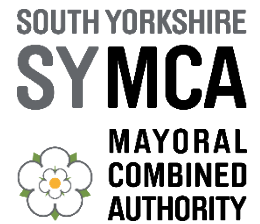


Transport Risk Working Group

VERSION 0.2 DATE June 2023



Transport Risk Working Group: Terms of Reference

Membership

The core membership of the Group will comprise:

An independent member of the Audit, Standards and Risk Committee, who will chair the meeting, plus two elected members who are members of the Committee.

Quorum and attendance

The quorum for the meeting shall be two and will comprise the Chair plus one elected member.

The Director of Public Transport Operations, Director of Public Transport Development and the Head of Corporate Governance shall be in attendance at each meeting.

Additional attendees will be invited to attend all, or part, of the meeting as required but will not count towards the quorum.

Meeting Frequency and Format

The Working Group shall meet virtually two days prior to each formal Audit, Standards and Risk Committee meeting.

Purpose and Responsibilities

The purpose of the Transport Risk Working Group is to provide additional oversight and assurance on the management of risk relating to public transport. The Working Group will provide verbal feedback to the Committee regarding public transport risk and escalate any risks as agreed by the Group, recommending any deep dive activity as appropriate.

Supporting Process

The Working Group will receive the Risk Management Monitoring Report prepared for the Audit, Standards and Risk Committee which will be available in the public domain. This will be supplemented with an additional paper providing a register of all Public Transport risks recorded in SYMCA's risk management system. A commentary will be provided on the risks with scores of 'high' and 'medium-high'.