

Notes and Actions from UCL Bus Driver Steering Group 26

11 March 2021

Attendees: Sam Phillips (Chair), Tom Cunnington, Jane Lupson, Peter Goldblatt, Joana Morrison, Sir Michael Marmot, Katie Hunter, Laura Duly.

Apologies: Lilli Matson, Vicky Hobart.

Agenda

	Item	Owner	Time
1	Introductions / Welcome	Sam Phillips	11:30 – 11:35
2	TfL feedback on fifth draft of the report / agree final comments	Sam Phillips	11:35 – 11:45
3	Next Steps and Programme	Sam Phillips	11:45 – 11:55
4	AOB	All	11:55 – 12:00

Slides from the session are here: [UCL Steering Group 26- 11 March 2021](#)

High Level Project Plan and risk register are here: [Bus Driver Project Plan and Risk Register - 20210311](#)

Day by Day project plan is here: [Bus Driver Day by Day Plan v0.13](#)

Key points:

- The group discussed some final high level feedback on the fifth draft of the report.
- Michael confirmed that he had carried out a further review of the Exec Summary and was comfortable with the report.
- In terms of next steps, Laura will send final comments to UCL on Friday 12 March, and Peter will send an updated version of the report to TfL on Monday 15 March.
- Lilli is meeting the Mayor on 15 March to brief him on the report.
- The target date for publishing the report remains 17 March

Actions

Title	Owner	Action	Date Raised	Due Date	Update
Comments on 5 th draft of the report	Laura Duly	Laura to send to UCL all final comments on the report by close of play Friday 12 March.	11/03/21	12/03/21	
6 th draft of the report	Peter Goldblatt	Peter to send the 6 th draft of the report to TfL on Monday 15 March.	11/03/21	15/03/21	

Next Meeting: A final meeting is scheduled for Thursday 25 March, 09:00.

Notes and Actions from UCL Bus Driver Steering Group 25 04 March 2021

Attendees: Sam Phillips (Chair), Lilli Matson, Tom Cunnington, Jane Lupson, Peter Goldblatt, Sir Michael Marmot, Katie Hunter, Laura Duly

Apologies: Joana Morrison, Vicky Hobart.

Agenda

	Item	Owner	Time
1	Introductions / Welcome	Sam Phillips	08:30 – 08:35
2	TfL feedback on third draft of the report / agree final comments	Sam Phillips	08:35 – 09:00
3	Next Steps and Programme	Sam Phillips	09:00 – 09:10
4	AOB	All	09:10 – 09:15

Slides from the session are here: [UCL Steering Group 25- 04 March 2021](#)

High Level Project Plan and risk register are here: [Bus Driver Project Plan and Risk Register - 20210304](#)

Day by Day project plan is here: [Bus Driver Day by Day Plan v0.12](#)

Key points:

- The group discussed TfL's high level feedback on the third draft of the report.
- In terms of next steps, Peter agreed to send an updated version of the report to TfL on 05 March, with the target being a version that all parties consider to be final by early week commencing 08 March. Michael confirmed that he was comfortable with the report but that he will carry out a further review of the Executive Summary.
- The final report will be discussed at a meeting with the Mayor on 15 March, and the report will be published after that, with a target date of 17 March.

Actions

Title	Owner	Action	Date Raised	Due Date	Update
Day by Day Plan	Laura Duly	Laura to update the Day by Day plan to reflect the timings for the third draft of the report, and circulate.	24/02/21	26/02/21	Action complete, plan circulated internally.
Next Steering Group	Laura Duly	Laura to schedule a Steering Group for the morning of Thursday 4 th March.	24/02/21	26/02/21	Action complete, meeting held.
Report – fourth draft	Peter Goldblatt	Peter to send the fourth draft of the report to TfL by end of day Friday 05 March.	04/03/21	05/03/21	Report received 05/03/21, action complete.

Next Meeting: TBC – currently being scheduled.

