

# **Document Title:**

**Security Control Committee Charter**

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## **Category:**

Governance & Assurance / Proof It Works

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## **Description:**

A generic security control committee charter designed to guide multi-disciplinary security risk governance in any sector. Defines membership, responsibilities, meeting structure, decision-making, risk management integration, human rights requirements, and best practice alignment with international standards.

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## **Tags:**

security governance, committee charter, security management, risk management, human rights, auditing, policy, assurance, international standards

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# **Security Control Committee Charter**

## **1. Background**

Security control is a critical component in managing organisational risk. The Security Control Committee (SCC) exists to give assurance on risk and control effectiveness, drive zero-loss objectives, and ensure appropriate and effective preventative and detective controls are implemented and maintained. It brings together multiple disciplines to discuss ways in which resources can be managed effectively to prevent loss and to provide assurance to the business on progress towards security objectives.

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## **2. Objectives**

- Align the Security Control activities with the overall Enterprise Risk Management Framework and supporting policies.
  - Continuously identify security risks and mitigate them to prevent theft, fraud, and other losses.
  - Build a continuous improvement culture through ongoing awareness and training.
  - Achieve and maintain security control effectiveness levels of above 80% in audits.
  - Provide effective loss prevention capability through workplace protection.
  - Contribute to profitability by eliminating malicious and non-malicious losses.
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### **3. Scope**

To create a safe and secure working environment that enables the identification, assessment, mitigation, measurement and monitoring of associated security risks to people, assets, reputation and operations.

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### **4. Cost and Business Case**

- Contribute towards company objectives and strategy.
  - Support profitability by eliminating losses through effective controls.
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### **5. Committee Membership**

A typical SCC will include:

<b>Number</b>	<b>Member</b>	<b>Department</b>
1	Managing Director	Executive
2	General Manager	Operations
3	Risk Manager: Security	Security
4	Process Manager	Production / Operations
5	Technical/Engineering Manager	Engineering/Technical
6	Finance Manager/CFO	Finance
7	Human Resources Manager	Human Resources
8	Sales & Marketing Manager	Sales and Marketing
9	Governance & Assurance Manager	Governance & Assurance

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### **6. SCC Responsibilities**

- Set out the Security Control Strategy and oversee activities to advance it.
  - Advance the maturity of the security control system through regular assessment.
  - Ensure adherence to security standards and guidelines in operations.
  - Conduct regular audits to identify risks and opportunities.
  - Monitor implementation of initiatives to improve effectiveness and reduce risk.
  - Track key performance areas in line with operational agreements.
  - Implement strategies directed by the SCC and other relevant committees.
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## **7. Individual SCC Member Responsibilities**

### **7.1 Chairperson:**

- Provide leadership and strategic direction.
- Ensure meetings are planned, conducted effectively, and documented.
- Monitor committee effectiveness and compliance with standards.

### **7.2 Secretary:**

- Support the Chairperson by organising meetings, distributing agendas and minutes.
- Maintain records and follow up on action items.
- Ensure effective communication with committee members.

### **7.3 Process and Sales/Marketing Managers:**

- Report on compliance with Process Integrity Standards.

### **7.4 Human Resources Manager:**

- Report on People and Culture Standards.

### **7.5 Risk Manager: Security:**

- Report on Protection Standards and investigations, intelligence activities.

### **7.6 Technical/Engineering Manager:**

- Report on maintenance assurance.

### **7.7 Governance & Assurance Manager:**

- Report on auditing and review assurance.

### **7.8 Senior Management (MD, GM, CFO, etc.):**

- Provide support, approve deviations when required.
  - Maintain accountability to the Board for effective Security Control.
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## **8. Committee Decision-Making**

### **8.1 Quorum Requirements:**

- Chairperson or delegate.
- Security Manager or representative.
- Process/Sales Manager or representative.
- Three additional Managers.

### **8.2 Decision-Making Process:**

- Consensus-based decision-making with input from all members.

### **8.3 Frequency of Meetings:**

- At least quarterly, with additional meetings as required.

### **8.4 Agenda, Minutes, Decision Logs:**

- Prepared and circulated in advance.
  - Minutes approved at subsequent meetings.
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## **9. Critical Success Factors**

- Ownership of security responsibilities by all functions.
  - Embedding a security culture where all employees participate.
  - Clear, understood, and enforced security standards.
  - Effective awareness and training.
  - Measurement through leading and lagging indicators.
  - Regular risk assessments and mitigation.
  - Adequate resources to meet objectives.
  - Strong cross-team collaboration.
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## **10. Risks**

- Lack of ownership and buy-in.
  - Insufficient training, tools, or resources for effective control.
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## **11. Calendar of Events**

- Example quarterly schedule: March, June, September, December.
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## **12. Key Activities**

- Review of Security Standards.
  - Internalisation (training/awareness) for management and staff.
  - Regular audits/reviews of control effectiveness.
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## **13. Deliverables**

- A safe and secure working environment free from exposure and security risks to people, assets, business, and reputation.
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## **14. Assumptions**

- Committed, principled employees supporting a competent and effective security function.
  - Adherence to defined standards and minimum performance expectations.
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## **15. Other Related Committees**

- Sectional Security Control Committees
  - Value Management Committees
  - Risk Champions / Business Continuity Forums
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## **16. RACI – Roles and Responsibilities**

### **Legend:**

- R = Responsible
- A = Accountable
- C = Consulted
- I = Informed

### **Example Matrix (simplified):**

<b>Standard Area</b>	<b>MD GM CFO CRO Security Head</b>				
Leadership & Governance	C	A	C	A	R
Process Integrity	C	A	C	C	R
People and Culture	C	A	C	I	R
Protection	A	C	I	C	R
Proof (Auditing, Documentation)	C	A	C	-	R
Investigations & Intelligence	C	A	-	I	R

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## **17. Possible Agenda Topics and Schedule**

### **Example topics:**

- Chairperson's report and leadership.
  - Health, Safety, Environment updates.
  - Chain of Custody reviews.
  - Effectiveness of Security Programme.
  - Monitoring, Auditing, Internal Audit.
  - Risk Register review.
  - Reliable People and HR practices.
  - Data Privacy, Human Rights.
  - Business Integrity.
  - Security incidents, investigations, performance.
  - Policy changes and impacts.
  - Improvement plans and best practice sharing.
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### **Notes:**

- This document has been genericised for international use in any industry or jurisdiction.
  - References to specific products (diamonds, minerals) have been removed or replaced with "assets" or "product" where applicable.
  - Aligned with ISO 31000, ISO 27001, and industry best practices for security governance and human rights compliance.
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### **End of Document**