

Transparency policy

London TravelWatch aims to be fully transparent in its decision-making processes and corporate arrangements, in line with the aspirations set out in the Government's codes of practice on transparency, while maintaining appropriate arrangements for a relatively small organisation. To this end, London TravelWatch has committed to publishing the following information (as a minimum) on its website from 1 April 2015 at the latest:

Spending

- Expenditure over £500 (including costs, supplier and transaction information) – including individual invoices, grant payments, expense payments, payments for goods and services, grants, grants in aid, rent, credit notes over £500, and transactions with other public bodies.
- Procurement information including details of invitations to tender above £5,000 and details of contracts in excess of £5,000.

Staffing arrangements

- An organisational chart of the staff structure including grades and details of vacant posts.
- Salary bands for each grade.
- For those employees earning over £50,000, actual salaries in bands of £5,000 and job descriptions.
- The 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce.

Governance

- Information about the governance of London TravelWatch, including board and committee agendas, papers, minutes and records of decisions taken.
- Board member allowances, expenses and details of gifts and hospitality received.
- Annual accounts.
- Twice-annual performance reports (as made to the Transport Committee of the GLA).

July 2014