Notes and Actions from UCL Bus Driver Steering Group 24 24 February 2021

Attendees: Sam Phillips (Chair), Lilli Matson, Tom Cunnington, Jane Lupson, Peter Goldblatt, Joana Morrison, Sir Michael Marmot, Jane Leaman, Laura Duly

Apologies: Vicky Hobart, Katie Hunter

Agenda

	Item	Owner	Time
1	Introductions / Welcome	Sam Phillips	08:30 – 08:35
2	TfL feedback on second draft of the report	Sam Phillips	08:35 – 09:15
3	Next Steps and Programme	Sam Phillips	09:15 – 09:25
4	AOB	All	09:25 – 09:30

Slides from the session are here: [UCL2019 Steering Group 24- 24 February 2021](#)

High Level Project Plan and risk register are here: [Bus Driver Project Plan and Risk Register - 20210224](#)

Day by Day project plan is here: [Bus Driver Day by Day Plan v0.9](#)

Key points:

- The group discussed TfL's feedback on the second draft of the report, which had been summarised into three key themes.
- Timescales for report publication were discussed. 8th March is the target date, and Lilli reminded the group that the report must be published ahead of the pre-election period cut-off date.
- UCL agreed to send the next draft of the report to TfL on 2nd March, enabling TfL to review and provide comments on 4th March. The day by day plan will be updated to reflect this.

Actions

Title	Owner	Action	Date Raised	Due Date	Update
Loughborough Study	Jane Lupson	Jane to send Peter a link to the Loughborough study, for reference in the report.	11/02/21	15/02/21	Link sent, action complete.
BMJ Article	Sam Phillips	Sam to send Peter a link to the BMJ article on returning to exercise after Covid, for reference.	11/02/21	15/02/21	Link sent, action complete.
Day by Day Plan	Laura Duly	Laura to update the Day by Day plan to reflect the timings for the third draft of the report, and circulate.	24/02/21	26/02/21	

Next Steering Group	Laura Duly	Laura to schedule a Steering Group for the morning of Thursday 4 th March.	24/02/21	26/02/21	
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Next Meeting - Thursday 04 March, 08:30 – 09:15

Notes and Actions from UCL Bus Driver Steering Group 23

11 February 2021

Attendees: Sam Phillips (Chair), Lilli Matson, Tom Cunnington, Jane Lupson, Peter Goldblatt, Joana Morrison, Laura Duly

Apologies: Vicky Hobart, Katie Hunter

Agenda

	Item	Owner	Time
1	Introductions / Welcome	Sam Phillips	12:00 – 12:05
2	TfL Feedback on Draft Report	Sam Phillips	12:05 – 12:40
3	AOB	All	12:40 – 12:45

Slides from the session are here: [UCL2019 Steering Group 23- 11 February 2021](#)

Project Plan and risk register are here: [Bus Driver Project Plan and Risk Register - 20210211](#)

Day by Day project plan is here: [Bus Driver Day by Day Plan v0.8](#)

Key points:

- The group discussed TfL's feedback on the first draft of the report, which had been grouped into key themes.
- In terms of next steps, TfL confirmed that it would be preferable if the second draft was reviewed and commented on by Sir Michael Marmot before it is sent to TfL w/e 19 February. A Steering Group will be scheduled early w/c 22 February to discuss final changes to the report.

Actions

Title	Owner	Action	Date Raised	Due Date	Update
Loughborough Study	Jane Lupson	Jane to send Peter a link to the Loughborough study, for reference in the report.	11/02/21	15/02/21	
BMJ Article	Sam Phillips	Sam to send Peter a link to the BMJ article on returning to exercise after Covid, for reference.	11/02/21	15/02/21	Link sent, action complete.

Next Meeting

Wednesday 24 February, 08:30 – 09:30

Notes and Actions from UCL Bus Driver Steering Group 22

05 February 2021

Attendees: Sam Phillips (Chair), Lilli Matson, Tom Cunnington, Jane Lupson, Peter Goldblatt, Joana Morrison, Katie Hunter, Laura Duly

Apologies: Vicky Hobart

Agenda

	Item	Owner	Time
1	Introductions / Welcome	Sam Phillips	14:00 – 14:05
2	Report Findings	Peter Goldblatt, Joana Morrison	14:05 – 14:40
3	Prior Actions	Laura Duly	14:40 – 14:45
4	Risk Register	Laura Duly	14:45 – 14:50
5	Day by Day Plan: Review Cycle 1 timings	Laura Duly / All	14:50 – 14:55
6	AOB	All	14:55 – 15:00

Slides from the session are here: [UCL2019 Steering Group 22- 05 February 2021](#)

Project Plan and risk register are here: [Bus Driver Project Plan and Risk Register - 20210205](#)

Day by Day project plan is here: [Bus Driver Day by Day Plan v0.8](#)

Key points:

- Peter presented the draft findings of the Phase 2 study. The first draft will be sent to TfL at the end of the weekend ready for TfL to review from Monday 08 February.

