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Supplier Assurance Management System (SAMS)  
2 – Governance Arrangements  
Document Number: 2.02  
Document Title: Governance Arrangements  
Issue: 2.0  
Date: 17/09/2020

# Governance Arrangements

## RISQS-SG-002

### Rev 2.0

|               | Role                                    | Name            | Signature       | Date       |
|---------------|---|-----------------|-----------------|------------|
| Author        | Scheme Operations & Systems Manager     | Carl Rulton     | Carl Rulton     | 14/08/2020 |
| Approved by   | Commercial Business Development Manager | Suzanne O'Keane | Suzanne O'Keane | 14/08/2020 |
| Authorised by | Head of Assurance                       | Antony Howard   | Antony Howard   | 17/09/2020 |

## Revision history

| Revision | Author      | Date  | Description  |
|----------|-------------|---|--|
| 1.0      |             | May 2013  | First Issue  |
| 1.1      |             | September 2013<br>December 2015<br>January 2017 | Updated logo, hyperlinks added<br>Updated logo and address<br>Revised to reflect scheme governance changes |
| 1.2      |             | January 2019                                    | Revised to reflect scheme governance changes   |
| 1.3      |             | March 2019                                      | RISQS logo   |
| 2.0      | Carl Rulton | 17/09/2020                                      | Second issue   |

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## 1 Implementation and compliance date

1.1 This procedure shall be implemented from 17<sup>th</sup> September 2020.

## 2 Introduction

2.1 This document describes the main arrangements for the Governance of the Railway Industry Supplier Qualification Scheme (RISQS).

2.2 RISQS has been developed to provide a fair, open and transparent third-party qualification process, with the aim of becoming the preferred route for suppliers to engage with their customers, in an efficient and effective manner.

2.3 Since the 1st of May 2018, RSSB have been operating the “enhanced” RISQS for the industry.

2.4 This document should be read in conjunction with document RISQS-SG-001 Principles of the Railway Industry Supplier Qualification Scheme.

## 3 Purpose

3.1 The purpose of this document is to describe the main arrangements for the Governance of the Railway Industry Supplier Qualification Scheme (RISQS).

## 4 Scope

4.1 This procedure applies to all parties that are involved in the RISQS Scheme.

## 5 Definitions and abbreviations

5.1 Standard Definitions

| Term             | Description   |
|------------------|---|
| Buyer            | Person or organisation actively involved in the procurement process and likely to apply/require levels of assurance appropriate to their perceived exposure to risk'.   |
| Customer         | The generic term for any organisation that purchases or seeks to purchase products. The term is used to cover all of the following: - end user, client, buyer, purchaser and procurer. Many suppliers will also be customers. |
| GB Rail Industry | Network Rail, LUL/Transport for London, passenger, light rail and freight train operators, rolling stock organisations, main infrastructure contractors and other rail products and services providers.                       |
| RISQS Committee  | The body that oversees RISQS on behalf of the Rail Industry.  |
| RSSB Board       | The RSSB Board acts as the custodian of the scheme. It has delegated the responsibility for direction and supervision of RISQS to the Supplier  |

|                             |   |
|-----------------------------|---|
|                             | Assurance function within the RSSB directorate, subject to certain constraints.   |
| Supplier                    | Organisation or person that provides a product or service to the customer. Many suppliers will also be customers.                   |
| Supplier Assurance function | A function that is within the RSSB reporting into the Business Development & Engagement Directorate, who report into the RSSB ExCo. |

## 5.2 Standard Abbreviations

| Term  | Description                                    |
|-------|--|
| NR    | Network Rail                                   |
| RISQS | Railway Industry Supplier Qualification Scheme |
| RSSB  | Railway Safety Standards Board                 |

## 6 References

### 6.1 Scheme Procedures

- RISQS-SG-001 Principles of the Railway Industry Supplier Qualification Scheme
- RISQS-SG-003 Operation and Management of the Railway Industry Supplier Qualification Scheme
- RISQS-SG-004 Contract and Commercial Management
- RISQS-SG-005 Document Control Procedure
- RISQS-SG-006 Management Review
- RISQS-SG-007 Schemes Assurance Plan
- RISQS-SG-008 Complaints & Appeals
- RISQS-SG-009 Scheme Decisions to Certify a Body
- RISQS-SG-010 Non-conformance Register Procedure
- RISQS-TOR-001 Terms of Reference RISQS Committee
- RISQS-TOR-002 Terms of Reference Buyer Consultation Groups
- RISQS-TOR-003 Terms of Reference Supplier Consultation Group

