

**Date: 22 February 2023**

**Item: Members' Suggestions for Future Agenda Discussions**

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## **This paper will be considered in public**

### **1 Summary**

- 1.1 This paper presents a proposed forward plan for the Panel in 2023/24 and explains how this is put together. Members are invited to suggest additional future discussion items.
- 1.2 The forward plan for the financial year 2023/24 has been reviewed to ensure that we are providing the Panel with the right opportunity to provide advice and strategic challenge on key Safety, Health and Environment (SHE) and People topics.
- 1.3 It is proposed to treat the Panel's meetings as an annual cycle, over the course of which we will bring all of the key topics of greatest relevance to achieving our SHE and People outcomes.
- 1.4 This paper sets out our proposals for:
  - (a) the topics and their proposed schedule that we recommend that the Panel focus on in 2023/24.
  - (b) the relationship between the papers and the continuing quarterly reports from the Chief SHE Officer and Chief People Officer; and
  - (c) proposals for ensuring that the agenda and meeting remain manageable.

### **2 Recommendation**

- 2.1 **The Panel is asked to agree the proposed approach to future papers and the forward plan.**

### **3 Forward Plan Development**

- 3.1 The Board and its Committees and Panels have forward plans. The content of the plans arise from a number of sources:
  - (a) Standing items for each meeting: Minutes; Matters Arising and Actions List; and any regular quarterly reports. For this Panel these are the Health, Safety and Environment Quarterly Report and the Human Resources Quarterly Report.
  - (b) Regular items which are for review and approval or noting such as the Health, Safety and Environment Annual Report.

- (c) Items requested by Members: The Deputy Chair of TfL and the Chair of this Panel will regularly review the forward plan and may suggest items. Other items will arise out of actions from previous meetings (including meetings of the Board or other Committees and Panels) and any issues suggested under this agenda item.

3.2 Over recent years, the Panel has covered a wide range of topics within its overall remit of:

- (a) the safety of our customers and our workforce (including those building, operating and maintaining transport services delivered under the roundel, whether directly employed or otherwise);
- (b) the health and wellbeing of our workforce (as defined above);
- (c) the environmental performance of TfL;
- (d) the effectiveness of policies to drive safety and environmental outcomes across London more widely including those of the Mayor's Transport Strategy and Vision Zero Action Plan; and
- (e) strategic human resources issues including diversity and inclusion.

3.3 To ensure a continued focus on the most important subjects within the Panel's remit, we have reviewed the forward plan and propose an annual cycle of topics, alongside the standing quarterly reports from the Chief SHE Officer and the Chief People Officer. The key topics and their provisional proposed timing are summarised in Table 1 below. Progress and outcomes from each topic would then be reported via the quarterly reports, which will require changes to their current presentation and content. The quarterly reports will also provide updates on topics from the previous forward plan that are not included in the new schedule, as set out in Table 2 below.

3.4 Meetings will therefore consist of a standing agenda, including the Quarterly SHE Report and Quarterly HR Report, and a series of 'deep dives' into key strategic topics. In order to ensure that the Panel has the right inputs for its meetings and that the agenda and discussion is manageable, it is proposed that we should aim to ensure that in general topic papers or slide-packs should be a maximum of four pages in length with appendices kept to a minimum.

3.5 The Panel is asked to agree the proposed approach, to review these topics, identify any critical strategic themes that are missing and agree the forward plan.

**Table 1: Proposed Annual Programme of Topics**

	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Safety</b>	Ending Violence Against Women and Girls  Road Risk – Bus safety strategy  SHE Assurance Report	Workplace Violence and Aggression  Road Risk – speed	Enterprise Risk 1: Safety  Programme to strengthen SHE Culture  Vision Zero Road Risk Annual update	Road Risk – Infrastructure  Capital Safety Strategy
<b>Environment</b>	Enterprise Risk 3: Environment	Decarbonisation  Operations progress with Corporate Environment Plan	Green Infrastructure and Biodiversity  Capital progress with CEP	Ultra Low Emission Zone update  Adaptation Update
<b>People</b>	Our TfL Programme (OTP) Programme  Colleague Strategy (to be confirmed)	Action on Inclusion (update)  Update on Our People Leaders	Approach to reward  Approach to Talent	Enterprise Risk 2: People
<b>Health and Wellbeing</b>		Occupational health research		Wellbeing strategy
<b>Other</b>	Responsible Procurement			

**Table 2: Items to be incorporated into one or more future quarterly reports**

Accident investigation outcomes
Safety at Junctions
Bus Driver Facilities
CIRAS reporting update
Rail Accident Investigation Branch update

**List of appendices to this report:**

Appendix 1: Safety, Sustainability and Human Resources Panel Plan.

**List of Background Papers:**

None

Contact Officer: Howard Carter, General Counsel

Email: [HowardCarter@tfl.gov.uk](mailto:HowardCarter@tfl.gov.uk)