


Board Meeting Paper		
Jul 17 BM D 2.1		
Purpose of report	<input checked="" type="checkbox"/> Decision ¹ <input type="checkbox"/> Discussion / debate <input type="checkbox"/> Information only ²	
Sensitive Information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If sensitive, protective marking³		
Date of Meeting		11 July 2017
Agenda Item		D 2.1
Report Title		Governance 2017-18
Sponsor		Jon Carter
Author(s)		Jon Carter

1. Summary

The board approves the creation, terms of reference and dissolution of its subsidiary committees and the appointment, on the nomination of the Chair, of board members to those committees.

A number of changes have occurred, or are due, since the board last considered these issues at its meeting in Birmingham in November 2016.

2. Recommendations / decision required

The Board is asked to **approve** the following changes:

- (a) The dissolution of the Business and Innovation Group, on the recommendation of that Group, having received and adopted the final minutes of that Group;
- (b) The nomination of Philip Mendelsohn as portfolio holder for business development with immediate effect;
- (c) The nomination of Isabel Liu as portfolio holder for business systems with immediate effect;
- (d) The nomination of Robert Linnard to the Audit, Risk Assurance and Remuneration Committee with immediate effect;
- (e) The nomination of Cllr William Powell to the Passenger Contact Group with immediate effect;
- (f) The nomination of Theo de Pencier to Chair the Statistics Governance Group with effect from the retirement of Stephen Locke in September 2017.
- (g) Updated terms of reference for the Passenger Contact Group

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

3. Further details

At its meeting in June, the Business and Innovation Group considered whether we would create such a group *now*, and determined probably not. The Group was after all primarily established to seek additional sources of income in markets which we now know to be more conflicted than previously thought. The Group has taken on a role in business systems supervision which though useful does not in itself justify its continuing existence.

The Group therefore suggested the portfolio arrangements set out above, which the Chair is happy to endorse.

It is clear however that some detailed discussions will be needed over the course of the next year on the interface between the new Ombudsman scheme and our internal complaint handling processes. I have taken the opportunity therefore to refresh the terms of reference of the Passenger Contact Group to give it the scope it needs to do justice to the issues. This is **attached** with mark-ups to provide visibility of the changes I am proposing.

The other terms of reference included in the governance pack issued in November 2016 will be updated and it will be reissued as soon as possible.

An updated provisional list of board committee membership and portfolio holders is **attached**.

4. Implications – Financial, Risk, Legal, Staffing

There are no significant implications arising from this paper, the contents of which have been discussed with management team in advance of seeking the board's approval.

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	

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	
<p><i>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.</i></p>	