

Transport for London

Minutes of the Board

Committee Rooms 4-5, City Hall, The Queen's Walk, London
10.00am, Wednesday 10 December 2008

Members

Boris Johnson	Chair, Board Member
Peter Anderson	Board Member
Christopher Garnett	Board Member
Dame Tanni Grey-Thompson	Board Member
Sir Mike Hodgkinson	Board Member
Judith Hunt	Board Member
Eva Lindholm	Board Member
Daniel Moylan	Board Member
Steven Norris	Board Member
Bob Oddy	Board Member
Patrick O'Keeffe	Board Member
Kulveer Ranger	Board Member
Tony West	Board Member
Keith Williams	Board Member
Steve Wright	Board Member

Staff

Steve Allen	Managing Director, Finance
David Brown	Managing Director, Surface Transport
Ian Brown	Managing Director, London Rail
Howard Carter	General Counsel
Stephen Critchley	Chief Finance Officer
Michèle Dix	Managing Director, Planning
Vernon Everitt	Managing Director, Marketing and Communications
Mary Hardy	Director of Internal Audit
Peter Hendy	Commissioner
Ellen Howard	Director of Corporate Governance
Douglas Oakervee	Executive Chair, Crossrail
Richard Parry	Director of Strategy and Service Development, LU
Valerie Todd	Managing Director, Group Services

66/12/08 Apologies for Absence and Declarations of Interest

Apologies for absence had been received from Charles Belcher, Tim O'Toole and Malcolm Murray-Clark.

Daniel Moylan declared an interest as Chairman of the London Councils' Transport and Environment Committee and as Deputy Leader of the Royal Borough of Kensington and Chelsea, Christopher Garnett as a member of the Olympic Delivery Authority and Steve Norris as a member of the London Development Agency.

67/12/08 **Minutes of the Meeting held on 5 November 2008**

The minutes of the meeting held on 5 November 2008 were approved as a correct record and signed by the Chair.

68/12/08 **Matters Arising and Actions List**

Steve Allen updated the Board on TfL's deposits with Kaupthing Singer and Friedlander. An initial meeting has been held with the Administrator and TfL has been appointed to the Creditors' Committee. A further meeting of this Committee is scheduled for late January and at that meeting TfL would understand further the likely rate of recovery of its deposits.

The Board noted the Actions List.

69/12/08 **The Commissioner's Report**

Peter Hendy introduced his report.

The Commissioner highlighted that Cross London Rail Links was now a wholly owned subsidiary of TfL and that the key governance and funding agreements in relation to Crossrail have been signed. The Commissioner thanked all the staff involved for their hard work in achieving this.

The Commissioner reported on the sad death on 3 December of a construction worker on a worksite managed by Skanska GrantRail and extended TfL's condolences to the man's family and colleagues.

Members asked about the Economic Recovery Action Plan and TfL's role in assisting people through the economic downturn. A note of TfL's contribution to the Mayor's plan would be provided to Members. **[ACTION: Steve Allen]**

Members welcomed the proposal for Heathrow Connect customers (non-express services) to be able to use Oyster Pay as You Go. The most likely current date for other National Rail Services within London (with the possible exception of South West Trains) to accept Oyster is October 2009.

An Action Plan proposing steps to improve river passenger services both in the short term, for the London 2012 Olympics, and after, would be provided to Members once finalised. **[ACTION: David Brown]**

Steve Norris raised the timescale of the proposed removal of the Western Extension of the congestion charging zone. The Mayor said that, while efforts would be made to shorten the timetable, statutory processes must be complied with and new measures to reduce traffic and manage emissions need to be put in place. There were also financial consequences of a faster removal. Daniel Moylan endorsed the benefits of further statutory consultation on the details of the proposal with residents and affected Boroughs.

Further information would be provided to Steve Norris regarding the study being undertaken by TfL into pedestrian behaviour at traffic signals. It had been

commissioned to provide evidence to the Department for Transport to support the introduction of pedestrian countdown technology. **[ACTION: David Brown]**

Members asked officers to expedite and increase proposals for the removal of unnecessary guardrail on London's roads. The matter would be considered at a future meeting of the Surface Transport Panel. **[ACTION: David Brown/Secretariat]**

The winners of the new London Bus competition would be announced on 19 December 2008. Members asked for a note in relation to the proposed procurement process and timescales that would follow this announcement. **[ACTION: David Brown]**

TfL is currently developing its plans in relation to Cycle Highways. A note on the methods for engaging with stakeholders such as the London Boroughs would be provided to members. **[ACTION: David Brown]**

In preparing for the drafting of the Mayor's Transport Strategy, Daniel Moylan asked that the Mayor and Commissioner meet with the Leaders of the Boroughs most affected by decisions recently taken in the current Business Plan in relation to major projects. **[ACTION: Michèle Dix]**

In taking forward the Mayor's proposals for the London cycle hire scheme, Bob Oddy asked about injury statistics applicable to the Paris cycle hire scheme. The statistics, which would be distributed to members, show an increase in injuries but at a much lower rate than the increase in users of bicycles as part of the scheme. **[ACTION: David Brown]**

The Board noted the report.

