Board Meeting Paper		
Mar 16 BM C 3.1		transportfocus
Purpose of report	☐ Decision[1] ☒ Discussion / debate ☐ Information only[2]	
Sensitive Information?	☐ Yes ☒ No	
If sensitive, protective marking[3]		
Date of Meeting	17/03/2016	
Agenda Item	C 3.1	
Report Title	Members' Event Record of Approvals	
Sponsor	Jon Carter	
Author(s)	Michelle Calvert	

1. Summary

In 2016-17 the Board and meeting calendar has 3 public Board meetings and 11 Members' Events, of which 4 are by conference call. Legislation dictates that all Board meetings must be open to the public and therefore all minuted business to be available for public consumption. We therefore propose that, to aid the approval of any new project or item of business, we submit the item for discussion at the nearest Members' Event and record the approval using the Record of Approval document. This document would record each Board member's response to the item and be signed by the Chair. It would then be included for noting in the agenda of the following public Board meeting.

2. Recommendations / decision required

With the Boards approval we would like to proceed with this new process in April 2016 to coincide with the beginning of the new financial year.

3. Further details

This process will only be used by members of the CEO team, it is to provide an important audit trail and evidence for approvals made by the Board when not convening in public.

4. Implications – Financial, Risk, Legal, Staffing

This new process will allow projects and items of business which need Board approval to be responded to quickly. Without this new process approvals will not be achieved until the Board meet in public on one of the 3 dates proposed. This would delay projects, cause the loss of financial opportunities and ultimately effect Transport Focus's delivery of the Workplan.

5. Background information

Description	Web Link
Record of Approval document	(Connect) Record of Approval

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[1] If a decision is required, or you are asking for the paper to be formally noted, please set this out in section 2

[2] If for information only, please make clear in section 1 **why** this information is being provided

[3] ie **OFFICIAL/SENSITIVE**: plus COMMERCIAL / POLICY / MANAGEMENT-STAFF / PERSONAL PROTECT

6. Equalities screen

Sometimes, an equalities impact assessment (EIA) is required for a given report, proposal or project. To help decide whether an EIA is required, a screen must be undertaken based on the information provided above. The screen seeks answers to four questions which are used to determine impact on the protected characteristics – major, minor or none (default). Please choose the correct impact value and, if **major**, link it to an explanation below.

Gender	Age	Sexual orient'n	Disability	Marital status	Political belief	Religious belief	Racial group
1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?							
None	None	None	None	None	None	None	None
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?							
None	None	None	None	None	None	None	None
3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?							
					None	None	None
4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?							
					None	None	None

*Summary of **major** impacts*

1	
2	
3	
4	

Conclusion (the board's consideration of this paper may result in a change of conclusion)

Based on the information above, and having regard to the guidance below, the sponsor and author of this paper agree that (√)	
(a) A full equalities impact assessment is **not** required	√
(b) A full equalities impact assessment is **not** required at this time but the impact values above suggest the matter should be kept under view during the lifetime of the project	
(c) A full equalities impact assessment is required and should be completed during the lifetime of the project	
(d) A full equalities impact assessment is required and should be completed immediately	
Please provide a brief explanation of why you have arrived at this conclusion	
The proposal has little no relevance to equality of opportunity or good relations and / or is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.	