

Board



Date: 19 July 2017

Item: **Matters Arising, Actions List and Use of Delegated Authority**

This paper will be considered in public

1 Summary

- 1.1 This paper informs the Board of progress against actions agreed at previous meetings.
- 1.2 The Chair of the Finance Committee exercised the authority delegated by the Board to take urgent action to approve the extension of an existing cleaning contract to enable negotiations on the award of a One FM Contract to continue.

2 Recommendation

- 2.1 **The Board is asked to note the actions list and the use of authority delegated by the Board to the Finance Committee.**

3 One Facilities Management Services Procurement – use of Chair’s Action by the Chair of the Finance Committee for the extension of existing LUL, Head Office and Surface transport cleaning contracts

- 3.1 On 13 March 2017, the Finance Committee exercised the authority delegated by the Board in December 2016 to approve the award of six One FM Contracts, each for a period of five years. The One FM contract for pan-TfL cleaning services (Bundle 5 in the original paper) was not awarded.
- 3.2 An extension of the existing contract for cleaning services across BCV and SSL assets (TPS2A) was required in order to complete the pan-TfL procurement process and to negotiate and deliver better value for the new One FM contract for pan-TfL cleaning services. There was sufficient funding within current budgets to cover the period of extension.
- 3.3 Approval for the extension was sought using the authority delegated by the Board under Standing Order 114, that allows any Chair to exercise functions of TfL on behalf of the Board in matters of urgency. The reason for urgency was that the existing extension of the contracts expired before the meeting of the Finance Committee.
- 3.4 On 20 June 2017, the Chair of the Finance Committee approved the extension of the TPS2A contract until 9 December 2017.

3.5 The exercise of Chair's Action was reported to the meeting of the Finance Committee on 5 July 2017.

List of appendices to this report:

Appendix 1: Board Actions List

List of Background Papers:

Minutes of previous meetings.

Finance Committee papers for 5 July 2017

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

Appendix 1

Board Actions List (reported to the meeting on 19 July 2017)

Actions from the meeting held on 29 March 2017:

Minute No.	Item/Description	Action By	Target Date	Status/Note
22/03/17	Finance Report Will Norman would be invited to the next meeting of the Board.	Secretariat	19 July 2017	Completed.
23/03/17	Operational Performance Report – Bus Ridership Members would be provided with information in May 2017 on the initiatives to address the fall in ridership.	Gareth Powell	May 2017	Completed. Briefings were provided.
24/04/17	Finance Report – Transformation Programme Members would be regularly briefed on the progress of the transformation programme.	Andrew Pollins	Ongoing	The Finance Committee received regular briefings and Committees and Panels would receive tailored briefings.
24/03/17	Finance Report – Crossrail Commentary Ian Nunn would provide more commentary on Crossrail finances in future reports.	Ian Nunn	Ongoing	

Minute No.	Item/Description	Action By	Target Date	Status/Note
24/04/17	<p>Finance Report – Reducing Under Used Services Dr Alice Maynard CBE would be provided with any demographic breakdown of the response data from the consultation on reducing under used services.</p>	Gareth Powell		Demographic information had not been requested in this consultation. Following public feedback and an internal review, questions relating to Equality Monitoring are now included as standard in all consultations.
33/03/17	<p>Role Profiles Proposals for the focus of the next Board effectiveness review would be submitted to the next meeting.</p>	Howard Carter	19 July 2017	Completed. On agenda.
38/03/17	<p>Safety, Sustainability and HR Panel – TU engagement on E&I A briefing would be provided to Bronwen Handyside on how TfL engaged with the Trade Unions on matters relating to equalities and inclusion.</p>	Tricia Wright	June 2017	Completed.

Actions from previous meetings:

Minute No.	Item/Description	Action By	Target Date	Status/Note
60/07/16	Modern Slavery Statement A regular report on TfL's ethical procurement activities would be provided to the Safety, Sustainability and Human Resources (SSHR) Panel.	Ian Nunn	June 2017	Completed. Paper on agenda.
75/09/16	Finance Report – Bus Safety Programme reporting requirements It was agreed that the Bus Safety Programme should include specific targets and that the data reported to the Safety, Sustainability and Human Resources (SSHR) Panel should include details on bus staff safety (injuries and assaults), injuries to other road users impacted by buses and trend analysis over the medium and long term.	Leon Daniels	June 2017	On SSHR Panel forward plan.
89/11/16	Commissioner's Report – Lorry Safety Direct Vision Standard Members requested that the Safety, Sustainability and Human Resources (SSHR) Panel receive regular updates on the number of direct vision lorries on the roads against each star category and suggestions to improve take up if required.	Leon Daniels	June 2017	On SSHR Panel forward plan.
89/11/16	Commissioner's Report – Oxford Street Pedestrianisation Members would be provided with a briefing as the plans were developed.	Leon Daniels	TBC 2017	On Board forward plan.
89/11/16	Commissioner's Report – Apprentices and Graduates Diversity Regular reports on progress would be considered by the Safety, Sustainability and Human Resources (SSHR) Panel.	Tricia Wright	June 2017	On SSHR Panel forward plan.

Minute No.	Item/Description	Action By	Target Date	Status/Note
89/11/16	<p>Commissioner's Report – Organisational risk and assurance A report would be made, at least annually, on organisational risk and assurance, recognising that this would also be covered in more detail by the Audit and Assurance Committee (AAC).</p>	Ian Nunn	June 2017	On AAC and Board forward plans.
108/12/16	<p>Finance Report – Bus ridership A more detailed paper on buses would be submitted to a future meeting. This would cover why central London ridership had fallen, modal shift and the action being taken to restore ridership through addressing congestion and promoting services. The paper would also cover proposals to review and rebalance services.</p>	Leon Daniels	May 2017	Completed. Members were provided with briefings on 10 and 24 May 2017.
05/02/06	<p>Commissioner's Report – Healthy Streets Members would have an opportunity to discuss the changes that TfL had started to make and would continue to work to embed the Healthy Streets Approach in every level of the organisation. The discussion would also consider the complexities of delivering the agenda and how TfL worked with boroughs including through Local Implementation Plans.</p>	Will Norman/ Secretariat	July 2017	Information was provided as part of the Mayor's Transport Strategy briefings. The Programmes and Investment Committee has considered a Programme of work. Members are being consulted on proposed dates for a more detailed briefing.

Minute No.	Item/Description	Action By	Target Date	Status/Note
09/02/17	<p>Crossrail Transition Update – Westferry Circus visit Members were invited to visit the Westferry Circus office to see the testing in operation.</p>	Mark Wild / Secretariat	June/July 2017	Members were invited to attend Crossrail site visits in June and July 2017.
09/02/17	<p>Crossrail Transition Update – messaging strategy Members requested more information on the messaging strategy for customers as the different phases opened and the service moved from TfL Rail to the Elizabeth Line. They also asked for more information on the top 5-10 transition risks, for example on the signalling software, in future papers.</p>	Howard Smith	July 2017	Information to be included in future update reports.