

**HEALTH AND SAFETY ARRANGEMENT HSA009:
Management Arrangement
of Safety Risk for National
Highways Activities**

**National Highways Governance
for activities that may impact on
safety outcomes for the strategic
road network**

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Reviewer list

Name	Role
NSCRG	As described herein
Mike Wilson	Chief Highways Engineer

Approvals

Name	Title	Date of issue	Version
Mike Wilson	Chief Highways Engineer	31/07/23	13.1

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Key messages

- National Highways has a responsibility to manage safety risks for all using our roads
- This document outlines how safety risks are addressed and by whom

1. Introduction

This document outlines National Highways' GG 104 requirements for safety governance to manage safety risks arising from our activities that have or may have an impact, either directly or indirectly, for anyone affected by our operation of our motorway and all-purpose trunk roads. This document is subject to a three year review period, or sooner, to reflect any material change.

These activities include:



Planning, preparing, designing, constructing, operating, maintaining, renewing and disposing of assets (examples of direct influences on safety risk)



Revising National Highways' requirements, directions and all procedures, policies and strategies (examples of indirect influences on safety risk)

The main parties involved in safety governance are shown in the chart below. However, the two main groups that must provide that governance are the safety control review group (SCRG) and the national safety control review group (NSCRG).

It also sets out the relationship between the NSCRG, the Chief Highways Engineer (CHE), the Safety, Health, Environment and Quality (SHEQ) Committee, and the role played by the Safety Risk Requirements Team (SRRT).

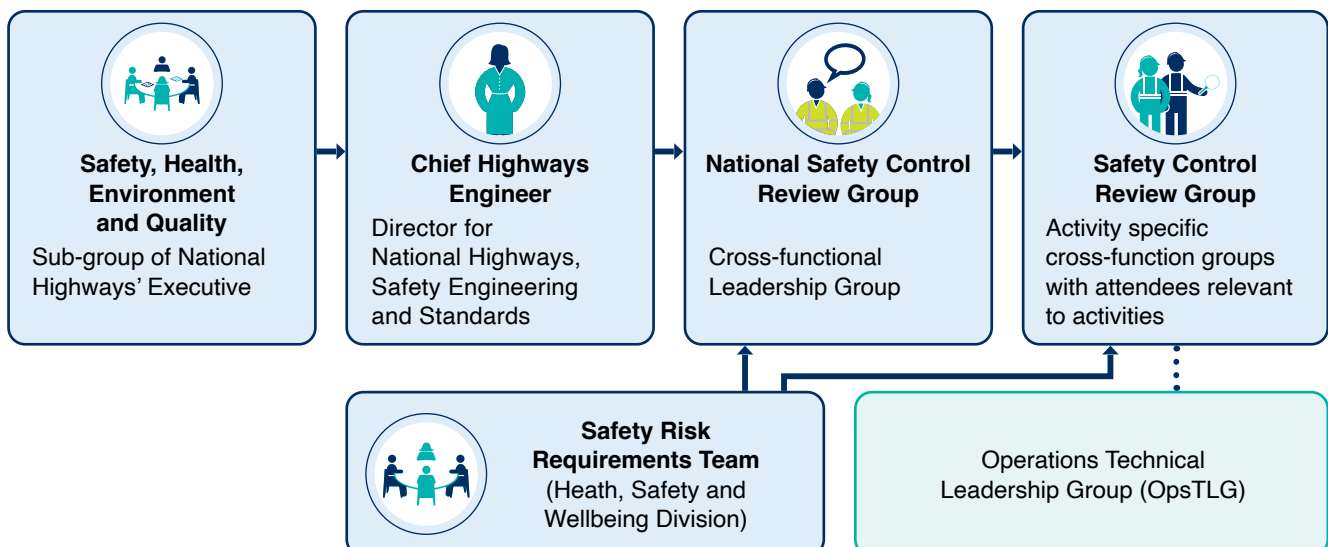


Figure 1 – Safety risk governance roles and hierarchy of decision making

2. Safety, Health, Environment and Quality (SHEQ) Committee and Chief Highways Engineer (CHE)



The SHEQ sets the direction for effective implementation of safety governance across the business; over and above the statutory and regulatory responsibilities owned by National Highways. Please see the Legislation to Safety Risk Assessment Matrix at Annex 3.



