries in respect of year to date road safety statistics and in respect of campaigns.</p> <p>The report continued with updates relating to key projects and key initiatives progress under the Authority's Corporate Plan and an update on the financial status of the Authority including a financial impact of COVID 19 on the Authority's operations and services.</p> <p>In line, with the CEO Report, Mr Pearse White brought the members through the Risk Report for May noting that an update of the report took place since the March meeting. 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><b>Report of the Audit &amp; Risk Committee Meetings of the 29<sup>th</sup> April and the 21<sup>st</sup> May 2020</b></p> <p>Mr Kevin Goulding, Chairperson of the Audit &amp; Risk Committee</p>	

	<p>informed the members that the committee met twice since the last meeting on the 29<sup>th</sup> April and the 21<sup>st</sup> May and addressed the following matters at these meetings;</p> <ul style="list-style-type: none"> <li>• Executive update on the operational and financial impact of COVID 19 and the planned resumption of services</li> <li>• Review of the Authority's financial position and examination of the proposed Credit Facility to assist the Authority's cash flow position</li> <li>• Update on the Authority's external and internal audit programmes</li> <li>• Review of the ICT impact of COVID 19 and threat of cyber attack</li> <li>• Review of the revised Draft Board Pack.</li> </ul> <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>	
8	<p><b>Items for Future Discussion and Any Other Business</b></p> <p><b><i>Board Succession</i></b></p> <p>The members discussed succession planning and the impending expiry of the terms of the four current members in 2020. The Chairperson agreed to write to the Minister of Transport Tourism and Sport in respect of the reappointment of the four current members in support of their respective reappointment.</p>	
9	<p><b>Date of Next Board Meeting</b></p> <p>The next Board meeting will be on Tuesday 14<sup>th</sup> July 2020 and it will be held in person.</p>	

Signed:   
 Chairperson

Date: 14 July 2020

## ADDENDUM TO MINUTES OF MAY BOARD MEETING

Since the Board Meeting on the 28th May 2020, the members held two conference calls on the 5th June and the 19th June respectively. These calls addressed the following;

(a) on 5 June 2020, to appoint a chief executive officer of the Authority subject to the terms and conditions set out in such resolution,

(b)

and

(c) on 19 June 2020, to appoint a preferred tenderer in connection with the re-let of the National Driver Licence Service.

The members agreed that these decisions would be affirmed via a Confirming Resolution when the members met in person again on the 14th July.