



LRSSB  
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Tel: 07917 265982

Our Ref	LRSSB Board Nomination
Your Ref	
Telephone	07917 265982
Email	info@lrssb.co.uk
Date	10 <sup>th</sup> February 2021

Dear Sir / Madam

### **Nominations for unpaid Non-Executive Director (NED) representation from Light Rail Operators.**

I am writing to you seeking nominations for a person to take the role of a NED with Light Rail SSB Limited (LRSSB).

LRSSB is registered at Companies House as a wholly owned subsidiary of UKTram. LRSSB has been created to provide expert guidance and support to the light rail industry of the UK on matters of safety and guidance standards and to assist in driving continuous improvements in safety efficiency of the tramways and light rail networks. LRSSB interfaces with both the Office of Rail and Road (the light rail industry's safety regulator) and the delivery side of the industry (owners, operators, contractors, etc.). The Company has received funding from both the Department for Transport and the Light Rail Sector from 2019 and is also in receipt of funding for the 2021/22 financial year. A Business Plan is currently under development for 2012/22 to describe how LRSSB intends to deliver these objectives.

The role will be to sit as a Board member of LRSSB. The current board structure of LRSSB has three non-executive Directors: two from the Owner / Authority groups and one from the Operator group. In addition, there is also a Chief Executive and a non-executive Independent Chair. As the parent company, UK Tram has a non-voting observer attending Board meetings. The Board has recently agreed that there will be one further Director from the Operator group added to the Board.

The primary functions of LRSSB are:

- Risk Analysis, informing industry decisions and sharing best practice;
- Codification and development of Standards and Guidance;
- Safety Accident and Near Miss Reporting, Collation and analysis;
- Reviewing industry dissemination of information and 'lessons learned';
- Collaboration with other industry safety bodies;
- Light rail Innovation and Research;
- Oversight of Competent Persons and their development;
- Stakeholder engagement; and
- Relationship with other light rail jurisdictions around the world.



### **The NED Role**

The role is unpaid, with a time commitment to attend quarterly board meetings of 1 day each over a 2-year period. There may be additional time required on matters via email or telephone in between meetings. Reasonable expenses for attending meetings will be reimbursed.

The CEO, Chair and the NEDs make up the Board and are responsible and accountable for overseeing the delivery of the operations of LRSSB. The Board approves the budget and business plan, and other major and strategic issues. The primary functions of LRSSB are set out above.

The role is to contribute to the Board from the perspective of an Operator. This will provide a specific overview which will assist the rest of the Board to provide strategic direction and leadership on organisation wide issues, overseeing LRSSB's future direction and delivery of LSSB's strategy and business plan.

In connection with the role, NEDs are expected to providing advice and constructive challenge, encouraging a culture of innovation and a strong sense of accountability. They provide a stewardship role to help shape the business, help guide strategy and support performance setting targets within the area that LRSSB operates in. NEDs are also required to act as an ambassador, working with internal and external stakeholders to ensure the needs of LRSSB's members are being met.

In line with good corporate governance practice and in accordance with the terms of its establishment, LRSSB will review its effectiveness after an initial three years of operation. The intention is to understand the effectiveness of its decision-making arrangements, its management of support for a safe operating industry and to ensure succession planning for the key roles is in place. This will be an independent review carried out by the Office of Rail and Road.

### **The Person**

Ideally, suitable candidates will have strong experience of working effectively as a Non-Executive Director.

Key attributes for this role include:

- A proven ability to shape strategy and make informed strategic business and financial decisions of major importance with possible legal and financial consequences;
- Strategic financial understanding;
- A highly credible ambassador with strong personal reputation amongst relevant peers at the most senior level;
- A leadership or senior management role in tram operations or at a transport undertaking; and
- Be able to demonstrate an understanding and awareness of the political context and dynamics in which the Board and LRSSB will operate.

Desirable experience includes:

- Leadership experience within a membership organisation or trade association;
- Experience of working in or with a standards authority;
- A strong grasp of corporate governance, and
- Overseeing a sound approach to procurement.

## The Nomination and Selection Process

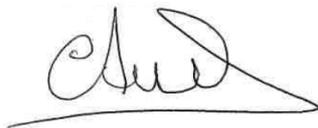
1. Director nominations are sought from within the Operator group.
2. Each nomination is required to supply a short CV and a supporting statement (the supporting statement to be a maximum one side A4 in standard text size) highlighting their suitability and setting out, with clear examples, how they believe that they meet the criteria as highlighted in "The Person" section above. Please email the completed application to [info@lrssb.co.uk](mailto:info@lrssb.co.uk) by close of play on 12<sup>th</sup> March 2021.
3. The LRSSB Directors will consider the information received from each of the candidates. LRSSB reserves the right to ask clarification questions related to information provided by candidates prior to voting on the nominations.
4. The LRSSB Directors shall vote on the nominations at the April 2021 Board meeting. All current Directors are entitled to vote on the candidates with the Chair having a casting vote in the event of an equal vote for two or more candidates.
5. In the event of only one nomination being forthcoming, that candidate shall still be subject to a vote in line with the LRSSB constitution on director appointments. However, provided they meet the minimum attributes sought, it is expected that the vote would be a confirmatory one only.

## Timeframes

The anticipated timetable is as follows:

Activity	Timings
Nominations closing date	12 <sup>th</sup> March 2021
LRSSB decision	April 2021
Results declared	May 2021

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Carl Williams', with a long horizontal flourish extending to the right.

**Carl Williams**  
CEO - LRSSB