
Minutes

Author: Gytha Chinweze

Minutes of a meeting of the London TravelWatch Governance Committee held at 6 Middle Street, London EC1 on 27 March 2012, 12.15 hrs - 13.30hrs

Present:

David Barry (DB)

Terry Bennett (TB)

Gail Engert (GE)

Sharon Grant (SG)

Chair

Sophia Lambert (SL)

David Leibling (DL)

Sandra Ambo (SA)

Finance Officer (item 5)

Tim Bellenger (TB)

Director, Policy and Investigation

John Burgess (JB)

HR Officer

John Cartledge (JoC)

Safety & Policy Adviser

Gytha Chinweze (GC)

Executive Assistant

Janet Cooke (JC)

Chief Executive

Peter Ellis (PE)

Senior Finance Officer (item 5)

1 Apologies for absence

There were no apologies for absence.

2 Minutes of the meeting held on 28 February 2012

The minutes of the meeting held on 28 February 2012 were agreed as a correct record of the meeting.

3 Matters arising

Members requested that the Electronic and Social Media report from the last meeting should be made available on the corporate section of London TravelWatch's website.

Action: JC

4 Chair's Report

SG reported that she had been involved in discussions around the review implementation, budget and accommodation issues and had attended a meeting with the Implementation Group consisting of representatives of the London Assembly, and the Chair and Vice-Chair of London TravelWatch, where the 2013-14 budget had been discussed. London TravelWatch had made savings within the requirements of the review but had pointed out that it could not make any further exemplary savings without this having an impact on its ability to meet its statutory obligations.

London TravelWatch had, once again, sought clarification on the workings that the Assembly had made to arrive at the financial assumptions in the review and they had agreed to supply this information. London TravelWatch will also supply for them information about how it had drawn up its preliminary indicative budget for 2013/14.

Action: JC/SG/DL

Members had advised the GLA of the Board's decision to opt for Dexter House as its future accommodation and Assembly members had reiterated their desire for London TravelWatch to move to City Hall and had offered to match the costs at Dexter House.

Officers at the GLA had advised members that the decision on accommodation was a mayoral and not an officer decision and as such a decision could not be made until after the mayoral elections. Dexter House had agreed to keep its offer open until a decision was received from City Hall.

Members had expressed their concerns about succession and continuity on the Board and had been assured by the Assembly that the process of board membership appointments would be commenced after the election and a decision on this would be taken at the June meeting of the Assembly's Transport Committee.

5 Finance Report

PE reported that the forecast revenue result was a deficit for the 2011/12 financial year of £158,000, leaving a closing general reserve of £33,000 as at 31 March 2012, which represented net assets.

PE noted that the current bank balance had increased due to the early receipt of the March 2012 GLA grant.

PE informed members that the internal accounts will be finalised in April and the auditors would come in during May 2012. A draft of the statutory accounts for 2011/12 will be presented to the Governance Committee at the April meeting.

Action: PE

Members noted the bank reconciliation statement for February 2012.

6 Chief Executive's Report

JC updated members on the budget and workplan, accommodation and staffing. She agreed to circulate a new organisation structure chart.

Action: JC

7 HR Report – Bribery Act 2010 – Employer Action

JB presented the HR report. The following recommendations were agreed: -

- A short anti-bribery policy would be produced
- Sophia Lambert and Terry Bennett, Board members, would be responsible for anti-bribery actions
- Whistle-blowing and gifts and hospitality procedures would be reviewed and specific mention made of corruption and bribery in examples of gross misconduct
- Training would be given to any staff who may potentially be involved in situations where bribery could occur and risk assessments carried out where necessary.

Action: JB

8 Business Continuity – Medium term risks

GC presented a report which clarified the medium risks for the organisation, namely a partial IT or telephone failure. The Business Continuity Plan had been updated in February to reflect recent staff changes and had been circulated to members. A synopsis of key actions and key contacts will also be produced and circulated to staff and members.

Action: GC

9 Any other business of which advance notice has been given

DL informed members that the recently published ORR Schedule of Appeals and Complaints dated 31.12.11 did not include a submission from London TravelWatch. JC agreed to look into this and report back to members at the next meeting.

Action: JC