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**Secretariat memorandum**

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Agenda item: 10

LTW469

Drafted: 21.05.14

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London TravelWatch meeting programme 2015

**1 Purpose of report**

- 1.1. London TravelWatch's terms of reference state that meeting dates for committees for the following calendar year shall normally be approved by the Board in July each year. This report sets out the proposed calendar of meetings for 2015.

**2 Recommendation**

- 2.1. Members are requested to approve the meeting programme for 2015.

**3 Equalities and inclusion implications**

- 3.1. There are no issues of this nature arising from this report.

**4 Legal powers**

- 4.1. Clause 11(4) of Schedule 18 of the Greater London Authority Act 1999 allows the Board to determine its own procedures. Clause 12 of the same Schedule allows the Board to delegate any of its functions to such sub-committees as it thinks fit.

**5 Financial implications**

- 5.1. There are no specific financial implications arising from this report.

## Meetings 2015

2015	Board meeting	Policy committee	Governance committee	Chairs' Group (SL, RT and JS only)
January	27.01.15			13.01.15
February		24.02.15	10.02.15	
March	17.03.15			
April				21.04.15
May	12.05.15			
June		16.06.15	2.06.15	
July	21.07.15			07.07.15
August			18.08.15	
September	22.09.15			
October		20.10.15		06.10.15
November	17.11.15		03.11.15	
December		15.12.15		

Please note that Board meetings will begin at 9.30 am and should finish by 1.00 pm. Policy committee meetings will begin at 9.30 am and should finish by 1.00 pm, to be followed on the same day by a private policy discussion between 1.30 pm and 3.30 pm. Governance committee meetings will begin at 10.00 am and finish by 1.00 pm. Chairs' Group meetings will begin at 10.30 am and finish by 12.00 noon.

Members are asked to keep the afternoons of Board Committee meetings free in order to accommodate potential visits or activities.