

20 June 2012

To all members of the Strathclyde Concessionary
Travel Scheme Joint Committee

Dear Member

Strathclyde Concessionary Travel Scheme Joint Committee – 29 June 2012

As Secretary to the Strathclyde Concessionary Travel Scheme Joint Committee by virtue of paragraph 1 of the Standing Orders of the committee, I hereby convene and request your attendance at the first meeting of members following the local government elections to be held at **9.30 am Friday, 29 June, 2012** in the committee room, third floor, Consort House, 12 West George Street, Glasgow.

Tea/coffee will be available in the members' lounge from 9.00 am.

Yours sincerely

Valerie Davidson
Secretary

direct dial: 0141 333 3130

Business

1. Interim Chair.
2. Apologies
3. 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.
4. Sederunt.
5. Appointment of Chair.
6. Minute of previous meeting (copy herewith).
7. Strathclyde Concessionary Travel Joint Committee – Scheme briefing note (copy herewith).

8. 2011/2012 Abstract of accounts – Report by Treasurer (copy herewith).
9. Strathclyde Concessionary Travel Scheme; Update on 2012/13 changes and monitoring of performance and costs – Report by Treasurer (copy herewith).
10. Internal Audit Coverage 2012/2013 – Report by Treasurer (copy herewith).
11. Performance of Travel Card Unit - Report by Treasurer (copy herewith).

Contact officers:-

**Valerie A Bowen
Kirsten Clubb**

**0141 333 3130
0141 333 3576**

**valerie.bowen@spt.co.uk
kirsten.clubb@spt.co.uk**