

## Second meeting of RPC Board

**Date:** Wednesday 7 September 2005

**Location:** Jurys Inn, 60 Pentonville Road, London, N1 9LA

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### Present

#### Board Members

Colin Foxall	CF	Acting Chairman
Jessica Barrow	JB	
David Burton	DB	
Brian Cooke	BC	
Phil Davis	PD	
Kate Gordon	KG	
James King	JK	
Christine Knights	CK	
Derek Langslow	DL	
Deryk Mead	DM	
Bill Samuel	BS	
Marc Seale	MS	
Nigel Walmsley	NW	

#### Executive

Richard Bruce	RB	Transition Finance Manager (Item 8 only)
Jon Carter	JC	Implementation Team Manager
Nigel Holden	NH	Finance Director
Caroline Jones	CJ	Communications Director
Vinita Nawathe	VN	Policy and Research Director
Anthony Smith	AS	Chief Executive
Paul Stott	PS	Implementation Team (Board Support)
Nicola Wilkie	NW	PA to Chairman and Chief Executive (minute taker)

## **1. Apologies**

1.1 Apologies had been received from Barbara Saunders.

## **2. Minutes of the last meeting**

2.1 Members **agreed** the minutes of the last meeting.

## **3. Matters arising**

3.1 Jon Carter (JC) said he was still awaiting legal advice as to the indemnities to be offered by NDPBs to Board members.

3.2 Jessica Barrow (JB) wished to see reference made to age in relation to the equality and diversity section of the staff handbook.

**Action:** JC to include reference to age within the equity and diversity section of the staff handbook

## **4. Chief Executive's Business Report**

4.1 Anthony Smith (AS) spoke to the paper.

4.2 Members requested greater detail on policy and external affairs matters and AS commented that the workplan would provide that for future business reports.

4.3 Vinita Nawathe (VN) explained the current work on the National Passenger Survey and that the next report would be ready for publication in January 2006.

4.4 Colin Foxall (CF) said the RPC, at the request of the Secretary of State, would also be involved at a strategic level with discussions on passenger priorities, an indication of the value he placed on the organisation.

## **5. Implementation report**

5.1 Jon Carter (JC) spoke to the paper, highlighting the issue of property as being key.

## **6. Business Plan**

6.1 Anthony Smith (AS) spoke to the papers and said that a further breakdown of work streams, resources and budgets would be included on the next board agenda.

6.2 Colin Foxall (CF) said the Council working groups would feed information and proposals into Board meetings and that the Chief Executive would chair a management committee which would act as 'the hub' of the organisation.

6.3 CF said the main risk to the organisation was that of reputation and that all activities should be subjected to basic enterprise tests – can it be delivered?, the resources available etc – before adoption.

6.4 Members discussed the issue of the RPC's involvement with passenger panels and CF was content to see involvement, but not ownership, by RPC representatives.

6.5 The Board **adopted** the workplan as an indicative way forward, with the fully budgeted workplan to be presented at the next meeting.

## **7. Budget and finance report**

7.1 Richard Bruce (RB) spoke to the paper.

7.2 CF said the Audit Committee had discussed, subject to ensuring full expenditure, the resolution of potential budgetary underspending.

7.3 The Board **noted** the paper.

## **8. Working Groups**

8.1 Members of each Working Group reported on progress to date.

8.2 CF requested that working groups provide written reports for discussion at the next meeting and AS undertook to produce a template for groups to use.

**Action:** AS to produce a template for working group reports to the Board

## **9. Corporate procedures**

9.1 Paul Stott (PS) spoke to the expenses policy paper. Members **agreed** it and **to abide** by it.

9.2 JC spoke to the whistleblowing policy paper. Jessica Barrow and Marc Seale suggested amendments to the paper, which would be incorporated.

**Action:** JC to incorporate amendments to the whistleblowing policy paper

9.3 The Board **endorsed** the whistleblowing policy paper.

9.4 JC spoke to the remuneration paper. Members **agreed** the paper in principle but the policy would be held in abeyance until the appointment of a permanent Chairman.

9.5 CF said a remuneration committee would be established if required although there was no anticipated need at present.

9.6 PS spoke to the health and safety at work policy paper.

9.7 The Board **accepted** the health and safety at work paper as work in progress and that a more detailed document would be brought to a future meeting.

**10. Any Other Business**

10.1 None

**11 Date of next meeting**

11.1 Wednesday 12 October 2005, Palace Hotel, Oxford Road, Manchester.

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