

Safety, Sustainability and Human Resources Panel Actions List (reported to the meeting on 16 November 2022)

Actions from the meeting held on 29 June 2022

Minute No.	Description	Action By	Target Date	Status/note
19/06/22	<p>Matters Arising and Action List: Face Coverings</p> <p>Information relating to the removal of the requirements to wear a face covering on the transport network would be shared with Panel Members.</p>	Secretariat	July 2022	Completed. Information sent on 28 July 2022.
20/06/22	<p>Safety, Health and Environment (SHE) Report: Injuries on buses</p> <p>A breakdown of whether injuries were caused on or by a bus would be included in the SHE Report going forward.</p>	Lilli Matson	14 September 2022	Completed. Data included in the SHE Report elsewhere on the agenda.
21/06/22	<p>Safety, Health and Environment Assurance Report: Overdue actions</p> <p>The Panel would receive an update on the approach to the most overdue actions at the next meeting.</p>	Mike Shirbon	14 September 2022	Completed. Information contained within the latest report.
23/06/22	<p>Responsible Procurement: Commercial Relationships</p> <p>Confirmation would be provided on whether the responsible procurement programme applied to organisations with a commercial relationship with TfL such as lessees of property.</p>	Katherine Adams/ Laura Grant	16 November 2022	Completed. Update provided on the item on the agenda.

Minute No.	Description	Action By	Target Date	Status/note
23/06/22 (2)	<p>Responsible Procurement: Environment and sustainability</p> <p>The next update to the Panel would include further detail on environmental and sustainability issues.</p>	Katherine Adams/ Laura Grant	16 November 2022	Completed. Update provided on the item on the agenda.
24/06/22	<p>Human Resources Quarterly Report: Diversity declarations</p> <p>A communications programme relating to diversity declarations was being put in place and this would be shared with the Panel.</p>	Fiona Brunskill	Autumn 2022	Information will be provided when available.
24/06/22 (2)	<p>Human Resources Quarterly Report: Graduate and Apprentice cohorts</p> <p>Confirmation would be provided on whether TfL have looked at collective bargaining agreements for the Graduate and Apprentice cohorts.</p>	Tricia Wright	14 September 2022	Completed. Graduates and Apprentices are training and preparatory roles often spanning several disciplines across the TfL Group, rather than substantive employment roles. As such, they are not included as part of collective bargaining.
25/06/22	<p>Attraction and Retention of Our Employees: Diversity data</p> <p>The Panel would be provided with diversity data relating to leavers.</p>	Tricia Wright	August 2022	Completed. Information sent on 1 August 2022.
27/06/22	<p>Acting on Viewpoint: Disaggregated data</p> <p>Disaggregated data would become available to allow an understanding of engagement across TfL's business areas. This would be shared with the Panel in due course.</p>	Tricia Wright	August 2022	Completed. Information sent on 1 August 2022.

Minute No.	Description	Action By	Target Date	Status/note
29/06/22	Enterprise Risk 1 Update Members noted that the risk was currently higher than target and requested the next update to include detail on plans to reduce the risk.	Lilli Matson	16 November 2022	Completed. Update provided on the item on the agenda.

Actions from previous meetings

Minute No.	Description	Action By	Target Date	Status/note
05/02/22 (1)	Quarterly SHE Report: Face Masks Provide the data used to inform the removal of the face covering requirement from the Conditions of Carriage to Dr Nina Skorupska CBE.	Lilli Matson	July 2022	Completed. Information sent on 28 July 2022 (as per 19/06/22 above).
05/02/22 (3)	Quarterly SHE Report: Safety risk prioritisation Provide an update on how safety risk is prioritised across the network in the context of decision making and business planning.	Lilli Matson	September / November 2022	To be addressed in business planning discussions with Members.
05/02/22 (5)	Quarterly SHE Report: Sustainable Development Framework Provide an update on the Sustainable Development Framework to the Panel or the Land and Property Committee.	Lilli Matson / Graeme Craig	To be scheduled	An update will be provided to the Land and Property Committee. All Members will be notified.

Minute No.	Description	Action By	Target Date	Status/note
08/02/22 (1)	<p>Bus Safety Programme: Funding uncertainty A summary of projects within the programme that were paused due to funding uncertainty would be presented to a future meeting.</p>	Louise Cheeseman	16 November 2022	Completed. Update provided on the item on the agenda.
08/02/22 (2)	<p>Bus Safety Programme: Pedal confusion Circulate the report of Pedal Confusion when available.</p>	Louise Cheeseman	16 November 2022	Completed. Update provided on the item on the agenda.