

**TRANSPORT FOR LONDON**

**AUDIT COMMITTEE**

**SUBJECT: IMPLEMENTATION OF THE REVIEW OF COMMITTEES AND PANELS**

**DATE: 10 JUNE 2009**

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**1 PURPOSE AND DECISION REQUIRED**

1.1 The purpose of this paper is to propose to the Audit Committee changes to Standing Orders and other practices in order to implement the Review of the Committees and Panels considered in agenda item 15. The Committee is asked to endorse the proposals for approval at the meeting of TfL on 24 June 2009.

**2 STANDING ORDERS**

2.1 The Review proposes three types of changes to the governance structure within TfL. The first relates to Standing Orders; the second relates to training and the third, a number of changes to meeting practices.

2.2 The Review proposes changes to the Panels of TfL. It is now proposed that there will be four Panels:

- a) Surface Transport;
- b) Rail and Underground;
- c) Environment and Planning; and
- d) Corporate.

2.3 The Terms of Reference for the Surface Transport and Rail and Underground Panels are largely unchanged. The Environment and Planning Panel and the Corporate Panel are new, although they have between them many of the functions of the previous Planning and Corporate Panel, with additional environmental responsibilities. The proposed Terms of Reference for all Panels are in Appendix 1 to this report.

2.4 The Terms of Reference for all Panels have been amended to reflect that where consideration is given to a matter with financial consequences a summary of any recommendations is provided to the Finance and Policy Committee. Similarly, if the Audit Committee or the Safety, Health and Environment Assurance Committee should be made aware of the Panel's deliberations, a paper will be referred to the relevant Committee.

2.5 The Terms of Reference currently provide for the Panels to meet at least four times a year or "such greater frequency as the Chair determines". The

Review recommends that discussions with the Panel Chairs occur to determine whether the frequency of meetings is appropriate. Once the Panel Chairs have been appointed and the Panels have met, these discussions will occur with the respective Chairs. If it is considered that fewer meetings are required, it is proposed that General Counsel will be authorised to make those changes.

- 2.6 The Review recommends changes in the names of two of the Committees. The Finance Committee will be called the Finance and Policy Committee and the Safety, Health and Environment Committee would now be called the Safety, Health and Environment Assurance Committee to clarify further the functions of these Committees. It is also proposed that Standing Orders be amended to reflect the role of the Vice Chairs of the Committees and Panels.
- 2.7 There are also a number of relatively minor changes to Standing Orders. It is recommended that General Counsel also be authorised to make these changes.

### **3 TRAINING**

- 3.1 The Review recommends that Members be offered further training opportunities. Officers will be providing Members with a programme of training opportunities drawing on internal expertise, the training opportunities offered to staff (where appropriate) and cost effective external providers where a need has been identified. Participation in all training is voluntary.
- 3.2 In addition, the programme of site visits and briefings will continue so that Members can broaden their understanding of operational matters and Panel and Committee specific training will continue where needs are identified.

### **4 MEETING PRACTICES**

- 4.1 The Review has made a number of recommendations in relation to facilitating involvement of Members in the operation of the Committees and Panels. The practice of officers liaising with the Chairs prior to meetings to discuss the proposed agenda and the conduct of the meeting will be formalised. This will help ensure that sufficient focus is given to strategic matters. Members can, as now, suggest items for consideration at future meetings.
- 4.2 Irrespective of whether a member has been appointed to a Committee or Panel they can, as recommended in the Review, place a "standing order" with the Secretariat to receive the papers. Members can also attend any meeting of any Panel or Committee. This has previously occurred on an ad hoc basis but has now been formalised. The revised Calendar of meetings will be provided to Members to facilitate this.
- 4.3 The template for papers will be amended for the meeting of TfL Board on 29 July 2009 so that if an item has previously been considered by a Panel or Committee this is explicit (together with any declaration of interest previously made in relation to that item).
- 4.4 Criteria for determining whether papers should be considered on the open or closed agenda will be prepared before the meeting on 29 July 2009 and

papers which are to be considered in a closed session will also indicate which of the criteria apply. The criteria will broadly follow the categories of information contained in the Freedom of Information Act 2000 to ensure consistency of approach.

