

# Transport for London

## Minutes of the Planning and Corporate Panel

Boardroom, 14<sup>th</sup> Floor, Windsor House, London  
10.00am, Tuesday 12 May 2009

### Members

Judith Hunt	Chair, 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
Michèle Dix	Managing Director, Planning (for part)
Michael Higgins	Director of Organisational and Skills Development
Sushel Ohri	Director, Group Equality and Inclusion
Phil Pavitt	Chief Information Officer

Sue Riley	Secretariat Officer
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### **09/05/09      Apologies and Declarations of Interest**

Apologies for absence had been received from Peter Anderson and Kulveer Ranger.

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.

### **10/05/09      Minutes of Meeting Held on 19 March 2009**

The minutes of the meeting held on 19 March 2009 were approved as a correct record and signed by the Chair.

### **11/05/09      Matters Arising and Actions List**

The Panel noted the Actions List.

### **12/05/09      Corporate Managing Directors' Report**

Steve Allen introduced the report. He welcomed any comments from Members on the style and content of the report, which covered corporate directorates within TfL. Following the review of Committees and Panels, the remit of the Managing Directors' reports and the Terms of Reference would be reassessed.

The Chair suggested that TfL publicise its recent success in enforcement and criminal prosecutions referred to in the report. Marketing and Communications looked for

opportunities to highlight these cases, and notable successes such as these were included in the Commissioner's report to meetings of TfL.

It was agreed that Members would be provided with background information in relation to the Heathrow Airport Judicial Review, commenced by the 2M Group of local authorities on 7 April. **[ACTION: Michèle Dix]**

Members requested details of the rolling timetable of the Building Energy Efficiency Programme. **[ACTION: Steve Allen]**

**The Panel noted the report.**

### **13/05/09      TfL Workforce Diversity – End of Year Report**

Sushel Ohri introduced the report.

Officers confirmed that diversity data fluctuated across TfL, although London Underground and parts of Surface Transport traditionally employed more black and ethnic minority (BAME) staff and this resulted in more BAME employees at a managerial level. A number of key initiatives, such as Breakthrough, had also recently been piloted in London Underground. Because of the proportionally small number of employees reflected in the data, some targets were missed by a very small margin.

The Panel was advised that TfL shared good practice and benchmarked across the business and with other organisations, both private and public, through informal networks.

A copy of TfL's response to the Mayor's Equal Life Chances for All Framework would be circulated to Panel Members for information. **[ACTION: Sushel Ohri]**

An Equalities Impact Assessment was being carried out on the Business Plan and the Operating Cost Reduction Programme, to monitor the impact of organisational change on workforce diversity.

**The Panel noted the report.**

### **14/05/09      Skills and Employment Strategy Implementation**

Michael Higgins introduced the report.

The Panel welcomed the publication of the Skills and Employment Strategy Implementation Plan 2009/10, which had been circulated to Members separately.

Valerie Proctor had recently been appointed as Head of Organisational Capability, and a prime element of her role would be to focus on the skills and needs of TfL for the future and how to assess abilities against those requirements. Many of the skills initiatives which TfL co-ordinated were externally funded.

An update on the Organisational Capability Strategy, within the context of the Skills and Employment Strategy would be provided to a future meeting.

**[ACTION: Michael Higgins]**

Members welcomed the graduate programme, but stressed the importance of ensuring participants gained a range of work experience across TfL.

The Plan was an evolving document which aimed to bring together the range of training and skills projects in place across the organisation. A comprehensive and detailed training directory for staff was available on the TfL intranet.

The Panel requested that any updated version of the Plan either reduce the use of acronyms or include a glossary.

It was also agreed that TfL’s commitment to graduate and apprenticeship training, and the wider skills strategy, be highlighted to the Department for Transport (DfT) as appropriate.

**The Panel noted the information presented.**

**15/05/09      Operating Cost Reduction Programme – Communication Approach**

Steve Allen introduced the report.

The Panel stressed the importance of the Operating Cost Reduction Programme being presented not as a project to deliver, but the start of a change in culture in terms of continual efficiency savings and value for money.

Members requested that a brief report detailing the range of communication strategies employed and the communications approach adopted in informing staff of the on-going Operating Cost Reduction Programme be submitted to a future meeting.

**[ACTION: Michael Higgins]**

It was also agreed that Panel Members be sent information about the Governance process.

**[ACTION: Michael Higgins]**

**The Panel noted the contents of the report.**

**16/05/09      Any Other Business**

There being no other business, the meeting closed at 11.50am.

The next meeting would be held on 8 July 2009 at 2.00pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_