

Procedure for the Recruitment, Selection, Welcome and Re-Appointment of Railfuture Group Members

Introduction

Railfuture Groups are an important part of the delivery of our mission. They cover corporate and specialist issues to help deliver specific actions and formulate policy at a national level. It is important therefore that these groups operate in a professional and effective manner. This procedure sets out how Railfuture will deliver well motivated and effective Groups. The present Groups are:

Passenger (with a European Passenger sub-group), Infrastructure and Networks, Freight, Governance, Finance and IT, Communications (with an Editorial sub-group) and Membership.

The terms of reference of each of these Groups are available in the members section of the Railfuture website.

Recruitment

1. The Chair of each Group will be appointed by the Board and will normally be a Board member. This is to ensure that there is clear accountability for each Group at Board level and to facilitate communication between the Board and each Group.
2. All vacancies (except the Chair) will be advertised in "Railwatch" to ensure that all members have the opportunity to apply for any vacancy. It is the responsibility of each Group Chair to ensure that vacancies are advertised in a timely manner. A point of contact for the Chair will be provided in each advertisement.
3. Potential applicants will be expected to complete a CV giving details of their skills and experience so that the best candidates can be selected. A matrix of required knowledge and skills is available for each Group on application.

Selection

Normally all suitable candidates will be interviewed by the Group chair with a view to finding the best match of people to the vacancy. It may well be that references will be required for any role that has financial or reputational dimensions. All candidates will be advised of the result of their application in writing.

Welcome

The chair of each group must ensure that new members are properly briefed on the work of the group and that any training and support needs are identified and acted on. This may include specific training, a "buddy system", mentoring, providing advice etc. This does not necessarily have to be provided by the Chair, but he/she must ensure that the necessary support is given in order to make members feel valued and effective.

Re-appointment

Group members will hold office for 1 year. However, providing that the Chair is satisfied that the individual is contributing and effective, they will be automatically re-appointed. If however an individual does not perform for whatever reason, then the following will apply (non performance could include for example, non attendance at meetings, failure to actually do anything, disruptive behaviour etc.):

1. The Chair must arrange to see the individual and identify the underlying issues. This might identify support needs, training etc. and the Chair must provide any reasonable support necessary.
2. If at the end of that process there is mutual agreement that the member leaves the Group, the Chair will arrange to advertise the resultant vacancy.
3. If however there is no improvement and the Chair decides that re-appointment to the Group is not appropriate, he/she must seek advice from the Governance Group before progressing to non re-appointment.
4. In the case of the issue affecting the Governance Group itself, the Chair of the Governance Group must consult with the National Chair before proceeding.
5. If it is decided not to re-appoint, after advice, then the member will be advised in writing, with an explanation of the reasons for not re-appointing.

Appeal Process

If an individual member is not satisfied that the process of selection, or failure to re-appoint, is fair, then he/she must decide whether to use the "Resolution of Problems" procedure to pursue this matter.

Consultation

All Branches have been consulted and no comments have been received.

Approval

At the Board Meeting held on the 7 September 2019 approval was given on the general principles of recruitment, selection welcome and appointment of Railfuture Group members. This procedure was agreed by the Governance Group on the 29th October 2019.