

31 October 2014

To all members of the Strathclyde Concessionary Travel Scheme Joint Committee

Dear Member

Strathclyde Concessionary Travel Scheme Joint Committee – 7 November 2014

I request your attendance at a meeting of the Strathclyde Concessionary Travel Scheme Joint Committee to be held at **1.00 pm on Friday, 7 November 2014 in the committee room, third floor, Consort House, Glasgow** for the purpose of considering the undernoted business.

Yours sincerely

Valerie Davidson

Secretary

direct dial: 0141 333 3576

Business

1. Apologies
2. Declaration of Interest – Members are asked at this stage to declare any interests they may have in any of the items on the agenda. Members making a declaration of interest are reminded of the requirement to disclose the existence and nature of that interest.
3. Minute of previous meeting (copy herewith).
4. Membership update – Oral report by Treasurer/Secretary.
5. Role of Strathclyde Partnership for Transport Audit & Standard Committee in support of the Joint Committee – Report by Treasurer/Secretary (copy herewith).
6. Revenue monitoring report as at end of period 7, 11 October 2014 – Report by Treasurer/Secretary (copy herewith).
7. 2013/2014 Abstract of Accounts – Report by Treasurer/Secretary (copy herewith).

8. Strathclyde Concessionary Travel Scheme; Update on monitoring and performance costs for 2013/2014 year end and 2014/2015 Q1 and Q2 – Report by Treasurer/Secretary (copy herewith).
9. Strathclyde Concessionary Travel Scheme: Scheme Guidance and Notes for Operators (copy herewith).
10. Annual Internal Audit opinion and report 2013/2014 – Report by Treasurer/Secretary (copy herewith).
11. Performance of Travel Card Unit - Report by Treasurer/Secretary (copy herewith).