**GOVERNANCE AND ADMINISTRATIVE ARRANGEMENTS**

**GOVERNANCE:** SSRG is a sub-committee to the RSSB Board. The SSRG terms of reference is approved by the RSSB Board.

**FREQUENCY:** Every 8 – 12 weeks - 4 hours (Maximum), [nominally 2 weeks after RSSB Board Meetings]

**CHAIR:** Andy Cooper, CrossCountry

**DEPUTY CHAIR:** Allan Spence, Network Rail

**MEETING MANAGER:** RSSB

**Core Members:** Network Rail x 2, TOCs/ATOC x 3, FOC x 1, INFRACO x 1, RSSB x 2, Suppliers x 1, ROSCOs x 1, OTM/OTP x 1 (rep from M&EE Networking Group)

**Associate Members:** ORR (also representing DfT) x 1, BTP x 1, Trade Unions x 3, LUL/TfL x 1

[**External guests:** Where appropriate, SSRG may invite external guests to contribute to specific topics to further the work of the group]

**Location:** RSSB or member offices

**CONTEXT**

The national railway system comprises passenger train operators, freight train operators, OTM Operators, the national infrastructure manager and their contractors, who are all required to manage their own risk in accordance with their safety management systems. They are legally required (ROGS Regulation 22) under the terms of their Safety Certificates or Authorities to work cooperatively with others to achieve the safe operation of their shared transport system through the development and implementation of suitable control measures. Such cooperative activities between all transport operators should combine to achieve the safe operation of the national railway system. In addition, they are required to cooperate with other transport system operations.

**PURPOSE of the SSRG**

The purpose of the System Safety Risk Group (SSRG) is to understand 100% of system safety risk, identifying areas for improvement, facilitating safety cooperation across the industry including sharing good practice and horizon scanning to identify potential threats and opportunities.

**SCOPE**

The National railway system including risk imported to the system from third parties.

**RELATIONSHIPS**

SSRG will have relationships with:
- The RSSB Board
  - RSSB Board will approve the SSRG terms of reference. SSRG is a sub-committee of the RSSB Board.
  - SSRG will respond to any reasonable request from the RSSB Board.
  - SSRG will take control of the three main risk papers previously considered annually at the RSSB board and report annually to the RSSB board on how the risks they address have been mitigated.
  - SSRG will provide an annual stewardship report including a statement about its approach to risk review, performance against its objectives and the results of its own annual review.
- RSSB (RSSB will be the delivery resource for SSRG and the meeting manager)
- Standing groups
- Sector and other associated groups

**OPERATION**

Members and nominated alternates to be inducted in to the Purpose and Operation of the SSRG, only inducted and/or invited members shall attend SSRG. No other alternates will be accepted and the same applies to associate members.

**Administrative support**

Produce the draft minutes and action list for approval by the chair 1 week after the meeting – Mtg Mgr.

Send out chair approved minutes and action list to members 2 weeks after the meeting – Mtg Mgr.

Prepare draft agenda to be approved by chair using template 4 weeks before the meeting - Mtg Mgr / Chair

Request inputs for pack 4 weeks before the meeting: deadline for submission, 2 weeks before meeting – Mtg Mgr.

Review action list and follow up actions 5 weeks before the meeting - Mtg Mgr.

Compile meeting pack 2 weeks before meeting – Mtg Mgr.

Send out meeting pack 1 week before meeting - Mtg Mgr.