

Transport for London

Minutes of the Planning and Corporate Panel

Boardroom, 14th Floor, Windsor House, London
2.00pm, Thursday 19 March 2009

Members

Judith Hunt	Chair, Panel Member
Peter Anderson	Panel Member
Daniel Moylan	Panel Member
Patrick O'Keeffe	Panel Member
Tony West	Panel Member

Staff

Steve Allen	Managing Director, Finance, TfL
Howard Carter	General Counsel
Michael Higgins	Director of Organisational and Skills Development
Ellen Howard	Director of Corporate Governance
Sharon Kardam	Head of Recruitment

Sue Riley	Secretariat Officer
-----------	---------------------

01/03/09 Apologies and Declarations of Interest

The Chair welcomed Members to the first meeting of the Planning and Corporate Panel. Apologies for absence had been received from Kulveer Ranger.

Peter Anderson declared an interest in his capacity as Managing Finance Director of Canary Wharf plc.

Daniel Moylan declared an interest in his capacity as Deputy Leader of the Royal Borough of Kensington and Chelsea and as Chair of Urban Design London.

02/03/09 Terms of Reference

Howard Carter introduced the report and explained that topics for Panel meetings were identified by officers and Members, as well as at Board meetings. Each Panel and Committee was developing a Forward Plan with engagement with Chairs before each meeting.

Members were keen to ensure that there was no duplication of work between each of the Panels or Committees.

The Panel noted the Terms of Reference of the Planning and Corporate Panel and that changes to the Panel and its Terms of Reference might be recommended to the Board as a result of the review of the Panels and Committees.

03/03/09 Corporate Managing Directors' Report

Steve Allen introduced the report. Patrick O'Keeffe drew attention to a recent job advertisement at Crossrail which was not entirely consistent with TfL's approach. Officers agreed to raise with Crossrail the issue of consistency in recruitment practices. **[ACTION: Sharon Kardam]**

The Panel noted the Corporate Managing Directors' Report.

04/03/09 Breakthrough Recruitment and Selection Review

Steve Allen introduced the report, supported by Michael Higgins and Sharon Kardam.

Members were updated on the background to the Breakthrough campaign, which had been partly based on the need to address historic recruitment practices at London Underground to ensure a more diverse workforce at senior levels.

It was agreed that a broader briefing on employee relations (not related to the Breakthrough campaign) which also examined best practice, including steps taken to date to achieve organisational change, be presented to Members at a future meeting. **[ACTION: Michael Higgins]**

The Panel noted the report.

05/03/09 Employee Satisfaction Survey - Update

Steve Allen introduced the report, supported by Michael Higgins.

The Panel noted the positive findings of the survey and discussed managing change and providing a clear sense of direction. This was one of the areas in which TfL was performing less well. This was even more important in the context of the Operating Cost Review with the development of a communications strategy.

Peter Anderson recommended that the messages in the Mayor's 'Way to Go' document be clearly articulated to staff.

It was agreed that a copy of the Rail and Underground Panel report 'LU Speak Up 2008' staff survey results would be circulated to Members together with the questions asked as part of the 'Yoursay' survey. **[ACTION: Secretariat]**

The Panel noted the findings of the 'Yoursay' survey.

06/03/09 Skills and Employment Strategy Implementation

Michael Higgins introduced the report.

The Panel sought clarification as to how TfL was monitoring and evaluating the benefits of the initiatives contained in the Strategy.

It was agreed that a more detailed report on the work streams referred to in the

report, including timescales and projected outcomes, be submitted to the next meeting. **[ACTION: Michael Higgins]**

The Panel noted the information presented.

07/03/09 Briefings and Site Visits

Howard Carter introduced the report.

A site visit would be arranged for Panel Members to the North Greenwich building where Human Resources central services and Information Management were to be relocated. **[ACTION: Secretariat]**

The Panel noted the report.

08/03/09 Any Other Business

There being no other business, the meeting closed at 4.00pm.

The next meeting would be held on 12 May 2009 at 10.00am.

Chair: _____

Date: _____