

ROAD SAFETY GB ANNUAL GENERAL MEETING

Wednesday 6th November 2024

In attendance

Director	Post
Sam Merison (SM)	Chair
James Gibson (JG)	Executive Director
Jackie Bratley (JB)	Finance Director RSGBi
Nicola Foster (NF)	Vice Chair
Rhian Hughes (RH)	Academy Director RSGBi
Bill Smith (BS)	Comms Director RSGBi
Will Cubbin (WC)	Director of Research
June Howlett (JH)	Company Secretary
Philippa Young (PY)	Director RSGBi
Name	Organisation
Elizabeth Johnson	Buckinghamshire Council
Ben Johnson	GEM
Ian Edwards	NVC
Dan Campsall	Agilysis
Cathryn Williams	Shropshire Fire & Rescue
Karen Delaney	Safer Roads GM
Rhiannon Leeds	Safer Roads GM
Michelle Giles	QEF
Keith Baldock	B&HCC

Welcome and Introductions

1. **Apologies.** Sarah Collins
SM opened the meeting and welcomed everyone to the AGM 2024
2. **Minutes of the AGM 2023.** The minutes were agreed and signed off with no outstanding actions.
3. **Matters arising** from the previous minutes. Complete
4. **New appointments.** Sandra Agbabiaka resigned from her role as Company Secretary and June Howlett has been appointed to the Company Secretary position.
5. **Director Reports**
 - a) **Chair – SM**

SM thanked the current Board of Directors who are all strong in their areas of experience and expertise, especially the Research Director Role and SM thanked Will Cubbin for filling that role so well.

SM had two targets for his two years as Chair. To get the CPD framework up and running within the next two years and thanks to the work by RH & Ian Edwards we are making good progress with that.

The second target is to launch RSGBi Safe Systems course that we have received funding to develop and deliver.

SM has enjoyed his first year as Chair and is looking forward to year two.

b) Vice Chair – NF

NF thanked everybody for welcoming her and making her first year so positive. Steep learning curve with shadowing at meetings and supporting directors. Responding to consultations, collaboration with organisations, representing RSGB at meetings, events and learning about Safe Systems and representing members. Please contact NF if there are things members want or need from RSGB which can be fed back to the board.

c) Executive Director – JG

Thanked the RSGB management team. Most act in a voluntary capacity to support the organisation and give their time freely to RSGB with the backing of their employers. Without their support, James said his role would be much harder and we wouldn't have been able to achieve the things we have in the past year.

Strategic Plan

Our 5 Year Strategic Plan 2022-27 is established and continues to guide our work across 6 key areas:

- Structure and Governance
- Membership Benefits
- Academy Function
- Partnerships
- Income Generation
- Communication

Sitting under the 5 Year Strategic Plan is the 'Annual Operational Plan' which gives a focus for work tasks within the financial year.

The Board also receive a quarterly Key Performance Indicator sheet which covers Finance, Membership, Academy and Communications. This document provides information on the performance of the organisation in an easy to access format.

We are making good progress across the areas of KPI reporting.

Greater self-sufficiency

RSGB continues to strive towards a position of greater self-sufficiency and less reliance on DfT grants. The grant funding position from DfT has continued to be project focused:

- Academy course development
- Knowledge sharing – (providing a small amount of support for RSKC and NRSC)
- Dedicated Motorcycle conference – 13 Feb 2025
- DfT also assist with funding for Data Analysts Conference 'Joining the Dots' (4 Mar 2025) and Network/Webinars.

RSGB work with Agilysis as our delivery partner for this work.

Membership

Membership numbers have remained strong. We have three full membership categories. Local Authority, Corporate (for fire, police or commercial) and Corporate Plus (which adds additional marketing benefits).

- 'Corporate Membership Plus' adds things like a spot light story and member being featured on the weekly newsfeed, as well as listings in our resources and services directory.
- Combined PO for Membership and Conference can be offered.
- Also multi-year memberships can be arranged.