Actions

Title	Owner	Action	Date Raised	Due Date	Update
Latest mortality data	Tom Cunnington // Jane Lupson	Tom / Jane to provide Peter // Joana with a link to the web page where the up to date mortality data is published.	21/01/21	29/01/21 02/02/21	Data was provided to UCL on Thursday 4 th February; action closed.
Presentation to Bus Operators	Tom Cunnington / Jane Lupson	Tom / Jane to repurpose one of the regular meetings with the bus operators for UCL to present the report findings.	21/01/21	Date to be agreed	Bus Operators to be updated at a meeting on Tuesday 9 th February. Action closed.
New Risk – Press Office negotiations	Laura Duly	Laura to add a new risk related to the TfL and UCL press office negotiations / agreement.	29/01/21	05/02/21	Risk added; action closed.

Next Meeting: Thursday 11 February, 12:00 – 12:45

Notes and Actions from UCL Bus Driver Steering Group 21

29 January 2021

Attendees: Sam Phillips (Chair), Lilli Matson, Tom Cunnington, Jane Lupson, Peter Goldblatt, Joana Morrison, Laura Duly

Apologies: Katie Hunter, Vicky Hobart.

Agenda

	Item	Owner	Time
1	Introductions / Welcome	Sam Phillips	12:00 – 12:05
2	Prior Actions	Laura Duly	12:05 – 12:15
3	Project plan timings and Risk Register	Laura Duly, Peter Goldblatt	12:15 – 12:25
4	Updated Day by Day Plan: Milestones and Review Cycle 1	Laura Duly / All	12:25 – 12:40
5	AOB	All	12:40 – 12:45

Slides from the session are here: [UCL2019 Steering Group 21- 29 January 2021](#)

Project Plan and risk register are here: [Bus Driver Project Plan and Risk Register - 20210129](#)

Key points:

- UCL are on track to present the draft findings of the report on 05 February.

Actions

Title	Owner	Action	Date Raised	Due Date	Update
Advising Sir Michael Marmot of age data issue	Peter Goldblatt	Peter to advise Michael Marmot of the age data issue and the resulting change of approach before the next Steering Group, to ensure that he is comfortable with it.	08/01/21	13/01/21	Peter has advised Michael Marmot of the issue and that a corrected procedure is being worked on.
				21/01/21	
				29/01/21	Peter to confirm that Michael has accepted the proposal and is comfortable with the methodology, by 21/01/21.
					Peter and Joana are working on a briefing note for Michal Marmot and will provide an update at the next Steering

					Group meeting on 29/01/21. Michael Marmot has confirmed to Peter that he is comfortable with the approach. Action closed.
Latest mortality data	Tom Cunnington / Jane Lupson	Tom / Jane to provide Peter / Joana with a link to the web page where the up to date mortality data is published.	21/01/21	29/01/21 02/02/21	The information on the web page covers all transport workers; Jane / Tom to provide Peter / Joana with the latest mortality figures for the bus worker population, on Tuesday 2 nd February.
Reference Group 2 - attendees	Laura Duly / Jane Lupson	Laura / Jane to ensure that the correct attendees are invited to the Reference Group and update the invitation.	21/01/21	29/01/21	Attendees agreed, invite updated. Action complete.
Presentation to Bus Operators	Tom Cunnington / Jane Lupson	Tom / Jane to repurpose one of the regular meetings with the bus operators for UCL to present the report findings.	21/01/21	Date to be agreed	Underway. Bus Operators have been made aware.
Weekly Stakeholder Meetings / Govt Relations	Jane Lupson	Jane to ensure that the Reference Group is added to the list of weekly Stakeholder Meetings.	21/01/21	29/01/21	Action complete.
Day by Day Plan – UCL timescales	Laura Duly	Laura to amend the day by day plan to allow UCL one week to incorporate updates from TfL’s first review and reissue the report.	21/01/21	29/01/21	Action complete.
February Steering Group Meetings	Laura Duly	Laura to schedule weekly Steering Group meetings throughout February.	21/01/21	29/01/21	Action complete. Meetings scheduled as follows: 05 Feb 14:00 – 15:00 11 Feb 12:00 – 12:45 26 Feb 13:30 – 14:00 No meeting w/c 15 February.

