

16 June 2011

To all members of the Strathclyde Concessionary Travel Scheme Joint Committee

Dear Member,

**Strathclyde Concessionary Travel Scheme Joint Committee – 24 June 2010**

I request your attendance at a meeting of the Strathclyde Concessionary Travel Scheme Joint Committee to be held at **10.00 am on Friday, 24 June, 2011 in the committee room, third floor, Consort House, Glasgow** for the purpose of considering the undernoted business.

Tea/coffee will be available in the members' lounge from 9.30 am.

Yours sincerely

**Valerie Davidson**

Secretary to the Joint Committee

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**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. Membership update – Oral report by Secretary.
4. Appointment of Chair.
5. Minute of previous meeting (copy herewith).
6. 20010/11 Abstract of Accounts – Report by Treasurer (copy herewith).
7. Strathclyde Concessionary Travel Scheme: Update on 2011/12 changes and monitoring of performance and costs – Report by Treasurer (copy herewith).
8. Performance of Travel Card Unit - Report by Treasurer (copy herewith).

9. Internal Audit Annual Report 2010/2011 – Report by Treasurer (copy herewith).
10. Internal Audit Plan 2011/12 – Report by Treasurer (copy herewith).
11. External Audit - Interim Management Report for 2010/11 – Report by KPMG (copy herewith).

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