

Transport for London

Minutes of the Safety, Sustainability and Human Resources Panel

Conference Rooms 1 and 2, Ground Floor, Palestra, 197 Blackfriars
Road, London, SE1 8NJ

10.00am, Wednesday 28 February 2018

Members

Michael Liebreich (Chair)
Dr Nina Skorupska CBE (Vice Chair)
Kay Carberry CBE
Baroness Grey-Thompson DBE
Bronwen Handyside
Dr Mee-Ling Ng OBE

In Attendance

Elliot Treharne
GLA Policy and Programmes Manager, Air
Quality and Hydrogen

Executive Committee

Staynton Brown	Director of Diversity and Inclusion
Howard Carter	General Counsel
Andrew Pollins	Transformation Director
Gareth Powell	Managing Director, Surface Transport
Alex Williams	Director of City Planning

Present

Tom Breen	Head of Health and Safety Improvement, Crossrail
Kevin Clack	Network Security Manager
Jill Collis	Director of Health, Safety and Environment
Rebecca Shah	Organisational Development and Implementation Lead, Transformation
Mike Shirbon	Head of Integrated Assurance
Charles Snead	Principle Policy Adviser
Kim Travers	Head of Human Resources Delivery
James Varley	Secretariat Officer

10/02/18 Apologies for Absence and Chair's Announcements

There were no apologies for absence. As Shirley Rodrigues was unable to attend the meeting, Elliot Treharne was in attendance for the items on air quality and climate change.

The Chair requested an update on activities taking place to deal with the weather conditions, which had seen particularly low temperatures and snowfall over the previous days.

Extensive plans were in place for adverse weather conditions and these had been successfully implemented. The TfL network had operated well. On the roads, snow ploughs had been in operation. The Woolwich Ferry has been temporarily suspended to allow for gritting on the local road network to be completed. There had been some operational issues at Dial-a-Ride and on London Overground. The decision by Network Rail to reduce services on the West Anglia route had impacted on TfL Rail.

Staff had been issued with appropriate protective clothing for the conditions and robust rostering arrangements were in place to allow services to run through the weekend.

A review would be undertaken to capture lessons learnt. **[Action: Gareth Powell]**

11/02/18 Declarations of Interests

Members confirmed that their declarations of interests, as published on tfl.gov.uk, were up to date and there were no interests that related specifically to items on the agenda.

12/02/18 Minutes of the Meetings of the Safety, Sustainability and Human Resources Panel held on 22 November 2017 and 22 January 2018

The minutes of the meetings were approved as a correct record and were signed by the Chair.

13/02/18 Matters Arising and Actions List

KSI target setting for bus operators (69/11/17): A systematic evaluation of bus safety had been developed which monitored precursors as well as actual safety performance. Consideration would be given to publication of the data in the future following assurance of the robustness of the information and appropriate analysis such as normalising the data. The purpose would be to encourage operators to improve performance and incentivise sharing of information. The terms of the bus contracts allowed for action to be taken in a progressive manner against operators who were underperforming. Members would be given more information in the paper on Bus Safety at a future meeting.

[Action: Gareth Powell]

The Chair suggested that the Safety Performance Indicator should be a key part of the new Bus Contract and an update given at the September meeting.

[Action: Gareth Powell]

The Panel noted the actions list.

14/02/18 Quarterly Health, Safety and Environment Performance Reports

Jill Collis introduced the report, which provided an overview of health, safety and environmental performance for London Underground (LU), TfL Rail, Surface Transport and Crossrail services for Quarter 3 2017/18 (17 September 2017 to 9 December 2017).

A South Western Railway train had derailed on the LU District line on 6 November 2017. The Rail Accident Investigation Branch had published its findings which had highlighted the importance of maintaining and marking precise maintenance boundaries with neighbouring infrastructure owners. TfL had taken action to address the recommendations in the report.

Following the inquest into the death of a customer at Canning Town station in February 2017, the Coroner had issued a Prevention of Further Deaths report and TfL had responded to it.

Following TfL's response to the Driven to Distraction report, a follow up response to the London Assembly had been prepared and would be circulated in due course.

[Action: Gareth Powell]

The 'See It, Say It, Sorted' security campaign was underway and its effectiveness would be analysed over the summer and an update would be given to a future meeting.

[Action: Jill Collis]

Crossrail safety performance remained good. The recent failure of the transformer had been reported to the TfL Board. Members asked how TfL could, in future procurements, be aware and take into account the previous performance of prospective bidders. Members were informed that the TfL procurement process enabled consideration of contractor issues at the pre-qualification stage.

BT and Cadent Gas Limited had been subject to successful prosecutions for dangerous streetworks. Prosecutions such as these were given a high level of visibility through TfL's press team.

There had been 498 injuries to the TfL workforce in the quarter. Further analysis was being undertaken to inform improvements programmes. Following incidents involving falling objects such as ceiling panels, a working group was involved in looking at risk from objects falling overhead. Members discussed the development of the HSE audit programme .

The Panel asked for an update to a future meeting on the use of technology in monitoring and mitigating risk on the bus network. This related to identifying trends and geographic locations where issues such as bridge strikes occurred.

[Action: Gareth Powell]

The Panel is asked to note the report.

