

## **1. Introduction and purpose**

1.1 The Collaboration Agreement Review Group (hereafter 'the Group' or 'CARGO') is established by resolution of the Transport Focus Management Team meeting held by videoconference on 11 February 2021.

1.2 The primary purpose of the Group is to consider and propose a way forward on the range of issues which together require, or may require, changes to the way in which Transport Focus and London TravelWatch work together within the terms of the Collaboration Agreement of February 2020 and annual updates thereof and, to any practical or reasonable extent, outwith it.

1.3 CARGO shall have due regard to any further guidance or direction that the SLT or the Chief executives from time to time so determine in respect of its purpose, objectives and/or tasks.

## **2. Objectives and tasks**

CARGO shall have particular regard to the following:

2.1 those issues that are appropriate and necessary to consider in the context of a general review of the Agreement;

2.2 issues which are prompted by budget, staff or administrative changes requiring a material change to the Agreement;

2.3 recommendations arising from the GIAA internal audit report of February 2021;\*

2.4 recommendations arising from the Tailored Review of Transport Focus of July 2020;\*

2.5 staff time and costs as they specifically relate to the proper balancing and reconciliation of strategic value as a central concept of the Agreement.

2.6 to discuss, request or do anything on its own initiative or at the request of the Senior Leadership Team that is not inconsistent with, but may be regarded as complementary or incidental to, its purpose;

2.7 to report and make recommendations to Senior Leadership Team (and, if appropriate, to the Boards of Transport Focus and London TravelWatch).

*\* note these provisions are now obsolete and will be removed at the next substantive review of these terms of reference*

### 3. Meetings

The Group will meet as required but no less frequently than twice per year.

### 4. Membership

Jon Carter	Head of board and governance (Chair)
Michael Roberts	Chief executive, London TravelWatch
Natasha Grice	Director, Transport Focus
Andy Cottrell	Chief Operating Officer
Katherine McGowan-Downey	Senior engagement manager
Kayla Schembri	Board and governance executive

### 5. Proceedings

5.1 The provisions of part 2 of the [Constitution General](#) shall **not** have effect.

5.2 The preparation of the agenda and any supporting papers, and recording of and agreement to meeting notes, will be undertaken by the Governance team

5.3 Mindful of its general duties under the Freedom of Information Act 2000 the Senior Leadership Team (SLT) is satisfied that in the circumstances the proceedings of the Group and any information provided to it for consideration shall be legitimately exempt from disclosure by virtue of both section 41 (information provided in confidence) (absolute exemption) and section 36 (prejudicial to the conduct of public affairs) (qualified exemption) of the Act; in addition the SLT is satisfied that the public interest test in respect of any section 36 disclosure refusal has been satisfactorily made: *the public interest in maintaining the exemption from communicating information outweighs the public interest in communicating it.*

5.4 The Senior Leadership Team nevertheless waives any right to confirm or deny the existence of this Group or the Agreement the Group has been created to consider.

#### Document history

Version	Author	Comments	Approved by	Date
V1	Jon Carter	Original draft for MT	n/a	24/02/21
V2	Jon Carter	Approved version	MT	28/02/21
V3	Jon Carter	Updated membership	MT	20/01/22
V4	Jon Carter	Updated membership	n/a	31/01/23
V5	Jon Carter	Tidddy up only; no substantive amends	n/a	May 2024
V6	Jon Carter	Updated membership only	n/a	January 2025