New Risk – Press Office negotiations	Laura Duly	Laura to add a new risk related to the TfL and UCL press office negotiations / agreement.	29/01/21	05/02/21	
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Next Meeting: Friday 05 February, 14:00 – 15:00 (UCL presentation of draft report findings)

Notes and Actions from UCL Bus Driver Steering Group 20

21 January 2021

Attendees: Sam Phillips (Chair), Tom Cunnington, Jane Lupson, Peter Goldblatt, Joana Morrison, Katie Hunter, Laura Duly

Apologies: Lilli Matson, Vicky Hobart.

Agenda

	Item	Owner	Time
1	Introductions / Welcome	Sam Phillips	17:00 – 17:05
2	Prior Actions	Laura Duly	17:05 – 17:10
3	Project plan timings and Risk Register	Laura Duly, Peter Goldblatt	17:10 – 17:20
4	Day by Day Plan: Milestones and Review Cycle 1	Laura Duly / All	17:20 – 17:40
5	AOB	All	17:40 – 17:45

Slides from the session are here: [UCL2019 Steering Group 20- 21 January 2021](#)

Project Plan and risk register are here: [Bus Driver Project Plan and Risk Register - 20210121](#)

Key points:

- All outstanding queries on the data are now closed.
- UCL are working towards 05 February to provide TfL with the draft report however dealing with the age data has been difficult and the timescales are tight. UCL will advise of any potential slippage to the plan as necessary.

Actions

Title	Owner	Action	Date Raised	Due Date	Update
Advising Sir Michael Marmot of age data issue	Peter Goldblatt	Peter to advise Michael Marmot of the age data issue and the resulting change of approach before the next Steering Group, to ensure that he is comfortable with it.	08/01/21	13/01/21 21/01/21 29/01/21	Peter has advised Michael Marmot of the issue and that a corrected procedure is being worked on. Peter to confirm that Michael has accepted the proposal and is comfortable with the methodology, by 21/01/21. Peter and Joana are working on a

					briefing note for Michal Marmot and will provide an update at the next Steering Group meeting on 29/01/21.
Latest mortality data	Tom Cunnington / Jane Lupson	Tom / Jane to provide Peter / Joana with a link to the web page where the up to date mortality data is published.	21/01/21	29/01/21	
Reference Group 2 - attendees	Laura Duly / Jane Lupson	Laura / Jane to ensure that the correct attendees are invited to the Reference Group and update the invitation.	21/01/21	29/01/21	
Presentation to Bus Operators	Tom Cunnington / Jane Lupson	Tom / Jane to repurpose one of the regular meetings with the bus operators for UCL to present the report findings.	21/01/21	Date to be agreed	
Weekly Stakeholder Meetings / Govt Relations	Jane Lupson	Jane to ensure that the Reference Group is added to the list of weekly Stakeholder Meetings.	21/01/21	29/01/21	
Day by Day Plan – UCL timescales	Laura Duly	Laura to amend the day by day plan to allow UCL one week to incorporate updates from TfL’s first review and reissue the report.	21/01/21	29/01/21	
February Steering Group Meetings	Laura Duly	Laura to schedule weekly Steering Group meetings throughout February.	21/01/21	29/01/21	

Next Meeting: Friday 29 January, 12:00 – 12:45

Notes and Actions from UCL Bus Driver Steering Group 19

13 January 2021

Attendees: Sam Phillips (Chair), Lilli Matson, Peter Goldblatt, Jane Lupson, Joane Morrison, Laura Duly

Apologies: Tom Cunnington, Vicky Hobart.

Agenda

	Item	Owner	Time
1	Introductions	Sam Phillips	16:30 – 16:35
2	Prior Actions	Laura Duly	16:35 – 16:45
3	Project plan timings and risk register	Laura Duly, Peter Goldblatt	17:00 – 17:20
4	AOB	All	17:20 – 17:30

Slides from the session are here: [UCL2019 Steering Group 19- 13 January 2021](#)

Project Plan and risk register are here: [Bus Driver Project Plan and Risk Register - 20210113](#)

Key points:

- In response to UCL's queries on the data, a new data file was provided on 11 January 2021 and NatCen is expected to resolve UCL's final query by 14 January 2021.
- The teams are working on the assumption that the first draft of the report will be provided to TfL on 05 February 2021.

