

Date: 22 November 2017

Item: Actions List

This paper will be considered in public

1 Summary

1.1 This paper informs the Panel of progress against actions agreed at previous meetings.

2 Recommendation

2.1 **The Panel is asked to note the Actions List.**

List of appendices to this report:

Appendix 1: Actions List

List of Background Papers:

Minutes of previous meetings of the Panel

Contact Officer: Howard Carter, General Counsel
Number: 020 3054 7832
Email: HowardCarter@tfl.gov.uk

Safety Sustainability and Human Resources Panel Actions List (reported to the meeting on 22 November 2017)

Actions from the Last Meeting

| Minute No. | Description | Action By | Target Date | Status/note |
|------------|---|---|---|---|
| 46/09/17 | <p>Matters Arising and Actions List</p> <p>Provide a timeline of the fatigue management audit work carried out on First Group.</p> | Leon Daniels | 22 November 2017 | Information to be provided to Members. |
| 47/09/17 | <p>Tram Overturning at Sandilands, Corydon on 9 November 2016 - Update</p> <p>Provide an indicative timetable of publication of reports into the incident.</p> <p>Provide information on the in-cab eye monitoring system.</p> <p>Provide information on the outcome of the TfL audit of First Group's fatigue management process.</p> | <p>Leon Daniels</p> <p>Leon Daniels</p> <p>Leon Daniels</p> | <p>22 November 2017</p> <p>22 November 2017</p> <p>22 November 2017</p> | <p>Information to be provided to Members.</p> <p>Update to be given at meeting.</p> <p>Information to be provided to Members.</p> |
| 48/09/17 | <p>Review of CIRAS Report and Themes</p> <p>Investigate how a uniform safety culture across TfL and its contractors can be created.</p> <p>Provide information on how the TfL Health and Safety structure connects with front line operational staff.</p> | <p>Gareth Powell / Jill Collis</p> <p>Gareth Powell / Jill Collis</p> | <p>28 February 2018</p> <p>28 February 2018</p> | <p>On forward plan – Safety in Bus Contracts</p> <p>On forward plan – Safety in Bus Contracts</p> |

| Minute No. | Description | Action By | Target Date | Status/note |
|-------------------|--|----------------------------------|--|--|
| | Provide information on how health and safety can be further incorporated into bus contracts. | Gareth Powell | 28 February 2018 | Evaluation process for new bus contracts includes 10 categories of performance criteria, many of which are safety related. |
| 49/09/17 | Private Hire Vehicle Safety An update would be provided to the meeting of the Panel on 28 February 2018, which would include details on the number of licences which have been revoked. | Leon Daniels | 28 February 2018 | On forward plan. |
| 50/09/17 | Health, Safety and Environment Performance – Quarterly Report The Panel's thanks to be passed to staff members involved in the incident at Parsons Green. An update would be given at the next meeting of the Panel on the work undertaken to mitigate customer injuries. | Mark Wild Jill Collis | 22 November 2017 22 November 2017 | Completed. On agenda for this meeting. |
| 51/09/17 | Bus Safety Programme Update Members would be given the opportunity to review and comment on the draft response to the 'Driven to Detraction' report. Michael Liebreich to be provided with a draft copy of the new Bus Operating contract. | Leon Daniels Leon Daniels | 17 October 2017 22 November 2017 | Completed. Meeting took place on 17 October 2017. Update to be given at meeting. |

| Minute No. | Description | Action By | Target Date | Status/note |
|-------------------|---|------------------|--------------------|---|
| 52/09/17 | Bus Driver Facilities Improvement Update to be given biannually. | Leon Daniels | 28 February 2018 | On agenda for 28 February meeting. |
| 53/09/17 | Human Resources Quarterly Report Provide additional metrics to better understand actions taken and timescales for addressing workforce diversity. | Tricia Wright | 22 November 2017 | Completed. Information in the Diversity and Inclusion Strategy paper on this agenda |
| 56/09/17 | Member Suggestions for Future Items Add additional items to forward plan. | Howard Carter | 22 November 2017 | Complete. Items added to forward plan. |

Outstanding actions from previous meetings.

| Minute No. | Description | Action By | Target Date | Status/note |
|-------------------|--|------------------|--------------------|---|
| 32/06/17 | Matters Arising and Actions List Panel to receive a briefing on the Surface Transport safety assessment. | Jill Collis | 22 November 2017 | Briefing to be given to Members. |
| 34/06/17 | Health, Safety and Environment Performance – Quarterly Report Panel to receive further information on encouraging its contractors to follow best practice around staff engagement. | Jill Collis | 22 November 2017 | A briefing will be provided to Members. |

| Minute No. | Description | Action By | Target Date | Status/note |
|-----------------|---|-----------------------------|------------------|---|
| | Jill Collis and Tricia Wright to meet with Nina Skorupska to discuss the provision of data in quarterly reports. | Jill Collis / Tricia Wright | 17 October 2017 | Completed. Meeting took place on 17 October 2017. |
| 39/06/17 | <p>Member suggestions for Future Agenda Discussions</p> <p>Provide information on London Underground evacuation procedures for wheelchair users.</p> | Jill Collis | 28 February 2018 | Update to 28 February 2018 meeting (when trials of wheelchair users using escalators on a daily basis currently ongoing will be completed). |