Achievements

- The successful funding bid with The Road Safety Trust has been moving forward. This has allowed more than 300 ADIs to receive the Ageing Driver Training on a free of charge basis. Evaluation, a refresher module and an ADI register are all following. This will be of great use to our members involved or planning to become involved in older driver training provision.
- We have secured additional sponsorship for National Conference and have managed to gain excellent growth in terms of speakers, delegates and exhibitors. We have had great support from the Mercia region. We also have plans in place for NRSC25. This will move to Wyboston Lakes just off of the A1 in Bedfordshire – the Eastern region will help to form our conference committee.
- Our Regional Reps meeting attendance has been maintained and in fact shown good growth over the past year. I have also been keen to join regional meetings either online or face-to-face where possible.
- JG again presented at the European Road Safety Summer School – where mobility experts gathered online to learn about an integrated approach to road safety, based on good examples from European countries. It is hoped that such international exposure may provide future business opportunities to explore.
- Partnerships have continued with National Highways and the Driving for Better Business programme.
- RSGB have collaborated with Loughborough University on a driver fatigue e-learning package, which plans to increase knowledge in this area for road safety professionals.
- Working with PACTS on a project regarding creating a 'Vision Zero Network'.
- Supporting PACTS with the Road Safety Manifesto. RAC Foundation with their work on GDL and DriveFit 2.0 stakeholder group.
- JG conclude by noting that every contact with RSGB is explored and actively followed up and RSGB remains open to business opportunities to bring benefit to the organisation and most importantly to our members.

d) Jackie Bratley Director of Finance & Governance (Charity/International)

Financial Overview

The Charity's financial year for 2023/24 was overall positive, membership numbers of local authorities are good and the new corporate plus membership has proven to be very popular with RSGB's commercial members. The cautious approach has continued and helped to manage budgets effectively.

The finance team Jackie Bratley and James Gibson have managed the finances, been creative and adapted accordingly to continue financial stability.

Income generated from DfT has changed and proposals are now submitted through innovative projects, this may also include collaboration with other organisations and partnerships.

We have continued to receive DfT grant funding to support RSGB and its members, this helps to fund:

- Academy development and framework
- Development and delivery of Safe systems course
- Development and management of a Data Analysts Conference and Network (Joining the Dots and stats 19)
- Delivery of the RSGB P2W Conference

The RSGB finance team put together a lean budget for 2023/24, monitoring and reducing expenses and other spending as much as feasible to reflect the ongoing adaption we all continue to manage within our budget restraints.

Once again the careful management of the day to day finances has meant we eventually came through with the finances remaining very positive. However income generated will be carried forward into this financial year due to the project development timelines therefore this will impact income flow for this financial year.

We have received additional DfT, Road Safety Trust and partnership grant funding to support RSGB and its members. Corporate membership continues to grow.

RSGB Ltd also received a charitable donation from RSGB International Ltd of £13,113

The Academy continues to develop new courses to meet the needs of its members, client base and commercial business this is key to general continued income flow to the academy and its members.

Overall the RSGB financial KPIs set for 23/24 have been achieved.

Finance System Development

RSGB have updated and developed the system in the way we receive payments.

WorldPay was not providing a service that we required and the fees for transactions had increased significantly. We did some back ground work to find another provider which would give more flexibility to customers and would be more cost effective to RSGB.

Our monthly fee with WorldPay was £28.11 we now pay £14.95 with NatWest so a significant saving. This means we can offer more ways to pay to all our customers including LHA who have requested this on several occasions.

NatWest TYL are our new e-commerce provider with a 3 in 1 service .

1. Virtual Terminal – payment by phone
2. Pay by link – create a payment link we can send to customers or add to invoiced.
3. Hosted payment page – payments via our website.

Going forward into the current financial year, how we generate our income is continually changing and therefore RSGB needs to adapt and change accordingly, with careful forecasting, planning and development budgets have been created to ensure ongoing financial stability of Road Safety GB.

The year-end accounts for 2023/24 will be available in the members' area of the Road Safety GB website as soon as they have been signed off. Please contact James Gibson for a link.

The key points in the accounts are as follows:

Profit and loss account

Total income for the year was £327,569. Some of this included £146,00 in DfT grants, £20,000 in additional grants (RST) £49,663 in membership fees and £31,263 in sponsorship and donations.

