

Elizabeth Line Delivery Group – Outcomes

Thursday 15 September 2022

Members: Andy Byford, TfL Commissioner (Chair) (AB), Jim Crawford, Chief Programme Officer, Crossrail, TfL (JC), Howard Smith, Chief Operations Officer, Elizabeth Line

Attendees: Joan Buszewska, Head of Elizabeth Line Programme Assurance, TfL (JB), Lorraine Humphrey, Director of Risk and Assurance, TfL (LH), Dharmina Shah, Corporate Affairs Lead, TfL (DS), Keith Sibley, Crossrail Mobilisation and Improvement Director (KS), Tim Ball, Director, Elizabeth Line, Network Rail (TB), Laurie Jacobs, Corporate Affairs Manager, TfL (LJ) Nicola Cox, Head of Corporate Finance, TfL (NC), James Peters, Government Affairs Lead, TfL (JP), Martin Stuckey, Operations Business Manager, Elizabeth Line, TfL (MS), Vicky Morley, Elizabeth Line Strategic Comms Lead, TfL (VM), Phil Gaffney, Independent Expert Support, Stacey Kalita, Finance Director, Elizabeth Line, TfL (SK), Sue Taylor, Head of Business Partnering, TfL (ST)

Apologies: Andy Lord, Chief Operating Officer, TfL (AL), Stewart Mills, Director of Infrastructure, Elizabeth Line, TfL (SM), Nigel Holness, Managing Director, MTR Crossrail (NH), Rachel McLean, Chief Finance Officer, Crossrail, Finance Director, TfL (RM), Tricia Wright, Chief People Officer, TfL (TW)

Item	Action	Owner	Due by
1 – Apologies, approval of previous minutes and actions	The minutes from the previous meeting were approved. The actions from the previous meeting were agreed to be covered by the agenda.		
2 – Operational performance	<p>HS gave the operations update, with another green period for safety on both RFL and CRL. Key focus now on increasing the reporting of close calls. AB noted the 1m hours now achieved at Bond Street without a lost time incident. JC updated on the cable cut at Bond Street for which a SIA has now been completed, along with a safety stand down.</p> <p>HS updated on performance, which is generally strong in the COS. Attention is focused on achieving performance improvements in the West. TB added that there are several improvement plans being taken forwards, and work on points is starting to result in improvements in reliability.</p> <p>Passenger journeys above target, with step free access performance strong in the period.</p>		

	<p>Two lifts fixed on Eastern stations, leaving only one which is being addressed.</p> <p>Noted update on maintenance, including the yellow plant recovery and reliability improvement plan.</p>		
3 – Programme update	<p>HS gave the programme overview with all steps towards migration to Stage 5C in progress. Bond Street T-2 to BIU to take place w/c 19/09.</p> <p>ACTION: PG asked if further detail about auto reverse could be shared within the pack moving forwards. HS agreed – detail to be fed through to future packs from the next ELDG onwards.</p> <p>JC gave the detailed programme update, with all of the base software now in place for Stage 5B minus. JC confirmed that the overall schedule for Stages 5b minus/5b ready/5c is all progressing to plan. JC highlighted the remaining risks to the programme, and the mitigations and plans in place to address them. JC also highlighted actions underway and planned for the final CRL close out.</p> <p>ACTION: JC to organise a briefing for AB on final details for the LFB comms installation approach w/c 26 September.</p>	<p>MS</p> <p>JC</p>	<p>15/10/22</p> <p>26/09/22</p>
4 – IPA	<p>HS gave an update on the IPA review, and an overview of its findings. HS stated that it was a useful exercise and agreed with the recommendations put forward by the review team. Confirmed that all recommendations have an assigned action owner and are making good progress, including the recommendations focused on contingency planning.</p> <p>TB gave an update on the NR action around freight, and highlighted work and engagement between the Milton Keynes freight team and the NR team managing western performance.</p>		

4 – Assurance	JB gave the assurance update and noted that the IPA recommendations are in close alignment with the findings of the internal assurance team. JB added that it would be useful to see further desktop exercises to be used in place of live timetabling demonstrations.		
5 - Communications update	VM gave the communications update, with an early draft of the Bond Street opening announcement press release available for comment after the conclusion of Operation London Bridge. Working with the LU team to understand availability for access to host a stakeholder event at the station before opening. VM added that the team are also engaging with the DfT on both Bond Street opening and the likely media event to take place to mark the beginning of through running services from 06 November.		
6 - AOB	Nothing to note.		
7 – Finance	The Finance section was private for this meeting.		