
Confidential Minutes

Agenda item: 15
Drafted: 23.09.20

Confidential minutes of the Board meeting held on 15 September 2020 virtually over Zoom.

These minutes are in addition to the public minutes of a meeting of the Board on the same date. The Board resolved, under section 15(2)(b) of schedule 18 of the Greater London Authority Act 1999, that by reason of the confidential nature of the item(s) to be discussed, it was desirable in the public interest that the public should be excluded for this part of the meeting.

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Present

Members

Alan Benson, Jackie Ballard, Arthur Leathley (Chair), Karen McArthur, Laura Osborne, Abdi Osman

Secretariat

Tim Bellenger	Director, Policy and Investigation (Item 1-2)
Richard Freeston-Clough	Operations and Communications Manager (Item 1-2)
Emma Gibson	Director
Luke Muskett	Committee and Public Liaison Officer (Item 1-2)

1 Confidential minutes

The confidential minutes of the Board meeting of 16 June 2020 were agreed by the Board and would be signed by the Chair at a later date.

2 Risk and opportunity register report (LTW632)

The Director said that there had been two meetings with a mixture of some London TravelWatch staff and Board members which had produced a list of various risks to the organisation. This list had then been refined so that there were six key areas of risk for the Board to consider on an ongoing basis. She asked if there were any questions regarding the process they had gone through, if they were happy with the top six risks that had been identified, and whether they agreed with the mitigations against them.

A member asked whether an offer should be made to the Transport Committee to meet with them more regularly, even if that had to be done virtually due to the pandemic. She added that the wording for the seventh risk should change from not having the ability to deliver budget cuts to the impact that such cuts would have on the

organisation being able to function effectively. The Director agreed with the wording point and said that apart from the top six risks the remaining ones were raw comments made by the attendees in the meeting, so there was scope to edit these and refine the wording. With regard to meeting with the Transport Committee, the Chair said that he would be speaking to Ed Williams at the GLA the following week and would be able to raise this with him then.

A member said she had had concerns about how the process was being driven which had largely been addressed. She commented that the opportunities needed further consideration and that the framework for that was not entirely right. Another member said that for risk to the organisation's independence, the mitigating factor should be a protocol looking at how London TravelWatch would manage a public disagreement with one of their stakeholders.

A member suggested that the top six risks that had been identified should be reported to the Board in the confidential session of each Board meeting going forward. However, the management team at London TravelWatch should regularly review all the risks in the document to ensure that the top six risks were as up to date as possible. The approach was agreed and would be implemented in time for the next meeting of the Board in November.

3 Business plan and budget bid for 2021/22

The Director provided a verbal update to the Board with regards to the current status of the London TravelWatch business plan and budget bid for 2021/22.

4 Any other business

There was no other business to discuss.