Our vision and commitments for improving safety are clearly stated in our Health, Safety and Wellbeing Policy.

Safety governance is discussed at executive meetings and each business area's performance reports are provided, reviewed and acted upon on a regular basis. A non-executive director also provides scrutiny of the business' safety governance processes on behalf of the Board Safety Committee.

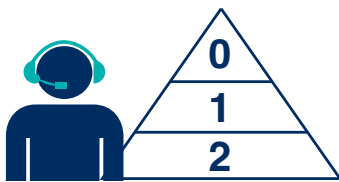
The CHE acts as the 'champion' for safety governance at executive level and delegates this responsibility via NSCRG and the SRRT.

3. Safety Risk Requirements Team (SRRT)



The SRRT has delegated responsibility from the CHE to define the Requirements for Safety Risk Assessment (GG104). They will be able to provide evidence of how they deliver their responsibilities against the Safety, Engineering and Standards (SES) service model.

They are responsible for agreeing on and accepting each business area's governance arrangements as suitable and sufficient, to ensure that safety risks are identified and managed across the business (and in the various business areas) to meet our statutory and regulatory obligations.



The SRRT provides support, training and advice to the business, and maintains the [Safety Engineering and Standards \(SES\) online Safety Group \(tier 0\) guidance](#). It also provides tier 1 and 2 safety governance support, appropriate to business need.

They confirm, when consulted, that an SRA meets the requirements of GG 104; that it is reasonable and appropriate for the decision being made, considers all affected populations and that conclusions are sound.

They ensure that key safety risks are being managed by those responsible for the activity driving the safety risks, to ensure that safety risks are balanced, and the most efficacious solution is identified and implemented. They will set a clear and defined escalation process to be followed should they become aware of activities being or have been undertaken outside of safety governance requirements.

Consistency of approach is maintained through weekly team discussions of activities reviewed.

The SRRT also has an assurance role through sampling to provide insight into the effectiveness of individual business area safety governance arrangements, which is independent of formal audits, and report compliance / non-compliance. They will check and challenge how advice is enabling others to take ownership and manage the risk of their own projects and activities by:

- Implementing a quality checking and recording mechanism with each business area
- Using management information to ‘check in’ with customers and ‘follow-up’ on their consultation

4. Independence



Decision making and attendance at (N)SCRG shall be suitably and sufficiently independent. Independent attendees can be either:

- Independent from the activity, but still work for National Highways, such as Trade Union and SES Technical Partner representatives.
- Independent from the activity, and also external from National Highways, such as human behaviour, scientific and social researchers.

It will not be necessary to have external, independent review at every (N)SCRG. However, the need for such shall always be considered.

5. Safety Control Review Group (SCRG)



The SCRG provides a forum for reviewing and accepting ‘safety work’ associated with the activity before it’s submitted for formal approval through the **appropriate governance arrangements owned by and applicable for that business area**. These will vary and the activity manager is responsible for identifying what these are. Please see Annex 1 for SCRG terms of reference.

Safety governance requires that we correctly identify and efficiently mitigate and manage safety risks through the application of key requirements.

GG 104 sets requirements which activity owners’ act in accordance with, to ensure appropriate safety risk assessment, evaluation and management is undertaken to inform all activities and decisions.

Safety governance accounts for the safety risk impact for all and aims to balance or improve safety risk for affected populations.



Safety governance documentation must be regularly updated to ensure safety assessments, procedures and decisions are appropriate, in accordance with GG 104.



Safety governance requires us to keep documentation, so that safety risk processes and management can be scrutinised/assessed throughout the various stages and lifespan of the project/activity at SCRG, as well as to maintain a record for audit purposes. This includes any proposed value engineering that may impact on safety risk.

To ensure that safety decisions are made considering the safety implications of the current and future application of the ‘activity’, a SCRG should comprise representatives from across the business who have ownership, expertise or will be affected by the activity.

All activities are required to be categorised for safety management purposes and this is achieved through the application of GG104 Requirements for Safety Risk Assessment (section 2.6 and associated tables).

The three categories are:



For **type A** activities, the categorisation and the safety risk assessment process is reviewed and agreed by the activity manager. The activity manager’s agreement is documented in accordance with the governance procedures for the business area in which the activity is undertaken.

