



Railway Industry Supplier Approval Scheme

RISAS Board Arrangements

Submitted by

Authorised by

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Part A

Issue Record

This document will be updated when necessary by distribution of a complete replacement.

Issue	Date	Comments
One	07 April 2006	Original document
Two	12 May 2006	Replaces issue one
Three	15 March 2012	Replaces issue two
Four	10 July 2012	New section B 3.7 added
Five	14 August 2014	3.9 - recognition of the status of RSSB's representative on the board
Six	31 January 2017	Update to address

Technical Content

Approved by:

The RISAS board on 31st January 2017

Suggestions to improve the contents of this document should be directed to the Scheme Manager at the following address:

risas.admin@rssb.co.uk

Application

This is not a Railway Group standard and is therefore not mandatory. However, for participants in the RISAS Scheme, the relevant requirements detailed in this document shall be regarded as mandatory and will be identified as obligations within the relevant contracts.

This document comes into force and is to be complied with from 31 January 2017

Supply

Copies of this document may be obtained from:

www.risas.co.uk

Definitions / references / related documents

Definitions of the terms used throughout the RISAS documents are given in RISAS/001 Appendix A. A list of related documents is given in RISAS/001 Appendix B

Part B

1

Introduction

1.1

This document describes the main arrangements for the Board of the Railway Industry Supplier Approval Scheme (RISAS).

1.2

This document should be read in conjunction with document RISAS/001 'Principles of the Railway Industry Supplier Approval Scheme'.

1.3

The RISAS board operates under RSSB's governance.

RISAS board members are covered by RSSB's insurance arrangements when conducting RISAS business.

2 Purpose of the RISAS board

2.1

The RISAS board acts on behalf of the railway industry. Its main purpose is to oversee and promote the use of RISAS.

In addition, a sub-committee of the RISAS board, including two co-opted independent members, shall act as the Impartiality Committee for the purposes of ensuring the Accreditation Agency acts in accordance with the impartiality requirements set out in ISO 17021.

2.2

The main responsibilities of the RISAS board are given below. These are:

- Policy and strategy.
- Communications and promotion.
- Management, including business planning.
- Appeals.
- Feedback, including performance measures.
- Getting approvals from RSSB.
- Board operating protocols,
- Acting as Impartiality Committee for RISAS Accreditation Agency.

Within each of the main responsibilities there are a number of specific requirements.

Policy and strategy

- Act as custodian for RISAS and direct it, taking into account the professional advice given to it by its two executive officers.
- Oversee RISAS policy and scope, and agree any changes.
- Ensure RISAS documents are reviewed and amended on a regular basis.

Communications and promotion

- Promote the take up of RISAS throughout the rail industry for critical products and services.
- Brief industry parties on progress and decisions made regarding RISAS.

Impartiality committee

- The RISAS board may act as the Impartiality Committee for the Accreditation Agency if the Accreditation Agency decides to be accredited by UKAS under ISO17021. Details of the requirements for the Impartiality Committee are detailed in this document. These may be implemented when the Accreditation Agency formally asks UKAS for accreditation.

Management and business planning

- Oversee the work of the Accreditation Agency Manager and the Accreditation Agency, reviewing its effectiveness.
- Oversee the work of the RISAS scheme manager.
- Act as the Impartiality Committee for the Accreditation Agency.
- Oversee development of and approve five year rolling business plan.
- Finalise content of budget and objectives for each year.
- Monitor and review progress on objectives and budget each year.

Appeals

- Hear and determine appeals against accreditation decisions.
- Hear and determine appeals against assessment decisions, each in accordance with the appeals procedure.

Feedback

- Review and provide feedback on significant issues raised, for example NIR's involving RISAS approved suppliers.
- Oversee development and circulation of indicators demonstrating effectiveness of the scheme.

Authorisation

- Seek approval from RSSB for any material expansion in RISAS or the board's activities, or where RSSB's liabilities may be materially affected.

Protocols

- Determine its own operating procedures as a board.

3

RISAS board members

3.1

Each industry category shall have the right to have one member on the RISAS board. Industry categories are defined in the RSSB governance arrangements and listed in RISAS Principles document (RISAS/001 section 3.1.2).

3.2

All RISAS board members shall be nominated by a transparent process by the members of their industry category. Candidates for membership of the RISAS board shall:

- Demonstrate competence in the area.
- Have a minimum of ten years relevant experience.
- Occupy senior positions in the industry.
- Be chartered members (or equivalent) of an appropriate professional institution.
- Have a broad understanding of RISAS and be familiar with the requirements for membership.
- If appointed, exercise their personal judgement in a professional manner.

3.3

THE RISAS board can co-opt further persons to be members if it is believed that the additional members would improve the operation of the scheme for example the addition of a procurement specialist if there are none amongst the elected board members.

3.4

When such a person is co-opted onto the RISAS board they shall not be able to vote.

3.5

The RISAS board can withdraw a co-opted person's membership of the RISAS board at any time.

3.6

Each industry RISAS board member must be willing to act as deputy chairman of the RISAS board if so requested.

