

# Transport for London

## Minutes of the Board

Committee Rooms 4 and 5, City Hall, The Queen's Walk, London  
10.00am, Wednesday 25 June 2008

### Members

Boris Johnson	Chair
Peter Anderson	Board Member
Christopher Garnett	Board Member
Sir Mike Hodgkinson	Board Member
Judith Hunt	Board Member
Eva Lindholm	Board Member
Steven Norris	Board Member
Kulveer Ranger	Board Member

### Staff

Steve Allen	Managing Director, Finance
David Brown	Managing Director, Surface Transport
Ian Brown	Managing Director, London Rail
Howard Carter	General Counsel
Michèle Dix	Managing Director, Planning
Vernon Everitt	Managing Director, Marketing and Communications
Mary Hardy	Director of Internal Audit
Peter Hendy	Commissioner
Ellen Howard	Director of Corporate Governance
Malcolm Murray-Clark	Managing Director, Planning
Douglas Oakervee	Chief Executive, Crossrail (for part)
Tim O'Toole	Managing Director, London Underground
Mike Robinson	Head of Secretariat

### **23/06/08      Apologies for Absence and Declarations of Interest**

The Mayor, Boris Johnson, explained that he was chairing the TfL Board pending the appointment of Tim Parker, First Deputy Mayor as Chair on 1 September. Tim Parker was a member of the Board until then. He had also appointed Steven Norris, and Kulveer Ranger to be Members. The appointments of Christopher Garnett, Sir Mike Hodgkinson, Judith Hunt and Eva Lindholm had been extended for two months. Peter Anderson (formerly a Board Adviser) had also been appointed a Member for the same period. An announcement would be made on further Board appointments in due course.

Apologies had been received from Tim Parker who was attending the Assembly Confirmation Hearing in relation to his appointment as Chair of TfL. Also from Valerie Todd, Managing Director Group Services and Stephen Critchley, Chief Finance Officer.

Christopher Garnett declared an interest in his capacity as a Board Member of the Olympic Delivery Authority.

**24/06/08**      **Minutes of the Meeting held on 12 March 2008**

The minutes of the meeting held on 12 March 2008 were approved as a correct record and signed by the Chair.

**25/06/08**      **Matters Arising and Actions List**

**The Board noted the Actions List.**

**26/06/08**      **The Commissioner's Report**

On behalf of TfL, the Commissioner welcomed Boris Johnson as Mayor and Chair of TfL and the new and continuing Board Members. The Commissioner spoke to his report and advised that TfL had today published figures showing that the number of children killed or seriously injured on London's roads had fallen to a record low. In 2007, the total number of children killed or seriously injured fell by 16 per cent from 392 to 331. Other highlights from the report included the successful opening of the Piccadilly line extension to Heathrow Terminal 5 and the establishment of the London Transport Museum as a charitable company.

He advised the Board of the considerable achievement in reaching agreement with Bombardier and Westinghouse in relation to the upgrade of the Sub-Surface lines. This agreement was crucial in removing Metronet from administration. Also significant was the taking effect of the transfer schemes on 27 May which provided for the transfer of the Metronet businesses to TfL. These achievements were essential steps so that the Investment Programme could move forward and Metronet could be restructured. They represented the culmination of excellent work across the TfL Group.

There had been an incident on the East London Line extension project when the GE19 bridge, while being installed, had dropped 20 cm from its temporary support into its permanent position. This resulted in the suspension of rail services into Liverpool Street until the following morning. Enquiries were underway. The matter would be reported to the Safety, Health and Environment Committee.      **[ACTION: Ian Brown]**

**The Board noted the report.**

**27/06/08**      **TfL Operational and Financial Performance Report and Investment Programme Report – Fourth Quarter 2007/08**

Steve Allen introduced the report and the tabled presentation by outlining key workforce and financial data. Tim O'Toole, David Brown and Ian Brown updated the Board in respect of London Underground, Surface Transport and London Rail in relation to operations, investment and staff.

