
Minutes

Author: Gytha Chinweze

Minutes of a meeting of the London TravelWatch Governance Committee held at 6 Middle Street, London EC1 on 3 May 2011, 11.00 - 13.30 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 22 March 2011

The minutes were approved as a correct record of the meeting.

3. Matters arising and outstanding actions

JC had produced a note of comments members had made at the last Governance Committee meeting held on 22 February 2011 on the interim report on the internal review as a confidential aide memoire. JC agreed to share the comments with the staff representative to demonstrate that the issues raised by staff had been properly addressed.

Action: JC

JC would send the relevant constitutional material to DB to update London TravelWatch's Wikipedia page.

Action: JC

JC confirmed that Tom Edwards, BBC London's transport correspondent, had been invited to visit London TravelWatch offices to meet key staff.

4. Finance report – Draft management accounts for 2010-11

PE presented the draft management accounts for 2010-11. Members noted that there was a retained surplus carried forward of £191,579 at the end of the year with a satisfactory bank balance of £89,100.

PE also presented the monthly financial report for March 2011 which highlighted the actual financial outturn for the 2010/11 year which was also noted.

In response to a query by members PE clarified that the accounts had been prepared on a going concern basis and did not include provision for all potential costs arising from the London Assembly review or the internal review. JC confirmed that she had noted the approximate amount of staff time spent in respect of the London Assembly review but that no direct legal or other costs had been incurred with respect to this review.

5. London TravelWatch business plan delivery 2010-11

JC introduced the report and explained that this would form the basis of the information that would be used in compiling the London TravelWatch Performance Monitoring Report for 2010-11 to be sent to the Transport Committee of the London Assembly in June/July 2011.

Action: JC

JC explained that some items were ongoing and would roll on to the next year. Members asked for this to be recorded in the status column of the report. All targets had been met except two which had been partially met. JC stated that the report demonstrated that the organisation had done very well under the circumstances, in delivering its business plan. Members asked for their congratulations to be conveyed to all staff.

6. London TravelWatch draft work plan 2011-12

Members considered the London TravelWatch draft work plan 2010-11. JC had edited the draft prepared by SL and reported that she would further review this in line with the three-year business plan objectives. SG had sent the initial draft to the Assembly. JC will provide a final report for the 24 May Board meeting after further consultation with staff. Members made further suggestions which JC agreed to incorporate in the final report and confirmed that she would have regard to measurable outcomes when setting targets.

Action: JC

7. Chief Executive's report

JC presented a brief report which updated members on business continuity-matters arising from the internal audit; confidential employment matters; outsourcing of finance and HR work; records held at London Metropolitan Archives (LMA); voluntary redundancy requests received; and risk assessment with respect to the proposed organisational re-structure.

Members discussed the report and asked for an updated cash flow statement, and further information on issues raised in relation to voluntary redundancies.

Action: JC

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

There were no other business matters.