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## Minutes

Agenda item 2

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Date: 22 July 2014

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Minutes of a meeting of the London TravelWatch Governance Committee held at Dexter House, London EC3N on 20 May 2014, 10.00 hrs - 12.45 hrs

Present:

### Members

Ruth Thompson (RT)	Chair, Governance Committee
Chris Brown (CB)	
Glyn Kyle (GK)	
Stephen Locke (SL)	
Abdikafi Rage (AR)	

### Secretariat

Janet Cooke (JC)	Chief Executive
Tim Bellenger (TB)	Director, Policy and Investigation
Gytha Chinweze (GC)	Executive Assistant job share
Peter Ellis (PE)	Senior Finance Officer (item 5)
Sandra Ambo (SO)	Finance Officer (item 5 - observer)
John Burgess (JB)	HR Adviser (item 7)
Richard F-Clough (RF-C)	Communications Officer (item 7 & 8)
Sharon Malley (SM)	Executive Assistant job share (item 10)

### Guests

Paul Clark (PC)	Partner, Moore Stephens, LLP (item 5)
Stuart Coleman (SC)	Corporate Accountant, LPFA (item 5 - observer)

## 1 Apologies for absence

Apologies for absence had been received from Richard Dilks and John Stewart.

## 2 Minutes of the meeting held on 28 January 2014

The minutes of the meeting held on 28 January 2014 were agreed as a correct record.

### **3 Matters arising**

The progress of matters arising from the last meeting was noted.

### **4 Notes from Chairs' Group held on 4 March 2014**

These were noted.

### **5 Draft annual accounts 2013/14**

RT welcomed PC from Moore Stephens, the auditors, who introduced London TravelWatch's audited financial statements for the year.

During the course of discussion Members asked that the notes to the accounts should give more explanation about Board member costs. They considered the reserves policy and agreed to earmark £5,000 of the reserves to cover legal and professional fees that would be incurred in respect of the move to new offices. They also agreed to ear mark £35,000 of the reserves to cover the costs of IT improvements during 2014-15.

SL and JC were given delegated authority to sign off the accounts once the agreed changes to the notes had been made.

**Action: JC**

RT thanked PE on behalf of the Board, as this was his last meeting before his retirement, for his loyal service to London TravelWatch and wished him all the best for the future.

### **6 Chief Executive's report**

JC presented a brief report which gave an informal overview of internal organisation issues, GLA liaison and the future arrangements for senior finance work.

### **7 Quarter 4 and year end performance reports**

#### **i. HR**

JB introduced the annual HR report. It covered staff posts and profiles, learning and development, staff attendance, pensions and Investors in People and other staffing issues. After discussion, members agreed to the recruitment of a one year business administration apprentice and a one year bus policy officer if additional funding could be secured. It was noted that London TravelWatch had registered for the 'Bike to Work' scheme.

**Action: JC/JB**

**ii. Workplan**

Members considered the report which provided an informal overview of how the organisation had performed against its business plan objectives. It was noted that the key objectives had been well met although some of the milestones had slipped in the course of the year.

**iii. Communications**

Members considered the Communications report which included updates on the impact of our communications work in terms of outcomes for passengers and also an overview of the key media and communications issues. They said that the approach taken in the report was a significant and useful change in the way we presented our work.

**iv. Website**

The report summarising website activity in the previous quarter was noted.

**8 Stakeholder database**

R-FC presented his report about work being carried out to update the stakeholder database. Members asked him to continue to update the database and log any contacts received centrally.

**Action: R-FC**

**9 Annual performance report for London Assembly**

Members considered the draft report agreed that a final draft of the report should go to the Chairs' Group for sign off at their meeting on 17 June 2014 before it went to the London Assembly's Transport Committee meeting on 9 July 2014.

**10 Transparency**

SM presented her report which set out a proposal for London TravelWatch's policy relating to transparency and its implementation based on guidelines received from the GLA. Recommendations set out in the report were agreed after some discussion. It was agreed that London TravelWatch's transparency code would be published on the website and Mark Roberts at the GLA be updated on progress.

**Action: SM**

**11 Meeting dates 2015**

The dates were agreed. Members were asked to keep the afternoons of Board meetings free for visits.

**12 Office move update**

JC introduced the report which updated members on progress made in researching accommodation options for the office move later this year. JC was asked to continue with negotiations as suggested in the report.

**Action: JC**

**13 Any other business**

GK informed members that the Road Safety Trust, to be established in June 2014, would welcome applications for up to 3 years' funding for projects and suggested London TravelWatch should apply if a suitable project was identified.

**Action: JC/TB**