3.7

Each RISAS board member, except the chairman, may appoint a person, who is willing, to act as an alternate representative. The RISAS board representative may also remove the alternate representative from office. Any alternate representative shall comply with the requirements of part B3.2 (competence). Any such appointment, or removal, shall be advised to the Scheme Manager in writing. An alternate representative shall cease to be an alternate representative if the relevant RISAS board member ceases to be a member of the RISAS board. An alternate representative shall be entitled to:

- Receive notice of and all correspondence relating to all RISAS board meetings to which their appointer is entitled to attend;
- Attend and take full part in those RISAS board meetings which their appointer does not attend
- Perform all the functions of their appointer in their absence.

3.8

If the RISAS board so decides, RISAS board members shall be removed from the RISAS board and replaced if:

- They cease to meet the qualifications required for their selection as a RISAS board member.
- They are absent from at least three out of six consecutive RISAS board meetings, without the acceptance of the board.
- They resign their office by notice to the RISAS board chairman.

3.9

With the exception of RSSB's representative who retains permanent member status, membership of the RISAS board shall be for a period of three years. Members can stand for two successive periods of three years each provided that their nomination is supported by the members of their industry category.

3.10

Retiring members of the RISAS board shall step down by rotation with one third of the board stepping down each year.

3.11

The RISAS board shall co-opt persons onto the Impartiality Committee. When acting as the Impartiality Committee, all members of the committee, including the co-opted members, may vote, if necessary, to ensure the process of monitoring the Accreditation Agency's impartiality is robust. This monitoring shall be done in accordance with the requirements of ISO 17021. The members of the Impartiality Committee may agree to withdraw a co-opted person's membership of the Impartiality Committee at any time, if they feel that this would improve the operation of the Impartiality Committee. A replacement member, who complies with the requirements of paragraph 3.2, may be co-opted.

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RISAS board chairman

4.1

The RISAS board chairman shall only be elected by RISAS board members. A candidate does not need to be an existing board member.

4.2

The process for the election of the RISAS board chairman shall be as follows:

- Nominations shall be sought from the RISAS board Members.
- Nominations shall only be accepted if the nominee consents.
- If there is more than one nomination for a board chairman, an election shall be held by secret ballot to select the RISAS board chairman using the single transferable vote system.

4.3

The RISAS board chairman shall act as an independent chairman. Following election, if the successful candidate was already a board member, a new election for a representative from the relevant industry category shall take place and the successful candidate shall

become a board member. This person shall only retain their place on the board, whilst the board chairman continues in that role. If the board chairman steps down as chairman, but retains a board position, the replacement representative shall stand down from the board.

4.4

Notwithstanding 3.8, the RISAS board chairman shall be elected for a three year term. At the end of the term the RISAS board chairman shall stand down. Board chairmen can offer themselves for re-election if they haven't already served two consecutive terms of three years.

4.5

The RISAS board chairman shall be immediately removed from office if a simple majority of all of the members of the RISAS board so resolves. An election shall then be held for RISAS board chairman in accordance with Section 4, in which the former RISAS board chairman can stand if they so wish.

5

Operation

5.1

The RISAS board may regulate its proceedings as it sees fit, subject to the overall agreement of the RSSB board, as defined in RISAS001.

5.2

The RISAS board shall meet at least once every three months, unless it determines otherwise.

5.3

RISAS board meetings shall be quorate only if at least three of its members are present, unless the RISAS board otherwise decides, and, in so deciding, it must consider whether, for any decisions, those most likely to be affected are present. If the chairman is not present, one of the members present shall act as deputy on that day

5.4

The RISAS board chairman shall approve the agenda for each RISAS board meeting and ensure that appropriate papers adequately support each agenda item. The secretary (see 6.1) shall send the agenda and supporting papers to the RISAS board members so they are received not less than five business days before the meeting.

5.5

As soon as reasonably possible after each RISAS board meeting:

- The secretary shall prepare draft minutes of that meeting.
- The draft minutes shall be sent to the Scheme Manager within five working days of the meeting.
- The RISAS Scheme Manager shall review and comment on the draft minutes within five working days after receiving the draft minutes and then send them to the Chariman of the RISAS Board for apporval. After this, the minutes are to be sent to Board Members and the relevant parts of the draft minutes shall be sent to any other persons who submitted items for consideration at the RISAS board meeting.
- The draft minutes shall be formally approved at the next full meeting of the RISAS board.

6

Support

6.1

RSSB shall administer the RISAS board and provide the resources, support and information necessary for their operation. This shall be the responsibility of the RSSB appointed board member. This includes the:

- Provision of a secretary (who shall not be a RISAS board member).
- Circulation of papers before meetings.
- Production and circulation of minutes.
- Provision of a schedule of RISAS board meetings for a period of at least six months in advance.

- Provision of a venue for meetings.

7

Consensus

7.1

The RISAS board shall use all reasonable endeavours to agree a consensus on the matters it discusses.

7.2

The RISAS board chairman shall seek to ensure that each agenda item is given sufficient time for consideration.

7.3

When a consensus cannot be achieved the RISAS board chairman shall decide taking into account the weight of opinion on the RISAS board, the views of members contributing sustained objections on the issue and members who are substantially affected by the decision.

7.4

If a RISAS board member has a conflict of interest over any issue they should declare it and take no part in the discussion, unless asked to provide any clarification. There shall be a standing agenda item at board meetings for any such conflict to be identified. For example, if the issue under consideration concerns accreditation, the RSSB representative shall declare a conflict of interest as RSSB operates the Accreditation Agency. Consensus would then be reached amongst the remaining board members.