MINUTES

The chairman welcomed everyone to the meeting and noted apologies for Neil McDonald and Malcolm Brown (MB). He welcomed Tim Gilbert to the meeting as an alternate director for MB.

Steve Enright (attending for agenda Items A1 & A2) and Neal Lawson (attending for Agenda Item A2).

RSSB.14/57 A1 THE EVOLUTION OF SMIS

The chairman welcomed George Bearfield (GB) and Steve Enright (SE) to the meeting.

GB gave a presentation on the evolution of the Safety Management Information System (SMIS) to better meet future industry need. In it he explained the current SMIS set up, the emerging problems with the system, the scope of the wholesale change required to make it future proof and the possible solution that enterprise SMS software offers in this respect. He also touched on the scale of associated costs to move to a platform as offered by enterprise SMS software, the resulting benefit of this type of system, the way ahead and emerging vision. He concluded by advising the directors that a business case would be fully developed for approval by the board.

Steve Enright set out the value and benefit of a single reporting system as proposed, referencing examples of success and outlining the risks of not adopting a new common system.

The directors noted the expenditure already committed at risk in order to
meet industry milestones and to develop a robust business case.

The directors discussed the emerging strategic vision and agreed to consider further:

- The need for wider promotion of understanding of the solution
- How to tap into existing relevant experience (other industries have done this and benefitted)
- How to ensure that the project board has the right people on it and the correct governance in place.

**RSSB.14/58  A2 PLATFORM-TRAIN INTERFACE (PTI) STRATEGY**

Neal Lawson (NL) of Network Rail joined the meeting to give a presentation on the proposals for taking the strategy forward once published.

As the strategy was in an advanced stage of development, it was proposed that the board endorse it for completion and final approval by the Platform Train Interface Strategy Group (PTISG) with a view to it being published in January 2015. This was a good news story as it was 4 months ahead of schedule.

He outlined the immediate actions including a national safety communication campaign and the creation of a facility on Opsweb to facilitate good practice. He took the directors through further medium and longer term actions which went into CP8 and beyond.

The first phase of the media campaign had taken place over the last 8 weeks including requesting input from TOCS to the campaign and the directors were asked to note the campaign launch event to all TOCs on 21 November.

**RSSB.14/59 A3 FUTURERAILWAY UPDATE**

David Clarke (DC) joined the meeting.

CF advised the directors that he wished to place more focus on innovation in board discussion and had asked DC to give them an overview on FutureRailway current activities.

DC explained who FutureRailway were, what they did and their governance arrangements. He advised that approximately £250m was being made available for innovation projects in CP5.

He briefed the directors on a number of projects currently underway including Independently Powered EMU and avoidance of bridge reconstruction and outlined some recent and upcoming competitions.

He then moved onto the enabling innovation programme, explaining what it was and setting out the various work streams within it - all of which are designed to help deliver innovation. These included innovation on franchising, a self-assessment tool to help companies measure their innovation capabilities, an innovation academy and building innovation capability partnerships.
He concluded by outlining the portfolio mapping that is underway to develop the Rail Technical Strategy. Nine portfolios have been identified. Each portfolio is being championed by a senior person within the rail industry and all are currently underway. The first draft of each is expected before Christmas.

Gareth Llewellyn (GL) asked to what extent monitoring and maintenance of infrastructure was picked up in the portfolios. DC advised that he would ensure it was captured within the infrastructure portfolio and would confirm this for GL outside the meeting.

CF emphasised the amount of money being made available for innovation within the rail industry. He told directors that DfT were encouraging RSSB to look to get more innovation funding that was shortly becoming available. It was acknowledged that DCs team may need to scale up in order to be capable of leveraging this funding. Innovation was, he said a very substantial part of RSSB activity.

**RSSB.14/60 B1 CHIEF EXECUTIVE’S REPORT**

CF took the circulated report as read and specifically drew the directors attention to the following points:

- Shift2rail – current activities
- RISQS – the contract which has been awarded to Achilles is just about to be signed for the service delivery of the scheme following extensive negotiation.
- Rail Health and Wellbeing Conference was held on 20 October to promote the strategic theme of industry leadership and engagement in this area. The Conference was well attended and very well received.
- The lease for RSSBs potential new premises is very close to being signed. One item remains to be resolved for which the ORR offered support if required.
- The application from NXET trains Ltd (trading as C2C) to become an RSSB member in the Passenger Train Operator category ‘A’. The directors resolved to admit them with effect from 9 November 2014.
- Finance – the company is currently under budget, this is planned and is actively being managed.

