

LowCVP Governance Check list

This paper provides an update of the series of governance items required for the LowCVP and is a simple checklist for monitoring of the activities. The aim is to ensure board members are fully conversant with, and able to monitor LowCVP operations and activities

1. Objects (sec 114. Of articles)

The objects of the Company are: *The preservation, conservation and protection of the environment by the reduction of greenhouse gas emissions from road transport including through encouraging a shift to low carbon vehicles and fuels and the promotion of industry and commerce for this purpose.*

2. LowCVP

LowCVP is a private company limited by guarantee registered in England and Wales.

3. Board

Governance Item	Status	Review date/Notes
Mission and objectives	Reviewed at start of new MD mid-2012	Undertaken in Oct 2017
Membership principles	Established in 2009 at incorporation	Consider after strategy review
Articles of Association	Revised 2013 to allow greater flexibility	Review as required.
Partnership Strategy	Reviewed October 2017	Outcome to be presented to JAN '18 Board
Business Plan	Board approved April 2017	Review due JAN '18 prior to funding letter.
Grant Offer Letter	Received 15 May 2017	Review annually w DfT December.
Board Elections	Held December 2017	Due annually - Dec 2018
Board declaration of interests	Distributed April 2017 meeting	Due annually - first meeting post-new FY – April 2018
Chair/Vice Chairs Elections	Held April 2017 meeting	Due annually – April 2018
Financial progress	Reviewed April 2017	Reviewed Quarterly
Reports final approval	Reports reviewed by MD and steering groups of projects	As appropriate.

Financial

	Status	Review date
Audited Accounts	Draft reviewed at Audit committee 28/6/17, Board meeting July 2017	Review Board July
Confirmation statement (CS01) (Formerly Annual Return)	Submitted 21 March 2017	Due March 2018

4. Audit Committee

	Status	Review Date
Audited Accounts review	Reviewed June 28 2017	Due annually – May/June 2018
Strategic reserve	Reviewed 28 Jun 2017	Each meeting c6 monthly
Finances	Reviewed each meeting	Each meeting c6 monthly
Risk Register	Reviewed 28 June 2017	Each meeting c6 monthly

5. Members Council

	Status	Review Date
Overall work programme	October 2017	Quarterly (each meeting)
Membership approval	October 2017	Quarterly (each meeting)
Reports (project outcomes) first cut approval	As appropriate	
Chair/Vice-Chair	Q1	Bi-annually

6. Secretariat

	Status	Review Date
Directors indemnity insurance	Renewed March 2017	Annually in March
Company liability insurance	Renewed March 2017	Annually in March
Risk Assessment	September 2017	Quarterly
H&S – PA Testing	October 2017	Annually in October

7. Working Groups

	Status	Review date
Nominations to representation on Members Council	Q4	Biannually – DUE Q4 17/18
Election of Chairs	Q4	Biannually - DUE Q4 17/18

Oversight of sector-specific projects	Q3	Quarterly

General Data Protection Regulations (GDPR)

Regulation (EU) 2016/679)

The communications team have raised this data privacy laws issue with the web and IT support contractors and are working with them to ensure compliance.

LowCVP procedures

List to be developed – ARE/CD

- *Environmental statement*
- *Travel policy and grey fleet monitor – DRAFT policy with AE for review*
- *Personnel policies in place:*
 - Maternity Pay
 - Grievance Procedure
 - Disciplinary and Dismissal Procedure
 - Time recording and working from home procedure