MINUTES

The chairman welcomed everyone to the meeting and confirmed full attendance.

RSSB.14/46 A1 STAKEHOLDER SURVEY RESULTS

Chris Fenton (CF) introduced Louise Brooker-Carey, RSSBs Head of Communications and Catharine Peacock and Rachel Phillips of ComRes who had carried out the survey on RSSBs behalf. He confirmed that the purpose of the survey was to show our stakeholders that RSSB want to listen to them and it provides an evidence basis and benchmark for improvement. He further confirmed that there were no surprises in the results.

ComRes gave a presentation outlining the results of the stakeholder survey. They confirmed that for the time of year and the seniority of those taking part in the survey the 27% response rate was good.

Key findings were:

- The positive reputation of the company among its stakeholders with 77% favourable towards the organisation
- The majority of stakeholders have some awareness of the roles that RSSB plays in the industry, but there is uncertainty over some specifics including RSSBs role in supporting the industry outside of the field of safety and standards
- Strengths (which significantly outweigh the weaknesses) are seen as ability to facilitate coordination across the industry while remaining independent, its expertise and experience in the sector and its research
- Weaknesses are seen as slow to act, and not focussed enough on practical measures
• RSSB’s communications are generally seen positively in the majority of aspects with tailoring of communication requiring some greater focus
• A number of stakeholders could not think of any way for RSSB to improve in the future. Those who did suggested a greater focus on industry objectives and improved engagement with the industry and publication of its work

Anson Jack (AJ) advised that RSSB had been provided with all the comments supplied through the survey, subject to confidentiality. Specific responses would be reviewed and considered. CF confirmed that the survey would be a baseline for improvement. He further confirmed that consideration would be given to carrying out a similar survey on an annual basis. The aim was to sustain favourability whilst broadening familiarity with the range of RSSB activities.

The directors felt the results of the survey were very good and should be conveyed to staff and asked that CF come back to the next board with a list of 5 key things RSSB will action to address the key points over the next 12 months.

The directors noted the results of the survey and the intention to repeat core parts of the survey in 2015 as part of the evaluation of RSSB performance. They also noted that the executive are following up the findings and that a further paper on this will come to the next board meeting.

RSSB.14/47 A2 DIGITAL RAILWAY / RDG

Mark Carne (MC) presented the Digital Railway concept to the board and the process and timescale for the development of a business case. This would potentially be a substantial programme of work that would provide a vision for and acceleration of many aspects of the Rail Technical Strategy. An accelerated programme had, he explained, the potential to transform the railway by 2029 rather than 2062 under the present programme.

There needed to be an understanding of the size of the potential ‘prize’ to inform the base programme v digital acceleration case. There would be far more to this than just digital control of the network – there would be huge benefits for the passenger also including eTicketing, dynamic pricing and broadband data availability on trains.

Network Rail was setting up a Digital Rail Directorate incorporating Communications /Digital/ETCS to work with the industry over the next two years in determining what it would take to put this accelerated programme in place. This would include considering the skills shortages/requirements, the role that RSSB could have in delivery of specific R&D for example, training requirements and the funding profile.

The directors supported the concept and the work to be done in determining the business case but asked that it didn’t impact adversely or cause loss of momentum on any other work.
RSSB.14/48  A3 RDG / RSSB INTERFACE HEALTH AND SAFETY ENVIRONMENT

CF introduced this paper the purpose of which was to provide a basis for a board discussion on the proposed establishment by RDG of an SHE Committee. He raised a number of related questions emerging from the proposal and asked the directors to discuss them with a view to determining the steps needed to deliver an optimum working relationship between RDG and RSSB.

MC made the case following the logic outlined in the paper, noting that the rail industry today has no single safety strategy outlining agreed priorities. He proposed that an RDG SHE Committee could provide a focal point for such a strategy.

Directors while supportive were concerned with the lack of engagement of the supply community by RDG - including RSG. While they supported the concept of a single body determining an SHE strategy for the industry, they felt that the whole industry should be engaged in its determination. MC confirmed that it would not be difficult to involve RSG in this work and that it was essential that they were.

The directors also agreed the importance of the right people being on this committee. GL suggested that if the SHE committee ran as envisaged it would only need to deliver a light touch on related industry activities.

Concluding the discussion the directors acknowledged that RDG was originally created to deliver efficiencies in the rail industry and suggested that it delivered on that objective before expanding its remit further - however they broadly supported the concept and agreed it needed further development. The involvement of the Regulator was noted as an input to evaluation of such a committee.

CF advised that RSSB had a 20 minute slot at the next RDG meeting on 20th September where it could be further discussed and CF/MC would report back with the proposals after the RDG committee.

RSSB.14/49  A4 PEOPLE AGENDA

AJ introduced the paper which updated the directors on the progress on the ‘People Work Stream’ under RDG which supports the industry objective of reducing costs and delivering appropriately skilled people where and when they are needed. It also set out the concept of an alliance between RSSB and NSARE in delivering people activities that support both the RDG and the RSG and sought endorsement for RSSB’s involvement in these activities as a new ‘May’ function under the Constitution Agreement.

