
Minutes

Agenda item 2

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Date: 9 February 2016

Minutes of a meeting of the London TravelWatch Governance Committee held at 169 Union Street, London SE1 0LL on 3 November 2015, 10.30 - 12.30 hrs

Present:

Members

Chris Brown (CB)

Glyn Kyle (GK)

Stephen Locke (SL)

Abdikafi Rage (AR)

John Stewart (JS)

Ruth Thompson (RT)

Chair, Governance Committee

Secretariat

Janet Cooke (JC)

Chief Executive

Tim Bellenger (TB)

Director, Policy and Investigation

Gytha Chinweze (GC)

Executive Assistant (*job share*)

Sharon Malley (SM)

Executive Assistant (*job share*)

John Burgess (JB)

HR Adviser (item 7 & 8)

1 Apologies for absence

Apologies for absence were received from Richard Dilks.

2 Minutes of the meeting held on 18 August 2015

The minutes were agreed and signed as a correct record.

3 Matters arising

Members noted the report. They discussed strategies for the launch of the interchange report and also for promoting our transport users' priorities for the 2016-20 mayoral term document.

4 Notes from the Chairs' Group held on 8 October 2015

These were noted. JC clarified that the December meeting was a Policy Committee not Board meeting.

5 Chief Executive's report

JC presented her report on general matters, staffing, the CRM computer system, and the business plan and budget bid for 2016-17. This also confirmed the key points which she had reported on verbally in August with post-meeting updates where appropriate.

Members were pleased with the synergy that had been achieved through joint working with the London Pensions Fund Authority, who provide us with a financial support service via a shared services agreement, and commented that these arrangements seem to be going well.

6 Finance report and quarter 2 management accounts

The finance report and quarter 2 management accounts were noted. Members were pleased to see a cost recovery of our time for additional work that we had carried out at the request of the Department of Transport and, though the amount was small in itself, they saw this as an important precedent.

7 Other quarter 2 performance reports

Members discussed progress against the 2015-16 workplan. They made various observations and comments which will be included in the next quarterly report as appropriate.

Members were pleased with the Communications report and asked the Communications Officer to continue to log areas where we had had an impact.

After discussion, the Casework, HR and Safety reports were noted.

8 Equality considerations and updates

JB presented a report on an equalities action plan. Members discussed the report and agreed all the recommendations in it. They asked him to post an overview of London TravelWatch's diversity information on the website and also to carry out some research on best practice in this area to help us further our approach.

JB also presented a report on equal pay audit. Members discussed this report and agreed the recommendations subject to some clarification of the text relating to length of service and pay progression.

Members provided their feedback on a recent in house training event on dignity and inclusion. Those who had attended this commented that it had been worthwhile and generally well-received. They asked JB to circulate a synopsis of the training notes to all staff and members.

Action: JB

9 Annual review of risk

Members discussed the report and noted the comparison of risks over the last two years. They asked for the potential outcome of the Government's forthcoming Comprehensive Spending Review to be included as one of the risks facing the organisation.

Action: GC

10 Draft half yearly performance report to the London Assembly's Transport Committee

Members were informed that a draft report would be circulated electronically to them after the meeting, for their comments. JC said the final version would be sent to the December Transport Committee meeting.

Action: JC

11 Any other business

There was no other business.