Tim Gilbert raised an issue with section 2.2.2 in the circulated paper concerning gauging standards. He confirmed that there had been a lot of work done to date by the vehicle structure systems interface committee in this area but he was concerned about how it was reported in the paper. There was he felt an opportunity to have a gauging strategy that would allow for routes to have specified gauges rather that specifying trains that could run over specific routes and asked the board to think about this.

GL identified that this was in his court. TG agreed to talk to those interested in the discussion.

PK put forward a potential contact to help with the office relocation project.
The report suggested there were four risk ranking forms outstanding for SPADS ranked 20+ during August and September. GL advised that NR did not believe that to be the case and asked that this be checked.

**RSSB.14/61 B2 RDG / SHE COMMITTEE UPDATE**

CF briefed the meeting that Mark Carne had put forward a paper on safety strategy to the RDG/SHE committee for discussion. There were many views on it at the RDG meeting and it was not fully supported. MC was tasked with further developing proposals. This would include the categorisation of risk within the industry.

Following the RDG meeting Network Rail are considering the need for an industry safety strategy. RSSB will remain actively engaged in this discussion.

**RSSB.14/62 B3 INDUSTRY SAFETY MEETING**

The circulated paper was taken as read and the director’s attention drawn specifically to 2 items: a) to determine whether any further action was required on a number of the observations raised at the last ISM meeting in October and b) to endorse the proposal concerning the sponsorship of the ISM meetings in 2015.

Having reviewed the observations as identified, GL advised that the response to the workforce risk challenge was correct. The leadership issue required no action today he suggested, instead industry should allow the industry safety strategy issue (see item above) to play out and see where that comes to. Charles Horton suggested that in cab CCTV should be added to the use of forward facing CCTV footage as a tool to demonstrate workforce safety issues – he agreed to further discuss this with RSSB.

The directors endorsed the proposal that RDG sponsor the April 2015 ISM and RSSB board sponsored the October 2015 ISM.

**RSSB.14/63 C1 CYBER SECURITY**

The circulated paper which provided an update on the progress to date in supporting the industry on cyber security was taken as read. AJ confirmed that the High Integrity Software Group (HISG) has worked collaboratively to complete the first action in this area which was to establish an information portal on the RSSB website – this is currently on track to launch during November.

The group is considering further actions and will report back to the RSSB board in 20125.

The directors noted the progress made to date and that a further update will be brought back in 2015.
RSSB.14/64  C2 SYSTEM INTERFACE COMMITTEES ANNUAL REPORT

The circulated paper setting out the annual reports from the system interface committees (SIC) was taken as read. The individual reports were available via links in the paper. The paper set out a summary of SIC activities undertaken n 2013-14 and those planned for 2014-15.

The directors noted that the SICs had been tasked as a priority by TSLG to have portfolio maps compiling the 5 year rolling plan starting in 2015/16 including benefits where they arise and the likelihood of success. AJ advised that the portfolio mapping carried out by the TC&C SIC was showing promising signs that the work undertaken by the SIC has potential to lead to cost reductions. AJ went on to say that hidden in the TC&C SIC report are lots of potential solutions for ‘tomorrows railway’.

The directors noted the report of the activities of the five SICs for the period from September 2013 to November 2014 and wished to record their thanks for the exemplary work and effort put in across all five SICs acknowledging the added value their work provided. They asked that this appreciation be passed onto each SIC chairman. CF

RSSB.14/65  C3 RSSB IMPROVEMENT PLANS

The directors noted the actions in progress in response to the member and stakeholder feedback including the recent ComRes survey as outlined in the circulated paper.

RSSB.14/66  C4 ANNUAL PUBLIC RISK PAPER / RISK PAPER STRUCTURE FOR 2015

The circulated paper provided directors with a copy of the 2013/14 public safety risk paper and the main discussion points arising from its review at the System Safety Risk Review (SSRG) on 09 September 2014, an update on the proposal for the production of the risk papers for 2015 and set out a proposal to address trespass risk.

