

Transport for London

Minutes of the Elizabeth Line Committee

Conference Rooms 1 and 2, Ground Floor, Palestra
10am, Thursday 24 March 2022

Members

Heidi Alexander (Chair)
Anne McMeel (Vice-Chair)
Sarah Atkins (non-voting Member)
Seb Dance (via Teams)
Dr Nelson Ogunshakin OBE
Mark Phillips

Executive Committee

Andy Byford Commissioner
Mark Wild Chief Executive Officer, Crossrail

Staff

Joan Buszewska Head of Programme Assurance, Crossrail
Andrea Clarke Director of Legal
Lorraine Humphrey Director of Risk and Assurance
Rachel McLean Chief Finance Officer, Crossrail and Finance Director, TfL
Operations
Hannah Quince Crossrail Chief of Staff
Howard Smith Director, Elizabeth line
Sue Riley Secretariat Officer

Other Attendees

TC Chew Chair of Crossrail Independent Investment Programme
Advisory Group Sub-Group
Stephen Hill Jacobs, Project Representative

15/03/22 Apologies for Absence and Chair's Announcements

The Chair welcomed everyone to the meeting.

The meeting was being broadcast live on TfL's YouTube channel to ensure the public and press could observe the proceedings and decision-making.

The Chair welcomed everyone to the meeting and particularly to Seb Dance, as this was his first meeting as a Member of the Committee.

TfL maintained a priority focus on safety. The Chair highlighted that there was a specific agenda item on safety, which would be the first item considered at the meeting. She invited Members to raise any safety issues either under the specific agenda item or with the appropriate member of the Executive Committee after the meeting.

Apologies for absence have been received from Member Professor Greg Clark CBE and Kathryn Cearns OBE (Government representative).

16/03/22 Declarations of Interests

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

17/03/22 Minutes of the Meeting of the Committee Held on 26 January 2022

The minutes of the meeting of the Elizabeth Line Committee held on 26 January 2022 were approved as a correct record and the Chair was authorised to sign them.

18/03/22 Matters Arising and Actions List

Andrea Clarke introduced the paper. All actions from previous meetings had been completed or were scheduled on the forward plan.

The Committee noted the actions list.

19/03/22 Safety Update

Mark Wild and Howard Smith introduced the paper, which provided an update on safety on the Crossrail project, TfL Rail (MTR EL) and the Infrastructure Manager, Rail for London (Infrastructure) Limited.

The co-ordination of different work crews on site was the biggest safety challenge during the transition stage of the programme. A strong safety culture was being embedded within operational staff, through a pro-active and no-complacency approach. Assurance at the final stage of preparing a revenue ready railway was a key focus.

While the health and safety governance arrangements had been streamlined appropriately as the programme approached the final stages, monthly safety review meetings were still held, where any incidents and trends were reviewed and reported directly to the Elizabeth line Delivery Group (ELDG) meeting. Members were welcomed to attend the Health, Safety and Executive Forum.

It was agreed that the operational health and safety data considered by ELDG would be submitted to future meetings of the Committee. **[Action: Howard Smith]**

The Committee noted the paper.

20/03/22 Elizabeth Line Readiness

Howard Smith introduced the update on the performance of the TfL Rail operational service and the status of the readiness of the Infrastructure Managers for the operations and maintenance of the railway after handover from Crossrail.

Train reliability continued to improve with the current focus on train specific work and technical reliability, such as signalling and communications. A full train timetable exercise would begin shortly, without interruption, which would robustly test the reliability and performance prior to opening.

It was agreed that a performance reporting matrix on key assets would be submitted to future meetings. **[Action: Howard Smith]**

The signalling software to be installed in April 2022 was expected to be sufficient for revenue service.

The Committee noted the need to carefully manage any rail adhesion issues, especially once the railway was operating 'end to end'.

The Committee noted the paper.

21/03/22 Project Status Update

Mark Wild presented the item and the supplementary information on Part 2 of the agenda, setting out an update on the status of the Crossrail project.

The final list of dependencies was being worked through before completing assurance ready for submission to the Office of Rail and Road, at the end of March 2022.

The Committee noted the paper and the exempt supplementary information on Part 2 of the agenda.

22/03/22 Finance and Risk Update

Rachel McLean presented the update on the financial performance at Period 11, 2021/22 and on risk management progress.

The Committee noted the paper and the exempt supplementary information on Part 2 of the agenda.

23/03/22 Project Representative Report

Stephen Hill introduced the paper on the periodic reports from the Project Representative (P-Rep) on the Crossrail project for Periods 10 and 11, 2021/22 and the management responses to these reports.

He congratulated staff on the successful de-mobilisation of Tier 1 and the recent mass Trial Operation exercises. Considerable challenges remained with reliability and performance of the railway, and recommendations for improvements in processes and people had been identified. A complex system of team integrations remained for Stage 3 of the programme and beyond.

The Commissioner welcomed the feedback which was expected as part of Trial Operations and was confident that reliability issues would be resolved once full service testing began. The opening of the Elizabeth line remained on target for the first half of 2022.

The Committee noted the paper and the exempt supplementary information on Part 2 of the agenda.

24/03/22 Elizabeth Line Programme Assurance Update

Lorraine Humphrey and Joan Buszewska introduced the paper, which provided an update on progress with Elizabeth line Programme Assurance activity.

The Committee noted the paper, the exempt supplementary information on Part 2 of the agenda and approved the Integrated Assurance Schedule, as set out in Appendix 4 of the report.

25/03/22 Members' Suggestions for Future Discussion Items

Andrea Clarke introduced the item and the Committee's forward plan. Suggested future agenda items captured during the meeting would be included on the forward plan.

The Committee noted the forward plan.

26/03/22 Any Other Business the Chair Considers Urgent

The Chair advised the Committee that she had been notified of a potential Chair's Action in relation to Substantial Completion and the need to vary the Project Development Agreement. Members would be consulted in the usual way and any Chair's Action would be reported to the next meeting.

27/03/22 Date of Next Meeting

The next scheduled meeting of the Committee would be held on Wednesday 25 May 2022, at 10.00am.

An informal session would be arranged before the next meeting to discuss the opening of the Elizabeth line. **[Action: Secretariat]**

28/03/22 Exclusion of the Press and Public

The Committee agreed to exclude the press and public from the meeting, in accordance with paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended), when it considered the exempt information in relation to the items on the: Project Status Update; Finance and Risk Update; Project Representative Report; and Elizabeth Line Programme Assurance Update

The meeting closed at 12 noon.

Chair: _____

Date: _____