Cost of sales came to £31,923, which included, £6,600 academy development and event hosting and £25,323

This gave a gross profit of £295,923

Expenses for the year came to £200,073 The main areas being employee costs at £104,678 and web hosting and maintenance at £53,249, Management costs at £12,000

This gave a net operating income of £95,572 **After other income and expenses were taken into account net income was £97,978**

This is a very positive year end, part of the allocated income received is also for 24/25.

Balance Sheet

On the balance sheet on 31 March 2023 there were £0.00 in tangible assets (IT equipment) and £10,992 in debtors. In our bank accounts there was £23,672 in the current account and £458,279 in the savings account. This gave net current assets of £500,615

Taking current liabilities, including future membership fees received, into account the total net assets (capital and reserves) on 31 March 2023 stood at £400,115

Profit and Loss
April 2023 - March 2024

	TOTAL
Income	
DFT Grant Claim	146,000.00
National Conference Income	23,071.00
RST Grant	20,000.00
Sales	0.00
Corporate Member	5,938.00
Individual Membership	815.00
LHA Members	42,910.00
Total Sales	49,663.00
Services	53,561.67
Sponsorship and Donations	31,263.20
Uncategorised Income	4,010.75
Total Income	£327,569.62
Cost of Sales	
Academy Development	6,600.00
Event Hosting	25,323.50
Total Cost of Sales	£31,923.50
GROSS PROFIT	£295,646.12
Expenses	
Accounting	4,800.00
Attending Conferences and Events	360.00
Bank charges	810.62
Hotels	758.50
Insurance	1,783.46
Management Charge	12,000.00
Office expenses, repairs & maintenance	1,413.45
Payroll Expenses	104,678.19
Pensions	14,493.57
Subscriptions	1,317.87
Subsistence	194.83
Sundry expenses	595.86
Telephone	289.76
Travelling expenses	2,603.85
Uncategorised Expense	725.00
Webhosting and Maintenance	53,249.00
Total Expenses	£200,073.96
NET OPERATING INCOME	£95,572.16
Other Income	
Bank interest - received	4,762.48
Total Other Income	£4,762.48
Other Expenses	
Charitable Operations	2,356.00
Total Other Expenses	£2,356.00
NET OTHER INCOME	£2,406.48
NET INCOME	£97,978.64

Balance Sheet
As of March 31, 2024

	TOTAL
Fixed Asset	
Tangible assets	
Computer equipment accumulated depreciation brought forward	-2,823.00
Computer equipment additions at cost	948.12
Computer equipment cost brought forward	2,823.00
Computer equipment depreciation charge for year	-948.12
Total Tangible assets	£0.00
Total Fixed Asset	£0.00
Cash at bank and in hand	
Business Reserve xxxx3812	458,279.34
Cash on hand	0.00
Current Account xxxx3359	23,672.83
RSGB Loan - GBP	7,671.00
Total Cash at bank and in hand	£489,623.17
Debtors	
Debtors	10,992.00
Total Debtors	£10,992.00
Current Assets	
Accrued Income	0.00
Bad debt provision	0.00
Other debtors	0.00
Prepayments	0.00
Uncategorised Asset	0.00
Worldpay Clearing	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£500,615.17
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	35,584.68
Total Trade Creditors	£35,584.68
Current Liabilities	
Accruals	0.00
Deferred Grant Income	0.00
Membership Fees for Next Year	0.00
Memberships - Next Year	0.00
Fees 21/22	0.00
Fees 22/23	0.00
Fees 23/24	0.00
Fees 24/25	44,810.00
Fees 25/26	1,175.00
Fees 26/27	475.00
Total Memberships - Next Year	46,460.00
Other Creditors	0.00
Other Payroll Deductions	0.00
Payroll Clearing	0.00

	TOTAL
RSGB International Loan	0.00
Tax and National Insurance	2,791.14
VAT Control	-6,216.39
VAT Suspense	16,785.21
Wages and salaries control	5,094.88
Total Current Liabilities	£64,914.84
Total Creditors: amounts falling due within one year	£100,499.52
NET CURRENT ASSETS (LIABILITIES)	£400,115.65
TOTAL ASSETS LESS CURRENT LIABILITIES	£400,115.65
TOTAL NET ASSETS (LIABILITIES)	£400,115.65
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Capital and Reserves	
Retained Earnings	23,318.01
Retained profit balance forward account	278,819.00
Profit for the year	97,978.64
Total Capital and Reserves	£400,115.65

Road Safety GB International Ltd Finance Report AGM 2024

Finance Overview

The annual business report under (Academy) describes in detail through the development of courses, updating and refreshing current RSGB courses has encouraged more learners, and a general overview of the price structure for both course and tutor fees, has helped to generate additional income for the Academy. This will be reviewed annually.

