

Road Safety Authority

Board Meeting Minutes & Action Tracker

Friday 31 May 2024

Present	In Attendance
Ms Liz O'Donnell, Chairperson	Mr Sam Waide, Chief Executive Officer
Ms Sarah Johnson	Ms Kim Colhoun, Director of Finance & Corporate Services, Board Secretary
Ms Ashling Cunningham	Ms Alison Coleman, Director of People, Development & Culture
Mr Derek Cawley	Mr Brendan Walsh, Chief Operations Officer
Mr John Cronin	Ms Sarah O'Connor, Director of Partnerships & External Affairs
Dónall Curtin	Ms Laura Byrne, Executive Office
Dave Montgomery	

Board Minutes

1	Apologies and Introductions The members were welcomed to the meeting and the apologies were noted.
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 from Board Meeting, Decision Record & Action Tracker of 21 March 2024 The Board recommended some changes to the minutes which were noted. It was agreed that actions from board presentations should be noted and not details provided in the reports presented, minutes amended to reflect this. Dublin City Council has been contacted to arrange a presentation for Board Members. Executive are working on rescheduling the meeting with Minister McEntee which was previously cancelled. PSNI to be invited to present to the Board in Q4 2024. Executive to come back to Board on research in regard to benefits speed awareness courses versus penalty points models elsewhere. It was noted that such training would most likely require legislation.



	Executive to consider the educational approach and profile of those with penalty points to discuss at a meeting with PSNI. Executive to confirm if there is a study available on penalty points v driver's age. AGS are trialling an HGV vehicle to detect dangerous behaviours of vehicle drivers, both commercial and car drivers, having proven to be effective by other countries Go Safe vans will need legislation to increase its use to include mobile phone detection, the technology is already available. Current legislation only allows for speeding offences. Executive to provide legislation priority list to Board. Deirdre Horkan to attend Board meeting to provide update and process paper on high level legislative changes that are needed.
5	Chairperson's Report Increased effort over the last 2 months to decrease road fatalities. AGS 30-minute road safety patrol by uniform officers in each shift is having an effect. Resource requests with DOT for approval with no clarity on funding. Weekly meetings with Secretary General and Assistant Secretary of DOT continuing. [REDACTED] [REDACTED] Driving test is not meeting SLA against the context of unprecedented demand for this service. Customer service directorate aiming to address this over the summer. Increased tests and weekend tests are being undertaken by supervisors, in addition to continued overtime by testers. [REDACTED] [REDACTED] [REDACTED] DoT have issued a letter to RSA for the Auditors, as requested with regards going concern given the current 6-month budget approach. The letter confirmed the DOT Department will provide funding support to the RSA in the second half of the year, if required. Any such support will be for strictly necessary expenditure, the definition of which will need to be agreed between both parties, and after existing revenue reserves within the RSA are exhausted. The letter calls out that indexation has impacted self-funding model and the importance of the RSA's work promoting road safety being funded appropriately.
6	Chief Executive Officer's Report



	Road Safety Update The current trends show the results of increased enforcement and educational awareness in April and May. There is a risk of reduced enforcement in the summer months due to annual leave. Commissioner Harris is supportive of average speed cameras and has committed to the introduction of 12 in 2024 and 100 cameras in 2025 which will be from the AGS budget. Executive spoke to AGS, offering any research / insight which can be provided to inform locations. Executive to confirm serious injury trends which appear to be decreasing v fatalities. RSA have been invited to attend Public Accounts Committee on 27th June. Representatives from DoT have also been invited to attend. Op Ed article to be written in June which will outline statistics, improvements, research and current resource constraints. E-scooter campaign launched in June, spanning all available paid media channels and earned media through PR. Radio ads include mobile phone use and drink and drug driving. New CVRT centre opening in Athlone which the executive will attend. Protected Disclosures training to be scheduled for Board Members. Policy currently been updated to align to the DPER template. Road Safety Transformation Board RSTP meeting scheduled for 05 June. Board agree that Phase 2 of the strategy should focus on a smaller number of transformational actions. Risk Report 2024 As agreed at ARC, a new risk is being developed on fatalities which will be included in the report for June. Risk report should show what is in and out of appetite. Half day risk workshop to review the RSA risk management framework to be scheduled for ARC on June 20th and a half day risk workshop for all board members later in the year. If [REDACTED] [REDACTED] [REDACTED] [REDACTED]
7	Audit & Risk Committee Update The current Risk Management Framework document requires a detailed review. A workshop will be scheduled with ARC members to review the framework and supporting