Procedures will generally include a decision/acceptance point at each stage of safety risk assessment with the senior responsible owner (SRO) for the activity. This process to be documented and form part of the audit trail for decisions made.

SCRGs are mandatory for **type B and C** categorised activities and shall be organised by the activity manager. **Type C** categorised activities will require a higher level of consideration and thus will be referred to the NSCRG for review and acceptance. **Type A** categorised activities will not require a SCRG but may choose to follow the approach for some, or all decisions as this represents best practice in terms of engagement with stakeholders.



The SCRG reviews safety risk related to Departures from Standard (DfS) prior to formal, detailed submission to SES specialists, and considers activity specific safety challenges, resultant safety mitigation(s) and their effect on the delivery of the safety objectives. The National Highways activity manager for each activity is responsible to implement SCRG recommendations. See annex 4.

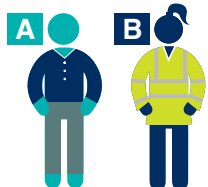
The SCRG must be cross-functional and ensure appropriate:

- Consultation and agreement is achieved for safety management decisions
- Actions are taken to effectively manage hazards and risks during the activity
- Programme-wide decisions are applied broadly consistently



The National Highways activity manager will decide if the SCRG needs to be convened throughout the life of the activity. Before the first meeting, the SRO, lead consultant and National Highways activity manager will agree on requirements like the quorum, membership of the group and the degree to which consistency of attendance is required.

The SCRG shall comprise two types of attendees:



- A) **Principal attendees** from across the business areas affected by the planned activity collectively determine whether to accept evidence presented to the group. Each has the power of veto over such decisions.
- B) **Specialist attendees** who provide additional expertise to the group, such as when specialist input is required for a decision to be accepted. Each has the power of veto over such decisions.

The requirement for specialist attendee attendance shall be decided by the activity manager and lead consultant but shall always comprise representative from the parts of the organisation/supply chain affected by the safety risks associated with the activity.

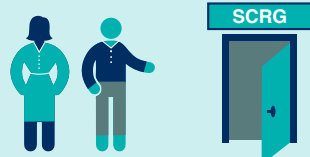
These principal attendees and specialist attendees will be the typical constitution of a SCRG and appropriate in most cases. However, there will be activities proposed by National Highways, with National Highways working with partners, or third party led, where there will need to be agreement on appropriate makeup of the SCRG to ensure that the intended consultation and oversight functions are met and discharged.

All attendees should be prepared for and participate openly in the review group to ensure appropriate consultation, decision making and action taking.

Acceptance of items discussed is based upon any power of veto cast or not, as voting by all attendees is not a requirement.¹

SCRG acceptance of a DfS recommendation(s) being suitable and sufficient to manage safety risk does not infer that acceptance will be a formality as part of the more detailed, formal DfS process, which is independent.

While such a situation should be avoided, it may be necessary for **principal attendees** to send representatives to the SCRG. Representative attendees shall have the competency and delegated authority to represent their senior representative.




The National Highways activity manager for the SCRG must show that the group has sufficient collective competence to fulfil its duties, and record this fact. The SRRT GG104 self assessment tool should be used to test competence. Where gaps are identified, relevant SMEs may be consulted (in person, or by correspondence) to provide advice or supplementary information. If they are not able to attend the meeting, their input should be sought in advance, so it can be presented at the meeting. They may also be asked to audit items under discussion or decisions reached.

Where a safety risk decision made by a SCRG is reviewed outside of the group, these must be referred to SCRG for acceptance.

¹ SES specialists reviewing departures, or involved in any further scrutiny as part of a process related to their specialism will inform the SCRG discussion, but can abstain from engagement in the SCRG acceptance process.