Actions

Title	Owner	Action	Date Raised	Due Date	Update
Advising Sir Michael Marmot of age data issue	Peter Goldblatt	Peter to advise Michael Marmot of the age data issue and the resulting change of approach before the next Steering Group, to ensure that he is comfortable with it.	08/01/21	13/01/21 21/01/21	Peter has advised Michael Marmot of the issue and that a corrected procedure is being worked on. Peter to confirm that Michael has accepted the proposal and is comfortable with the methodology, by 21/01/21.
Data queries	Peter Goldblatt	Peter to chase NatCen for a resolution to the queries he has raised on the latest (04/01/21) dataset and advise TfL when the data is complete.	08/01/21	15/01/21	Data still in review. Peter to confirm when it is complete.

Bus driver deaths since June 2020	Jane Lupson	Jane to confirm the number of bus drivers who died as a result of Covid-19 between June 2020 and end of 2020.	08/01/21	15/01/21	Jane provided this data on 12/01/21. Laura to check with Data Protection whether this can be shared with UCL.
Draft Presentation to TfL	Laura Duly	Laura to arrange a session on 05 February 2021 for UCL to present to TfL.	08/01/21	15/01/21	Action Complete.
Reference Group 2	Laura Duly	Laura to move Reference Group 2 to 25 February 2021.	08/01/21	15/01/21	Reference Group 2 already scheduled for the morning of 25 February. Updated invite to be issued.
Report Clearance – day by day plan	Laura Duly	Laura to produce a day by day plan detailing all review / sign off and press office activities required ahead of report publication.	08/01/21	15/01/21	Underway.
Future Steering Group meetings	Laura Duly	Laura to check future Steering Group meetings and reschedule if attendees have any clashes.	13/01/21	15/01/21	
New Risk – report drafting and review process timescales	Laura Duly	Laura to add a new risk around the report drafting and review timescales taking longer than anticipated.	13/01/21	21/01/21	

Next Meeting: Thursday 21 January, 16:30 – 17:30

Notes and Actions from UCL Bus Driver Steering Group 18

08 January 2021

Attendees: Sam Phillips (Chair), Lilli Matson, Peter Goldblatt, Jane Lupson, Joane Morrison, Tara Piasetski, Laura Duly

Apologies: Tom Cunnington, Vicky Hobart.

Agenda

	Item	Owner	Time
1	Introductions	Sam Phillips	12:30 – 12:35
2	Prior Actions	Laura Duly	12:35 – 12:45
3	Collection of Age Data and actions to resolve	Peter Goldblatt, Jane Lupson	12:45 – 13:00
4	Project plan timings and risk register	Laura Duly, Peter Goldblatt	13:00 – 13:20
5	AOB	All	13:20 – 13:30

Slides from the session are here: [UCL2019 Steering Group 18- 08 January 2021](#)

Project Plan and risk register are here: [Bus Driver project plan and risk register - 20210108](#)

Key points:

- NatCen provided UCL with an updated data set which included additional age data on 04 January 2021. UCL have reviewed the data and sent some queries relating to the data and the coding to NatCen. UCL are currently awaiting a response from NatCen.
- It needs to be made clear that the scope of the study relates to Wave 1 only, but the context of the situation since June 2020 should be referred to.
- A day-by-day plan should be produced detailing the report review / sign off activities.

Actions

Title	Owner	Action	Due Date	Update
Provision of data tables to UCL	Tony Newman, Peter Goldblatt	Can NatCen provide the data a week earlier by processing the data during the period between Christmas and New Year		Action closed on 08/01/21. NatCen provided the data 04/01/21, some issues currently being resolved.
Advising Sir Michael Marmot of age data issue	Peter Goldblatt	Peter to advise Michael Marmot of the age data issue and the resulting change of approach before the next Steering Group, to ensure that he is comfortable with it.	13/01/21	

