|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Member's Event  | 2B2BDate | **18/02/2020** | **Time** | **10.30-11.45** | 0B0BVenue | **St Brides, London** |

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| --- | --- | --- | --- | --- | --- |
| **Time** | **Item** | **Subject** | **Leading** | **Purpose**  | **Paper** |
| **A Updates** |
| 10.30 | 1 | Chair’s Report - opening remarks; apologies and introductions | Jeff Halliwell | Information | ✓ |
|  |  |  |  |  |  |
|  | 2 | Chief executive’s update  | Anthony Smith  | Discussion  | ✓ |
|  |  |  |  |  |  |
|  | 3 | Rail Review  | Mike Hewitson | Discussion  |  |
|  |  |  |  |  |  |
|  | 4 | NRPS update  | Louise Coward/Ian Wright  | Discussion  | ✓ |
|  |  |  |  |  |  |
| **B** **Standing items**  |  |  |  |
|  | 1 | Management Accounts  | Nigel Holden | Information | ✓ |
|  |  |  |  |  |  |
|  | 2 | Project management |  |  |  |
|  | 2.1 | Project Summary | Nigel Holden | Information | ✓ |
|  | 2.2 | Record of Projects | Nigel Holden | Information | ✓ |
|  |  |  |  |  |  |
|  | 3 | Workplan Key Deliverables Report | Anthony Smith  | Information | ✓ |
|  |  |  |  |  |  |
|  | 4 | Action Matrix | Jon Carter | Discussion | ✓ |
|  |  |  |  |  |  |
| **C New Business**  |  |  |  |
|  | 1 | Collaboration and associated agreements with London TravelWatch  | Anthony Smith  | Discussion  | ✓ |
|  |  |  |  |  |  |
|  | 2 | Board forward plan 2020-2021 | Jon Carter | Discussion  | ✓ |
|  |  |  |  |  |  |
| 11.45 |  | Close |  |  |  |

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| Board Meeting | 2B2BDate | **18/02/2020** | **Time** | **12.00-13.00** | 0B0BVenue | **St Brides, London** |

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| --- | --- | --- | --- |
| **A Corporate affairs**  |  |  |  |
| 12.00 | 1 | Chair’s opening remarks; apologies, declarations of interest and introductions | Jeff Halliwell | Information |  |
|  |  |  |  |  |  |
|  | 2 | Minutes from the previous Board meeting on 17 December 2019 | Jeff Halliwell | Discussion  | ✓ |
|  |  |  |  |  |  |
|  | 3 | Chair’s report | Jeff Halliwell | Discussion  |  |
|  |  |  |  |  |  |
|  | 4 | Chief Executive’s report  | Anthony Smith | Discussion  |  |
|  |  |  |  |  |  |
|  | 5 | Updates from subsidiaries (latest notes and minutes provided) |  |  |  |
|  | 5.1 | Transport Focus Wales Limited | David Sidebottom | Discussion | ✓ |
|  | 5.2 | Transport Focus Scotland Limited  | David Sidebottom | Discussion  | ✓ |
|  |  |  |  |  |  |
|  | 6 | Minutes for discussion and endorsement |  |  |  |
|  | 6.1 | Statistics Governance Group (December 2019) | Theo de Pencier | Discussion  | ✓ |
|  | 6.2 | Audit, risk assurance and remuneration committee (January 2020) | Isabel Liu | Discussion  | ✓ |
|  |  |  |  |  |  |
| **B New business and public affairs** |  |  |  |
|  |  |  |  |  |  |
|  | 1 | Collaboration and associated agreements with London TravelWatch  | Anthony Smith  | For decision / approval | ✓ |
|  | 2 | Corporate Governance: subsidiaries | Jon Carter | For decision / approval | ✓ |
|  |  |  |  |  |  |
| **C Other business** |  |  |  |
|  | 1 | **For noting by the Board** *Items previously approved out of meeting:* |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | 2 | **For approval by the Board** |  |  |  |
|  |  |  |  |  |  |
| 13.00 |  | End |  |  |  |