

Transport for London

Minutes of the Elizabeth Line Committee

Conference Rooms 1 and 2, Ground Floor, Palestra,
197 Blackfriars Road, London SE1 8NJ
10.00am, Thursday 14 July 2022

Members

Anne McMeel (in the Chair)
Professor Greg Clark CBE
Seb Dance
Dr Nelson Ogunshakin OBE (via Teams)

Sarah Atkins (via Teams)
Kathryn Cearns OBE (Department for Transport Observer)

Executive Committee

Andy Byford Commissioner

Staff

Joan Buszewska Head of Programme Assurance, Crossrail
Andrea Clarke Director of Legal
Rachel McLean Chief Finance Officer, Crossrail and Finance Director, TfL
Operations
Niraj Shah Senior Internal Audit Manager
Howard Smith Director, Elizabeth line (via Teams)
Sue Riley Secretariat Officer

Other Attendees

Ellie Burrows Route Director, East Anglia (Network Rail) (via Teams)
Kathryn Cearns OBE Government Representative, Department for Transport
TC Chew Chair of Elizabeth line Independent Investment Programme
Advisory Group Sub-Group
Stephen Jolly Crossrail Complaints Commissioner (via Teams)
Matthew Lodge Department for Transport (via Teams)

43/07/22 Apologies for Absence and Chair's Announcements

The Chair had given apologies for the meeting and the Vice-Chair acted as Chair for the meeting. She welcomed everyone to the meeting and particularly Ellie Burrows, Route Director, Anglia, as the Network Rail representative. The Chair requested that her thanks to Kathryn Cearns OBE for her valued contribution to the work of the Committee be recorded, as this would be Kathryn's last meeting. Matthew Lodge was welcomed as the new Government Representative. The Chair also welcomed Stephen Jolly, the Crossrail Complaints Commissioner to the meeting.

Apologies for absence had been received from Heidi Alexander and Mark Phillips. Dr Nelson Ogunshakin OBE was attending via Teams and was able to take part in the discussions but was not counted towards the quorum.

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

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.

44/07/22 Declarations of Interests

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

45/07/22 Minutes of the Meeting of the Committee Held on 25 May 2022

The minutes of the meeting of the Elizabeth Line Committee held on 25 May 2022 were approved as a correct record and the Chair was authorised to sign them.

46/07/22 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 updated actions list.

47/07/22 Safety Update

Howard Smith introduced the paper, which provided an update on safety for Periods 1 and 2 of 2022/23 (1 April to 28 May 2022).

The continued, positive decrease in high potential near misses was partly attributed to the change in the nature of the quantity and type of work taking place now that the service was operational, with a move away from heavy construction and electrical works.

MTR was focused on escalator safety and reducing slips, trips and falls.

Future reports would identify any trends in passenger safety incidents.

[Action: Howard Smith]

The Committee noted the paper.

48/07/22 Elizabeth Line Operational Performance

Howard Smith introduced the paper on operational performance of the Elizabeth line since its opening on 24 May 2022.

The focus was now on increasing and sustaining service reliability and to open the remainder of the line. Nine-car trains would be introduced after Stage 5 in autumn 2022.

A new reporting approach would be adopted for the next meeting, which would combine the operational performance and programme status update reports and include performance monitoring and revenue and passenger service data, as well as updates on any outstanding Crossrail complaints identified within the Crossrail Complaints Commissioner's Report. **[Action: Howard Smith]**

The Committee congratulated staff on the continued success of the Elizabeth line and 10.25 million passenger journeys across the whole route since opening.

The Committee noted the paper.

49/07/22 Programme Status Update

Andy Byford presented the update on the status of the Crossrail project.

The focus was now on the successful opening of Bond Street station and completion of Stage 5B-minus (22 trains per hour peak frequency from Paddington to Whitechapel) in autumn 2022.

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

50/07/22 Finance and Risk Update

Rachel McLean presented the update on the financial performance at Period 2 of 2022/23 (1 to 28 May 2022) and on risk management progress.

The three current most significant areas of expenditure were Bond Street station, signalling and communications networks, and workforce.

Pressure continued to be applied downwards on Cost to Go and the full time equivalent staff numbers were decreasing in line with the workforce plan, which included temporary and consultancy staff. The retention of key staff continued to be monitored as a key risk.

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

51/07/22 Elizabeth Line Programme Assurance Update

Joan Buszewska introduced the paper, which provided an update on progress with Elizabeth line Programme Assurance activity. TC Chew was also present.

Excellent progress had continued to be made since the last report and the overall assessment of the Third Line of Defence was that the assurance framework continued to operate effectively.

The Commissioner welcomed the quality of assurance provided at both Line 2 and Line 3 in the continued delivery of the programme.

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

52/07/22 Project Representative Report

Howard Smith introduced the paper on the periodic reports from the Project Representative on the Crossrail project for Periods 1 and 2 of 2022/23 (1 April to 28 May 2022) and the management responses to these reports. The exempt Appendix 2 was circulated after dispatch of the papers.

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

53/07/22 Crossrail Complaints Commissioner's Report

The Chair agreed to accept this report as a late urgent item as information in the report was not available when the papers for the meeting were published.

The Office of the Crossrail Complaints Commissioner was a provision of the Crossrail Construction Code and Stephen Jolly had been in post since 2012. As construction reached its very final stages, the Office of the Crossrail Complaints Commissioner was being wound up and the function would end on 31 July 2022.

Howard Smith introduced the Crossrail Complaints Commissioner's Report and Stephen Jolly presented his report.

It was agreed that lessons learnt from the report should be included in the suite of Crossrail's legacy documents for sharing. **[Action: Howard Smith]**

The Chair thanked Stephen Jolly, and his office, on behalf of the Committee, for the work they had done to resolve issues brought to them by residents and businesses and wished him well in the future. This was echoed by the Commissioner.

The Committee noted the paper and the Crossrail Complaints Commissioner's Report.

54/07/22 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.

A report on the net gains and losses, including customer dispersals, to TfL since the opening of the Elizabeth line, would be submitted to a future meeting.

[Action: Shashi Verma]

A plan to evaluate the business case of the Elizabeth line to be submitted to a future meeting. An interim report setting out the process to be submitted to the next meeting.

[Action: Rachel McLean]

The Committee noted the forward plan.

55/07/22 Any Other Business the Chair Considers Urgent

There was no other urgent business to discuss.

56/07/22 Date of Next Meeting

The next scheduled meeting of the Committee would be held on Thursday 29 September 2022 at 10.00am.

57/07/22 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: Programme Status Update; Finance and Risk Update; Elizabeth Line Programme Assurance Update; and Project Representative Report.

The meeting closed at 12.12pm.

Chair: _____

Date: _____