

Transport for London

Minutes of the Safety, Sustainability and Human Resources Panel

Conference Rooms 1 and 2, Ground Floor, Palestra,
197 Blackfriars Road, London, SE1 8NJ
10.00am, Thursday 24 February 2022

Members

Dr Lynn Sloman MBE (Chair)
Dr Nina Skorupska CBE (Vice Chair)
Kay Carberry CBE
Dr Mee Ling Ng OBE
Mark Phillips
Marie Pye (via Teams)

Executive Committee

Lilli Matson Chief Safety, Health and Environment Officer
Tricia Wright Chief People Officer

Staff

Louise Cheeseman Director of Bus Operations
Andrea Clarke Director of Legal
Tom Cunnington Head of Buses Business Development (for Minutes
08/02/22 and 09/02/22)
Katherine Drayson Strategy & Planning Manager, City Planning (for Minute
11/02/22)
Andrew Morsley London Underground Director of Planning
Stuart Reid Head of Insights and Direction
Mike Shirbon Head of Integrated Assurance
Hannah White Senior Safety Strategy Manager (via Teams, for Minute
07/02/22)
Alex Williams Director, City Planning
James Varley Secretariat Officer

Also in attendance

Peter Daw Head of Climate Change, Greater London Authority (via
Teams for Minute 10/02/20)

01/02/22 Apologies for Absence and Chair's Announcements

The Chair welcomed everyone to the meeting. This was the first meeting, as Chair of the Panel, for Dr Lynn Sloman MBE. She expressed her thanks to Kay Carberry CBE, Dr Nina Skorupska CBE and members of staff who had provided advice and support ahead of the meeting.

As Marie Pye was attending via Teams, she could take part in the discussions but was not counted toward the quorum. An apology for absence had been received from Bronwen Handyside and Members passed on their best wishes to her. Howard Carter,

Andy Lord and Gareth Powell were unable to attend. Andrea Clarke, Andrew Morsley and Louise Cheeseman were deputising for each of them respectively.

The Chair reminded those present that safety was paramount to TfL and encouraged Members to raise any safety issues during discussions on a relevant item or with TfL staff after the meeting. Members confirmed there were no other safety matters they wished to raise, other than those to be discussed on the agenda.

02/02/22 Declarations of Interests

Andrea Clarke introduced the item.

Mark Phillips declared an interest in Item 5, the Quarterly Safety, Health and Environment Report as Chief Executive Officer of the Rail Safety Standards Board, which was involved in the development of a health and wellbeing index for TfL. The item was for noting and consequently, Mark Phillips was not required to recuse himself from the discussion of the item.

Members' declarations of interests, as published on tfl.gov.uk, were up to date and there were no additional interests that related specifically to items on the agenda.

03/02/22 Minutes of the Meeting of the Panel held on 2 December 2021

The minutes of the meeting of the Panel held on 2 December 2021 were approved as a correct record and signed by the Chair.

04/02/22 Matters Arising and Actions List

Andrea Clarke introduced the paper, which set out progress against actions agreed at previous meetings of the Panel.

The Panel noted the actions list.

05/02/22 Quarterly Safety, Health and Environment Performance Report

Lilli Matson, Louise Cheeseman and Andrew Morsley introduced the report, which provided an overview of safety, health and environmental performance for London Underground, TfL Rail, Surface Transport (including London Overground) and Crossrail for Quarter 3 2021/21 (19 September to 11 December 2021) and notable incidents outside the reporting period.

The period had seen a continuation of the trend of a return towards pre-pandemic levels of travel.

The Quarter 3 scorecard target for the people killed or seriously injured on London's roads measure had been met, although it was still an unacceptable level and analysis of longer term trends was taking place.

The customer injury rate was slightly above target, with slips, trips and falls being the most significant factor. It was noted that although mitigating actions were underway, on London Underground, the pattern of ridership with increased leisure use was associated with increased levels of intoxication amongst passengers which increased risk.

The period had seen a decrease in the number of motorcycle riders involved in fatal incidents. Early indications were that it was linked to a decrease in motorcycle use on higher speed roads.

Further information would be provided as investigations were completed on incidents that were initially reported at previous meetings relating to e-scooter fires, the London Overground train that hit the buffer stops at Enfield Town and the fatality at Victoria Bus Station.

To date, 105 transport staff had lost their lives to Covid-19. The thoughts of the Panel and TfL staff were with the families of those affected.

