

Chartered Institution of Railway Operators

Draft Minutes of Annual General Meeting 2024

Held 5th October 2024: online.

Attending: voting members

Ellie Burrows, Jim Meade, Phil James, Nick Dent, David Davidson, Tom Desmond, Annette Shipley, Phil Sherratt Jason Wade, Wayne Kyte, Matthew Lee, Ciaran McGilp, Rachel Heath, Carl Phillips, Steve Cambridge, Karen Duffy, Andrew Harper, Liz Walker, Clive Hinchcliffe, Kelly Marklove

Attending: non-voting members

Chris Kidney, Yasir Ali (Bhatti), Xana Miller

Apologies:

Mark Hopwood

Opening Remarks

Ellie Burrows welcomed all the attendees of the AGM and opened proceedings at 09.32. She explained that the AGM covers the period of 1st October 2022 – 30th September 2023 and was held online.

Minutes of Previous AGM

The last AGM was held on 7th October 2023, and chaired by Ellie Burrows. These were proposed by Jim Meade and seconded by Nick Dent, and agreed as an accurate record.

Chair's Report

Ellie Burrows introduced the report.

I have been a Board member since 2018 and Chair since 2021, and it has been a privilege to see the Institution grow in both membership, professional standing and financial security.

I am immensely proud of the strides that we have been able to make, and this can be seen within the 2022 to 2023 period, in supporting our members and the broader industry.

This year presented both challenges and opportunities, and our collective efforts truly showcased our commitment to excellence and professional development within the railway industry. Some notable achievements included the celebration of our first ever Ofsted inspection for our apprenticeship delivery, receiving a very commendable 'Good' rating. This milestone reflected the substantial efforts of the apprenticeship team, the learners and the stakeholders.

Additionally, the recognition of our End Point Assessments service by Ofqual emphasised our dedication to rigour and maintaining high standards for the industry.

The launch of our new online members portal reflected the commitment to improving our members' experience, continually adding value and increasing accessibility.

Furthermore, the successful introduction of endorsed learning programmes, through our awarding organisation, in partnership with Network Rail, was a testament to the innovative approach to professional development.

As we've been navigating the evolving landscape in light of the Great British Railways announcement, the industry's recovery from the effects of the pandemic and increased industrial action, CIRO has remained committed to fostering a culture of trust, leadership and collaboration.

Our Charter continues to underline the importance of our work and the value of our professional membership. The coming together of all employers, Area Council volunteers, our tutors, our Board Members, Fellows, Members, Associates and Affiliates, brought the Institution's powerful and expert network into light.

I would like to thank the time and dedication given to CIRO by its wider community and a special thank goes to our corporate members who serve an essential function for CIRO, both in the creation of our products and services, but also in terms of their willingness to keep involved with CIRO, the only Professional Institution for rail operators, and for their facilitation of their staff members who take up the corporate membership benefits every year.

I'd also like to acknowledge that as CIRO embarks on its next exciting phase of growth and innovation, we are very thrilled to introduce Phil Sherratt as our new Chief Executive Officer. Phil has already begun immersing himself, in the organisation, working closely with the Board and interim CEO and Annette Shipley. Phil will succeed Annette Shipley, who has commendably served as CEO during the transition period and played a key role in the recruitment process to appoint him. Her leadership within this time of change has been instrumental in keeping CIRO on course, and she will continue to be an invaluable asset, supporting Phil as he transitions into the role. Annette will then return to the role as Deputy CEO as of October.

As the outgoing Chair, I want to extend a heartfelt thanks to our dedicated team, our supportive community, and the inspiring colleagues across the network. Your commitment and collaboration have made this journey remarkable, and I'm grateful for the opportunity, and it is a perfect point that following this AGM I hand over chair to my esteemed colleague at Jim Meade, who is the Chief Executive of Irish Rail.

Statement of Accounts

Ellie Burrows introduced the accounts, explaining that they were signed off by the Board in a meeting on 19th September 2023 and are available to download from the CIRO website.

In the year CIRO had an **income of £3,164,615** (the previous year it was £2,713,813), **overheads of £2,104,689** (last year was £2,592,770) **leaving a surplus of £259,926** (last year was £121,060).

CIRO maintained the level of growth and have been able to continue to invest in new services – all of which had been created in direct response to industry. It is always worth noting that we do not access any central funding, and we exist solely on what we can attract and earn ourselves.

There being no questions about the accounts, Phil James proposed and Tom Desmond seconded.

Ratification of Newly Elected Board of Governors and Report on Retirement and Appointment of Governors

There have been several changes to the Board since the last AGM. To ensure sure that we are working in line with the requirements of our chartership, elections have been held where CIRO voting members will soon elect 50% plus one of the Board of Governors, up to a maximum 13.

The changes to the Board are as follows:

Two Governors came to the end of their appointment on the 30th of August: Ben Rule and Helen Hamlin. I would like to record our gratitude to them for the time that they have served.

Ellie Burrows' term actually came to an end on 30th September 2024, but following full Board agreement her appointment has been extended until the 31st of December. Given the significant change that have been experienced at both executive and non-executive level, this allows for a period of continuity in full handover in that process.

Appointed: in February 2024, the board invited three Governors to join the Board: Nick Dent (TfL), Mark Hopwood (GWR) and Tom Desmond (Network Rail).

In April 2024 Annette Shipley (acting CEO) replaced Fiona Tordoff after she stepped down as CEO. I would like to record our gratitude to Fiona for the time the time she served as CEO.

Elected: CIRO ran its first ever election so that members could elect 50% plus one of the Board of Governors. The full results of the election can be found on the CIRO website.

Nine members stood for election and three governors were duly elected: Karen Duffy (Network Rail), Rachel Heath (Network Rail) and David Davidson (Network Rail). It was a fair election process, and congratulations to each of those successful.

The Chair confirms that all the Governors continue to be effective and strongly committed to serve the remainder of their terms.

- Jim Meade (Chair)
- Ellie Burrows, whose term ends on 31st December 2024
- Tom Joyner, whose terms ends on 31st December 2024
- Andy Joy
- Phil James
- Claire Mann
- Nick Dent
- Mark Hopwood
- Tom Desmond
- David Davidson
- Rachel Heath
- Karen Duffy
- Annette Shipley, who will be replaced by Phil Sherratt on 28th October 2024.

There being no questions about the Board membership, Phil James proposed and Jim Meade seconded.

Appointment of Auditors

Ellie Burrows explained the intention to continue to work with Rawlinson and Hunter and asked if anyone wanted to question or raise any objections. There being no objections, Phil James proposed and David Davidson seconded, and it was agreed to continue with Rawlinson and Hunter.

AOB

There being no further questions, Ellie Burrows prepared to close the meeting.

The meeting closed at 09.43.