

## CPP2.2 Board reserve powers

### 1. Interpretation and Implementation

- 1.1 This document sets out those decisions which the Transport Focus Board reserves to itself (or a Committee) and does not delegate to management team.

### 2. Business planning, finance, budget and procurement

#### Current delegation

#### *The Board sets and adopts:*

- 2.1 The vision, mission and strategic objectives of Transport Focus.
- 2.2 The three year **strategic** plan (including any performance measures)
- 2.3 The annual budget
- 2.4 The risk management strategy and **governance** statement (on internal control)

#### *The Board agrees and monitors:*

- 2.5 The annual business plan (including performance measures) and statement of risk appetite.
- 2.6 Budget revisions or virements in excess of £50,000 per cost centre.
- 2.7 Performance against business plan key performance indicators as it wishes to see by exception (**Note:** KPI's are generally monitored **monthly** by management team).
- 2.8 Corporate policies and procedures.
- 2.9 Chairmanship and membership of Board sub-committees.
- 2.10 Its own performance through an annual collective performance review process.
- 2.11 Board members' external interests.

#### *The Board signs off:*

- 2.9 The annual report and accounts.
- 2.10 Expenditure proposals over £75,000.
- 2.11 Changes to arrangements for budgetary control, financial authorities and procurement.
- 2.12 Any budget submission to DfT **or in-year reevaluation thereof**
- 2.13 Any proposal leading to an agreement for the procurement or disposal of land or property.
- 2.14 Any revisions to any of these reserve powers.

2.15 *The Board delegates to the Audit and Risk Assurance Committee:*

Approval of any significant changes in accounting policies and internal controls.	ARAC
Approval of the fraud policies and related procedures	ARAC
Approval of the whistle-blowing policy.	ARAC
Appointment of the auditors and approval of audit fees.	ARAC

### 3. Human Resources

		Current delegation
	<i>The Board delegates to the Remuneration Committee:</i>	
3.1	The overall pay and grading structure for the employees of Transport Focus, including, but not limited to, the introduction and operation of any performance management regime.	RemCom
3.2	Any proposed changes to the terms or conditions of employment of Transport Focus employees, including the scrutiny of management consultation with employees and revisions to the staff handbook.	RemCom
	<i>The board reserves to itself:</i>	
3.3	Appointing and removing the Chief Executive.	
3.4	Any major restructuring of a part or parts of Transport Focus	
3.5	An increase in the headcount of Transport Focus in excess of any limit agreed by DfT.	
3.6	For the avoidance of doubt, the Board may delegate all or any of the provisions of the paragraphs above to any Committee, but it shall <b>not</b> delegate any responsibility for the review and determination of policy as it relates to equalities and human rights, and health and safety for board members and staff.	

## 4. Policy

		Current delegation
4.1	The board reserves the right to set and agree the main policies, following research and recommendations from the executive. A full list of main policies is to be contained in the Policy Guide, and these are to be periodically reviewed and updated.	
4.2	The management team has delegated authority to articulate policy issues as agreed, and address and comment on issues that do not fall within the scope of the Policy Guide including day to day media enquiries, in accordance with the vision and mission.	Management team

## Document history

V	Author	Comments	Approved by	Date
1	Jon Carter	Original draft	Board, London	23 July 2005
2	Jon Carter	General update	Board, Edinburgh	13 May 2008
3	Jon Carter	General update	Board, London	16 March 2011
4	Jon Carter	Updated post Audit Committee and report and recommendations	Board, Manchester	11 May 2011
5	Jon Carter	Updated with proposed changes for ARAC January 2014	Board, London	13 February 2014
6	Michelle Calvert	Rebranding to Transport Focus	Board, London	11 March 2015
7	Jon Carter	Revisions re delegated authority	Board, Gateshead	12 November 2015

