

Tri-Branch Management Board

Terms of Reference and Membership

Purpose

1. The Tri-Branch Management Board (TMB) exists to optimise co-ordination and synergies between the three AIBs.

Roles and activities

2. The roles and activities of the TMB are listed below:
 - explore potential synergies to improve effectiveness, efficiency and resilience, whilst safeguarding the AIB's functional independence in the conduct and objectivity of investigations;
 - drive changes in the areas identified to be beneficial;
 - establish common positions on issues of mutual concern, in particular those that could damage the independence of an AIB, and coordinate actions taken in response;
 - when appropriate, coordinate the development of joint MoUs and other working arrangements with external agencies;
 - facilitate active communication and collaboration between the Branches;
 - facilitate peer review of each other's investigative processes where considered beneficial;
 - promote and disseminate good practice;
 - provide a forum for the Chief Inspectors to seek a peer review of complaints and issues raised by stakeholders that they have been unable to resolve themselves (but excluding consideration of issues related to an ongoing investigation¹);
 - establish a high-level overview of quality, timeliness of outputs and value for money;
 - actively promote the AIBs as centres of excellence;
 - achieve the above at a reasonable cost and without creating excessive bureaucracy or affecting the Chief Inspectors' statutory powers and obligations as defined in law.
3. Since each of the AIBs is required by their respective regulations to remain independent in the way it conducts its investigations, the TMB is precluded from:
 - any involvement in a decision on whether to investigate an incident or accident, or in setting the scope of an investigation;
 - any interference in an ongoing investigation;
 - any involvement in the review and approval of reports for publication;
 - any involvement in the assessment of responses to recommendations;

¹ an investigation is considered to be 'ongoing' until the final report has been published

- ordering any change to a published report or the reopening of an investigation.
4. The TMB is not required to exercise any oversight in areas that are the sole responsibility of the Board of Accident Investigation Branches (BAIB).

Constitution of the TMB

5. The TMB consists of a part-time independent chair and the Chief Inspector of each AIB. In time it may also include and a non-executive director who can provide advice to the chair. The board secretary is provided from within the staff of the AIBs. The secretary's role is to minute the meetings and track progress against agreed actions. Figure 1 gives an overview of the structure of the TMB.

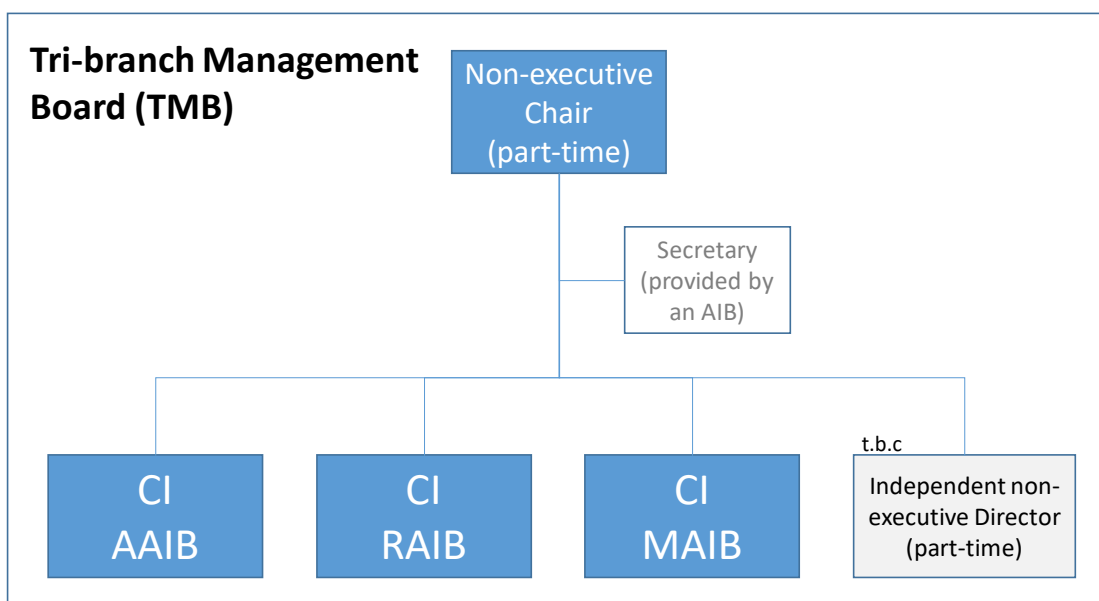


Figure 1: Overview of the TMB

6. The board will convene every 1 - 2 months.
7. The board is considered to be quorate provided:
 - each AIB is represented by its Chief Inspector or Deputy Chief Inspector
 - either the chairperson or non-executive director (if appointed) is present
8. The chairperson will propose an agenda at least two weeks before each meeting. Comments will then be incorporated and a final agenda issued by the chairperson one week before the meeting.
9. Agreement will be by consensus. The chair will have an equal voice in any debate and will have no veto on decisions made by the board.
10. Actions agreed at each meeting will be minuted by the secretary and recorded in an 'action tracking table'. This table will be maintained by the secretary and

will be the means by which the board will record and track the status of agreed actions.

11. The TMB may direct the establishment of working groups to address specific projects or issues. The TMB will set the scope, objectives and delivery timescales for the working groups; and then provide a forum for the Chief Inspectors to agree on the assignment of resources to each. The TMB will also monitor progress of the work streams and review the deliverables.

Relationship between the TMB and the DfT

12. The DfT has established the BAIB to oversee the governance of the AIBs and enable effective communication with the AIBs. Chaired by the Director General of the DfT's International, Security and Environment group (DG ISE), it also includes DfT managers with responsibility for AIB oversight and each of the three Chief Inspectors.
13. To fulfil its governance role BAIB needs assurance that the AIBs are working in an effective and collaborative manner. For this reason, the chairperson of the TMB will also attend BAIB to participate in briefings and discussions. Each AIB will provide a summary report on their activities and governance issues. The reports will highlight any key areas of concern they wish to bring to BAIB's attention. The chairperson of the TMB will also present a short paper on the work of the TMB.
14. Annual budgets are agreed between DfT and each Chief Inspector, and each Chief Inspector is accountable for delivery within the agreed amount. All activities undertaken or directed by the TMB will therefore need to be accommodated within existing budgets unless otherwise agreed with BAIB. However, mechanisms already exist to allow for the sharing of costs between AIBs where necessary.

Review

15. BAIB shall carry out an initial review of the effectiveness of the TMB after two years. The purpose of the review shall be to assess the effectiveness of the TMB and the extent to which it is delivering the intended benefits.