6. National Safety Control Review Group (NSCRG)



The NSCRG is established by the CHE to:

- Review type C categorised safety issues as defined by GG104 Requirements for Safety Risk Assessment. It may also be appropriate to consider individual features identified as type C, or individual risks categorised as type C, through the NSCRG forum.²
- Assure the CHE and the senior responsible owner (SRO) for the activity, that the scope and content of safety products are correct and fit for purpose, given the current stage of the activity
- Review and direct on unresolved safety issues escalated from type A/B activities
- Promote the application of appropriate governance for safety risk management

The NSCRG reviews and advises on complex or unique safety issues and network consistency items. Their key objectives are to:

- Provide direction on safety matters to activities, and provide assurance that statutory and regulatory duties have been discharged by National Highways, as well as any opportunities for continuous improvement
- Assure alignment of safety objectives with relevant National Highways objectives and targets, including those that are not safety-related
- Act as a specialist advisory group providing support to the Chief Highways Engineer
- Review and advise on complex, unique safety issues arising on activities
- Review and advise on safety issues that have a national impact or haven't arisen on the SRN before
- Provide advice for corrective actions to SROs
- Inform the SRO where an activity is not working in accordance with National Highways' stated requirements for safety governance, and require the activity manager to provide evidence of their consideration of safety risk
- Assure consistency of approach to managing safety across activities

Membership:

The Chair will consider the quorum and consistency of attendance at NSCRG meetings. There may be two types of attendees who are invited to each NSCRG meeting:

- Principal attendees**, who collectively review and advise on complex, unique safety issues that are referred by SCRGs, and accept solutions developed by SCRGs. Each has the power of veto over such decisions.
- Specialist attendees**, who provide additional SME experience to the group. Each has the power of veto over such decisions.

The NSCRG will:

- Accept or reject safety work presented to them
- Provide corrective advice and refer to the activity manager/SCRG

(Note: All costs associated with activity representation to the NSCRG will be met from the individual activity budget, and not by the SES directorate.)



²SES specialists input to NSCRG as principal attendees and subject matter experts, and not in their role processing type C DfS.

7. Further information



For further information or clarification please contact the SRRT via email:

SafetyGovernance@nationalhighways.co.uk

SAFETY CONTROL REVIEW GROUP TERMS OF REFERENCE

Purpose and authority

The Safety Control Review Group (SCRG) is established by an activity owner to:

- Provide a forum for reviewing and accepting safety work associated with an activity
- Consult with representatives from the organisation/supply chain affected by the safety risks associated with the activity to ensure collective competence
- Review type B- and C-categorised safety issues as defined by GG 104 Requirements for Safety Risk Assessment, assuring the senior responsible owner (SRO) for the activity that the scope and content of safety products are correct and fit for purpose, given the current stage of the activity
- Review type B and C safety-related Departures from Standard (DfS), and type A where interaction can create additional complexity, prior to formal submission to SES specialists
- Assure the application of appropriate health, safety and wellbeing values, principles and practices, through this governance
- Promote collaboration and knowledge sharing



Membership

Membership of the group is cross-functional and based on the role/function affected by the safety risks associated with the activity. There are two types of SCRG attendees, being principal and specialist:



Principal attendees shall be subject matter experts for the field they are representing and collectively determine the response to evidence presented, each having the power of veto over the SCRG decision.



Specialist attendees provide additional subject matter specialist experience relevant to the group when there are specific issues that require a more detailed knowledge of a discipline area, each having the power of veto over the SCRG decision³. The requirement for their attendance shall be decided by the activity manager and lead consultant. They will always comprise representative from the parts of the organisation/supply chain affected by the safety risks associated with the activity.

³ SES specialists reviewing departures, or involved in any further scrutiny as part of a process related to their specialism will inform the SCRG discussion but can abstain from engagement in the SCRG acceptance process.

Typical attendees include:

Principal	Specialist
Chair (typically activity owner or lead consultancy support, with relevant competence.)	Additional technical support, as required (e.g. SES specialists or external subject matter experts (SMEs))
Activity owner (typically PM and/or SRO)	Digital Services (DS) representative
Operations senior user (responsible for assuring appropriate Operations representation)	Trade Union representative
Operations integration manager	SES Technical Partner ⁴
Maintenance contract representative	Other stakeholder representatives (e.g. traffic officers)
Safety risk requirements representative	
Health, Safety and Wellbeing regional representative	
Secretariat (minutes)	

These principal attendees and specialist attendees will be the typical constitution of a SCRG and appropriate in most cases. However, there will be activities proposed by National Highways, with National Highways working with partners, or third party led, where there will need to be agreement on appropriate makeup of the SCRG, to ensure that the intended consultation and oversight functions are met and discharged.

