

# Risk Management Authority

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## Information on the RMA Board and Committees



**RMA**

Risk Management Authority

*Working towards a Safer Scotland*

## Information on the RMA Board and Committees

The RMA has a statutory obligation to be transparent in our working practices to the public. To fulfill this duty, we share via this website minutes from our Board and Committee meetings. Our Board meetings are convened every two months while our committees meet on a monthly basis.

The Board is responsible for setting the strategic direction of the RMA and, together with the RMA Chief Executive, ensures that Best Value is achieved through efficient and effective use of resources and personnel.

In order to do this, the Board has established four Committees to ensure informed decision and policy making.

The Committees are:

**Accreditation Committee**  
**Appeals Committee**  
**Audit Committee**  
**Remuneration Committee**

Due to the sensitive and confidential nature of the contents, minutes from certain Committee meetings are not published. The minutes not published are:

- Accreditation Committee
- Appeals Committee
- Remuneration Committee
- Published Board minutes that contain personal information will be redacted

### **Accreditation Committee**

The remit of the Accreditation Committee is to accredit persons and manners for the purposes of risk assessment. The main responsibilities of the Committee are:

- To decide whether an applicant has met the required competencies and standards to become an RMA risk assessor and to award accredited status if they have.
- To provide appropriate direction to RMA staff on the handling of an application for accreditation at all stages prior to a final decision on whether or not to accredit a person.
- To decide whether a manner has met the required criteria to become an RMA accredited manner and to award accredited status if it has.

### **Appeals Committee**

The remit of the Appeals Committee is to consider and decide any appeals lodged with the RMA against a decision by the Accreditation Committee:

- Not to award accreditation to a person or to a manner
- To withdraw or suspend an accreditation

**Audit Committee**

The remit of the Audit Committee is to support the Accountable Officer in her responsibilities for issues of corporate risk, control and governance and associated assurance through a process of constructive challenge. The main responsibilities of the Committee are to advise the Accountable Officer on:

- The strategic process for corporate risk, control and governance
- The process for review of the accounts prior to submission for audit, levels of error identified and management's letter of representation to the external auditors
- The planned activity of both internal and external auditors
- The adequacy of management response to issues identified by audit activity

**Remuneration Committee**

The remit of the Remuneration Committee is to consider and make recommendations to the board and Scottish Ministers on the pay policy and the annual pay award for the Chief Executive.

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