
Minutes

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Minutes of a meeting of the London TravelWatch Governance Committee held at 6 Middle Street, London EC1 on 24 May 2011, 13.30 - 15.45 hrs

Present:

Sharon Grant (SG)	Chair
David Barry (DB)	
Terry Bennett (TB)	
Gail Engert (GE)	
Sophia Lambert (SL)	
David Leibling (DL)	

Janet Cooke (JC)	Chief Executive
Patti Tobin (PT)	Director, Finance & Personnel
Peter Ellis (PE)	Senior Finance Officer (minute 4)
Gytha Chinweze (GC)	Executive Assistant

1. Apologies for absence

There were no apologies for absence.

2. Minutes of the meeting held on 21 April 2011 and 3 May 2011

The confidential minutes of the meeting held on 21 April 2011 will be circulated after the meeting for comments. **Action: GC**

The minutes of the meeting held on 3 May 2011 were approved as a correct record of the meeting.

3. Matters arising from the meeting held on 3 May 2011

JC had held a meeting with the staff representative as requested and had thanked him for his work.

DB had now received the Wikipedia material he had requested.

The London TravelWatch work plan for 2011-12 had been noted at the Board meeting earlier and referred to this meeting for more detailed consideration.

Action: JC

4. Matters arising and outstanding actions – Internal Review

JC had circulated a confidential report on matters arising in respect of the internal review which addressed issues relating to job descriptions, cash flow forecasts, legal advice received and the staff structure.

Members discussed the report and recommended that JC ensures an optimum outcome for both staff and the organisation where redundancies occur.

Action: JC

Three revised cash flow forecasts were discussed. Members favoured the third option provided that the GLA were able to bring forward London TravelWatch's grant funding from 2012-13 to meet the extra costs to be incurred later in the year. Members asked JC to approach the GLA and advise them of its response in order for them to come to a decision. Members noted that they may have to revisit the matter if this request were to be refused.

Action: JC

5. Finance report

PE presented the finance report for April 2011. He informed members that subject to audit, there was an opening reserve for this financial year of £191,579 which included a cash at bank balance of £89,100.

A revenue deficit of £81,000 was forecast for the 2011/12 financial year and this was mainly attributed to extra expenditure costs on redundancies and an allocation for research.

Members asked PE to cost cash flow scenario three and advise the Board on when the costs of redundancies will be recouped, building in the cost of moving as well as the anticipated budget cuts from the Transport Committee. Members requested projections for "clean years" in 2012/13 and 2013/14 to be prepared.

Action: PE

6. HR report

PT introduced a confidential HR report updating members on leavers; staffing matters; training and development; the new Civil Service Compensation Scheme; a payroll service level agreement meeting; an employment tribunal matter and a staff attendance analysis for 2010/11. The report was noted and members commended PT on the improved figures on staff sickness absence.

7. Draft GLA Performance Monitoring Report to 31 March 2011

JC introduced the report and received further input from members on the draft report. JC agreed to make the amendments and send a revised version via email to members for comments prior to sending the final version to the GLA for the June meeting of the Transport Committee.

Action: JC

Members noted that this had been an extremely successful year in particular with respect to casework where turnaround times had shown a dramatic improvement and commended staff for this.

8. Chief Executive's report

JC updated members verbally on a number of matters. Carolyn Pidgeon and John Biggs had now replaced Valerie Shawcross on the London Assembly's review implementation group and at their request JC had provided a progress report on London TravelWatch's internal review. A problem with the air conditioning unit in the server room had necessitated a full system shut down every evening for a week although the issue had now been resolved. The possibility of London TravelWatch moving to City Hall had been referred to in a paper to the BMAC meeting on 25 May 2011 which seemed to suggest that the earliest opportunity that the Assembly could consider providing space at City Hall was likely to be autumn 2012.

9. Any other business of which advance notice has been given

Members considered London TravelWatch's work plan 2011-12. JC presented the report and received further feedback from members on its content and also the way it was organised. Members were concerned that this seemed to reflect process rather than outcomes. JC agreed to take this forward with SG outside the meeting, meanwhile she invited members to send her any further comments.

Action: JC