Road Safety Authority
Board Meeting Minutes & Action Tracker
Wednesday 18 December 2024

Present	In Attendance
Mr Dónall Curtin Acting Chairperson	Mr Sam Waide, Chief Executive Officer
Mr Dave Montgomery	Ms Kim Colhoun, Director of Finance & Corporate Services, Board Secretary
Mr Brian McCormick	Ms Alison Coleman, Director of People, Development & Culture
Mr Derek Cawley	Mr Michael Rowland, Director of Research, Standards & Assurance
Mr John Cronin	
Ms Sarah Johnson	

Board Minutes

1	**Election of Acting Chairperson** Agreed written resolution and all Board in agreement. DOT have advised a new Chair should be appointed shortly. Board to be informed once DOT have confirmed the appointment.
2	**Apologies and Introductions** The members were welcomed to the meeting, there were no apologies. Brian McCormick was welcomed to the Board by the members.
3	**Meeting in the Absence of the Executive** The members had a meeting in the absence of the executive.
4	**Conflict of Interest Declaration** No conflict-of-interest matter was declared by the members present.
5	**Minutes from Board Meeting, Decision Record & Action Tracker** Board Meeting 24 October 2024 were approved by Board. Board Meeting 09 November 2024 were approved by Board.

6	**Government Decision on RSA Future** The Executive provided clarity on the Government decision and recent updates regarding the review of the RSA. The Board raised a number of queries which the executive confirmed appropriate advice would be sought to respond to these queries. The Board suggested that the communications steering group should be called the communications co-ordination Group within RSA for clarity purposes. The executive provided the Board with an overview of the first meeting of this group which took place on Monday 16th December. The executive confirmed it was a preliminary meeting with limited attendance to discuss draft terms of reference (ToR). The RSA were clear with the group that the Board had not fed into these terms and there would be no sign off without their approval. Board was advised the next meeting of this group is scheduled for the 22 January where the group hope to have Board feedback and ToR would be further discussed. Discussion at board focussed on the need for quorum, watching briefs for the group as well as ensuring that the RSA Act is respected, and RSA is not acting ultra vires. The RSA agreed that the advice sought would be shared with Board. Due to the timing of the meeting in January, it may be necessary to have a single agenda item Board meeting earlier than planned date of 30 January 2025. Consensus that status quo prevails until change is recognised and until Board and Executive have finalised the RSA position and the Board is reserving its position for the moment. Board noted the oversight agreement and suggested items are kept separate for now but important to note and consider.
7	**Items for Decision** **Updated Optimum Level of Reserves Policy** Policy approved by Board.

8	**Items for Information** **Cultural Assessment Update** Board noted concern over the lack of engagement with culture assessment noting this from previous presentation. The RSA are now tracking the items management are working to (recommendations) as part of their work to improve culture. Pulse survey to be undertaken amongst colleagues. Cultural tracker to be shared with Board once finalised in app format. Also noted that a project is underway to place the tracker on an app as well as a recognition app to thank colleagues. Discussion around sentiment amongst certain groups of staff was also mentioned as being challenging with Board supportive of recognition of great work being done as well as tracking progress into 2025. Staffing and workflow capacity submission to be shared with Board before it issues to DoT in 2025. **ADI no show actions taken** The Board queried the duration of the test (90 mins), process in place around cancellations and filling the spots left as well as mechanisms to maximise utilisation of these slots. The executive confirmed that public listings of ADIs was in place and only compliant ADIs were on this listing. A new initiative to send reminder texts to ADIs is being worked up with an aim to greatly improve attendance. **Price Change in upcoming EDT and IBT Logbooks Contract** Board noted the paper.
9	**Report from Audit & Risk Committee Meeting** Dave Montgomery, ARC chairperson, presented the report to Board. Emphasis on the need for a Risk Framework expressed by Board. The need for architecture is essential as it was not there before. The executive stressed need for feedback from ARC so they can progress this risk policy to approval stage. ARC members agreed to share list of concerns to progress this.

10	**Chief Executive Officer's Report** ***Road Safety Update*** Board sought feedback on use of metrics such as access to number of road users and licenced drivers on reporting of deaths over time. Structure of CEO report to be reviewed to ensure important pieces are called out to Board. Board raised two queries on CoVIS i.e. the timelines and progress of engagement against those timelines as well as understanding the rational for exiting hypercare. Board wants an update on the Road User Safety Forum to include grouping, make up, role and function. Board has sought clarity of legal implications of RSS moving to DoT.
11	**Items for Future Discussion and Any Other Business** • Gender reporting - Discussion around the published report. RSA to look at UK for reports as good practice in place there. • Board vacancies & Transitional protocol until Chair appointment - Discussion around Board appts. A proposal of a skills audit to be undertaken in 2025. • 2025 Board Meeting Schedule – dates being reviewed and to be confirmed. • Board Papers Portal Software – all members have access to the system. Use of print facility is enabled the importance of exercising care and caution if printing off docs was highlighted. • Training needs: members requested to advise of training requirement for 2025. Executive to consider top 5 areas for business area knowledge sessions which board members can attend.
	Date of Next Board Meeting Thursday 30 January 2025 in Dublin

Signed: David Lt

Chairperson

Date: ______30th January 2025____________