

---

**Secretariat memorandum**

Author: Janet Cooke

Agenda item: 11

LTW516

Drafted: 06.01.16

---

Appointment of subsidiary bodies

**1 Purpose of report**

- 1.1. To make recommendations to the board about the appointment of subsidiary bodies.

**2 Recommendation**

- 2.1. That members agree the proposals set out in paragraph 3 below.

**3 Subsidiary bodies**

- 3.1. London TravelWatch's Rules of Procedure require that the membership of its subsidiary bodies should be annually reviewed at the first meeting of each calendar year. They were last reviewed in January 2015.
- 3.2. There are no proposed changes to London TravelWatch's terms of reference at this time. It is proposed that the Board continue the arrangement agreed previously whereby all members of the Board should also be members of the Policy committee and that this committee should continue to be chaired by John Stewart. It is proposed that all members also continue to be members of the Governance committee and that this committee should continue to be chaired by Ruth Thompson.
- 3.3. It is proposed to continue the practice of holding six Board meetings, four Policy committees, four Governance committees and four Chairs' Group meetings per year.

**4 Equalities and inclusion implications**

- 4.1. No implications of this nature arise directly from this report.

**5 Legal powers**

- 5.1. London TravelWatch is constituted (as the London Transport Users Committee) under the provisions of the Greater London Authority Act 1999. Paragraph 12 of Schedule 18 of the Act empowers that body to delegate the exercise and performance of any of its functions to such sub-committees as it sees fit.

**6 Financial implications**

- 6.1. No implications of this nature arise directly from this report.