The accounts reflect a positive and encouraging forecast for next year. We still remain cautious and will continue to adapt accordingly, progress forward in stages with future development of the Academy overall we will also adjust costs accordingly to encourage growth. This will help to increase the company's annual turnover and improve its financial position going forward.

A charitable donation will be gifted back to RSGB Ltd (Charity) of £13,113 for the benefit of its members. Adjustments will be taken into account for the intercompany account (money owed to RSGB International from RSGB (Charity) through payment errors to the wrong account.

Road Safety GB International's (RSGBi) financial year to 31 March 2024 ended once again very positively, and in profit, turnover for the financial year was £50,477 in comparison to the previous year at £37,415 a 35% increase this is demonstrating that by continued financial overview managing risk appropriately is stabilising growth in an effective way.

Once the final accounts have been signed off they will then be available in the members' area.

The Profit and Loss and Balance Sheet are set out below.

Profit and Loss
April 2023 - March 2024

	TOTAL
Income	
Academy Courses	50,477.50
Services	0.00
Total Income	£50,477.50
Cost of Sales	
Academy Administration	7,900.00
Academy Development	1,980.00
Academy Tutor Fees	20,190.00
Total Cost of Sales	£30,070.00
GROSS PROFIT	£20,407.50
Expenses	
Accountancy	1,200.00
Administration	3,000.00
Advertising	580.00
Bank charges	96.00
Charitable Donations	13,113.20
Events	155.00
Hotels	316.10
Insurance	952.82
Interest Payable	96.23
Office expenses, repairs & maintenance	214.37
Travelling expenses	599.69
UK Corporation Tax	16.00
Total Expenses	£20,339.41
NET OPERATING INCOME	£68.09
Other Expenses	
Unrealised Gain or Loss	0.00
Total Other Expenses	£0.00
NET OTHER INCOME	£0.00
NET INCOME	£68.09

Balance Sheet
As of March 31, 2024

	TOTAL
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
BCA (5711)	0.00
Current Account	7,978.67
RSGB Loan	0.00
WorldPay Control	0.00
Total Cash at bank and in hand	£7,978.67
Debtors	
Debtors	9,604.80
Debtors - JOD	0.00
Total Debtors	£9,604.80
Current Assets	
Bad debt provision	0.00
Other debtors	0.00
Undeposited Funds	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£17,583.47
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	600.00
Total Trade Creditors	£600.00
Current Liabilities	
Accruals	0.00
Corporation tax payable	16.00
Deferred Income	0.00
Director's current account	0.00
Other Creditors	0.00
VAT Control	1,420.80
VAT Suspense	2,553.62
Total Current Liabilities	£3,990.42
Total Creditors: amounts falling due within one year	£4,590.42
NET CURRENT ASSETS (LIABILITIES)	£12,993.05
TOTAL ASSETS LESS CURRENT LIABILITIES	£12,993.05
TOTAL NET ASSETS (LIABILITIES)	£12,993.05
Capital and Reserves	
Retained Earnings	12,964.59
Retained profit balance forward account	-39.63
Profit for the year	68.09
Total Capital and Reserves	£12,993.05

e) **Academy Director Report - RH**

Second year as Academy Director has been interesting and rewarding, thanks largely to the fantastic support and input from my fellow board members, the educators and the RSGB Academy members who feedback and help steer the direction of the Academy. Thank you on behalf of the Academy.

This year 23 courses have been delivered to 181 attendees. In addition, we have reached 318 approved driving instructors with the ageing driver courses.

In terms of new course development, some of you may have seen the media course has been trialled and following feedback, we have reconfigured this into 2 half day courses to better reflect the needs of members.

