
Minutes

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Minutes of a special meeting of the London TravelWatch Executive Group held at 6 Middle Street, London EC1 on 16 December 2010

Present:

Sharon Grant (SG)

Chair

David Barry (DB)

Gail Engert (GE)

David Leibling (DL)

Lorna Reith (LR)

Janet Cooke (JC)

Chief Executive

1. Apologies for absence

Apologies for absence had been received from the Director Finance and Personnel and the Executive Assistant. In the absence of a minute taker DL agreed to take notes.

2. London TravelWatch Internal Review

The Chair confirmed that this special meeting of the Executive Group had been called to discuss urgent issues relating to the London TravelWatch internal review because in order to meet a May deadline for implementation, consultation would need to begin with staff before Christmas.

The object of the review was to reduce costs in line with expectations of public sector cuts over the next three years. London TravelWatch had already achieved 10% for the 2011-12 budget and was looking for at least 25% for a full year. Further savings had already been achieved due to vacant posts. London TravelWatch needed to establish a sustainable core organisation that could perform its statutory functions. Output would have to be adjusted to the available resource and would therefore need to be selective. It was the Board's duty to ensure it managed the finances properly and to make decisions in a timely way.

Further to discussion at the informal board meeting held on 6 December 2010, and subsequent email correspondence with Executive Group members, JC tabled an amended structure proposal (option 2c) as well as comparative costing information on each of the options considered to date. The Executive Group confirmed that option 2c (revised and subsequently re-circulated by JC later on 16 December 2010) was the preferred option and staff should be consulted on this. **JC**

It was noted that the exact costs of restructuring could not be determined until the final staffing details and redundancy payments were known. Redundancy costs were subject to changes from the Superannuation Bill going through Parliament.

JC was taking legal advice on HR issues and the solicitors had confirmed that consultation was the key, no decisions should be taken until this had taken place. Individual discussions would take place in January. Staff would need to know what financial leaving terms were being offered for voluntary or compulsory redundancy.

JC would draw up a specification for outsourcing finance and personnel work. The Director of Finance and Personnel had not been involved in the internal review because of a possible conflict of interest over her own position. JC confirmed that she would be using a Hays consultant to produce new job descriptions and, once a new structure was finalised, a job matching exercise would be conducted by external consultants to ensure objectivity.

JC

DAL/ 25.01.11