

## **Meetings – What to expect**

### **Venues**

Board and Policy Committee meetings are held in public and take place at different venues. They usually take place in the meeting room at Europoint. Twice a year we hold Board meetings at City Hall. We also aim to hold two meetings a year outside the GLA area.

When meetings are held at City Hall, members are encouraged to allow extra time to go through airport-style security before accessing the building.

Public meetings normally start with a 15 minute pre-meeting for members to prepare for the meeting.

Non public meetings like the Governance Committee meetings are held in London TravelWatch's meeting room. Members have access to Wi-Fi in the building. Fire evacuation instructions will be provided as part of your induction.

### **Refreshments**

Refreshments are provided at each meeting in the form of teas and coffees at the start of each meeting, usually from 9:45am. When meetings run over into the afternoon, a sandwich lunch will be provided and this usually will be a selection of vegetarian sandwiches on white and brown bread, with fruit and crisps and juices. Please let us know if you have any special dietary requirements.

### **Meeting Papers**

Papers for meetings are usually sent out 5 days before meetings. Electronic copies go on the website. Governance Committee meetings can contain highly confidential information and that will need to be respected.

Some confidential documents on the website are only visible to staff and Board members. To access these, you need a user account and a password to log in. This will be set up for you in due course and you will receive an email notifying you of your username and password.

Members may contact the report author via email before a meeting if they have any specific queries about a report.

At the end of each public meeting, the public are excluded to allow members to review the meeting and consider any risk factors arising from the meeting.