

Transport for London

Minutes of the Safety, Sustainability and Human Resources Panel

**Paddington Room, 11th Floor, Palestra, 197 Blackfriars Road,
London, SE1 8NJ**

10.00am, Monday 26 June 2017

Members

Michael Liebreich	(Chair)
Dr Nina Skorupska CBE	(Vice Chair)
Kay Carberry CBE	
Bronwen Handyside	
Dr Mee-Ling Ng OBE	

In Attendance

Shirley Rodrigues	Deputy Mayor for Environment and Energy (by phone, for part)
-------------------	--

Present

Katherine Adams	Head of Commercial – Strategy and Performance, Finance
Howard Carter	General Counsel
Jill Collis	Director of Health, Safety and Environment
Finn Coyle	Principal Technical Specialist, Transport Emissions, Surface Transport
Tom Cunnington	Senior Commercial Development Manager, London Buses
Leon Daniels	Managing Director Surface Transport
Jonathan Fox	Director of London Rail
Hari Ganapathy	Head of Health and Safety Assurance, Crossrail
Richard Jones	Head of Network Operations and Resilience, London Underground
Robert Kemp	Senior Audit Manager – Crossrail, General Counsel
Andrew Lee	Executive Advisor – Human Resources
Dorothy Wallace	Head of Commercial, Finance
Tricia Wright	Human Resources Director

Secretariat

James Varley	Secretariat Officer
--------------	---------------------

29/06/17 Apologies for Absence and Chair's Announcements

Apologies for absence had been received from Baroness Grey-Thompson DBE.

The Panel held one minute's silence for those who had died in the terrorist events that took place on 22 March in Westminster, 3 June in London Bridge, 19 June in Finsbury Park and also those who lost their lives in the fire at Grenfell Tower, North Kensington on 14 June 2017.

30/06/17 Declarations of Interests

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

31/06/17 Minutes of the Meeting of the Safety, Sustainability and Human Resources Panel held on 21 March 2017

The minutes of the meeting were approved as a correct record and were signed by the Chair.

32/06/17 Matters Arising and Actions List

The Panel noted the surface transport safety assessment model and requested a briefing to discuss the data. **[Action: Jill Collis]**

The Panel noted the Actions List.

33/06/17 Tram Derailment at Sandilands, Croydon on 9 November 2016

Leon Daniels and Jonathan Fox introduced the paper, which provided an update on activities underway and planned following the overturning incident on 9 November 2016.

TfL was focussed on making a better and safer network and remained mindful of the personal impact of the incident.

TfL was proceeding with a number of safety related changes to the network which it felt were appropriate to make in advance of any recommendations from the reports.

Tram activated digital signage had been installed and was being trialled at four locations and market engagement for vigilance and speed control technology systems was underway to inform the procurement process.

Investigations were taking place by the Rail Accident Investigation Branch (RAIB), Office of Rail and Road (ORR), British Transport Police and SNC-Lavalin on behalf of TfL. An interim report would be issued by TfL in the autumn following consultation with the other investigating organisations followed by a final report in due course.

An audit of FirstGroup's fatigue management processes had taken place, these were found to be satisfactory and did not give rise to any concerns. FirstGroup continued to look at fatigue management matters. Mitigating actions were taking place around the operation of the driver safety device on the older vehicles in the fleet. Recent video footage of a driver appearing to be asleep had appeared in the media. FirstGroup and the ORR were investigating the incident of the driver appearing to be asleep at the controls and it was not appropriate to comment until the investigations were complete. All of the reported incidents above have been referred by TfL to the RAIB and the ORR.

Post meeting note: First Group reduced the number of consecutive days that can be worked (to 11) but not a change to rosters per se. This happened before the audit. The audit has been concluded as Requires Improvement with a number of improvements that could be made by implementing ORR Good Practice. First Group had identified a number of these improvements in advance of the TfL audit, but the improvements still required implementation. This is consistent with the direction of the RAIBs findings.

TfL would continue to look at best practice with regard to staff welfare and encourage its contractors to do the same.

The Panel requested that near miss data, from Surface Transport and London Underground be reviewed and reported to the Panel in future.

[Action: Jill Collis / Leon Daniels]

The Panel noted the paper.

34/06/17 Health, Safety and Environment Performance - Quarterly Report

Jill Collis introduced the report, which described health, safety and environment (HSE) performance across the TfL businesses and Crossrail for quarter four 2016/17 (11 December 2016 – 31 March 2017 inclusive).

TfL had reacted quickly to the recent terror-related incidents at Westminster, London Bridge, Finsbury Park and the fire at Grenfell Tower. Temporary barriers had been introduced on bridges while a long term solution was being investigated and consultation was taking place with cycling groups concerning the risk mitigating activities.

A number of TfL staff had been affected by the Grenfell Tower fire and action would be taken to address any welfare matters arising from the fire. TfL would also consider support for staff who live in buildings that may be affected by subsequent investigations into their fire safety. TfL had also been active in support for people affected by the fire by raising money, issuing replacement travel cards, providing additional free shuttle buses and giving over space for short term storage.

The Metropolitan Police Service and British Transport Police led communications in major incidents and the Panel suggested that TfL consider how it could assist using its database of customers.