In the event of the Chair, typically the activity owner, or an external SME, being unavailable then they will prearrange for their deputy to chair the meeting. The Chair will consider the minimum and appropriate attendance at meetings. The Chairperson's checklist should be used to support organisation of the (N)SCRG. See annex 5.

While such a situation should be avoided, principal attendees may send representatives to the SCRG, who must have the competency and authority required to undertake the duties delegated to them.

The meeting attendance may be considered acceptable/quorate if the Chair (or their representative) and two other members (or their representatives) are present, including the subject matter expert for the topic discussed. Required membership and minimum attendance of the group and consistency of this on a recurrent basis shall be agreed with the activity Senior Responsible Owner/National Highways activity manager or their representative, in advance of the first meeting of the group.

⁴ Invite for possible attendance to represent SES specialist(s), as required.

Proceedings of the SCRG

The group will meet on an ad-hoc basis:



SCRGs shall only be convened when a decision requires acceptance as they are not forums for general discussion.



At least five working days before the date of the meeting, the agenda and supporting papers shall be sent to all attendees. Agreement may be reached with attendees to provide papers to a different timescale, as appropriate.



Minutes of each meeting shall include details of actions agreed, responsible owners and target dates. Draft minutes shall be circulated within ten working days of the relevant meeting date. An action tracker may be produced, as required.



A record of every activity shall be maintained according to each Business area's governance arrangements, for safety governance audit purposes.

The first meeting of the SCRG will take the form of a stocktake to assure the activity owner that they have achieved collective competence, and to provide an overview of the SCRG remit and typical activities expected to be engaged. The GG 104 self-assessment tool should be used to test individual competence. It is also important that all principal members are appraised of their responsibilities as principal members of the group, along with how their role and that of the SCRG fits into the wider safety governance function.

Responsibilities

The SCRG members will be prepared for and participate openly in the review group to ensure appropriate consultation, decision making and action taking:

- Accept/reject safety products for type B- and C-categorised activities as meeting the requirements of GG 104; providing feedback and advising the SRO for the activity (whom will retain overall responsibility for the progression).
- Accept/reject safety-related DfS.⁵
- Accept/reject safety-related design proposals/decisions.
- Provide direction, ad-hoc advice and guidance as required on safety issues from their subject area perspective.
- Accept/reject SCRG minutes.



Activity owner



Secretariat

The activity owner is responsible for implementing SCRG recommendations.

The secretariat is responsible for recording all activities reviewed and minutes for safety governance audit purposes.

⁵ SCRG consultation will enable improvement and resubmission by the Principal Designer. Any DfS will then be formally determined by SES. The SES specialist will consider the DfS impartially and on its merits.

Specific safety governance topics to be considered

The following topics, where relevant, shall be considered as part of the safety risk considerations for activities reviewed:



- Safety Plan, Safety Report and Plan for Monitoring Operations products
- Activities defined generically for SCRG attention within the Business Area
- Review of key operating assumptions
- Assessment of the appropriate GG 104 activity categorisation
- The identification of all reasonably foreseeable hazards, and assessment of risks
- Changes to a hazard risk assessment or safety requirement (this may include re-scoring of a risk and review of appropriate evidence)
- The verification of safety requirements to mitigate significant risks
- Safety-related DfS (prior to formal submission to SES specialists)
- Strategies and mitigations for addressing key safety challenges
- Perceptions of safety, such as road users' feelings of, rather than subjective, safety
- Suicide prevention
- Any safety implications from value engineering activities
- Assurance that start of works won't prejudice the detailed design of a Major Projects/ Operations scheme

Other matters, policy and best practice

SCRG decisions are limited to acceptance or rejection of safety assessments, with decisions on implementation taken as per the business area and project overall governance arrangements.

Where an activity is identified as not working in accordance with National Highways' stated requirements for managing safety risk, the SCRG shall require the activity manager to provide evidence of their consideration of safety risk.

Escalation to NSCRG will be required for any type C categorised items, and any that are unable to be agreed by the group.

Engagement with the Operations Technical Leadership Group (OpsTLG) will be required by Major Projects schemes, as per the Project Control Framework.