	documentation. Risk appetite statement to be developed which will be approved by Board. An internal audit on risk management is planned for July. This resource maybe needed to develop the necessary processes and supporting documentation. Concerns raised with cyber security roadmap and response plans. These are to be developed further with timelines, activities and future focus mapped out. Cybersecurity needs budget and additional resources. The RSA is currently not in scope with the NIS 2 directive. Concerns were noted with the roadmap and the timeline of tasks. The Committee suggested that further work is needed in relation to this area and the ARC may need external support to provide assurance that the RSA have sufficient assurances for Cyber Security. Cyber Incident Response Plan (CIRP) needs to be signed off by CLT. Business Continuity Response Plan (BCP) and recovery Standard Operating Procedures plans need further development by the business. BCP event facilitated event held with CLT and waiting outcomes report from external facilitator. Next steps include additional inhouse resource requirements. Meeting with external supplier expert to be scheduled. Internal Audit review of the effectiveness of RSA Governance and Reporting Mechanism to monitor and measure implementation of the Government Road Safety Strategy was presented to ARC. This found no significant findings but 2 important findings and 2 minor findings. The management responses to the recommendations are to be reviewed and updated with an interim action plan documented. The updated document is to be presented at the next ARC meeting in July. The audit concerns the administration of the role and not RSA as a lead agency. The finding is to be shared with DOT as Chair of the RSTP.
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8	Items for Approval Award of contract for Provision of Media Buying for the RSA There was a typo in the total value of the board paper presented where the total value of 4 years was noted as [REDACTED], however, upon clarification should have been [REDACTED]. Following this clarification, the Board approved the contract for the Provision of Media Buying. Award of contract for Provision, Maintenance and Administration of RSA Fleet Vehicles The Board approved the award of contract for the provision, maintenance and administration of RSA Fleet Vehicles. Award of contract for Provision of Medical Fitness to Drive Services to the RSA The Board approved the award of contract for provision of Medical Fitness to Drive Services to the RSA.
9	Cultural Assessment Alison Coleman, Director of People & Culture, joined the meeting. Culture Assessment management report to be shared with Board. This was the first cultural assessment to be held in the organisation, with 60% of staff responding to the survey. A tracker of outcomes and organisational wide plans from each Directorate will be added to MyRSA for staff to see. The assessment needs to be captured in the annual report to highlight the journey. A Staff Pulse Survey will be held in-between each cultural assessment. Update on PMDS goal setting figures to be shared. Note to issue to managers to increase the completion rate.
10	RSA Key Services Update [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]



	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
11	Current Campaigns Update Sarah O'Connor, Director of Partnerships & External Affairs, joined the meeting. Overview provided on upcoming campaigns for all media streams, across various recent and planned advertising Top line statistics (post-campaign analysis) are coming through within weeks of campaigns concluding and tracking from B&A will be shared in due course as this can take a number of months to compile. Following a series of engagements with Skoda, the Executive has confirmed that Skoda were unable to co-fund the extension and upweighting of the Imogen Cotter campaign on TV, and particularly on sports packages, and their branding has consequently been removed. Letter to be sent to Skoda formally notifying them of the change but the RSA is open to re-engaging with them on this advert, which has been a very beneficial campaign RSA won the Gold Award at the Sockies 2024 (social media awards) for the 30k campaign. The RSA held a very successful public engagement event at Gamerfest in the RDS, relying on our virtual headsets and interventions on distracted driving and drink driving. Virtual headsets to be available for Board to try at an upcoming Board meeting.
12	Items for Further Discussion and Any Other Business UBN Data Sharing Agreement paper review and executive to confirm the type of data to be shared.
	Date of Next Board Meeting Thursday June 20 2024 in Dublin



Signed:

Chairperson

Date:

