

Terms of Reference for Governance Group

Composition

William Whiting	Chair
Wendy Thorne	Deputy Chair
Stewart Palmer	Board Member
Richard Stow	Branch Representative
Colin Major	Branch Representative
Jerry Alderson	Specialist Advisor

Reports to:	Railfuture Board
Quorum:	3 members including the Chair or Deputy Chair
Meeting frequency:	As required, but not less than 2 times per year

Objectives

- To ensure that Railfuture operates ethically and complies with its legal obligations.
- To ensure that statutory documents, standing orders, policies and procedures are in place, approved, fit for purpose and kept under periodic review. This is to ensure that Railfuture operates as a disciplined, professional and democratic body, where members clearly understand their roles and responsibilities and how the organisation functions.
- To identify best practice from Group and Branch activity and spread this across the organisation.
- To oversee the resolution of any grievance or disciplinary cases which arise.

Key areas of business

- To develop, promulgate and monitor Railfuture policies and procedures to ensure they are legally compliant and conform to good practice.
- To identify and respond to changes in legislation and other external developments to ensure that Railfuture remains compliant in respect of Governance issues.
- To advise the Board on matters relating to the Governance of Railfuture and to recommend changes to policies and procedures as necessary.
- To act as a source of information and advice to the Board, Groups and Branches on matters relating to good Governance.
- Keep the Members Handbook under review and update as necessary.
- To keep the Board Election Procedures and Voting Procedures periodically under review and to make recommendations to the Board for adjustment or alteration as necessary.
- To consider conduct issues arising under the Directors Code of Conduct.
- To oversee the proper application of the Members Code of Conduct and Dealing with Problems procedures.
- To make recommendations to the Board concerning the appointment of Presidents and Vice Presidents having assessed potential candidates against the agreed suitability criteria.

Responsibilities

- To further Railfuture's vision, mission and strategic aims (given below)
- To set and review Group priorities on an annual basis for approval by the Board
- To make recommendations to the Board in respect of annual budget proposals
- To ensure effective and efficient use of the resources allocated by the Board
- To identify, monitor and review the risks associated with achieving Group objectives
- To ensure that communications by Group members both within Railfuture and externally are in accordance with Railfuture policy
- To identify, be aware of and respond as appropriate to relevant external developments that may affect the work of Railfuture
- To be proactive in identifying and evaluating new opportunities for the advancement and development of Railfuture
- To consider the marketing opportunities of Railfuture's policies
- To consider the international implications of Group policies
- To consider the impact actions taken in conducting its main responsibilities have on members
- To review annually the terms of reference of the Group and make recommendations to the Board for changes as required
- To produce an update report for consideration at each Board meeting

Railfuture's guiding principles

Our Vision:

An independent organisation whose views are respected by the rail industry, to which decision-makers come for advice and which rail users are proud to join

Our Mission:

To be the number one advocate for rail users and the rail industry

Our Vision for the railways:

- Deliver a better service to rail users
- Deliver a bigger rail system
- Transfer more freight from road to rail

Our Strategic Aims:

- Influence and recognition – increase the status and recognition of Railfuture and its membership
- Growth – increase and retain our membership
- Sense of belonging – create a feeling of identity, common interest and mutual support among our membership
- Service and support – strive to improve the standard of service and support to stakeholders
- New Technology – exploit developments in information and communications technology to both members and stakeholder
- Risk Assessment – identify, control and manage risks

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