NATIONAL SAFETY CONTROL REVIEW GROUP TERMS OF REFERENCE

1. Purpose and authority

The National Safety Control Review Group (NSCRG) is established by the Chief Highways Engineer (CHE) to:



- Review type C categorised safety issues, as defined by GG104 Requirements for Safety Risk Assessment, assuring the CHE and the senior responsible owner (SRO) for the activity that the scope and content of safety products are correct and fit for purpose, given the current stage of the activity
- Review and direct unresolved safety issues escalated from type A/type B categorised activities
- Promote the application of appropriate governance for safety risk management

2. Membership

Membership of the group is based on role/function and will be reviewed annually. There are two types of NSCRG attendees, being principal and specialist. Principal attendees shall be appointed by the chair on behalf of the CHE. They shall be subject matter experts for the field they are representing and shall demonstrate this through submission of competence statements, prior to appointment. A record of these will be maintained for audit purposes. Specialist attendees provide additional subject matter experience that's relevant to the group when there are specific issues that require a more detailed knowledge of a discipline area. Principal attendee tenure shall be indefinite or until the role changes; they resign; or are stood down for NSCRG governance reasons.

Principal attendees	Representing
Chief Highways Engineer	Chair
Head of Health & Safety Risk, Standards and Assurance Health, Safety and Wellbeing Division	Deputy Chair
Head of Operational Technology, Architecture, Design and Technology Services	Digital Services
Major Projects (Safety Lead)	Major Projects
Major Projects (Operational Safety Subject Matter Expert)	Major Projects
Head of National Highways Interface Smart Motorway Programme Alliance (SMPA)	Major Projects
Health, Safety and Wellbeing (HS&W) Director	SES
Assurance and Compliance Manager, HS&W	SES
Head of Technical Services, Road Safety Division	SES
Head of CAV and Energy, Road Development Division	SES
Head of Road Design, Road Development Division	SES
Head of Strategy, Road Development Division	SES
Asset Information Group Manager	SES
Group Manager, Road Development Division	SES

Head of Technical Partners and Change	SES
Head of Operational Control	Operations
Operational Capability, Safety and Risk Manager	Operations
Major Projects/Operations Liaison Manager	Operations (Major Projects Lead)
Independent Advisor	Independent Operational Safety Advice
Senior Lawyer	Legal Services
Safety Risk Requirements Senior Advisor	Secretariat

*Review annually for accuracy. Refer to principal attendee register for competent individuals.

Chair	Digital Services	SES	Independent Operational Safety Advice)	Secretariat
Deputy Chair	Major Projects	Operations	Operations (Major Projects Lead)	Legal Services

In the event of the Chair being unavailable, prearrange for the deputy to chair the meeting. The Chair will consider the quorum and appropriate attendance at meetings. See annex 5.

3. Proceedings of the NSCRG



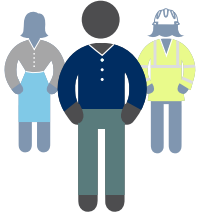
The group will meet monthly:

- Unless otherwise agreed, the agenda and supporting papers shall be sent to group attendees and to other attendees (as appropriate) no later than five working days before the date of the meeting
- Minutes of each meeting shall include details of actions agreed, responsible owners and target dates. Draft minutes shall be circulated within ten working days of the relevant meeting date
- A record of every activity reviewed shall be maintained as a record in SHARE for audit purposes
- Review and manage the NSCRG risk register, assigning ownership for management actions

While such a situation should be avoided, principal attendees may send representatives to the NSCRG. Principal attendees must be content that representative attendees have the competency required to undertake the duties delegated to them.

Principal attendees shall recuse themselves from any submission items that they have an interest in prior to the commencement of that item, and this shall be recorded in the meeting minutes.

4. Responsibilities



- Accept/reject safety products for type C categorised activities as meeting the requirements of GG104; providing feedback and advising the SRO for the activity (whom will retain overall responsibility for the activities progression)
- All management actions associated with the NSCRG risk register
- Direction, ad-hoc advice and guidance as required on unresolved safety issues escalated from type A/type B categorised activities/projects

5. Reporting



The group chair shall provide a verbal report to the CHE after each meeting:

- A summary of the matters arising
- An update on the risk register

A monthly report and dashboard shall be provided to the CHE for presentation at the Executive Safety Committee.

6. Other matters, policy and best practice



Where an activity is identified as not working in accordance with National Highways' stated requirements for managing safety risk, the NSCRG shall require the activity manager to provide evidence of their consideration of safety risk.