Workplace violence and aggression had seen an increase over the quarter. Reporting was encouraged and prosecuting action was taken whenever possible.

In February 2022, Storm Eunice had caused significant disruption to the network but this was followed by a quick recovery. Unfortunately, a car driver had been killed in Muswell Hill as a result of a falling tree.

Following the recent announcements regarding the lifting of coronavirus related restrictions, TfL had removed the requirement to wear a face covering from its conditions of carriage. This was informed by the downward trajectory in infection rates, high vaccination rates and the ability to manage compliance and public behaviour. Data would be shared with Dr Nina Skorupska CBE. **[Action: Lilli Matson]**

Health advice to staff would remain unchanged, with the message being to test regularly and self-isolate if they tested positive. Engagement was taking place with trade unions and staff on coronavirus-related health matters to develop a long-term strategy.

In response to a discussion on cyber security, Members would receive an invite to the next scheduled briefing. **[Action: Lilli Matson]**

Work would take place to understand how safety risk was prioritised across the network in the context of decision making and business planning and the Panel would receive an update in due course. **[Action Lilli Matson]**

Face-to-face cycle training continued to be delivered across London boroughs in Quarter 3. The 2021/22 budget was £2.55m. Following a request, Marie Pye would be provided with detail on the breakdown of spending with reference to training for cyclists with disabilities. **[Action: Lilli Matson]**

The Sustainable Development Framework (SDF) was launched successfully on 22 November 2021. Feedback and performance of the SDF would be reported back to the

appropriate forum, which would either be the Panel or the proposed Land and Property Committee, depending on timescale. **[Action: Lilli Matson / Graeme Craig]**

The Panel noted the report.

06/02/22 Safety, Health and Environment Assurance Report

Mike Shirbon introduced the paper, which provided an overview of the effectiveness of the risk controls for Enterprise Risk 1 – Major safety, health or environmental incident or crisis (ER1).

Ten topic audits and nine Integrated Systems audits were completed in Quarter 3 2021/22. One topic audit was concluded as 'poorly controlled'. This was an audit of Surface Transport Electrical Inspections, requested by the team responsible for electrical testing to test the robustness of their inspection and monitoring arrangements. Agreed actions were in progress and were being tracked.

The Safety, Health and Environment Assurance Process was being digitised, which would enhance the quality of data available for reporting.

Overdue actions were monitored, and more detailed reports on Audit Actions were provided to the Audit and Assurance Committee.

The Panel noted the paper.

07/02/22 Pan-TfL Fatigue Management Programme

Hannah White introduced the paper, which provided an update on the overview of the progress and next steps for the pan-TfL Fatigue Management Programme, including the progress to date in identifying and managing fatigue risks for TfL employees, and the approach being taken to deliver commitment to have a pan-TfL Fatigue Management Plan in place in 2023/24.

Fatigue management activity was already taking place in the various business areas in TfL and is coordinated through the Management Programme. A model had been developed that would address the challenge of creating an approach, which would be flexible where needed.

The programme would not be limited to operational staff and back office staff would be integrated into the programme.

The Panel welcomed the progress being made and requested an update in the future that would include high level measures of success such as risk reduction metrics and staff wellbeing indicators. **[Action: Lilli Matson]**

The Panel noted the paper.

08/02/22 Bus Safety Programme

Louise Cheeseman and Tom Cunnington introduced the paper, which provided an update on the progress of the delivery of the Bus Safety Programme.

Progress to date had been good and, subsequent to the publication of the agenda and papers, funding for the Fatigue, Health and Wellbeing Innovation Challenge had been released for eight of the 10 projects put forward.

Following a suggestion from the Panel, a summary of projects within the programme that were paused due to funding uncertainty would be presented to a future meeting.

[Action: Louise Cheeseman]

A report on pedal confusion was being drafted and would be provided to Members in due course, as would the recent report by Integrated Transport Planning on Pedestrian Behaviour and Risk Management Research.

[Action: Louise Cheeseman]

The Panel noted the paper.

09/02/22 Bus Driver Welfare

Louise Cheeseman and Tom Cunnington introduced the paper, which provided an update on workstreams in progress to improve bus driver welfare including the provision of toilets and bus driver welfare facilities.

Work done this year included both delivery and planning. It was noted that potential changes to the bus network could impact requirements and a better understanding of future needs would come as the longer-term funding situation became more visible.

