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## Minutes

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Minutes of a meeting of the London TravelWatch Governance Committee held at 6 Middle Street, London EC1 on 15 November, 14.15 - 15.00 hrs

Present:

David Barry (DB)	
Terry Bennett (TB)	
Gail Engert (GE)	
Sharon Grant (SG)	Chair
David Leibling (DL)	Deputy Chair
Gytha Chinweze (GC)	Executive Assistant
Janet Cooke (JC)	Chief Executive
Peter Ellis (PE)	Senior Finance Officer (item 5)
Patti Tobin (PT)	Director, Finance & Personnel

### 1. Apologies for absence

Apologies for absence had been received from Sophia Lambert.

### 2. Minutes of the meetings held on 20 September 2011 and 18 October 2011

The minutes of the informal meeting held on 20 September 2011 were outstanding and would be available at the next meeting. **Action: GC**

The minutes of the meeting held on 18 October 2011 were approved as a correct record of the meeting.

### 3. Matters arising

There were no matters arising.

### 4. Update on the Tripartite meeting with London Assembly and Passenger Focus

JC informed members that SG, DL and herself had attended a tripartite meeting

with the London Assembly and Passenger Focus on 10 November 2011.

The Assembly was represented by Caroline Pidgeon (Chair of the Transport Committee), John Biggs (Chair of the Budget Committee), Mark Roberts (Executive Director of Secretariat) and John Bennett (Head of Special Projects and Elections). Passenger Focus was represented by Colin Foxall (Chair), Anthony Smith (Chief Executive) and Jon Carter (Head of Corporate Services).

The meeting had discussed an options paper by the GLA suggesting ways in which they thought London TravelWatch might work more closely with Passenger Focus in order to achieve budget savings. The paper set out options ranging from shared service arrangements through to virtual merger.

The meeting had agreed to rework option 3 of the GLA paper and then, subject to agreement by all three parties to the process proposed, to seek further and joint advice from Counsel. A follow up tripartite meeting was scheduled for early December.

The Governance Committee discussed detailed briefing papers relating to the tripartite meeting and was particularly concerned to ensure that the needs of London's transport users were properly represented in any new arrangement. SG would report back to the Governance Committee after the meeting in December.

**Action: SG**

## 5. Finance report

PE presented the finance report for October 2011. He highlighted the actual results to date and the forecast financial outturn for the 2011/12 year.

PE reported that the forecast re-organisation costs had been included in the finance report and amounted to £329,000. Members requested that this sum be made clear in future financial reporting.

**Action: PE**

Members noted that the solvency position remained adequate with a surplus of current assets over current liabilities of £175,000; the current bank balance had increased from the level on 1 April of £89,000 due to the early receipt of the March 2012 GLA grant.

PE informed members that the October closing balance of the cash flow was within previously forecast targets.

## 6. Chief Executive's report

JC presented a report on the following: - general matters, staff issues, finance and HR policies and procedures, legal and professional fees and training and development costs.

Members noted the report.

**7. Any other business of which advance notice has been given**

There was no other business.