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**Administration & Governance**

<b>Board paper title</b>		Paper 04/10/18 - 1
Administration & Governance		
<b>Report by</b>	Wayne Hubbard	
<b>Job Title</b>	Chief Executive Officer	
<b>Date of decision</b>	Board meeting: 10 May 2018	

<b>Summary</b>
<p>This paper reports on decisions taken via the Written Resolution Procedure since the last meeting of the Board and changes to Board Membership and seeks nominations to fill the current vacancy on the Audit Committee.</p>

<b>Recommendations</b>
<p>The Board is recommended to</p> <ul style="list-style-type: none"> <li>• Note the approval of papers <i>WR 20/07/2018 Venture Capital Fund Investment</i> and <i>WR 24/07/2018 Adoption of Accounts</i> by the written resolution procedure.</li> <li>• Note the appointment of Cllr. Guy Senior (London Borough of Wandsworth) as a Member of the Board.</li> <li>• Note the current composition of LWARB Committee's and agree on a member to fill the vacancy on the Audit Committee.</li> </ul>

<b>Risk Management</b>	
<b>Risk</b>	<b>Action to mitigate risk</b>
Written Resolutions: Risks were identified for the individual written resolutions. This current paper is for information only.	N/A
Audit Committee vacancy: The current vacancy on the Audit Committee makes it harder to secure a quorum than with a full complement of members, thus making it harder for the Committee to meet. The Committee also does not currently have a full compliment of members to contribute to discussions.	The Board is recommended to agree an appointment to the Committee at this meeting.

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<b>Implications</b>
<b>Legal</b> N/A
<b>Financial</b> N/A
<b>Equalities</b> N/A

<b>Originating Officer</b>	Adam Leibowitz
<b>Contact details</b>	<a href="mailto:Adam.Leibowitz@lwarb.gov.uk">Adam.Leibowitz@lwarb.gov.uk</a> 0207 960 3680

<b>Why the paper is being presented</b>
<p>The Board's Standing Orders require that all decisions taken via the written resolution procedure are reported at the next Board meeting.</p> <p>Membership of all LWARB committees is decided by the Board.</p>

<b>Written Resolutions</b>
<p>Two papers have been issued under the written resolution procedure since the previous Board meeting:</p> <p><b><i>WR 20/07/2018 Venture Capital Fund Investment</i></b>        This paper was issued on 20 July and, based on the recommendation of the Investment Committee, sought approval of a £7m investment into a new circular economy Venture Capital Fund, as part of a wider £100m Mayoral commitment. The recommendation was unanimously approved by the Board.</p> <p><b><i>WR 24/07/2018 Adoption of Accounts</i></b>        This paper was issued on 24 July and, based on the recommendation of the Audit Committee, sought formal adoption of the Statement of Accounts for the Year Ending 31 March 2018. Six of the seven Board members at the time responded to the paper and unanimously approved the recommendation.</p>

<b>Board and Committee Membership</b>
<p><b>Board Membership</b>        Cllr Guy Senior (London Borough of Wandsworth) was appointed to the Board by the London Councils on 25 July, to fill the vacancy created by the departure of Nicholas Paget-Brown. The Board now has a full compliment of members.</p>

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## Administration & Governance

### **Committee Membership**

Current membership of the Board's three committees is as follows:

#### **Audit Committee**

Cllr. Bassam Mahfouz (LWARB - Chair)  
Cllr. Ian Wingfield (LWARB)  
Cllr Feryal Demirci (LWARB)  
Barbara Anderson (LWARB)  
+ 1 Vacancy

#### **Investment Committee**

Melville Haggard (Chair)  
Barbara Anderson (LWARB)  
Cllr Bassam Mahfouz (LWARB)  
Charmian Love (External Member)  
Anna Hyde (External Member)  
Steve Hacking (External Member)

#### **Resource London Partnership Board**

Cllr Clyde Loakes (Chair)  
Cllr Feryal Demirci (LWARB)  
Peter Maddox (WRAP)  
Niall Bolger (London Borough of Sutton)  
Carolyn Dwyer (City of London)

The Terms of Reference of the Audit Committee stipulate a membership of five LWARB Board members. Officers are seeking nominations from the Board to fill the vacant position.