A Member informed the Panel that they had recently witnessed an incident where a bus driver who had received racial abuse expressed a desire not to report it due to their employer's administrative process. Further information would be provided to Louise Cheeseman, who would review procedures and contact the relevant bus operator.

[Action: Louise Cheeseman]

The Panel noted the paper.

10/02/22 2030 Net Zero Modelling

Alex Williams and Peter Daw introduced the paper and presentation, which provided an update on the work that the Greater London Authority commissioned, which set out the scale of the action required to reach net zero carbon in London by 2030.

The presentation set out the context, pathways, metrics, impacts, outcomes and policy requirements for the accelerated net zero target.

One of the metrics, a reduction in vehicle usage, could be led by the use of road user charging, although this was not the only method and would be complemented by other activities. TfL would engage with the National Infrastructure Commission to develop

understanding of funding opportunities and other sources of funding would be investigated.

Although public consensus was a useful tool in driving the net zero agenda, it was noted that issues such as road user charging may not be fully supported by the public even if the benefits were known and understood. Communication and engagement would be necessary to convey the importance of the net zero target.

The Panel acknowledged the importance of an appropriate level of funding for the programme which would only become clear as longer-term funding was agreed with Government.

The Panel noted the paper.

11/02/22 Climate Change Adaptation Update

Alex Williams and Katherine Drayson introduced the paper, which provided an update on TfL's progress on climate change adaptation, summarising where action was required as a priority to reduce and avoid safety, financial, legal and reputational impacts from future extreme weather events.

The storms of July 2021 had highlighted TfL's climate readiness. TfL had been good at responding to severe weather events and resuming services quickly after disruption (climate resilience). The critical importance of climate adaptation, reducing or avoiding those disruptions in the first place, was clear.

TfL was continuing its collaboration with the Mayoral roundtables and associated Task and Finish Group following the July 2021 flooding events, and was identifying the improvements needed to quantify the impacts of weather events.

A pan-TfL strategy was being developed, building on the work in the Corporate Environment Plan, and this would identify roles and responsibilities to take climate change adaptation forward.

The Panel noted the paper.

12/02/22 Human Resources Quarterly Report

Tricia Wright introduced the paper, which provided an update on key Human Resources (HR) led activities and performance for the period December 2021 – February 2022.

The annual staff Viewpoint survey had been discussed by the Board and actions plans were in place in the various business areas. Members would be provided with updates and reports on the Viewpoint survey, People Strategy and deep dives on the employment experience and action plans. The employment experience deep dives would also pick up perspectives from LGBT+ and people with disabilities.

TfL was responding to the latest Government guidance on coronavirus and would always consider the needs of colleagues in its decision-making.

The International Day of Disabilities had been celebrated on 3 December 2021 and LGBT+ History Month was being celebrated in February 2022. The Women's Staff Network Group had launched its Menopause Hub, to share issues and tips with others, seek support and learn more about this important stage of life. Panel Members welcomed the work done in this area and would be kept up to date on its progress.

In January 2022, 24 apprentices had joined the organisation, in addition to the 46 graduates and 64 apprentices who had joined in September 2021. The recent intakes had seen an increase in diversity and analysis of disability data would be shared with the Panel. **[Action: Tricia Wright]**

Eleven students were welcomed into the Steps into Work programme for young people with learning difficulties. It had been very successful in helping students progress into employment or further study.

While staff were returning to the office to work, many continued to work from home for at least part of the working week. Support continued to be given to those staff. Advice and training were also being given in terms of training for holding inclusive hybrid meetings.

The loss of key staff, its extent and actions being taken to address the matter would be included in a future report to the Panel. **[Action: Tricia Wright]**

The Panel noted the paper.

13/02/22 Members' Suggestions for Future Discussion Items

Andrea Clarke introduced the item. In addition to items and updates requested during earlier discussions, the Panel request papers on the following:

A paper on the impact of budget cuts to Vision Zero and how safety related decisions on assets would be made.

A paper on how the Corporate Environment Plan was being mainstreamed within TfL (for the September 2022 meeting).

A paper on the Gender Pay Gap would be scheduled into the Forward Plan.

No further suggestions were raised for future discussion items on the Forward Plan or for informal briefings.

The Panel noted the forward plan.

14/02/22 Any Other Business the Chair Considers Urgent

There was no urgent business.

15/02/22 Date of Next Meeting

The next scheduled meeting of the Panel would be held on Wednesday 29 June 2022 at 10.00am.

The meeting closed at 12.30pm.

Chair: _____

Date: _____