15/02/18 Bus Driver Facility Improvements

Gareth Powell introduced the item, which provided an update on the Bus Driver Facilities Improvement programme.

All routes now had access to toilet facilities at either terminus. Forty sites had been identified as not having facilities that were available during all hours of operation and these were being prioritised for improvement. The preferred option for the location of facilities was at the end of routes and route structures were being reviewed to take this into consideration. TfL was continuing to engage with bus drivers, operators and Unite to ensure that as routes changed, they were assigned the appropriate priority for delivery.

The private sector was also being encouraged to offer facilities at locations such as shopping centres.

The Panel noted the paper.

16/02/18 Independent Evacuation of Disabled People from London Underground Stations in a Security Incident

Jill Collis and Kevin Clack introduced the item and the related exempt supplemental information on Part 2 of the agenda. The paper summarised the actions being taken to consider the needs of disabled customers to evacuate independently in response to a security alert.

A structured process was in place to assess the plan, which evaluated the current position and the desired outcome. The dynamic nature of a security threat meant that the usual processes of conducting a 'sweep' of the station may not be appropriate. A range of options had been identified and work was taking place to assess appropriate actions for further development. The Customer Service and Operational Performance Panel would receive further updates. **[Action: Jill Collis]**

The Panel noted the paper and the supplemental information on Part 2 of the agenda.

17/02/18 Air Quality Update

Alex Williams introduced the paper, which provided an update on implemented and forthcoming proposals to improve air quality.

The consultation on the Ultra Low Emission Zone was closing on 28 February 2018 and the introduction of the Zone would commence in April 2019.

Rapid charging points were being introduced with 80 installed so far, 49 of which were dedicated to taxi use. A map of locations of the charging points would be provided to Members. **[Action: Alex Williams]**

Decommissioning payments were available for taxis based on the premium paid to purchase a zero emissions capable taxi and the age of the vehicle. Further information on the level of uptake of the payments would be provided to Members. **[Action: Alex Williams]**

The Mayor had written to the Government about access to additional funding to improve air quality that had been made available to the rest of the country.

Work was being undertaken to understand the extent of diesel particulate filter removal and the resultant effects. TfL had raised the issue with the Driver and Vehicle Licencing Agency and expressed its desire to be involved in any consultations on the matter.

The Panel noted the report.

18/02/18 Climate Change Adaptation

Alex Williams and Charles Snead introduced the item, which provided the Panel with an update on TfL's work to better understand climate change related risks to London's transport system.

In response to a question from the Chair, a paper on the green estate would be presented to the meeting scheduled for 5 December 2018. **[Action: Alex Williams]**

The Greater London Authority strongly supported TfL's work on climate change adaptation and consideration was being given to managing and encouraging activities and mitigation that fell outside the Mayor's control.

The Panel noted the report.

19/02/18 Human Resources Quarterly Report

Staynton Brown and Kim Travers introduced the report, which provided an update on key Human Resources led activities and statistics from Quarter 3 2017/18 (17 September 2017 to 9 December 2017).

The apprenticeship recruitment programme was underway. There were 230 new apprenticeship places for 2017/18 and this would increase to over 400 for 2018/19.

The diversity and inclusion dashboard was due to be introduced in spring 2018. This would provide a more nuanced picture on staffing matters and would highlight enablers and barriers to improvements on diversity and inclusion.

The Gender Pay Gap data would be published shortly. A plan to reduce the gap by 2025 was being developed and would be shared with the Panel following a robust internal review process. **[Action: Staynton Brown]**

Succession planning and talent management would be utilised to achieve balance, particularly in management roles. An equal pay audit was also scheduled to take place in 2018/19.

The Panel noted that declaration levels for staff with a disability and those in protected groups were lower than expected. This was partly attributable to relevant information being held on systems other than the main HR database (SAP) and systems had been made more user friendly to encourage declarations.

The Panel noted the report.

20/02/18 Training and Development Update

Staynton Brown and Kim Travers introduced the item which set out the range and scope of learning and development opportunities.

Training and development were linked to continuous improvement. Staff were encouraged to identify their own requirements and take charge of their development needs.

The Panel noted the report.

21/02/18 Transformation Update

Andrew Pollins and Rebecca Shah introduced the item, which provided an overview of the Transformation Programme and an update on the third phase of the proposed organisational changes launched in November 2017.

The Panel noted the report.

22/02/18 Member Suggestions for Future Agenda Items

Howard Carter introduced the item. The forward plan would be updated to include the requests for additional items and briefings made earlier in the meeting.

The Panel noted the forward plan.

23/02/18 Any Other Business the Chair Considers Urgent

There was no urgent business.

24/02/18 Date of Next Meeting

The next scheduled meeting of the Panel would be held on Wednesday 20 June 2018 at 10.00am.

25/02/18 Exclusion of the Press and Public

The Panel agreed to exclude the press and public from the meeting, in accordance with paragraph 7 of Schedule 12A to the Local Government Act 1972 (as amended), when it considered the exempt information in relation to the item on the Independent Evacuation of Disabled People from London Underground Stations in a Security Incident.

26/02/18 Close of Meeting

The meeting closed at 12.30pm

Chair: _____

Date: _____