Data queries	Peter Goldblatt	Peter to chase NatCen for a resolution to the queries he has raised on the latest (04/01/21) dataset and advise TfL when the data is complete.	15/01/21	
Bus driver deaths since June 2020	Jane Lupson	Jane to confirm the number of bus drivers who died as a result of Covid-19 between June 2020 and end of 2020.	15/01/21	
Draft Presentation to TfL	Laura Duly	Laura to arrange a session on 05 February 2021 for UCL to present to TfL.	15/01/21	
Reference Group 2	Laura Duly	Laura to move Reference Group 2 to 25 February 2021.	15/01/21	Post meeting update: Reference Group 2 already scheduled for the morning of 25 February – Sam has requested that it is moved to the afternoon.
Report Clearance – day by day plan	Laura Duly	Laura to produce a day by day plan detailing all review / sign off and press office activities required ahead of report publication.	15/01/21	

Next Meeting: Wednesday 13 January, 16:30 – 17:30

Notes and Actions from today's UCL Bus Driver Steering Group 17 10 December

Notes and Actions from today's UCL Bus Driver Steering Group

Attendees: Sam Phillips (Chair), Peter Goldblatt, Jane Lupson, Joane Morrison, Tom Cunnington
Apologies: Lilli Matson

Agenda

	Item	Owner	Time
1	Introductions	Sam Phillips	14:00 – 14:05
2	Prior Actions	Tony Newman	14:05 – 14:10
3	Collection of Age Data and actions to resolve	Peter Goldblatt, Jane Lupson	14:10 – 14:30
4	Population Data	Tony Newman, Peter Goldblatt	14:30 - 14:35
5	Revised Project plan timings and risk register	Tony Newman, Peter Goldblatt	14:35 – 14:55

Slides from the session are attached here: [UCL2019 Steering Group 17- 10 December 2020.pptx](#)

Project Plan and risk register are here: [Bus Driver project plan and risk register - 20201210.xlsx](#)

Key points:

- The scripting error by NatCen will delay the project by up to three weeks
- The steering group explored options of revisiting DPIA and Ethics Committee approval to match bus operator details with unique access codes, this was ruled out due to the time that this would take and concerns with bus drivers about manipulating their data.

Actions from the session:

Title	Owner	Action	Update
Underlying population tables	Jane Lupson	Jane to work with the operators to ensure that all tables are returned by the end of this week	All operators have completed the population tables.
Provision of data tables to UCL	Tony Newman, Peter Goldblatt	Can NatCen provide the data a week earlier by processing the data during the period between Christmas and New Year	

Notes and Actions from today's UCL Bus Driver Steering Group 16 1 December

Attendees: Sam Phillips (Chair), Peter Goldblatt, Jane Lupson, Joanne Morrison, Tara Piasetski

Apologies: Lilli Matson, Flora Ogilvy

Agenda

	<u>Item</u>	<u>Owner</u>	<u>Time</u>
<u>1</u>	Introductions	Sam Phillips	16:30 – 16:35
<u>2</u>	Prior Actions	Tony Newman	16:35 – 16:40
<u>3</u>	Survey Response rates	Peter Goldblatt, Jane Lupson	16:40 – 16:50
<u>4</u>	Population Data	Tony Newman, Peter Goldblatt	16:50 - 16:55
<u>5</u>	Project plan and risk register	Tony Newman	16:55 – 17:00

Slides from the session are attached here: [UCL2019 Steering Group 16- 1 December 2020.pptx](#)

Key points:

- The survey results were presented with all bus operators achieving response rates that were representative of their base.
- Bus operators are completing the tables for NatCen to identify the underlying population traits, the first tables have been returned by GoAhead. The remaining bus operators have been asked to return their tables by the end of this week.

Actions

Actions from the session:

Title	Owner	Action
Underlying population tables	Jane Lupson	Jane to work with the operators to ensure that all tables are returned by the end of this week

Notes and Actions from today's UCL Bus Driver Steering Group 15 19 November

Notes and Actions from yesterday's Bus UCL Bus Driver Steering Group

Attendees: Sam Phillips (Chair), Peter Goldblatt, Jane Lupson, Tom Cunnington,
Apologies: Lilli Matson.

