

ScotRail Safety, Health and Environment Committee

Terms of Reference

1. Attendees

- The meeting will be chaired by the SHR non-exec Chair with up to two non-executive directors. The attendance of at least one non-exec and the following executive directors will make the meeting quorate: Managing Director, Chief Operating Officer, Operations Director, Safety, Engineering & Director
- Others as members include...
- Others in attendance are...

2. Purpose

- Review the operation of the management system within ScotRail :
 - a) Review of internal audit plan completion and close out of recommendations;
 - b) Consideration of the Management System and its maturity (using RM3);
 - c) Review of any external audit report including progress against previous reports.; and
 - d) Consideration of the progression of the Scotrail business against its SHEC strategies;
- Assess whether management is setting an appropriate 'culture of internal control and risk management' within the Company in relation to health, safety security and environment; in particular given the unique relationship with Network Rail with its own Safety arrangements alongside as Infrastructure provider.
- Reviewing implementation of recommendations from external and internal sources;
- Consider any external influence (legislative, political, academic and wider industry change) on SHEC risk and ensuring ScotRail is responding appropriately;
- Ensuring the risk profile of the organisation is understood and the correct risk treatment and appetite is set;
- Assessing whether the resources devoted to the management of SHE matters are adequate, ensuring that reporting arrangements are of high quality and advising the Board of any identified shortcomings;
- Considering the completeness and quality of safety, health, environmental and security information being provided to the SSHE Committee, and recommending to the Board and relevant management and other providers of such information ways in which those reports might be improved;
- Annually, seek advice from external regulators and auditors regarding the completeness and quality of SSHE Committee information being provided to senior management and the Board;
- Receive annual feedback on the operation of the SMS from the relevant Regulator and BTP, if required; and
- Review compliance with all related party disclosure requirements within scope of the committee.

3. Frequency

- The meeting shall be held every 12 Weeks

4. Reporting Lines

- The Safety, Health and Environment Committee has communication links to the Executive board and the Scottish Rail Holdings Board.

For Approval at the Scottish Rail Holdings and for prior discussion at the SRT Board 16th June 2022