### 6.2 Legislative

- Health and Safety at Work etc Act 1974 (HASAW)
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (as amended) ('ROGS')

- The Construction (Design and Management) Regulations 2015.
- ISO 17021

### 6.3 Rail Specific

- NR/L2/SCO/302 Supplier Qualification Requirements
- RIS – 2750 - Rail Industry Standard on Supplier Assurance

## 7 Management review

7.1 This procedure will be reviewed at least once every three years or when any of the following occur:

- a significant change to the business operation
- a requested change in company policy
- recommendations from an investigation or audit necessitates that the review is brought forward
- any relevant change to infrastructure management standards

## 8 Responsibilities

### 8.1 The RSSB Board is responsible for:

- ensuring the scheme is financially efficient and that adequate arrangements in place directly and through the delegated responsibilities to the Schemes Management Group (SMG) and Schemes Review Group (SRG)
- providing the agreed resources to support these new governance arrangements
- appointing a chair for the RISQS Committee
- providing insurance cover for RISQS Committee members when conducting RISQS business
- reviewing the membership of the RISQS Committee should the RSSB Board consider that either the RISQS Committee, or RISQS Scheme, are failing to meet the scheme's requirements as set out in RISQS-SG-001 Principles of the Railway Industry Supplier Qualification Scheme.

## 8.2 The Supplier Assurance Function is responsible for:

- managing the governance of the RISQS Scheme
- to note if any of the following arise, to seek guidance and approval from the RSSB Board before undertaking any changes;
  - Any expansion in the scope of RISQS and / or the RISQS activities
  - Any decision proposed to be taken by the Supplier Assurance function, that would or may have a material effect on RSSB's liabilities
  - Approval of any changes to the RISQS scheme documents
  - Appointment / change of RISQS Scheme Manager as appropriate
  - Appointment / change of RISQS Committee Members as appropriate
  - Material changes to scheme funding model.

## 8.3 The RISQS Committee is responsible for:

- having in place an appointed Chair and a Deputy Chair
- declaring any conflicts of interest should they arise
- submitting changes to RSSB Board for the scheme proposed by the consultation groups.
- establishing working groups and/or projects to address specific issues and opportunities.

## 8.4 The Buyer Consultation Group is responsible for:

- annually electing a Chair and Deputy from the membership of the group, these elected positions will be held for a period of 12 months
- reviewing the output from the working groups and where required propose changes to the scheme
- conferring with the Supplier Consultation Group to gain attendance on these working groups to prevent duplication
- consult with the Supplier Consultation Group on any proposals that are to be sent to the Committee for authorisation
- will nominate two representatives who will sit on the RISQS Committee to provide the buyer perspective
- will meet a minimum of three times per calendar year. The group may hold meetings more frequently if required
- produce minutes of meetings that will be circulated to the RISQS Committee.

## 8.5 The Supplier Consultation Group is responsible for:

- annually electing a Chair and Deputy from the membership of the group, these elected positions will be held for a period of 12 months
- review the output from the working groups and where required propose changes to the scheme
- Conferring with the Buyer Consultation Group to gain attendance on these working groups to prevent duplication

- consult with the Buyer Consultation Group on any proposals that are to be sent to the Committee for authorisation
- will nominate two representatives who will sit on the RISQS Committee to provide the supplier perspective
- will meet a minimum of three times per calendar year. The group may hold meetings more frequently if required
- produce minutes of meetings that will be circulated to the RISQS Committee.

## 9 Procedure

### 9.1 Governance overview

9.1.1 There are several groups that constitute the governance of the RISQS scheme. The reason for designing the governance in this way is to ensure the right level of industry involvement, and that stakeholders have suitable experience, competence and seniority in the industry for the area of governance being discharged.

### 9.2 Governance Groups

9.2.1 The groups that together form the governance of the scheme are:

- RSSB Board  
Supported by RSSB Schemes Management Group (SMG) and RSSB Schemes Review Group (SRG)
- RISQS Committee
- Buyer Consultation Groups
- Supplier Consultation Group.

