

Date: 27 March 2014

Item 4: Matters Arising and Actions List

This paper will be considered in public

1 Summary

1.1 This paper informs the Committee of progress against actions agreed at previous meetings and the forward plan for future meetings.

2 Recommendation

2.1 **The Committee is asked to note the Actions List and the forward plan for future meetings.**

List of appendices to this report:

Appendix 1: Actions List

Appendix 2: Forward Plan

List of Background Papers:

Minutes of previous meetings of the Committee

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Remuneration Committee Actions List (reported to the meeting on 27 March 2014)

Actions arising from the last meeting, held on 13 January 2014

Minute No.	Description	Action By	Target Date	Status note
04/01/14	Matters Arising and Actions List – Forward Plan The Committee's forward plan would be included as a standing item on future agendas.	Secretariat	Each meeting	Completed.
04/01/14	Matters Arising and Actions List – Leadership and Succession Planning The meeting on 27 March 2014 would include a discussion on leadership and succession planning. The paper would: <ul style="list-style-type: none"> explain the processes in place, or planned, to develop directors and senior managers across TfL; explain the processes in place, or planned, to retain, develop and utilise staff that had completed the apprentice and graduate programmes; and identify the senior operational roles that would be the hardest to fill and how this was being managed; both in terms of retaining the incumbent post holders and developing the next generation of operational leaders. 	Sir Peter Hendy	27 March 2014	On agenda.
04/01/14	Matters Arising and Actions List – Crossrail Limited Remuneration The Committee asked the Commissioner to have early engagement with Crossrail Limited about freezing base pay awards 2014/15 and consultation on performance related pay awards.	Sir Peter Hendy	March 2014	An oral update will be provided at the meeting.
05/01/14	Driving Performance at TfL – Number of Objectives The Committee asked if there was any available benchmarking information on how many objectives other large transport providers and public authorities set for the most senior staff.	Sir Peter Hendy	March 2014	Information provided in the Scorecard item.
05/01/14	Driving Performance at TfL – Performance Related Pay Below Director Level The Committee requested further information to its next meeting setting out how performance related pay worked below Director level.	Sir Peter Hendy	March 2014	On agenda.

05/01/14	Driving Performance at TfL – Performance Related Pay Narrative The Committee requested a short narrative, expanding on the remuneration text in the Annual Report, setting out how the performance related pay element of the remuneration of the Commissioner and Chief Officers drove the performance of TfL.	Sir Peter Hendy	March 2014	On agenda.
05/01/14	Driving Performance at TfL – Draft 2014/15 Scorecard The draft TfL Group Scorecard, showing changes tracked from the 2013/14 Scorecard would be circulated to Members in February in advance of being submitted to the Committee for approval in March 2014. In addition, Members would be provided with the five year trend analysis and the individual business area scorecards.	Sir Peter Hendy	February and March 2014	Informal discussion held 7 March. Item on the agenda.
06/01/14	Remuneration of the Commissioner and Chief Officers – Long Term Incentives The Chair would meet with the Mayor to test his appetite for introducing a long term incentive plan in addition to annual performance plans.	Baroness Grey-Thompson	February and March 2014	An oral update will be provided at the meeting.

Action arising from previous meetings

Minute No.	Description	Action By	Target Date	Status note
05/06/13	Chief Officer Benchmarking – Public Sector Comparators Consideration be given to adding other public sector comparator organisations for the next benchmarking exercise. Comparator organisations might include the BBC, Network Rail, NHS/London Ambulance Service (LAS), Post Office and regulatory authorities such as the Civil Aviation Authority (CAA).	Sir Peter Hendy CBE	2014	All included, except NHS/LAS and CAA, which will be considered for 2014.
07/06/13	Leadership and Succession Planning in TfL – Catalyst Briefings Daniel Moylan would be invited to speak on the political environment in local government.	Sir Peter Hendy CBE	2014	In Progress

Remuneration Committee Forward Plan to 31 March 2015

Tuesday 3 June 2014 (11.30am-1.00pm)

TfL Chief Officer Remuneration Benchmarking

TfL Commissioner and Chief Officer Performance Awards 2013/14 and Salary Review 2014/15

Crossrail Limited Chief Executive Officer Performance Award 2013/14 and Salary Review 2014/15

Tuesday 1 July 2014 (11.00am-12.00 midday)

To agree any performance award or salary review issues not resolved at the meeting in June.

Monday 17 November 2014 (4.00-5.00pm) [Note: Date to be rescheduled]

There are no specific items for the agenda at this time – though issues may arise from the June/July discussions on TfL/CRL performance awards/salary reviews or from other requests by the Committee for information.

Thursday 19 March 2015 (2.00-3.30pm)

TfL Group Scorecard for 2015/16

Leadership and Succession Planning in TfL – Update