Agenda

	<u>Item</u>	<u>Owner</u>	<u>Time</u>
<u>1</u>	Introduction	Sam Phillips	15:30 – 15:35
<u>2</u>	Survey Response rates	Peter Goldblatt, Jane Lupson	15:35 – 15:50
<u>3</u>	Review of project plan and risks	Tony Newman	15:50 – 16:00

Slides from the session are attached here: UCL2019 Steering Group 14- 6 November 2020.pptx

Key points:

- The recommendation to extend the survey response window by one week was accepted
- Peter confirmed that Professor Michael Marmot will be overseeing the final report from UCL.

Actions from the session:

Title	Owner	Action	Update
Extension of the survey window	Peter Goldblatt	Peter to confirm with NatCen the new date that the coded data can be provided to UCL assuming a later survey end date	NatCen have confirmed that the coded data can be provided to UCL by December 11

Notes and Actions from today's UCL Bus Driver Steering Group 14 6 November

Notes and Actions from today's UCL Bus Driver Steering Group

Attendees: Sam Phillips (Chair), Peter Goldblatt, Jane Lupson, Joane Morrison, Lilli Matson, Paul Pilkington

Agenda

	Item	Owner	Time
1	Review of Prior Actions	Tony Newman	13:00 – 13:05
2	Survey Response Update	NatCen, Peter Goldblatt	13:05 – 13:20
3	Normalisation tables	Peter Goldblatt	13:20 – 13:30

Key points:

- The group reviewed the response rates to date, three operators are significantly below the minimum required response rates of 10% of drivers. Jane and Tony to work with Bus Operators to encourage their staff to respond to the survey.
- NatCen require a view of the underlying population so that the responses can be weighted to ensure that it represents the underlying population. Tony and Jane to work with Bus operators will provide summarised tables that are compliant with GDPR and the DPIA agreement as specified by Peter Goldblatt.

Notes and Actions from today's UCL Bus Driver Steering Group 13 20 October

Notes and Actions from today's UCL Bus Driver Steering Group

Attendees: Sam Phillips (Chair), Peter Goldblatt, Jane Lupson, Joane Morrison, Lilli Matson, Tara Piasetski

Agenda

	Item	Owner	Time
1	Introduction	Sam Phillips	16:30 – 16:35
2	Review of Prior Actions	Tony Newman	16:35 – 16:40
3	Ethics committee update and Phase 2 Readiness	Tony Newman, Peter Goldblatt	16:40 – 16:55
5	Review of actions and next steps	Sam Phillips	16:55 – 17:00

Key points:

- Peter updated the group that Ethics approval was granted on 19 October.
- SSHRP report has been completed and submitted
- The survey has commenced with bus operators printing the invitation letters and emails, two reminder letters will be sent over the coming weeks.

Notes and Actions from today's UCL Bus Driver Steering Group 12 5 October

Attendees

Lilli Matson (Chair), Peter Goldblatt, Joane Morrison, Vicki Hobart, Tara Piasetski, Tony Newman

Apologies

Sam Phillips

Agenda

	Item	Owner	Time
1	Introduction	Sam Phillips	16:30 – 16:35
2	Review of Prior Actions	Tony Newman	16:35 – 16:40
3	Project update and Phase 2 Readiness	Tony Newman, Peter Goldblatt	16:40 – 16:55
5	Review of actions and next steps	Sam Phillips	16:55 – 17:00

Key Points

- The group was presented with the project plans for phase two of the UCL Bus Driver Covid-19 Study and Risk Register
- Peter Goldblatt updated the group on the next steps required for Ethics Approval Sign-off

Actions

Title	Owner	Action
UCL Ethics Committee Approval	Peter Goldblatt	Peter to update forum on progress in achieving ethics committee approval
SSHRP Panel	Tony Newman, Sam Phillips	Report on the findings of the phase 2 will be required for the next SSHRP meeting

Notes and Actions from today's UCL Bus Driver Steering Group 11 23 September

Attendees

Sam Phillips (Chair), Lilli Matson, Peter Goldblatt, Joane Morrison, Tony Newman

Agenda

	Item	Owner	Time
1	Introduction	Sam Phillips	16:00 – 16:05
2	Review of Prior Actions	Tony Newman	16:05 – 16:15
3	Project update and Phase 2 Readiness	Tony Newman, Peter Goldblatt	16:15 – 16:45
5	Review of actions and next steps	Sam Phillips	16:45 – 17:00

Key Points

- The group was presented with the project plans for phase two of the UCL Bus Driver Covid-19 Study and Risk Register