The directors noted the public risk paper specifically the section concerning suicides, they noted the proposal for the 2015 risk papers and provisional schedule for their production and supported the proposal that the SSRG establish a small project team to undertake an assessment of the current position on trespass issues, develop proposals and make suitable recommendations for improvement.

RSSB.14/67  D1 GOVERNANCE

a) Draft minutes 04 September 2014 meeting
The circulated draft minutes of the board meeting held on 04 September 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. There was some discussion around the strategy for standards topic; the ORR advised that the DfT were currently working on standards and any strategy in this respect would be worth sharing with them. The chief executive asked that directors let him know if they wished to see something specific on the agenda.

d) **Update on AGM**

The Chairman advised that all resolutions were unanimously approved at the Annual General Meeting of Members held earlier in the day.

The chairman took the time to acknowledge that this would be Gareth Llewellyn’s last meeting as a Director of RSSB and wish to record on behalf of all the directors their thanks for his considerable and significant input to the RSSB board and organisation generally, over the years.

e) **Update on Audit Committee**

The Chair of the Audit Committee briefed the directors on the following which were discussed at the Audit Committee meeting earlier in the day:

- The updated corporate risk register which incorporates both the EIT and CIRAS registers
- The proposals to address the impact of the pensions triennial review including the proposals to recover the deficit of £2.5m and the NICs (2016) issue
- Treasury policy including the establishment of a treasury committee to oversee the policy and methods of investment
- The progress on the action plan addressing the findings of the recent EIT Audit
- Review of the insurance premium including obtaining advice from a QC as to what exactly we should be insured for
- Whistleblowing – no instances recorded since the last report
- Review of head count for those not directly employed by RSSB for IR35 tax issues
- Renewal of tendering process for auditors – agreed to look at best practice and come back in due course.

f) **Update on Remuneration Committee**

The chair of the Remuneration Committee provided feedback on the meeting held earlier in the day including:

- Interim status report on company objectives and KPIs – the committee reviewed the updated table of objectives. Alan Emery to be comprehensively briefed on this in order to aid his understanding. One of the KPIs will be rated by the board directors in March 2015.

AJ advised that other senior stakeholder groups were also being asked to rate the KPIs.

- other items were discussed at the Augmented Appointments Committee including the proposed appointment of Standards
Director and remuneration for the post. The directors noted this and resolved to endorse the remuneration as proposed for the appointment.

g) Update on Augmented Remuneration/Appointments Committee

The Chair of the Augmented Appointments Committee briefed the directors on the following discussed at the earlier meeting:

- NINED appointment: CH gave a brief synopsis of the process to recruit the 2 posts to date. Following discussion at the earlier meeting the committee have whittled down the possible candidates to 1 for each post with 1 in reserve. They recommended that Chris Fenton meet with both candidates before the decision to appoint was made. He further confirmed that Hanover Fox had put some excellent candidates in front of the interview panel. PT wished to record the company’s thanks to Hanover Fox for the excellent job they had done in this respect and agreed that the Chairman would write to Charles Cornwell at Hanover Fox to formally set this out.

- The committee recommended to the board the remuneration [redacted for publication] for the NINED role and up to [redacted for publication] for the Chair designate role. CF asked that it be made clear to the NINED role that it may be called upon to do more than the 12 days set out for this role. The directors agreed to the remuneration as proposed.

AE suggested that both candidates if successful would need induction into the rail industry as neither had significant rail experience. The Directors also suggested that Charles Cornwell be asked for advice on remuneration of the chair designate role in the period before their formal appointment as Chairperson.

The directors noted that one role could be appointed as soon as possible but the second could not until April 1\textsuperscript{st} as set out in the constitution agreement.

RSSB.14/68  AOB

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

Date of next meeting: Thursday 08 January 2015 at 15:00hrs, to be held at Block 2, Angel Square. The meeting will be proceeded with a board dinner at Elena’s L’Etoile, 30 Charlotte Street, London, W1T 2NG.

Signed………………………………….. Date……………

Chairman