NSCRG shall participate in an annual review of its own performance, to ensure it is operating at maximum effectiveness.

A record of this review shall be kept for audit purposes.

7. Communications



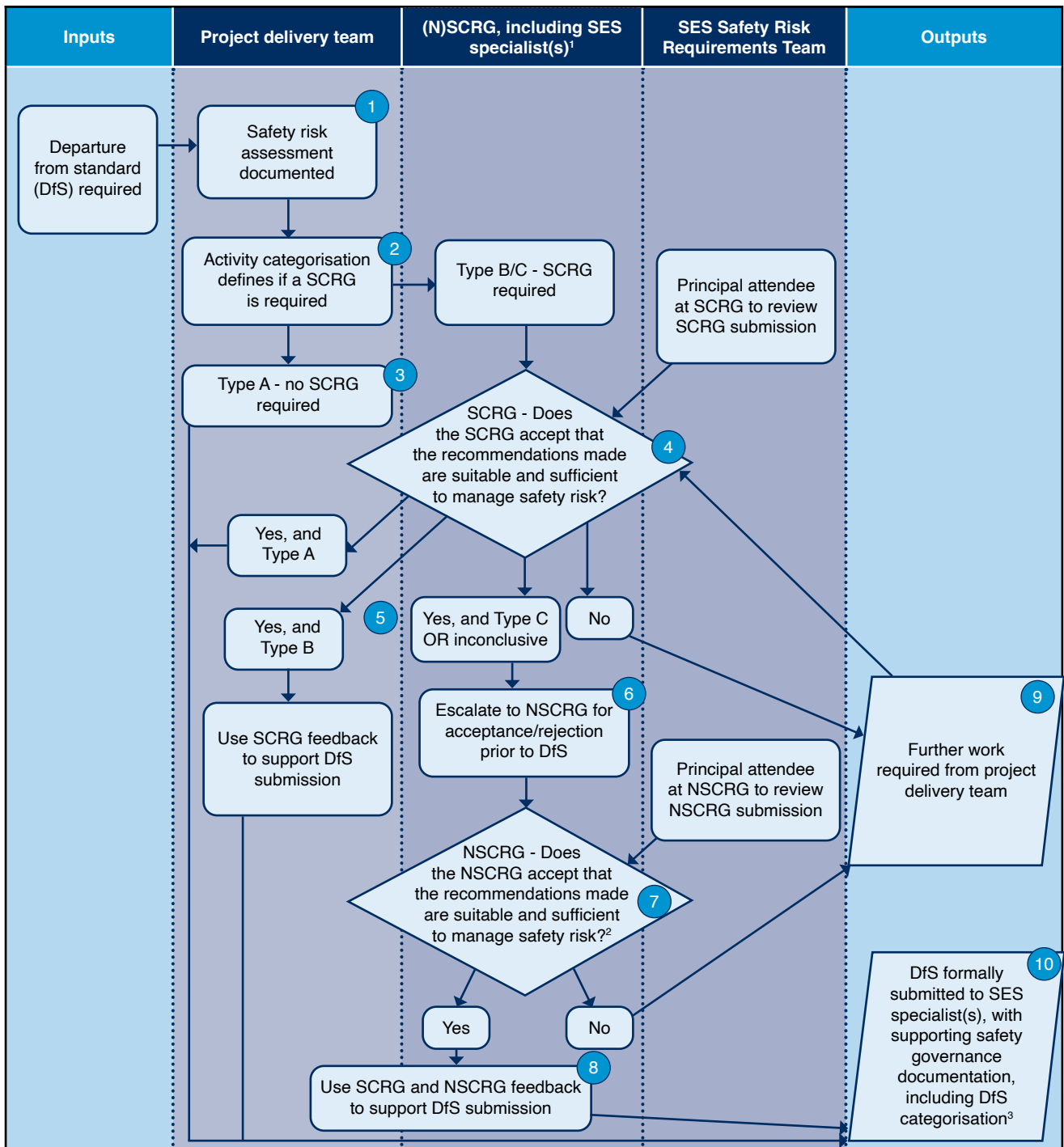
NSCRG content and regular updates will be shared with the wider organisation and externally via content such as dedicated web pages.