70/12/08 Operational and Financial Performance and Investment Programme Reports – Second Quarter 2008/09

Steve Allen introduced the report and the tabled presentation and outlined the key workforce and financial data for the period. Richard Parry, David Brown and Ian Brown updated the Board in respect of London Underground, Surface Transport and London Rail in relation to operations, investment and staff.

Members noted the Employee Satisfaction survey carried out in LUL. The survey had the highest ever participation rate (79 per cent) and showed good results across almost all measures, against a background of a complex infrastructure improvement programme and the highest ever passenger volumes. Members requested further information about the results of the survey. It would also be discussed at a future meeting of the Rail and Underground Panel. Consideration would also be given to the best method of publicising this information. **[ACTION: Tim O'Toole/Secretariat]**

Members noted that a discussion was scheduled for 27 January 2009 with Finance Committee members on passenger volumes and revenue movements. Members would also receive monthly reports on passenger volumes and revenue implications. **[ACTION: Steve Allen]**

Members asked for an explanation of the movements in working capital that could be seen in Annex 3: Cash Summary to the Report. **[ACTION: Steve Allen]**

The Board noted:

1. **TfL's operational and financial performance over the second quarter of 2008/09; and**
2. **TfL's progress on the Investment Programme over the second quarter of 2008/09.**

71/12/08 Skills and Employment Strategy

Valerie Todd introduced the report. This document sets out TfL's proposals over the next 10 years to ensure that it, and its supply chain, has the skilled workforce necessary to deliver its transport objectives.

The Board welcomed this important initiative and noted the opportunities to take on part trained apprentices whose apprenticeships have been terminated because of the economic downturn. There were also possibilities for giving a work opportunity through summer and other placements to university students, those doing diplomas and those that are retraining.

It was noted that while there are no specific targets in the document in relation to employing people who have been unemployed for a long time TfL did have targets in relation to having a workforce which reflected London's population.

Detailed information about the implementation of the Strategy would be considered by the Planning and Corporate Panel at future meetings.

[ACTION: Steve Allen/Secretariat]

The Board noted the report.

72/12/08 East London Line – Internal Transfer Schemes

Ian Brown introduced the report seeking approval to make two internal transfer schemes to transfer property, rights and liabilities in relation to the East London Line from LUL and TfL to Rail for London Limited (RfL). The Schemes will be submitted to the Mayor and the Secretary of State for approval before they can take effect.

The Board:

1. **noted the report;**
2. **approved the making of two internal transfer schemes substantially in the form at Appendix 1 to the report to transfer property, rights and liabilities constituting the ELL Undertaking from (i) LUL to RfL and from (ii) TfL to RfL, including the transfer of the statutory functions as referred to in this paper;**
3. **approved the submission of the transfer schemes to the Mayor for his approval; and**

4. authorised the TfL Officers and Subsidiaries described at paragraph 5 below:
 - a) to seek the Mayor's approval of the transfer schemes;
 - b) to seek from the Secretary of State for Transport a confirmation order of the transfer schemes;
 - c) to make any necessary non material changes to the transfer schemes;
 - d) to agree the terms of and execute any necessary agreements between LUL, RfL and TfL (as the case may be) in respect of ancillary matters including asset values and operational and maintenance matters; and
 - e) to do all such other things as they consider necessary or desirable to facilitate the making and implementation of the transfer schemes and ancillary agreements.
5. The following Officers and Subsidiaries shall have delegated authority:
 - a) TfL Officers: the Commissioner, Managing Director Finance, Managing Director London Underground, Managing Director London Rail, Chief Finance Officer and General Counsel; and
 - b) Subsidiaries: Subsidiaries of TfL including Transport Trading Limited and any other subsidiary of Transport Trading Limited.

73/12/08 TfL Environment Report 2008

Howard Carter introduced the report which set out the environmental performance of the TfL group during 2007/08. Highlights for the year include the establishment of the £25m Climate Change Fund, the launch of the world's largest Low Emission Zone and the increase in Smarter Travel activities.

The Board noted the report.

74/12/08 Revision to Standing Orders

Howard Carter introduced the report which proposed a number of changes to TfL's Standing Orders. The most significant change is the requirement for projects with an anticipated out-turn cost in excess of £50m but less than £100m to be approved by the Finance Committee.

The Board:

1. approved the changes to Standing Orders as set out in the report; and
2. delegated to General Counsel authority to implement the changes to Standing Orders.

75/12/08 Report from the Meetings of the Safety, Health and Environment Committee held on 18 November 2008

Christopher Garnett introduced the report.

The Board noted the report.

76/12/08 Report from the Meeting of the Finance Committee held on 20 November 2008

Sir Mike Hodgkinson introduced the report.

The Board noted the report.

77/12/08 Report from the Meeting of the Audit Committee held on 25 November 2008

Judith Hunt introduced the report and drew Members' attention to TfL's high score in the Audit Commission's examination of TfL's Use of Resources.

The Board noted the report.

78/12/08 Any Other Business

There being no further business, the meeting closed at 11.40am. The next scheduled meeting would be held on Tuesday 10 February 2009 at 10.00am.

Chair: _____

Date: _____