Actions

Title	Owner	Action
Reference Group	Tony Newman	Second reference group to be set up in January when we had completed the findings of the report but pre-publication
SSHPR Panel	Tony Newman, Sam Phillips	An updated report on the findings of the Phase 1 study and approach for Phase 2 will be required for the next SSHRP meeting

Notes and Actions from today's UCL Bus Driver Steering Group 10 9 September

Attendees

Sam Phillips (Chair), Lilli Matson, Peter Goldblatt, Vicki Hobart, Joane Morrison, Tony Newman

Agenda

	Item	Owner	Time
1	Introduction	Sam Phillips	15:00 – 15:05
2	Review of Prior Actions	Tony Newman	15:05 – 15:15
3	Project update and Phase 2 Readiness	Tony Newman, Peter Goldblatt	15:15 – 15:45
5	Review of actions and next steps	Sam Phillips	15:45 – 16:00

Key Points

- The group was presented with the project plans for phase two of the UCL Bus Driver Covid-19 Study and Risk Register

Actions

Title	Owner	Action
Reference Group	Tony Newman	Second reference group to be set up in November when we had completed the findings of the report but pre publication
SSHPR Panel	Tony Newman, Sam Phillips	An updated report on the findings of the Phase 1 study and approach for Phase 2 will be required for the next SSHRP meeting

Notes and Actions from today's UCL Bus Driver Steering Group 9 30 July

Attendees

Sam Phillips (Chair), Lilli Matson, Peter Goldblatt, Jane Lupson, Joane Morrison, Tony Newman

Agenda

	Item	Owner	Time
1	Introduction	Sam Phillips	16:00 – 16:05
2	Review of Prior Actions	Sam Phillips	16:05 – 16:15
3	Phase 2 - Proposed approach to sampling	Tony Newman	16:15 – 16:35
4	Project timings for Phase 2, Risk register	Tony Newman	16:35 - 16:55
5	Governance and next steps	Sam Phillips	16:55 – 17:00

Key Points

- The group was presented the options to sampling the bus driver population, The Group agreed with the proposal for bus operators to write to their drivers and ask them to fill out a survey or arrange for a NatGen operative to call them back and talk them through the survey.
- Steering Group to revert to bi-weekly meetings and to reconvene in early September

Actions

Title	Owner	Action
Phase 2 Contract	Tony Newman	Ensure that a contract for phase 2 is completed before the publishing of phase 1 report.
Completion of DPIA	Tony Newman	Ensure that Data Protection Impact Assessment is completed and agreed by UCLC, TfL Data Protection
Completion of Survey Questions	Tony Newman, Peter Goldblatt	Survey questions to be agreed by UCL and TfL

Notes and Actions from today's UCL Bus Driver Steering Group 8 24 July

Attendees

Sam Phillips (Chair), Lilli Matson, Peter Goldblatt, Jane Lupson, Joane Morrison, Tony Newman

Agenda

	Item	Owner	Time
1	Introductions	Sam Phillips	15:00 – 15:05
2	Review of Prior Actions	Sam Phillips	15:05 – 15:15
3	Readiness for communication of Phase 1	Tony Newman	15:15 - 15:30
4	Plans for Phase 2	Tony Newman	15:30 – 15:55
5	Review of actions and next steps	Sam Phillips	15:55 – 16:00

Actions

Title	Owner	Action	Update
Phase 2 Contract	Tony Newman	Ensure that a contract for phase 2 is completed before the publishing of phase 1 report.	Expected to be completed middle of next week.
Distribution of Ph 1 report	Lilli Matson	LM to share a copy of the report to Kevin Fenton and Vicki Hobart, Paul Pilkington and Ellen Bloomer	Closed
FOI obligations	Tony Newman	TN to share a link with PG to the TfL website where the documents will be housed so that PG may pass on to the UCL FOI team.	Closed
Justification for excess deaths estimate	Paul Pilkington	PP to share the basis for his calculation from Annex of specification document and a comparison to the final figure in the report.	Update in today's session
Response to Ph1 recommendations	Tony Newman	TN to ensure that the TfL response document for Phase 1 is loaded onto the TfL website – requires clearing through Matt Winfield.	Closed

Phase 2 timings	Tony Newman	TN to work with Nat Cen and PG to look for options to reduce the time period for the completion of Phase 2.	Update in today's session
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