

Agenda

Time: 10.00*
Location: 6 Middle Street
London EC1
Contact 020 7505 9000

*The public meeting will be preceded by a members' only session from 09.50 until 10.00.

The meeting will begin at 10.00 hours and will be open to the news media and public unless a resolution to move into private session is passed in respect of specific agenda items.

Members : David Barry (Vice Chair), Terry Bennett, Daniel Francis, Sophia Lambert, Teena Lashmore, Sarah Pond
(Chair)

Ex Officio : Sharon Grant (London TravelWatch Chair), Lorna Reith (London TravelWatch Deputy Chair)

- 1 10.00 **Chair's introduction, pre-meeting announcements; apologies for absence and confirmation of Vice Chair**
- 2 **Declarations of interest**
All members have been asked to make a standing declaration of interests which can be consulted at the London TravelWatch office or viewed on the website at: <http://www.londontravelwatch.org.uk/document/3861/get>. If any items on this agenda require a specific declaration to be made, members are requested to do so.
- 3 10.05 **Minutes**
To approve the minutes of the Consumer Affairs Committee meeting held on 12 May 2010.
- 4 10.10 **Matters arising (CA048)**
To note a progress report on matters arising from previous meetings of the Committee.
- 5 10.20 **Actions taken (CA049)**
To note a report of recent work undertaken by the secretariat on matters pertinent to the Committee.
- 6 10.25 **Casework report (CA050)**
To consider a report about performance and work of the Casework team.
- 7 10.45 **Casework Manager's report**
To receive an oral report from the Casework Manager.
- 8 11.05 **Any other business**
To consider any other relevant business of which due notice has been given. The Chair will not accept late items unless they are genuinely of an emergency nature.
- 9 **Resolution to move into confidential session**

To resolve, under section 15(b) of schedule 18 of the Greater London Authority Act 1999, that by reason of the confidential nature of the next following item/s, it is desirable in the public interest that the public should be excluded from the meeting.

- 10 11.10 Confidential minutes**
To approve the confidential minutes of the Consumer Affairs Committee meeting held on 12 May 2010.
- 11 11.15 Benchmarking report (CA051)**
To consider a report comparing London TravelWatch's casework handling with similar organisations. This report contains information given in confidence by third parties.
- 12 11.45 Draft Greater London Authority annual performance report (CA052)**
To consider the content of the section of the annual report to the Transport Committee on the performance of the Casework team.
- 13 12.15 Passenger Rights Project (CA053)**
To discuss the passenger rights project and agree an approach.
- 14 12.45 Audit 1 (CA054)**
To consider any actions arising from this report.
- 15 13.15 Meeting review**
To review the issues raised and any financial, reputation or other risks that these issues pose to the organisation, and to discuss future agenda items and work plan.

Notes

- i A location map is appended.
- ii It is anticipated that the public meeting will conclude no later than 11.10. Every effort will be made to keep to the timings shown for items on this agenda, but there may be occasions when it is necessary to alter them at short notice.
- iii Refreshments will be available on a self-service basis from 09.30. Lunch for members will be served at 13.30.
- iv Access to the meeting room is step free. London TravelWatch's reception area and the meeting room are equipped with an infra-red induction loop installed by RNID.
- v Anyone likely to experience difficulty in accessing the venue is invited to notify the Committee Service Team on 020 7505 9000 (mark.donoghue@londontravelwatch.org.uk) prior to the day of the meeting.
- vi Please be aware of the fire evacuation procedure. Details of the correct procedure will be announced at the start of the meeting and are displayed on the pin board within the meeting room.
- vii The London Assembly Transport Committee will meet on 23 June 2010 and 7 September 2010.
- viii The next Consumer Affairs Committee meeting will be held on 15 September 2010.

Location of London TravelWatch offices (6 Middle Street, London EC1)



Buses

| | |
|--------------------|--|
| 4 and 153 | serving Aldersgate Street |
| 100 | serving London Wall, King Edward Street and St Martin's le Grand |
| 8, 25, 242 and 521 | serving Newgate Street and Holborn Viaduct |
| 172 | serving King Edward Street and St Martin's le Grand |
| 55 and 243 | serving Clerkenwell Road |
| 56 | serving Aldersgate Street and Giltspur Street |
| 17, 45, 46 and 63 | serving Farringdon Road |

Rail and tube

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|-----------------|-------------------------------|
| Barbican | Underground |
| Farringdon | Underground and National Rail |
| St Paul's | Underground |
| City Thameslink | National Rail |

Blue Badge disabled parking

The nearest Blue Badge parking is situated in Bartholomew Close, which can only be accessed from Little Britain via King Edward Street, as shown on the map. For further details contact 020 7505 9000 or use the following web link: <http://pie.completedirections.com/pbb/CyxBnyEC2> .

Cycle parking

The nearest cycle stand is in Long Lane near the eastern end of Smithfield Market.