
Minutes

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Agenda item 2
30 September 2010

Minutes of a meeting of the London TravelWatch Executive Group
held at 6 Middle Street, London EC1 on 22 July 2010, 14.00 - 17.00 hrs

Present:

Sharon Grant (SG)	Chair
David Barry (DB)	
Gail Engert (GE)	
David Leibling (DL)	
Lorna Reith (LR)	

Janet Cooke (JC)	Chief Executive
Patti Tobin (PT)	Director, Finance & Personnel
Peter Ellis (PE)	Senior Finance Officer (minute 5)
Gytha Chinweze (GC)	Executive Assistant

1. Apologies for absence

No apologies had been received for this meeting.

2. Minutes of meetings held on 24 June 2010 and 12 July 2010

Members made some amendments to the minutes of the meeting held on 24 June 2010. GC would amend the minutes and send the amended copy to the Chair to sign.

GC

The minutes of the meeting held on 12 July 2010 were signed by the Chair as a correct record of the meeting.

3. Matters arising

JC informed members that an advertisement had been placed with regards to the appointment of a part-time, temporary, Senior Committee Officer; the advertisement will close next week and interviews would take place shortly after then. **JC**

As agreed, the chairs now regularly considered at the end of each meeting whether there were any news-worthy items to feed into the Communications team, for the Communications Officer to develop into press releases, as appropriate.

SG with JC and the Communications Officer had a robust discussion with Transport for London on communication matters, at a recent meeting.

SG informed members that she would be scheduling a meeting shortly with London Councils to update them on our work with local authorities and to emphasise the importance of the independent status of London TravelWatch. **SG**

The casework performance aspect of the annual performance report to GLA 2009-10 had been discussed at the Consumer Affairs Committee and some excellent feedback had been given.

It was agreed that an update on the trial of motor bikes using bus lanes should be brought back to the Transport Services Committee rather than the full Board where it had been discussed previously. **JC**

JC would check whether an embargo existed on publishing the report on London TravelWatch's response to the Transport Committee of the Assembly's investigation into Accessibility of London's transport network. **JC**

Further to the discussion held at the last meeting about information provided to support the Transport Committee's investigation of accessibility issues, it was noted that the Senior Policy Officer (Streets and Surfaces) had been asked to accompany four Assembly members on a visit to look into interchange issues, to provide further information about the issues passengers face at these key interchanges.

4. Chair's update

SG reported on the progress of the Assembly's Review of London TravelWatch and informed members that the time of completion of the review remained uncertain. She informed members that she would write to the review panel in particular to explain the interdependence of the modes of transport in London and the difficulties that would arise if an attempt was to be made to separate the modes. **SG**

SG reminded JC that the biographies of Board members should be placed on the website. **JC**

SG reported that with the Director of Research and Development, she had met recently with Transport for London officers concerning the South London line. It was agreed that she would contact MPs on what was being proposed. It was suggested that the recent South London line report be sent to the Transport Leads of the boroughs affected. **SG**

5. Finance report

PE presented the monthly financial summary report which highlighted the expected financial outturn for the current year. He explained that there was no change from the previous month and that, to date, the organisation was operating within its budget. PE pointed out an error in the report namely that the forecast revenue result was a surplus for the 2010/11 financial year of £4,000 and not £6,000.

PT informed members that there could be a potential conflict of interest in using Transport for London's (TfL) procurement operation to secure auditors for London Travelwatch. This situation had arisen because the GLA were now using TfL's procurement service as a result of the implementation of shared services across the wider GLA family. Members noted the matter but were satisfied that though TfL would manage the machinery, the decision making would remain within the control of the Assembly.

6. Draft business plan and budget bid 2011-12

JC presented the draft business plan and budget bid 2011-12 which had been amended to include members' comments received at the last meeting of the Executive. She also presented a detailed 2011/12 Budget Analysis prepared for members and a shorter version which had been submitted to the GLA in the format they had requested. Members noted the report. **JC**

Members felt that it was appropriate for the narrative to remain aspirational in its tone at this stage, pending a more detailed discussion with the Transport Committee.

Members asked JC to note the need to start exploring options which would result in making even more substantial cuts. **JC**

7. Chief Executive's report

JC presented the Chief Executive's report for July 2010 which was noted. It updated on general matters including progress on the London Assembly review of London TravelWatch, staffing issues and training and development.

8. Sickness absence/attendance management action plan

PT presented an Action Plan based on recommendations made in the report 'London TravelWatch – Review, Report and Recommendations on Absence Management' previously considered at the Executive meeting in June 2010. She asked members to send their comments on the action plan to her, prior to the September meeting of the Executive. **ALL**

9. London TravelWatch work plan 2010-11, position at end of quarter one

JC presented London TravelWatch's work plan 2010-11 position at end of quarter one. She explained that each objective now had a named owner and that symbols had been introduced to highlight targets that had been met and those with an anticipated delay of more than three weeks.

Members noted progress made to date and requested that a brief note be included on every date slipped to explain the reason for the slippage. **GC/JC**

10. Board issues

- a) **General** - JC informed the meeting that members of the Board would be sent agendas and minutes of the Executive, at monthly intervals. She would be holding a Board planning meeting shortly with SG to discuss future themes.

JC

- b) **Matters arising reports** - A recent report on first class travel will be made public next week. JC will liaise with SG in planning the publicity.

JC/SG

Members confirmed that all committees should use a uniform format for matters arising in the form of a table in date order, adopting the Consumer Affairs committee model.

- c) **Forthcoming Board meetings** – The next meeting of the Board will be held on 28 September 2010.

- d) **Key issues arising from committee meetings** - PT informed members that the Investors in People reassessment date was scheduled for 16 August 2010.

11. Any other business of which advance notice had been given –

There were no further business matters.

GC/ 22.7.10