### 9.3 RSSB Board

9.3.1 The RSSB Board is accountable for the provision of the Railway Industry Supplier Qualification Scheme on behalf of the rail industry and acts as the custodian of the scheme.

9.3.2 The RSSB Board has delegated the responsibility for direction and supervision of RISQS to the Supplier Assurance function within the Business Development & Engagement directorate, subject to certain constraints. These are that the Supplier assurance function shall seek approval from the RSSB Board for:

- Any expansion in the scope of RISQS and / or the RISQS activities
- Any decision proposed to be taken by the Supplier Assurance function, that would or may have a material effect on RSSB's liabilities
- Approval of any changes to the RISQS scheme documents
- Appointment / change of RISQS Scheme Manager as appropriate
- Appointment / change of RISQS Committee Members as appropriate
- Material changes to scheme funding model.

9.3.3 The RSSB Board have responsibility to ensure the scheme is financially efficient and that adequate arrangements are in place (i.e. insurance and reserves) to cover liabilities arising from the RISQS certification activities.

9.3.4 RSSB shall provide the agreed resources to support these new governance arrangements including secretarial/administrative support for the Supplier Assurance function. Further detail can be found in RSSB – SAM -003 - Recruitment, Induction and Job Descriptions.

9.3.5 Providing the final decision for appeals against qualification assessment decisions, each in accordance with the appeals procedure.



## 9.4 RISQS Committee

9.4.1 The RISQS committee is drawn from railway industry leadership and acts on behalf of the rail industry. The Committee's purpose is to ensure that the Railway Industry Supplier Qualification Scheme meets the needs of the industry.

The main responsibilities of the RISQS Committee are:

- Reviewing and contributing towards policy and the strategic direction of the scheme
- Providing an escalation point for appeals against qualification assessment decisions (including impartiality), each in accordance with the appeals procedure
- Reviewing and contributing towards scheme governance arrangements
- Promoting RISQS throughout the rail industry
- Review and contribute towards the communications strategy and plan.

9.4.2 The RISQS Committee is made up of stakeholders that hold senior positions within the rail industry.

9.4.3 The committee is chaired by an independent chair appointed by the RSSB Board.

9.4.4 The membership of the committee consists of:

- Independent Chair
- 1 representative from Network Rail assurance
- 1 representative from Network Rail procurement
- 1 representative from London Underground/Transport for London
- 1 representative from the Rail Delivery Group
- 1 Representative from the Rail Industry Association (RIA)
- 1 Representative from Civil Engineering Contractors Association (CECA)
- The Chair of the Buyer Consultation Group
- The Deputy Chair of the Buyer Consultation Group
- The Deputy Chair of the Infrastructure Buyer Group
- The Chair of the Supplier Consultation Group
- The Deputy Chair of the Supplier Consultation Group
- Representatives from the RSSB Supplier Assurance function will attend the Committee meetings
- Observers and guests may be asked to attend meetings, if considered appropriate by the Chair.

9.4.5 Members of the committee shall:

- Have significant relevant experience
- Occupy senior positions in the industry

- Have a broad understanding of RISQS and be familiar with the requirements for membership
  - Exercise their personal judgement in a professional manner
  - Appoint a suitable deputy to attend in the event of their absence
  - Declare any conflicts of interest should they arise.
- 9.4.6 The committee will submit scheme changes proposed by the consultation groups to the RSSB Board.
- 9.4.7 The Committee may establish working groups and/or projects with the agreement of and within the funding constraints of the RSSB or any external funder as provided from time to time to address specific issues and opportunities.
- 9.4.8 RSSB shall provide insurance cover for RISQS Committee members when conducting RISQS business, on the understanding that liabilities are limited to the functioning of the RISQS Committee and not the operation of the scheme itself.
- 9.4.9 If the RSSB Board considers that the RISQS Committee, or the scheme is failing in a material way, to meet the requirements of RISQS or the RISQS Committee is taking, or failing to take, decisions which might have a material effect on RSSB's liabilities without having sought proper approval from the RSSB Committee, then the RSSB Board may do the following:
- Encourage the RISQS Committee to take appropriate action
  - Draw the issue to the attention of RSSB members
  - Review the membership of the RISQS Committee and require the replacement of one or all the RISQS Committee members

