

Transport for London

Minutes of the Projects and Planning Panel

Paddington Room, 11th Floor, Palestra, London SE1 8NJ
10.05am, Wednesday 13 November 2013

Panel Members

Isabel Dedring	Panel Chair
Daniel Moylan	Panel Vice Chair
Sir John Armitt CBE	Panel Member
Roger Burnley	Panel Member (for part)
Baroness Grey-Thompson DBE	Panel Member

Board Members also in Attendance

Charles Belcher	Board Member
Brian Cooke	Board Member

Staff

Steve Allen	Managing Director, Finance
Arnab Banerjee	Programme Manager for Continuous Improvement, TfL Programme Management Office (for part)
Howard Carter	General Counsel (for part)
Andy Eastaugh	Head of TfL Programme Management Office
Nick Fairholme	Director of Projects and Programmes, Surface Transport
David Goldstone	Chief Finance Officer
David Hendry	Director of Finance and Commercial, Surface Transport
Terry Morgan	Chairman, Crossrail Limited
Andrew Pollins	Director of Finance, Rail and Underground
Gareth Powell	Director of Strategy and Service Development, Rail and Underground (for part)
Ryan Taylor	Business Case Functional Lead, Finance (for part)
David Waboso	Capital Programmes Director, London Underground

Also in Attendance

David James	Chairman of the Independent Investment Programme Advisory Group (IIPAG)
Ian Fugeman	Member of the IIPAG
Paul Jenkins	Member of the IIPAG
Victoria Moss	Secretariat Officer

25/11/13 Apologies for Absence and Declarations of Interest

Apologies for absence had been received from Angela Knight.

The following interests were declared: Sir John Armitt as Chairman of the Olympic Delivery Authority, Chairman of the National Express Group plc, Deputy Chairman of the Berkeley Group plc and a Member of the Airports Commission; Baroness Grey-Thompson as a Member of the London Legacy Development Corporation; Daniel Moylan as a Councillor

for the Royal Borough of Kensington and Chelsea, Chairman of Urban Design London and a Non-executive Director of Crossrail Limited (appointed by TfL); and Charles Belcher as a member of Atos Origin Advisory Council on Transport.

26/11/13 Minutes of the Meeting held on 3 October 2013

The minutes of the meeting held on 3 October 2013 were approved as a correct record and signed by the Chair.

27/11/13 Matters Arising and Actions List

The Panel noted the Actions List.

28/11/13 TfL Investment Programme Report – Second Quarter 2013/14

Steve Allen introduced the TfL Investment Programme Report for the second quarter of 2013/14 (23 June – 15 September 2013) which informed the Panel of TfL's Investment Programme performance.

The Panel noted the report.

29/11/13 Project Management Maturity

Steve Allen introduced the paper, which provided the further information requested by the Panel at its meeting on 8 May 2013.

TfL's delivery methodology 'Pathway' had been rolled out across TfL from April 2013, with teams supported by the Programme Management Office (PMO). The next phase would see the PMO examining certain projects in detail to ensure correct application of the methodology and the embedding of the process TfL-wide.

Members of the Independent Investment Programme Advisory Group and TfL Officers confirmed their support of Pathway and reported that it was adding value, facilitating good delivery and identifying those areas within projects which required additional focus.

The Panel noted the paper.

30/11/13 Business Case Development

Steve Allen introduced the paper, which provided the Panel with an update on business case developments within TfL.

Business cases at TfL largely followed the national Methodology as prescribed by the Department for Transport (DfT), with TfL differing in how it weighted values of time to take account of average London earnings. TfL business cases required conversion to DfT values of time for Spending Reviews. However, large projects with strong business cases

rarely saw significant differences. TfL was developing methodological improvements with which it would seek to influence the DfT's current methodology. This approach was welcomed by the DfT.

Work was ongoing to incorporate reliability into the business case process, with particular consideration being given to the adequate weighting of 'lost customer hours' as a reliability measure. The incorporation of 'mean journey time' was also a priority for which evidence would be gathered.

Addressing issues surrounding regeneration areas was challenging for business case methodology. Crossrail Limited had carried out some preliminary study in this area and would share the initial results with TfL and then work together to produce a combined report.

The Panel noted the paper.

31/11/13 Project Monitoring – Project Approvals

Steve Allen introduced the paper, which presented the forward approval programme for projects with a value in excess of £50m, from November 2013 to April 2015 and informed the Panel of project authority granted by the Commissioner and the Managing Director, Finance in accordance with delegated authority under TfL's Standing Orders.

The forward schedule of project approvals would be amended to reflect the route for project scrutiny and approval following the changes to TfL's Committee and Panel arrangements from April 2014.

[Action: Andy Eastaugh]

The Panel noted the paper.

32/11/13 Any Other Business

There being no further business, the meeting closed at 10.40am.

The next scheduled meeting would be held on 9 January 2014 at 10.00am.

Chair: _____

Date: _____