Members raised the potential implications for TfL of the recent increases in fuel costs. Despite the economic downturn there had been no reduction in passenger growth but TfL would continue to monitor the situation and consider the economic issues and opportunities afforded. It was agreed that a report would be presented to the Finance Committee on the implications of increased fuel costs and, in the future, modal choices as a result.      **[ACTION: Steve Allen]**

Given the growing number of closures to facilitate line upgrades, a question was asked about customer satisfaction with the service and how expectations could be managed. There had already been good liaison with the business community in relation to the closure programme and mitigation proposals. Efforts were being made to build on this with closer links to those at Canary Wharf and in the City. It was suggested that a version of the presentation to business leaders be prepared for the public. This presentation demonstrated the complexity of the programme and the essential nature of the upgrades. Understanding the reasons for delays went some way to addressing public concerns. **[ACTION: Tim O'Toole]**

The Smarter Travel programme to promote walking and cycling and the current pilot with the London Borough of Sutton were discussed. The Commissioner was due to visit the Council the following day. He explained that the results had so far been very positive. TfL had committed significant funding to the scheme and it was agreed that progress be reported on the pilot and the Safer Travel to School Programme at the next meeting. **[ACTION: Ben Plowden]**

Members welcomed improvements in staff sickness levels and hoped to see progress maintained. The Commissioner explained that variances between corporate and operational staff were often as a result of health and safety requirements applicable to operational staff.

Steven Norris commented that while the report was detailed and showed good progress, there was insufficient coverage of cycling issues. Promoting cycling and walking could offer excellent value for money. The Commissioner stated that future reports would provide further detail on the wide range of TfL initiatives in this area. The Chair emphasised that there would be significant investment in cycling, including the creation of a cycle hire scheme. **[ACTION: Steve Allen]**

The positive trend in workforce composition was noted. As well as exit interviews, maintaining links with staff that had left the organisation was worthwhile. The Women's Transportation Seminar was one such mechanism sponsored by TfL.

Arising from a question by Kulveer Ranger, it was agreed there would be more detailed reporting on Crossrail matters in the report once the Crossrail Bill had received Royal Assent. There would also be a substantive report to the Board on the Crossrail Delivery Strategy in due course.

**The Board noted:**

- 1 TfL's operational and financial performance over the fourth quarter of 2007/08;**
- 2 TfL's progress on the Investment Programme over the fourth quarter of 2007/08;**
- 3 the Olympic Transport Portfolio Executive Report; and**
- 4 the summary of Best Value Performance Indicators.**

**28/06/08      Statement of Accounts for the Year Ended 31 March 2008**

TfL's Statement of Accounts for the year ended 31 March 2008 was approved. The Accounts had previously been reviewed by the Audit Committee and the external auditors (KPMG) expected to give an unqualified audit opinion.

**The Board approved:**

- 1 the Statement of Accounts and agreed that the Chief Finance Officer would make any adjustments arising from the ongoing work prior to the auditors signing their opinion. Should any changes be required to the Statement of Accounts which, in the opinion of the Chief Finance Officer, were material, he would seek the approval of the Board to these changes; and**
- 2 in principle the proposal that TfL enter into an Intragroup Loan Agreement as referred to in the paper and delegated to the Managing Director, Finance and the Chief Finance Officer the authority to agree the terms of any such agreement and any related documents they consider necessary and to execute any such documents.**

**29/06/08      Appointments to TfL's Committees and to the Cross London Rail Links Board**

The Board approved the interim composition of Committees as well as the process for appointing non-executive directors to the Cross London Rail Links (CLRL) board.

**The Board:**

- 1 approved the interim composition of the Committees of the Board as follows:**
  - a) Finance Committee: Tim Parker (Chair), Peter Anderson, Sir Mike Hodgkinson, Judith Hunt, Eva Lindholm, Steven Norris and Kulveer Ranger;**
  - b) Audit Committee: Judith Hunt (Chair), Christopher Garnett and Sir Mike Hodgkinson;**
  - c) Safety, Health and Environment Committee: Christopher Garnett (Chair), Sir Mike Hodgkinson and Judith Hunt; and**
  - d) Remuneration Committee: Sir Mike Hodgkinson (Chair), Judith Hunt and Tim Parker.**
- 2 noted that further appointments to the Committees and Panels would be made at a future meeting of the Board;**
- 3 authorised in principle the appointment of non-executive directors to the CLRL board and the necessary changes to CLRL's constitutional documents to facilitate this; and**

- 4 delegated to the Commissioner (or in his absence the Managing Director, Finance) authority to:
- a) agree the candidates to be appointed as the non-executive directors on behalf of TfL and Transport Trading Limited following agreement of the Mayor; and
  - b) agree changes to the constitutional documents of CLRL to permit the appointments to be made and to do such other things as are necessary to facilitate the appointments.

**30/06/08      Report from the Audit Committee held on 11 June 2008**

The Chair of the Committee, Judith Hunt, introduced the report. The Committee had given detailed consideration to the Statement of Accounts and had also noted the ongoing improvements to TfL's Corporate Governance.

**The Board noted the report.**

**31/06/08      Any Other Business**

There being no further business, the meeting closed at 11.15am. The next scheduled meeting would be held on Wednesday 30 July 2008 at 10.00am.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_