

Road Safety Authority

Board Meeting Minutes & Action Tracker

Wednesday 26th June 2019

Present	In Attendance
Ms Liz O'Donnell	Ms Moyagh Murdock CEO
Ms Aileen O'Toole	Mr Pearse White, Director of Finance & Commercial Services & Board Secretary
Mr Dimitris Karagiorgis	Ms Kim Colhoun, Finance Manager
Mr Eddie Rock	
Ms Donna Price	Apologies
Mr John Lumsden	Prof Aine Carroll
Mr Kevin Goulding	Ms Gillian Treacy

Board Minutes

The meeting commenced at 8.30am at No. 9 Upper Pembroke Street, Dublin 2.		Action Tracker /Decision
1	Apologies and Introductions Ms Liz O'Donnell, Chairperson welcomed the members to the meeting and noted the apologies.	
2	Meeting in the Absence of the Executive Ms Moyagh Murdock CEO, Mr Pearse White Secretary and Ms Kim Colhoun, Finance Manager left the meeting at this stage to allow a meeting in the absence of the executive. The members held their meeting and Ms Murdock, Mr White and Ms Colhoun returned to the meeting. Upon their return, the executive were informed of the following; • On account of a number of member's terms expiring in the period from September to November this year, the executive	

	<p>should be mindful of items requiring decision by the Board over this period where a quorum will need to be present. Mr White informed the members that the executive has taken account of this in the planning of items for decision in the remainder of 2019.</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 29th May 2019</p> <p>The members considered the minutes of the meeting of the 29th May 2019. The Chairperson walked the members through the minutes and any matters arising which included the following;</p> <ul style="list-style-type: none"> • the members were informed that following the May meet, approval has been received from the Minister of Transport, Tourism and Sport with the consent of the Minister of Finance to the signing of the new National Car Testing Service contract. The members were informed that letters have issued and the relevant cooling off period has started.  <ul style="list-style-type: none"> • the members were informed that a letter has been received from the Minister of Transport Tourism and Sport giving direction and consent to proceed with the new Road Safety Strategy for the period 2021 – 2030. The members agreed that the executive should respond to the letter and append the work of the Board in respect of the new strategy. • in terms of the Road Traffic Legislation consolidation, the members were informed that the Authority's solicitor will be communicating a draft of the Authority's formal submission to the nominated members for their consideration shortly. 	AT 35 2019

	<p>Following the review, the members approved the minutes.</p>	
5	<p>Chairperson's Report</p> <p>Ms O'Donnell updated the members on her activities since the last meeting including;</p> <ul style="list-style-type: none"> • her attendance at the Annual International Road Safety Conference held on the 13th June. Ms O'Donnell complimented the executive on the excellent running of the conference and that it was well received by all participants. • the awarding of the ETSC PIN Road Safety Award to the Authority for its road safety performance in 2018 at a ceremony on the 19th June 2019 in Brussels. <p>The members noted the Chairperson's Report.</p>	
6	<p>Road Safety Strategy Update</p> <p><i>Road Safety Update</i></p> <p>Ms Moyagh Murdock, CEO informed the members that to date in 2019, 75 fatalities have been recorded which represents 2 more fatalities than for the same period in 2018, while collisions of 66 recorded to date in 2019 are 2 down on the same period in 2018.</p> <p>Ms Murdock proceeded to walk the members through metrics for 2018 and to date in 2019 in respect of the NVDF Penalty Point report by key offence and the members engaged in a discussion on the matter and the analysis of collision data using the statistical process control methodology. Ms Murdock advised that the output would be included on the July agenda for further indepth discussion and comparison with the current methodology applied.</p> <p>Ms Murdock informed the members that the number of court speeding convictions are most likely down year on year on account of the implementation of the third payment option by the Court Service however intercept speeding offences are up 71% year on year for the same period in 2018. Ms Murdock drew attention to the update given by the the Courts Service executive at the April Board meeting which correlated to the figures presented.</p>	AT 36 2019

	<p>The members requested that the penalty point information be presented in a year on year comparison format in a summary table as opposed to the current monthly analysis. The executive agreed to this.</p> <p>The members noted the road safety update.</p>	
7	<p>Chief Executive Officer's Report</p> <p>Ms Moyagh Murdock CEO, brought the members through the following elements in her report;</p> <ul style="list-style-type: none"> • Update on Driver Testing wait time where the average national wait time is now less than 7 weeks. Applications are up 25% year on year. • Update on Driver Licencing and the NDLS Transformation programme where Ms Murdock informed the members of the agreement from the Department of Transport Tourism and Sport to the maintenance of a front office platform for the foreseeable future as outlined in a correspondence received from DTTaS in response to the CEO's request for feedback. Ms Murdock also stated that the strategic review of the longer term plan for the NDLS front office service has started. • Brexit Update and the related UK Licence Exchange project where it is anticipated that there will be an anticipated increase in licence exchange applications ahead of the October deadline and on account of the awareness campaign that has been launched recently. Ms Murdock also outlined the information/data exchange challenges that Brexit creates especially in the areas of Enforcement and Licensing. • Update on the Court Notice Automation project where driver disqualification data will be updated directly on the driver record in the NVDF by the Court Service. <p>Mr Pearse White brought the members through the Risk Report for June noting the updates from the last report and the current governance arrangements.</p> <p>The members noted the CEO and Risk Reports.</p>	
8	<p>Report of the Audit & Risk Committee Meeting of the 18th June 2019</p> <p>Mr John Lumsden, acting Chairperson of the Audit & Risk Committee brought the members through his report of the committee meeting held on the 18th June and this included;</p>	

