

Members HR Briefing

Introduction

1. London TravelWatch employs a dedicated HR Advisor, John Burgess, who is responsible for all aspects of HR administration and advice. John works part-time 9 hours a week and is generally only in the office one day a week, usually Tuesdays.

Pay & Benefits

2. Members are appointed as office holders and are neither employees of London TravelWatch nor the London Assembly. Members are therefore not entitled to the rights and benefits which would accrue to an employee like paid holiday, sick leave and maternity/paternity leave.
3. Salaries are paid by bank credit transfer on the final working day of each month. Members are sent a pay-slip which shows gross pay, any deductions and the net amount credited.
4. The current remuneration is £4,887 p.a. for a commitment of no more than two days a month. Member's pay will be updated annually by the same mechanism applied to the salaries of London Assembly Members effective from 1 April each year. Members are not eligible to join the civil service pension scheme.
5. We are also a member of an approved cycle to work scheme which could enable members who intend to commute by bike to buy a cycle and associated equipment through a tax-free salary sacrifice arrangement.

Performance Appraisal

6. Members are initially on a six-month probationary period during which any matters of concern will be addressed by the Chair. After this period members will have an annual performance appraisal with the Chair.

Development

7. Members are expected to take part in training and committee development exercises organised throughout the year.

Values and Behaviours

8. London TravelWatch has a set of five core values – Independent, Authoritative, Open, Collaborative, Inclusive – and associated behaviours which we expect staff and members to embrace and follow.