

Transport for London

Minutes of the Corporate Panel

Room 5E, 5th Floor, Windsor House, London
12.30pm, Tuesday 17 November 2009

Members

Dame Tanni Grey-Thompson	Chair
Patrick O’Keeffe	Vice Chair
Judith Hunt	Panel Member
Tony West	Panel Member

Staff

Steve Allen	Managing Director, Finance (for part)
Howard Carter	General Counsel
Michael Higgins	Director of Organisational and Skills Development
Ellen Howard	Director of Corporate Governance
Val Proctor	Head of Organisational Capability
David Burgh	Secretariat Officer

01/11/09 Apologies for Absence and Declarations of Interest

Apologies for absence had been received from Peter Anderson and Daniel Moylan.

Dame Tanni Grey-Thompson declared an interest as Vice Chair of the Athlete’s Committee for the London Organising Committee of the Olympic Games (LOCOG).

Dame Tanni thanked Judith Hunt, the Chair of the Planning and Corporate Panel, for her work on that Panel prior to the establishment of the Corporate Panel.

02/11/09 Terms of Reference

Howard Carter presented the Terms of Reference to the Panel.

The Panel noted the Terms of Reference.

03/11/09 Corporate Panel Work Plan for 2010

Howard Carter set out the proposed programme of items for meetings of the Panel in 2010.

Members requested that the Panel be given an opportunity to consider a report on the implementation of the Human Resources (HR) Strategy. This would include information on engagement with trade unions and the resources available to HR.

[ACTION: Steve Allen/Secretariat]

Members also requested regular monitoring reports on workforce composition, which would enable them to assess the impact of organisational changes.

[ACTION: Steve Allen]

The Panel noted the report.

04/11/09 Employee Engagement

Michael Higgins advised the Panel of TfL's work in relation to employee engagement.

Members noted that communications should emphasise the high priority of safety issues and continuing improvements to the quality and range of services at a time of financial constraints. The proposed Business Involvement Forum might be an appropriate way of obtaining staff and trade union buy-in to initiatives.

Members suggested that the implications for TfL of a large number of staff volunteering for the 2012 Games might need to be examined. Relationships between staff and volunteers working at stations, for example, would also need to be considered.

[ACTION: Steve Allen]

The Panel noted the report.

05/11/09 Skills and Employment Strategy Implementation

Michael Higgins and Val Proctor updated the Panel on the development of the Skills and Employment Strategy.

The development of a pan-TfL capability framework would bring a number of benefits, including increasing opportunities for graduate trainees and redeployed staff. A number of initiatives were designed to promote improved resource use and to support the skills needed by TfL. Val Proctor would discuss succession planning and Talent Board proposals with Judith Hunt.

[ACTION: Steve Allen]

The relationship with Crossrail was discussed. The Panel accepted that Crossrail was a time limited project with different needs, but there was, nevertheless, scope to work together on HR issues.

The Panel noted the report.

06/11/09 Shared Services Programme

Steve Allen updated the Panel on the progress of the GLA Shared Services Programme.

Staff from the smaller functional bodies would benefit from increased scope for career progression if they were integrated into TfL. The smaller bodies would also obtain procurement savings, benefiting from TfL's strength in bulk purchasing.

The Panel noted the report.

07/11/09 Any Other Business

There being no further business, the meeting closed at 2.00pm. The next scheduled meeting would be held on Tuesday, 23 February 2010 at 10.00am.

Chair: _____

Date: _____