- 4.5 TfL will publish on its website papers on the open agenda of its meetings in advance of the meeting in accordance with the recommendations of the Review.

## **5 RECOMMENDATION**

- 5.1 The Committee is asked to ENDORSE the changes to Standing Orders and other practices for approval at the meeting of TfL on 24 June 2009.

## **6 CONTACT**

- 6.1 Contact: Ellen Howard, Director of Corporate Governance  
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## SURFACE TRANSPORT PANEL

### Membership

<b>Chair</b>	
<b>Vice Chair</b>	
<b>Members</b>	
<b>In attendance</b>	With the Chair's agreement other persons can attend all or any part of a meeting
<b>Secretary</b>	To be agreed by General Counsel
<b>Quorum</b>	Three members

### Frequency of Meetings

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

### Terms of Reference

The Panel will advise on issues relating to street management, bus, river, tram, taxi and private hire services and, in particular, undertake the following activities:

- (a) comment on the development of policies in relation to street management and surface transport reflecting the Mayor's transport and other strategies;
- (b) evaluate overall business performance in relation to street management and surface transport;
- (c) undertake supplementary monitoring of the development and implementation of projects; and
- (d) consider reports on the evolving needs of street users and surface transport customers and monitor levels of user and customer satisfaction.

### Procedure

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 or the Safety, Health and Environment Assurance Committee if one or both Committees should be made aware of the Panel's deliberations.

## RAIL AND UNDERGROUND PANEL

### Membership

<b>Chair</b>	
<b>Vice Chair</b>	
<b>Members</b>	
<b>In attendance</b>	With the Chair's agreement other persons can attend all or any part of a meeting
<b>Secretary</b>	To be agreed by General Counsel
<b>Quorum</b>	Three members

### Frequency of Meetings

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

### Terms of Reference

The Panel will advise on operational issues relating to the delivery of TfL's Rail and Underground services and, in particular, undertake the following activities:

- (a) comment on the development of policies in relation to Rail and Underground services reflecting the Mayor's transport and other strategies;
- (b) evaluate overall business performance in relation to Rail and Underground services;
- (c) undertake supplementary monitoring of the development and implementation of projects; and
- (d) consider reports on the evolving needs of users of rail and Underground services and monitor levels of customer satisfaction.

### Procedure

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 or the Safety, Health and Environment Assurance Committee if one or both Committees should be made aware of the Panel's deliberations.

## ENVIRONMENT AND PLANNING PANEL

### **Membership**

<b>Chair</b>	
<b>Vice Chair</b>	
<b>Members</b>	
<b>In attendance</b>	With the Chair's agreement other persons can attend all or any part of a meeting
<b>Secretary</b>	To be agreed by General Counsel
<b>Quorum</b>	Three members

### **Frequency of Meetings**

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

### **Terms of Reference**

The Panel will advise on issues relating to Planning functions and environmental policy and, in particular, undertake the following activities:

- (a) comment on the development of TfL's strategic and environmental objectives;
- (b) monitor the implementation of those objectives;
- (c) monitor the development of TfL access, inclusion and transport equality strategies;
- (d) monitor strategic involvement of engagement with boroughs, businesses and other stakeholders;
- (e) monitor integration of the Transport Strategy and plans with other Mayoral, national and international strategies and frameworks for transport and related issues such as the environment and sustainability; and
- (f) monitor strategic development of integration of different transport modes.

### **Procedure**

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 or the Safety, Health and Environment Assurance Committee if one or both Committees should be made aware of the Panel's deliberations.

**CORPORATE PANEL**

**Membership**

<b>Chair</b>	
<b>Vice Chair</b>	
<b>Members</b>	
<b>In attendance</b>	With the Chair’s agreement other persons can attend all or any part of a meeting
<b>Secretary</b>	To be agreed by General Counsel
<b>Quorum</b>	Three members

**Frequency of Meetings**

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

**Terms of Reference**

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, equality 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**

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 or the Safety Health and Environment Assurance Committee if one or both Committees should be made aware of the Panel's deliberations.