We are developing a new Fatigue e-learning course with Loughborough University – industry experts approaching us to get key knowledge to our membership

Speed enforcement courses have been requested to be explored in 2025

In the last few months we have been applying focus and attention to the Safe Systems course. We are really keen to support members with both the theory and the practical application of safe systems.

Members have been involved in the development of this course to ensure it is targeted to the right level. Research has taken the following format:

- 1) A literature review
- 2) Focus Groups
- 3) Membership survey

All of which have helped shape the content of the course and we are due to trial the courses during 2024/25. Thanks to Ian Edwards for all the work he has put into this in these earlier stages.

There will be two courses (1 day course and a 2 day course) so that you can best select the level of content suitable for you and your professional development.

In addition, we have been working on replacing the RSGB Apprenticeship scheme. Despite a number of best efforts and promotion the Apprenticeship has not proved sustaining in terms of numbers of people signing up. The arrangement with Eden has now come to an end and I am excited to announce that we are introducing an RSGB Accredited Framework to support our members.

This new framework will be aligned to the development of the Safe Systems courses and will provide members with a clear route to learning, flexible for your personal learning and development

RH remains available to discuss any ideas for new or developing courses, so we can continue to build the Academy with members at the heart.

f) **Communications Director – BS**

National Conference

RSGB are very pleased with the numbers attending National Conference with good numbers of attendance and international delegates attending. Delighted to have Lillian Greenwood, Minister for Future Roads attending and delivering the opening address.

Website reviewed and updated in 2024 by Stennik, visits are a bit down, but opinion pieces boost visits. In excess of 2,500 people receive the weekly newsfeed.

Comms, social media and Knowledge centre

20 items published, 6 items relating to the Academy.

Twitter (X) remains constant.

Facebook progressing, but the biggest progress has been through LinkedIn where we have almost doubled the amount of subscribers.

Knowledge centre

Testament to the work done by Stennik, that visits are up 30%.

Bill thanked all his colleagues for their work and support and the work done by Stennik and members for support and advice.

Question – Keith Baldock. Why are people not engaging as much with the questions asked on the Knowledge Centre and how do we reengage people with this? BS – It may be the expertise is no longer present with people leaving road safety (see action).

g) Director of Research – WC

WC thanked RSGB colleagues for their support this year. Main piece of work has been the Analyst Network and working with Agilysis to deliver this work. Delay in funding from DfT, but Agilysis were able to deliver most of that work, including planning the Joining The Dots Conference, which is to be held on the 4 March 2025. Monthly webinars adjusted due to funding release, one has been delivered so far and the rest will be delivered towards the end of this coming financial year and the beginning of the new financial year.

Joining the Dots Conference remains focused on data and research.

Quarterly meetings with the Analysts Champions Network which are all held online which have proved successful, rather than delivering on a regional basis.

WC took part in the working group for the Safe Systems Course being delivered.

Laura Laker, a journalist has been working on changing the language used for reporting road traffic collisions from 'accident' to 'collision' and 'crash'. She has been working with the police to update her academic work into a practical document for comms teams to use. She is currently waiting for feedback on that work and once its completed RSGB will offer her a webinar to help promote the findings to our members.

Contributing to the call for evidence and consultation on the national plan policy framework and links to policy planning being key to safe systems principles in the future.

EAPC (Electric Assisted Pedal Cycles) E bikes and making the distinction between an EAPC that is limited to 15.5mph whilst being pedalled and a 1000 watt electric moped that looks like a bicycle but it an electric moped. EAPC regulations were proposing an increase in the speed limit, which may have negative impacts for road safety.

School Crossing Patrol offences. RSGB consulted with police colleagues to support.

Supporting RAC Foundation proposals for GDL.

Question – Keith Baldock. Is there any work to standardise the graphics on the data you have that LAs could use with colleagues and members of the public. WC – The main item delivered within the champions network with Agilysis is 'data – wiki', which is a website with lots of data resource and analysis, but not infographics. If there is something you particularly want to request, get in touch with WC.

SM thanked everyone for attending and closed the meeting at 10.30am.

Actions:

- BS consider how to improve engagement with questions asked on the Knowledge Centre – discuss potential article with Stennik.