

**Date:** 9 November 2023

**Item:** **Matters Arising, Actions List and Use of Delegated Authority**

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

### **1 Summary**

- 1.1 This paper provides information on any use of Chair's Action and the progress against actions agreed at previous meetings (Appendix 1).
- 1.2 There have been six uses of Chair's Action since the last meeting of the Committee on 12 June 2023. Four were in relation to the approval of salaries of £100,000 or more (as set out in Appendix 2), one was in relation to updating non-permanent labour (NPL) contractual arrangements and one in relation to streamlining the approval of salaries of £100,000 or more process.

### **2 Recommendation**

- 2.1 **The Committee is asked to note the updated Actions List and the use of Chair's Action.**

### **3 Use of Delegated Authority**

#### **Salaries of £100,000 or more**

- 3.1 The Terms of Reference for the Committee require it to approve salaries of £100,000 or more and forms part of TfL's overall governance of pay at Senior levels. TfL has experienced high turnover of senior staff over recent months and requests include replacements for those that have left or are leaving.
- 3.2 Requests have also been made following changes to role under TfL's change programme. These include circumstances where individuals have increased accountability and scope following merging of roles and activity.
- 3.3 Other requests include extensions to existing contracts of highly skilled or technical staff where not retaining this resource would have a significant detrimental impact on TfL's ability to achieve its financial or operational deliverables.
- 3.4 Requests relating to Places for London are self-funding.
- 3.5 A business case justification was provided to the Committee for each role. Following consultation with members of the Committee, the Chair approved salaries of £100,000 or more for the roles set out in Appendix 2.

## **NPL Arrangements Update**

- 3.6 On 11 August 2023, the Committee was asked to consider a paper setting out TfL's position and proposals to ensure ongoing compliance with updated guidance regarding the use of NPL.
- 3.7 On 14 August 2023, following a briefing with available members, the Chair of the Committee endorsed the approach and, subject to successful negotiations to change the current arrangements, approved an increase in the day rates of 485 critical workers. An update on the progress is included elsewhere on the agenda.
- 3.8 The information contained in the paper remains not for publication to the public or press by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 in that it contains information relating to the financial affairs of TfL.

## **£100,000 or more Approval Process Review**

- 3.9 On 14 September 2023, the Committee was asked to consider a paper setting out proposed changes to streamline the £100,000 or more approval process. This would result in less requests being submitted to the Committee, while retaining a rigorous internal review process.
- 3.10 On 18 September 2023, the Chair of the Committee, in consultation with available members, approved changes to the £100,000 or more Approval Process as set out in the paper.
- 3.11 The use of Chair's Action was considered appropriate as further Chair's Action requests in relation to £100,000 or more applications were anticipated ahead of this meeting of the Committee.
- 3.12 The paper relating to this request has been published on [tfl.gov.uk](https://tfl.gov.uk).

## **4 Actions List**

- 4.1 Appendix 1 sets out the progress against actions agreed at previous meetings.

### **List of appendices to this report:**

Appendix 1: Actions List

Appendix 2: Use of Chair's Action to approve salaries of £100,000 or more

### **List of Background Papers:**

Minutes of previous meetings of the Committee

Chair's Action papers issued on 13 June, 21 July, 11 August, 14 September, 19 September, and 3 October 2023.

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## Appendix 1

### Remuneration Committee Actions List (reported to the meeting on 9 November 2023)

Actions arising from the meeting held on 2 March 2023 (there are no outstanding actions from previous meetings)

Minute No.	Description	Action By	Target Date	Status note
05/03/23	<b>TfL Remuneration: Total reward framework</b> Considerable work was underway to review the total reward framework to create a fairer system with job families established against external benchmarking. Progress on this work would be reported to the Committee.	Fiona Brunskill	February 2024	On forward plan, under Update on our Approach to Reward.
07/03/23 (1)	<b>Resourcing at TfL: Benchmarking processes and methodologies</b> An overview of TfL's benchmarking processes and methodologies would be provided to a future meeting of the Committee.	Fiona Brunskill	November 2023	<b>Completed.</b> An Executive Committee Remuneration Benchmarking paper is on the agenda for this meeting.
07/03/23 (2)	<b>Resourcing at TfL: Notice periods for the most senior staff and hard-to-fill roles.</b> Given the impact of staff turnover in senior roles over the last two years, the Committee asked that the Commissioner review the impact of the current notice periods for the most senior and hard-to-fill roles and report back if there was a need to review the policy.	Andy Lord	November 2023	<b>Ongoing.</b> A Resourcing at TfL paper is on the agenda for this meeting.
07/03/23 (3)	<b>Resourcing at TfL: Further paper, March 2024</b> A comprehensive update on Resourcing at TfL would be scheduled for March 2024.	Fiona Brunskill	November 2023	<b>Completed.</b> A Resourcing at TfL paper is on the agenda for this meeting.

## Appendix 2

### **Use of Chair's Action to approve salaries of £100,000 or more**

This includes changes for recruitment to existing roles or where the responsibilities of the role have changed.

The information contained in the papers remain not for publication to the public or press by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 in that it contains information relating to the financial affairs of TfL.

#### **Request 13 June, approved 15 June 2023**

- 1) Head of Projects and Programmes; and
- 2) Head of Corporate Environment.

#### **Request 21 July, approved 25 July 2023**

- 3) Senior Application Engineer Maximo;
- 4) Senior Application Engineer Maximo;
- 5) Senior Solution Architect;
- 6) Senior Developer;
- 7) Technical Delivery Manager Maximo;
- 8) Technical Delivery Manager Maximo;
- 9) Senior Application Engineer Maximo;
- 10) Senior Application Engineer RTS;
- 11) Senior Developer;
- 12) Senior Software Developer;
- 13) Head of Bus Operations;
- 14) Head of Dial A Ride and Victoria Coach Station;
- 15) Head of Technology & Data Transport Services; and
- 16) Head of Open Innovation.

#### **Request 19 September, approved 21 September 2023**

- 17) Occupational Health Doctor;
- 18) Occupational Health Doctor;
- 19) Operations Finance Director;

- 20) Head of Bus Business Delivery;
- 21) Head of AM Systems & Operations, Places for London;
- 22) Head of Environmental, Social & Governance, Places for London;
- 23) Head of Investment, Disposal and Acquisitions, Places for London;
- 24) Head of Property Development, Places for London;
- 25) Head of Arches, Places for London;
- 26) Head of Commercial Offices, Places for London;
- 27) Head of Retail, Places for London;
- 28) Senior Financial Controller, Places for London;
- 29) Lead Business Intelligence Architect; and
- 30) Head of Operations Elizabeth Line.

**Request 3 October, approved 4 October 2023**

- 31) Occupational Health Doctor; and
- 32) Occupational Health Doctor.