

RAIL WAGON ASSOCIATION

Policy Committee

of the
Board of Directors

TERMS OF REFERENCE

1. Introduction

It is considered that Board meetings may not be the most appropriate forum for discussing detailed policy considerations due to the complexity and length of time required to discuss and determine such matters. In order to resolve this a Policy Committee has been established by the Board, whose membership, remit, and responsibilities will be as set out below.

2. Purpose

The purpose of the Policy Committee is to provide the RWA Executive with guidance and support as to the activities and policies the RWA should be pursuing.

3. Duties and Responsibilities

The principal responsibilities of the Policy Committee are to:

- a) identify the issues which are relevant to the Member companies of the RWA and the wagon sector;
- b) set out the priorities for the RWA Executive to pursue, consistent with the objectives of the RWA;
- c) oversee the activity plans which support the policies of the RWA;
- d) support the implementation of policy initiatives;
- e) advise on the RWA position and lines to take on industry Consultations; and
- f) help resolve differences in opinion amongst Members regarding responses to consultations, as and when requested by the General Manager.

In carrying out its duties, the Committee should be mindful of the need for the Company to pursue its objects as stated in its Articles of Association, namely:-

- i. to undertake the role of a professional trade body for any person or persons who operate, maintain, manage infrastructure for, supply products to, supply services to or promote Rail Freight Wagons within any part of the region;
- ii. to represent the interests of Rail Freight Wagon owners, keepers, users, designers, manufacturers, hirers, consultants, ECMs, maintainers and operators by liaison with industry participants, the DfT, the UIC (via UIP membership) and any other appropriate bodies;

- iii. to support the production and maintenance and harmonisation of industry standards and guidance for Rail Freight Wagons through RSSB and other appropriate bodies in accordance with the interests of Members;
- iv. to support and promote the safe design, construction and operation of Rail Freight Wagons;
- v. to develop and share best practice and to support and promote innovation through the development of more efficient Rail Freight Wagon designs, maintenance and operation;
- vi. to promote rail freight as an efficient, cost effective and environmentally friendly means of freight distribution both nationally and internationally with the UK Government, the European Union and any other appropriate bodies; and
- vii. to promote the enhancement of the rail infrastructure for Rail Freight Wagons.

4. Membership

- a) The Committee shall be made up of at least 4 members and no more than 7 members.
- b) The Committee should comprise the RWA Chair, Vice-Chair and General Manager and up to 4 representatives from Member companies.
- c) The Committee shall not have more than one representative from any one Member company.
- d) The 4 representatives from Member companies will be elected by Members at the AGM and will serve for an initial 2 year period, thereafter serving on a yearly basis if re-elected at the AGM.
- e) Representatives from Member companies can nominate themselves for the Committee and their self-nomination should be submitted to the General Manager at least 2 weeks prior to the AGM.

5. Quorum

The quorum necessary for the transaction of business at meetings of the Committee shall be 4 members which must include the General Manager and the RWA Chair or Vice-Chair.

6. Chair

The RWA Chair, or their nominated alternative, shall be the Committee Chair. In the absence of the appointed Committee Chair, the remaining members present shall elect one of their number to chair the meeting.

7. Secretary

The General Manager shall be the Secretary of the Committee.

8. Meetings

- a) Meetings of the Committee shall only be called by the Chair of the Committee or the General Manager, giving at least 5 days' notice.
- b) The Committee should meet at least twice per annum.
- c) Meetings can be held physically or by using a virtual meeting facility.
- d) A Committee member being unable to attend a given Committee Meeting may nominate a substitute member for that meeting giving at least 24 hours' notice to the General Manager.

- e) The Secretary shall minute the proceedings of the Committee, including recording the names of those present.
- f) If the numbers of votes for and against a proposal at a meeting are equal, the Chair shall have a casting vote.
- g) Minutes of Committee meetings shall be circulated to all members of the Committee and, once agreed, to all other members of the Board, unless a conflict of interest exists.

9. Committee Performance

The Committee shall, at least once every 2 years, review its own performance, membership, and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

10. Authority

The Committee is authorised by the Board to seek any non-commercially sensitive information it requires from any Director, Member, employee, or consultant engaged by the RWA in order to perform its duties.

Approved by the Board

Signature: 

Name: R K Brook

Date: 25th November 2020