

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 24 November 2022**

Members

Heidi Alexander (Chair)
Anne McMeel (Vice-Chair)
Seb Dance
Dr Nelson Ogunshakin OBE (via Teams)
Mark Phillips (via Teams)

Sarah Atkins

Executive Committee

Glynn Barton Interim Chief Operating Officer
Rachel McLean Chief Finance Officer

Staff

Joan Buszewska Head of Elizabeth line Programme and Project Assurance
Andrea Clarke Director of Legal
Lorraine Humphrey Director of Risk and Assurance
Howard Smith Director, Elizabeth line
Sue Riley Secretariat Officer

Other Attendees

David Davidson FCIRO, Interim Route Director (Western), Network Rail (via Teams)
TC Chew Chair of Elizabeth line Independent Investment Programme Advisory Group Sub-Group (via Teams)

74/11/22 Apologies for Absence and Chair's Announcements

Apologies for absence had been received from Matthew Lodge (Department for Transport Observer). Dr Nelson Ogunshakin OBE and Mark Phillips were attending via Teams and were able to take part in the discussions but were not counted towards the quorum. The meeting was quorate.

The Chair welcomed everyone to the meeting, including those on Teams and Glynn Barton, Interim Chief Operating Officer and David Davidson, Network Rail. She also congratulated Rachel McLean on her recent appointment as TfL's Chief Finance Officer.

The Chair thanked Joan Buszewska, Head of Elizabeth line Programme and Project Assurance, for her valuable contribution to the critical work she has undertaken on Elizabeth line assurance, as she leaves the organisation next month and also Jim Crawford, Chief Programme Officer, Crossrail.

Professor Greg Clark CBE had stood down as a member of the Committee to focus on his other TfL commitments and the Chair asked that her thanks for his hard work and contribution be recorded.

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.

75/11/22 Declarations of Interests

Members on the TfL Board confirmed that their declarations of interests, as published on [tfl.gov.uk](https://www.tfl.gov.uk), were up to date and there were no interests to declare that related specifically to items on the agenda.

76/11/22 Minutes of the Meeting of the Committee Held on 29 September 2022

The minutes of the meeting of the Elizabeth Line Committee held on 29 September 2022 were approved as a correct record and the Chair was authorised to sign them.

77/11/22 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.

An oral update on the remaining Crossrail complaints was provided. A final note would be provided to the Committee once all complaints had been resolved.

[Action: Rachel McLean]

It was confirmed that an agreement with the Department for Transport regarding Crossrail Asset Restructuring had been agreed in principle (Action 68/09/22).

The Committee noted the updated actions list.

78/11/22 Safety Update

Howard Smith introduced the paper, which provided an update on safety for Periods 6 and 7 of 2022/23.

Safety performance continued to improve due to reduction in construction works and continued safety and leadership engagement.

The safety of passengers with heavy luggage on escalators was being targeted with signage and staff interventions.

All close calls were reviewed weekly and discussed in detail by senior managers, with any actions identified and lessons learnt shared.

The Committee noted the paper.

79/11/22 Elizabeth Line Operations and Programme Completion Update

Howard Smith introduced the paper on operational performance of the Elizabeth line for Periods 6 and 7 of 2022/23. David Davidson spoke on behalf of Network Rail.

Signalling upgrades would take place over Christmas 2022 and at Easter 2023.

Performance and reliability were generally good, due to exceptional team collaboration between MTR, Network Rail and TfL, but infrastructure challenges remained on the western section of the railway.

It was agreed that future reports would include customer feedback.

[Action: Howard Smith]

Network Rail confirmed that mitigation measures were in place in case of any industrial action at Didcot signalling centre and TfL was being regularly updated.

Electrical issues with some lifts had now been resolved and step-free access remained reliable and above target.

The Committee asked that thanks to the project staff at Bond Street station be passed on.

The Committee noted the paper.

80/11/22 Finance and Risk Update

Rachel McLean presented the update on the financial performance at Period 7 of 2022/23 and on risk management progress.

Completion and operating costs continued to be driven downwards through project teams meeting deadlines, close working between the Chief Programme Officer and the Finance team combined with a granular scrutiny of all expenditure.

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

81/11/22 Elizabeth Line Programme Assurance Update

Joan Buszewska introduced the paper, which provided an update on progress with Elizabeth line Programme Assurance activity since the previous report. TC Chew was also in attendance.

Lorraine Humphrey expressed her thanks to Joan Buszewska for her support and added value which she brought to the team.

Further information on contingency planning would be provided to the Assurance team.
[Action: Howard Smith/Lorraine Humphrey]

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

82/11/22 Crossrail Learning Legacy

Howard Smith introduced the report on the Crossrail Learning Legacy Programme, in operation since mid-2015, which was established in response to a recommendation by the House of Commons Public Accounts Committee.

Members highlighted the importance of ensuring any learning legacy was shared across the transport industry, as well as within TfL, as a live document used in real time.

The Committee requested that the final document include lessons learnt from the start of the programme through to benefits realisation beyond 2022.

[Action: Rachel McLean]

The Committee noted the paper.

83/11/22 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.

An update on Elizabeth line usage would be provided to a future meeting.

[Action: Geoff Hobbs/Alex Phillips]

The Committee noted the forward plan.

84/11/22 Any Other Business the Chair Considers Urgent

There was no other urgent business to discuss.

85/11/22 Date of Next Meeting

The next scheduled meeting of the Committee would be held on Tuesday 24 January 2023 at 2.30pm.

86/11/22 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 Finance and Risk Update and Elizabeth Line Programme Assurance Update.

The meeting closed at 11.35am.

Chair: _____

Date: _____