

TRANSPORT FOR LONDON

CORPORATE PANEL

SUBJECT: TERMS OF REFERENCE

DATE: 17 NOVEMBER 2009

1 PURPOSE AND DECISION REQUIRED

1.1 To inform the Panel of the Terms of Reference under which it operates.

2 BACKGROUND

2.1 The Terms of Reference were agreed at the TfL Board meeting on 24 June 2009. These are attached as Appendix 1 to this report.

3 RECOMMENDATION

3.1 The Panel is asked to NOTE the report.

4 CONTACT

4.1 Contact: Ellen Howard, Director of Corporate Governance
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CORPORATE PANEL

Membership

Chair	Dame Tanni-Grey Thompson
Vice Chair	Patrick O’Keeffe
Other Members	Peter Anderson Judith Hunt Daniel Moylan Tony West
In attendance	Any Board Member may attend and with the Chair’s agreement other persons may attend all or any part of a meeting
Secretary	To be agreed by the Board Secretary
Quorum	Three members

Frequency of Meetings

1. The Panel shall meet at least four times a year or at such greater frequency as determined by the Chair.

Terms of Reference

2. The Panel will advise on issues relating to corporate matters and, in particular, undertake the following activities:
 - (a) comment on the development of corporate policies and practices, reflecting the Mayor’s transport and other strategies;
 - (b) monitor the implementation of equalities and inclusion initiatives;
 - (c) monitor cross-modal application of corporate matters including policies, accommodation, employment practices, equalities and inclusion and information management;
 - (d) undertake supplementary monitoring of the development and implementation of projects;
 - (e) evaluate overall business performance and reviews in relation to corporate issues;
 - (f) monitor TfL’s approach to external communications and stakeholder relations; and
 - (g) monitor the development and implementation of the GLA Group Shared Services.

Procedure

3. Where consideration is given by the Panel to a matter with significant financial consequences, a summary of any recommendations will be provided to the Finance and Policy Committee. Similar reports will also be provided to the Audit Committee and/or the Safety, Health and Environment Assurance Committee if one or both Committees should be made aware of the Panel’s deliberations.