Slips, trips and falls remained a key safety focus for London Underground. Escalator improvements had taken place and work was taking place to look at customer behaviour and effective communications.

The Panel requested further opportunity to look at bus safety. **[Action: Leon Daniels]**

The importance of encouraging best practice around staff engagement in contractors was recognised and the Panel would receive further information on the progress being made. **[Action: Jill Collis]**

TfL continued to ensure road works caused as little disruption as possible and had successfully prosecuted Vodafone for the ninth time in two years.

A recent audit of London Underground station security had resulted in a 'Requires Improvement' conclusion. The main area for improvement was that of maintaining records of security checks. Corrective actions had taken place and the audit was now closed. The Department for Transport had also audited station security checks and was satisfied with the outcome.

Dr Nina Skorupska CBE would meet with Jill Collis and Tricia Wright to discuss the provision of data in quarterly reports. **[Action: Jill Collis / Tricia Wright]**

The Panel noted the report.

35/06/17 Human Resources Quarterly Report

Tricia Wright introduced the report, which updated the Panel on activities during quarter four 2016/17 (11 December 2016 – 31 March 2017 inclusive).

The year two plan for Action on Equality was due to be published soon. Future reports would include additional data to link back to the TfL scorecard and key performance indicators and well as indicate progress towards strategic goals. The outcomes of the high level action plan for staff should also be reported to the Panel.

[Action: Tricia Wright]

The Panel requested future reports include more information about staff retention rates and internal progression in addition to monitoring the gender pay gap.

[Action: Tricia Wright]

The Panel noted the report.

36/06/17 Work Related Violence Reduction

Jill Collis introduced the paper, which updated the Panel on the progress in tackling workplace violence.

Work had taken place to develop software to make the reporting of verbal assaults easier through mobile applications.

Bronwen Handyside informed the Panel that a recent survey by the UNITE trade union had shown higher levels of confrontation experienced by bus drivers than data produced by TfL. A copy of the report would be shared with TfL management. Welfare facilities, including toilets for bus drivers had improved over the last few years. Most routes had toilets at either one or both termini and the Panel would receive further information on the work done by TfL.

[Action: Leon Daniels]

Post meeting note: It has been confirmed that there are five routes that have no toilet facilities for drivers.

On London Underground, most incidents were related to fare evasion and occurred at ticket barriers rather than during random ticket checks. Strategies involving diffusing the situation were being adopted to reduce the likelihood of conflict.

The Panel noted the paper.

37/06/17 Responsible Procurement

Katherine Adams and Dorothy Wallace introduced the paper, which outlined TfL's and the GLA's approach to responsible procurement and the steps taken to investigate and mitigate the risks of modern slavery in the organisation and its supply chain. The paper also set out TfL's draft Modern Slavery Statement, which would be submitted to the Board for approval ahead of publication on TfL's website.

The key responsible procurement activities in 2016/17 were focussed on electronics and uniforms and their associated supply chains. TfL had joined the Electronics Watch programme and utilised its monitoring reports to engage with suppliers and understand how they were investigating and reviewing their risks.

An oversight threshold of £5m was used however the TfL Commercial team could and did look at lower value procurements where appropriate.

The Panel noted the paper.

38/03/17 Low Emission Bus Technology – Compressed Natural Gas

Leon Daniels, Finn Coyle and Tom Cunnington introduced the paper, which outlined the viability of trialling compressed natural gas (CNG) powered vehicles to reduce tailpipe emissions in the contracted bus fleet.

Initial comparisons of CNG against Euro V emissions technology resulted in CNG performing better however Euro VI emissions technology has closed this gap. CNG and bio-methane were delivered by the gas grid, which impacted on the way 'tank to wheel' emissions were calculated. The Department for Environment and Rural Affairs Greenhouse Gas reporting guidelines required the grid emission factor to be applied which meant that TfL could not report on reduced CO₂ from bio-methane fed into the grid. This did not preclude TfL from creating and using its own methodology. In addition, trials of CNG powered buses would require significant infrastructure changes to depots to allow for gas storage and this would impact on costs.

It was noted that the overall target was zero tailpipe emissions and that ultimately, buses in London would not be powered by internal combustion engines and the use of CNG would, at best, be an interim measure. There were longer term opportunities for CNG technology to be used in other vehicles such as heavy goods vehicles.

The Panel stated that the paper did not provide a sufficient analysis of the merits of CNG or other approaches to reducing CO₂ emissions and requested an in depth analysis which looked at representative routes and compared the economics and performance of a full range of technologies should be undertaken. **[Action: Leon Daniels]**

The Panel requested that a further report be provided to a future meeting.

39/06/17 Member Suggestions for Future Agenda Discussions

Howard Carter introduced the paper.

The Panel requested:

- (a) An update on bus driver welfare and facilities; **[Action: Leon Daniels]**
- (b) A report on London Underground evacuation procedures for wheelchair users.
[Action: Mark Wild]

The Panel noted the paper.

40/06/17 Any Other business the Chair Considers Urgent

There were no urgent items.

41/06/17 Date of Next Meeting

Thursday 28 September 2017 at 10.00am.

42/06/17 Close of Meeting

The meeting closed at 12.30pm

Chair: _____

Date: _____