	<p><i>Audited Statutory Financial Statements 2018</i></p> <p>Mr Lumsden informed the members that the Committee were brought through the final audited statutory financial statements where the primary statements have now changed from the draft accounts presented in February. The members were informed that the four main areas of changes to the accounts relating to an updated procurement non-compliance disclosure in the Statement of Internal Control, some other disclosure note changes, presentation/wording changes and a more consistent style and wording changes.</p> <p>Mr Lumsden expressed the Committee's satisfaction with the Statutory Audited Financial Statements 2018 and recommended the statements for approval by the members.</p> <p>Mr Pearse White outlined the detail in the Letter of Representation and the Chairperson's Comprehensive Report to the Minister on Governance as part of the pack before the members,</p> <p>The members approved the Statutory Audited Financial Statements 2018 for signing by the Chairperson and the CEO and for submission to the Office of the Comptroller & Auditor General.</p> <p><i>Presentation of the Financial Outturn to May 2019 with executive commentary on Income, Operating Expenditure and Capital Expenditure</i></p>  <p>The members were then brought through the three main elements of the programme relating to;</p> <ul style="list-style-type: none"> • Commercial Vehicle Reform Process and System Investment • ICT Roadmap – Development, Software & Hardware • Facility & Estate Investment & Improvement. <p>Mr Lumsden informed the members that the Committee has received broad reassurance that the Capital Programme is broadly on track in 2019.</p> <p><i>Presentation of Authority's Procurement Strategy Statement and Corporate Procurement Policy</i></p>	AT 37 2019
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	<p>Mr Lumsden informed the members that the Committee were brought through the draft Procurement Strategy Statement and Corporate Procurement Policy by the Authority's Procurement Manager, Ms Vida Auksoriute.</p> <p>Mr Lumsden and the Committee agreed that both the strategy and the policy are well constructed and expressed their gratitude to the executive on this piece of work. The members approved the Procurement Strategy Statement and the Corporate Procurement Policy as required under the Code of Practice for the Governance of State Bodies 2016.</p> <p>Mr Lumsden concluded his report by giving an update on the Internal Audit Programme for the year.</p> <p>The Chairperson thanked Mr Lumsden for his report.</p>	AT 37 2019
9	<p>Recommendation on the Preferred Tenderer for the Provision of Storage, Fulfilment, Distribution and Merchandising of Road Safety Materials for the Authority</p> <p>Ms Murdock brought the members through the history and requirement for this contract to stock, manage the ordering system, distribute and merchandise a range of RSA Road Safety Materials such as leaflets, booklets, posters, high visibility goods, bike lights and other related materials.</p> <p>The members were informed that approximately 10,000 orders for these materials per annum are received from the public and that there are approximately 850 display stands nationwide and to replenish, record volumes and maintain as part of the merchandising piece.</p> <p>The members were brought through details of the procurement process where six submissions were received and evaluated.</p> <p>The members were informed that the contract is structured into a primary term of three years with options to extend the contract for three period of two years. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] he members requested that if an extension is being proposed under the contract in three years' time, that they are informed of such an extension.</p>	AT 38 2019
10	<p>Information Paper on Motorcyclist Behaviour</p> <p>Ms Murdock brought the members through the key findings of the</p>	

	<p>RASA Motorcyclist Behaviour Study that was conducted earlier this year.</p> <p>The members noted the report and the key considerations for Ireland.</p>	
11	<p>Information Paper on School Bus Multi-Agency Enforcement Blitz</p> <p>Ms Murdock briefed the members on the current school bus fleet nationally and the work that the Authority is undertaking in respect of roadside inspections, operator premises inspections and the tests results emanating from the Commercial Vehicle Roadworthiness Testing regime. In addition, the members were walked through the initiatives that Bus Eireann are undertaking to improve roadworthiness compliance in the school bus fleet.</p> <p>The members were also informed of the Authority's recently received powers to immobilise and detain dangerously defective vehicles at the roadside.</p> <p>The members engaged in a discussion on the information provided and expressed their concern at the current level of compliance rates across the school bus fleet. The members requested a further update at the July meeting and to be briefed on the planned enforcement in July and the awareness programme for schools ahead of the new school term in September.</p> <p>The members noted the report.</p>	
12	<p>Prioritised List of Legislative Requirements for the Authority</p> <p>The members noted the report from the executive containing the primary and secondary legislative priorities that the executive has compiled.</p> <p>The members requested further engagement at the July meeting in Ballina and for the executive's legal personnel to attend in person for this update.</p>	
13	<p>Items for Future Discussion and Any Other Business</p> <p><i>RSA Annual Report 2018</i></p> <p>The members acknowledged receipt of a hardcopy of the draft Annual Report and agreed to update their respective biographies to the agreed format. The members gave feedback on parts of the report that the executive took account of.</p>	AT 39 2019

13	<p>Date of Next Board Meeting</p> <p>The next Board meeting will be on Wednesday 31st July 2019 at 9.00am at RSA Headquarters, Moy Business Park, Dublin Road, Ballina, Co Mayo.</p>	

Signed: _____
Chairperson

Date: _____