The directors were asked to consider whether in view of this proposed provision by RSSB and NSARE of a programme management capability, RSSB should be represented on the RDG steering committee in its own right.
The directors noted the RDG decision to create a people work stream and the intention to explore an alliance with NSARE to deliver projects for RDG, RSG, TSLG and others. They resolved to endorse as a reserved resolution, the creation of a ‘people work stream’ as a ‘May’ function of RSSB and also resolved to endorse seeking membership of the RDG Steering group to support the proper governance of the RSSB contribution to this activity.

The chairman advised that paper B2 would be taken before paper B1.

**RSSB.14/50  B2 EUROPEAN DEVELOPMENT AFFECTING RSSB AND OUR MEMBERS**

The directors noted three European developments that will or may impact on RSSB and our members:

- The process to appoint executive directors to the ERA and Shift2Rail and to give consideration to nominating/encouraging candidates for the Shift2Rail Director position
- The building of the Shift2Rail consortium and consequently they resolved to delegate to the executive the authority to commit RSSB to participate in the Shift2Rail if a fundable proposition is agreed with the TSLG core group
- The expansion of the scope of interoperability from Jan 1 2015 and the implications for Railway Group Standards.

**RSSB.14/51  B1 CHIEF EXECUTIVE’S REPORT**

The chief executive took the circulated report as read and specifically drew the directors attention to the following points:

- The attached ‘Taking Safe Decisions’ leaflet which set out the detail behind the update of the document.
- Applications from both Govia Thameslink Railway Ltd as a category A member (TOC) and Arcadia Alive Ltd as a Category F (Supplier) member of RSSB. The directors resolved to admit Govia Thameslink Railway Limited as a member in the TOC category with effect from 14 September. They further resolved to admit Arcadia Alive Limited in the Supplier category of RSSB membership with immediate effect.
- Rail for London became RSSB members in the Infrastructure Manager category on 01 July 2014.
- The handing back from TSLG core group to RSSB executive its delegated authority for the balance of the skills element of the grant from DfT which equates to £500k.
- The 2014 AGM which will take place on 14 November at 12.00 – the directors resolved to delegate the authority and responsibility for drafting and mailing the Notice of Meeting and accompanying papers, to the executive.
- The work underway to resolve the issues in the draft 3 year agreement between RSSB and Achilles which looks to establish them as a service provider rather than ‘owner’ of the RISQS/Link-Up system.
- The work being done to develop SMIS for the future. GL indicated that if work did not address their requirements and deliver in a quick timeframe, NR would ‘go its own way’ and would not support this
work. CF acknowledged this and supported an acceleration of the work following a further paper to board in November.

- The work being undertaken by RSSB on a special root cause investigation of the seven incidents related to wheelsets overhauled by RISAS certificated suppliers.

CF advised that the area of National Schemes including RISAS and RISQS was one that needed more attention as it was not yet at the ‘strategic’ level that RSSB would like it to be at. The directors were keen to review the report on the investigation once it was available to see what lessons there were to be learned.

RSSB.14/52 B3 ACCOMMODATION

Helen Goodman (HG) taking the circulated paper as read updated the board on the current position of the search for new premises.

28 premises had been viewed and two shortlisted against a set of criteria with a third identified in reserve. The requirement for a set of meeting rooms for the benefit of members in a good central London location was paramount in these criteria. Since the paper was circulated it had become apparent that at least one of those might fall by the wayside. CF confirmed that at least 2 options would be kept live and it was intended that heads of terms and associated documentation would be completed and agreed by end of September 2014.

The directors indicated that they were content and resolved to delegate the authority to the chief executive to progress negotiations to a successful conclusion.

RSSB.14/53 C1 R&D BUDGET AUTHORISATIONS

Removed for publication.

RSSB.14/54 C2 UPDATE ON PTI STRATEGY

CD provided an update on the progress being made on the PTI strategy asking the directors to note that a first draft of the strategy would be brought to the board in November and the final strategy would be brought to the board in January 2015.

Robin Groth (RG) noted that as it was intended that the SSRG would be the umbrella group for this in future, a link to the Standards Committee might be beneficial

RSSB.14/55 D1 GOVERNANCE

a) Draft minutes 03 July 2014 meeting

The circulated draft minutes of the board meeting held on 3 July 2014 were approved for signature by the chairman.

b) Matters arising

All actions were reviewed and it was noted that all were either done or in hand.
c) **Forward Agenda**

The directors noted the forward agenda.

**RSSB.14/56 AOB**

**Verbal update on Augmented Remuneration / Appointments Committee**

PT advised the board that the earlier subcommittee meeting had reviewed the candidate shortlist for both the NED and the NED (chair) roles and reduced it to 5. Further work was underway to identify additional candidates for the NED (chair) role and any CVs would be circulated to the committee members in due course. Initial interviews are currently being scheduled for the end September/early October.

The Committee discussed the circulated NED remuneration paper but were not universally comfortable with its proposal. Further consideration would be given to the issue but in the immediate term it would not hold up the first round of interviews.

There being no further items, the chairman concluded the meeting.

Date of next meeting: **Thursday 06 November 2014 at 15:00 hrs**, to be held at Block 2, Angel Square.

Signed………………………………….. Date……………

**Chairman**