## 9.5 Buyer (Consultation) Group

- 9.5.1 To ensure that the governance of the scheme meets the requirements of the buying organisations, the Supplier Assurance function will facilitate the creation and delivery of buyer consultation groups for the relevant sector of the industry.
- 9.5.2 Membership of these groups will be open to nominated representatives of buying members of the scheme.
- 9.5.3 Each year the Buyer Groups shall each elect a Chair and Deputy from the membership of the group, these elected positions will be held for a period of 12 months.
- 9.5.4 Where the Chair, or deputy, become unavailable, or in the event of a vote of no confidence from the group the voting process is triggered.
- 9.5.5 The Buyer Group will review the output from the working groups and where required propose changes to the scheme.
- 9.5.6 The Buyer Group may delegate issues to a working group where work is required develop a proposal.
- 9.5.7 The Buyer Group will consult with the supplier consultation group to gain attendance on these working groups to prevent duplication.
- 9.5.8 The Buyer Group will consult with the Supplier Consultation Group on any proposals that are to be sent to the Committee for authorisation.

## 9.6 Supplier Consultation Group

- 9.6.1 The purpose of the Supplier Consultation Group is to engage the Supplier community for the purposes of scheme performance, feedback and development.
- 9.6.2 To ensure that Suppliers can contribute to the aspects of the scheme that relate to them and communicate their views on the operation of the scheme. The Supplier Assurance function will facilitate the creation and delivery of consultation meetings.
- 9.6.3 Membership of the group will be open to nominated representatives of Supplier members of the scheme and relevant trade associations.
- 9.6.4 Each year the Supplier Consultation Group shall elect a Chair and Deputy from the membership of the group, these elected positions will be held for a period of 12 months.
- 9.6.5 Where the Chair, or Deputy, become unavailable, or in the event of a vote of no confidence from the group the voting process is triggered.
- 9.6.6 The Supplier Consultation group members will nominate two representatives who will sit on the RISQS Committee to provide the supplier perspective.
- 9.6.7 The Supplier Consultation Group may delegate issues to a working group where work is required develop a proposal.
- 9.6.8 The Supplier Consultation Group will consult with the Buyer Consultation Group to gain attendance on these working groups to prevent duplication.
- 9.6.9 The Supplier Consultation Group will consult with the Buyer Consultation Group on any proposals that are to be sent to the Committee for authorisation.

## 9.7 Assurance Working Groups

- 9.7.1 Working groups will be formed to address specific areas of assurance within the scheme.
- 9.7.2 The remit of the assurance working groups is to take specific issues and suggest changes to the scheme to address these issues.
- 9.7.3 Suggested changes from the assurance working group will be forwarded to the Buyer and Supplier Consultation Groups for review.

## 9.8 Meeting Arrangements

- 9.8.1 Each group will meet a minimum of 3 times per calendar year. The group may hold meetings more frequently if required.
- 9.8.2 Notification of meetings shall be provided at least 30 calendar days prior to the meeting.
- 9.8.3 All meetings shall have an agenda provided at least 7 days in advance with relevant papers attached.
- 9.8.4 The only meeting with quorate requirements will be the RISQS Committee the minimum attendance required for this is 8 members.
- 9.8.5 Decisions will be made on a one member one vote basis, where there is a tied decision the Chair's vote will decide the outcome.

9.8.6 Meetings shall be timed to allow the output from the assurance working group meetings to be fed up through buyer and supplier consultation groups and together with the output from these groups to the Committee in a timely manner

9.8.7 Records of meetings:

- Minutes from the committee meetings will be circulated to committee members only and are not to be shared unless prior agreement has been given by the Chair and Supplier Assurance function
- Minutes from consultation groups will be in a format that is appropriate to allow circulation to a wider audience
- Working groups – the presentation from the meeting will be used to present at the committee.

## 10 Record keeping

10.1 The RSSB Board, RISQS Committee and Buyer/Supplier meeting packs should be retained for six years.

## 11 Audit

11.1 This procedure will be subjected to an internal audit every three years (as a minimum) or following any significant changes to the RISQS scheme.

## 12 Related Documents

12.1 The following documents are related to this procedure:

- RISQS-TOR-001 - Terms of Reference RISQS Committee
- RISQS-TOR-002 - Terms of Reference Buyer Consultation Groups
- RISQS-TOR-003 - Terms of Reference Supplier Consultation Group