LEGISLATION TO SAFETY RISK ASSESSMENT MATRIX

Document	Status	Where and when it applies					Who it applies too			Purpose
		General operation and management of the SRN	Construction of schemes	Maintenance of the SRN	Demolition of our infrastructure	Our offices and workplaces	Customers (road users)	Our workforce, traffic officers and supply chain	Neighbours (other parties)	
Road Traffic Act	Legislation	✓					✓			Managing safety of the road user
Highways Act	Legislation	✓					✓			Managing safety of the road user
Health and Safety at Work Act	Legislation	✓	✓	✓	✓	✓	✓	✓	✓	Managing safety of employees
Health, Safety and Wellbeing Policy	Legal requirement	✓				✓	✓	✓	✓	The organisation's general approach to managing health, safety and wellbeing
Home Safe and Well Approach	Strategy and plans	✓	✓	✓	✓	✓	✓	✓	✓	To improve the health, safety and wellbeing of employees, road users, neighbours, and road workers
Operational Safety Risk Assessment	Standard	✓	✓	✓	✓	✓	✓	✓	✓	A framework for assessing and controlling safety risk relating to operating and managing the SRN
Occupational Health and Safety Risk Assessment	Standard and procedure	✓				✓	✓	✓	✓	A framework for assessing and controlling the safety risk to our people and others effected from our work activities

SAFETY GOVERNANCE DECISION-MAKING HIERARCHY FOR DEPARTURES FROM STANDARD

Objective To independently govern the safety decision making process when a departure from standard is required.



¹ SES specialists processing departures or involved in any further scrutiny as part of a process related to their specialism will inform the SCRG discussion but can abstain from engagement in the (N)SCRG acceptance process.

² SES specialists input to NSCRG as principal attendees and subject matter experts, and not in their role processing type C DfS.

³ Type B or C projects SCRG to record SCRG acceptance of all DfS categorisations including any Type A DfS.

SCRG CHAIR PERSONS CHECK LIST

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;"> Planning before your (N)SCRG </div>	1. Are you clear on the decisions that need to be made?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	2. Have you retained a record of your justification for the GG 104 category selected as appropriate for the activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	3. Have you considered who needs to be part of your (N)SCRG? I.e., those who are: <ul style="list-style-type: none"> • Independent from the activity but internal to National Highways e.g., Safety Engineering and Standards • Affected by the activity • Responsible, or will be, for a current/future state of the activity e.g., to plan, design, construct, operate, maintain 	<input type="checkbox"/> YES <input type="checkbox"/> NO
	4. Do you need advice from someone independent and external from National Highways? (Maybe this is a subject area that is outside the scope of our normal operation? Or perhaps specialist social research, behaviour change, or human factors input would assist with decision making?)	<input type="checkbox"/> YES <input type="checkbox"/> NO
	5. Have you appointed a secretariat to assist with administration? Who will: <ul style="list-style-type: none"> • Set up the meeting and arrange appointments • Collate papers and prepare the slide deck, using the standard template • Record the minutes, using the standard template • Keep appropriate records 	<input type="checkbox"/> YES <input type="checkbox"/> NO
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;"> Competence checks </div>	6. Do you have the right level of competence as part of your (N) SCRG? Document how you know this, using the GG 104 self assessment tool.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	7. Competence one confirmation. NSCRG only. Before the meeting check that all principal attendees competence statements are valid, current and obtain updates as necessary. Document this check in the minutes of the meeting.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;"> Running your (N)SCRG </div>	8. Quorate confirmation. Check sufficient attendance representing disciplines affected by the subject areas discussed, and document in minutes.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	9. Competence two confirmation. Check that attendees provide requisite or adequate knowledge/capability of subject areas to be discussed, and document in minutes.	<input type="checkbox"/> YES <input type="checkbox"/> NO

	10. Independence confirmation. Assure freedom from the influence, interest or control of the subject areas to be discussed, and document in minutes.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	11. Assure that all attendees have an opportunity to contribute to the discussion.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	12. Sum up the discussion and confirm decisions made with the group.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;"> After your (N)SCRG </div>	13. Assure that minutes are circulated within ten working days and that they are accepted and saved as a record.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	14. Follow up on actions until these are closed out. An action tracker may be produced as required.	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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