

## Elizabeth Line Delivery Group – Outcomes

Thursday 21 July 2022

**Members:** Andy Byford, TfL Commissioner (Chair) (AB), Howard Smith, Chief Operations Officer, Elizabeth Line (HS), Tricia Wright, Chief People Officer, TfL (TW), Rachel McLean, Chief Finance Officer, Crossrail, Finance Director, TfL (RM)

**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), Nigel Holness, Managing Director, MTR Crossrail (NH), Jim Crawford, Chief Programme Officer, Crossrail, TfL (JC), Tim Ball, Director, Elizabeth Line, Network Rail (TB), Laurie Jacobs, Corporate Affairs Manager, TfL (LJ) Nicola Cox, Head of Corporate Finance, TfL (NC), Stewart Mills, Director of Infrastructure, Elizabeth Line, TfL (SM), James Peters, Government Affairs Lead, TfL (JP)

**Apologies:** Andy Lord, Chief Operating Officer, TfL, Vicky Morley, Elizabeth Line Strategic Comms Lead, TfL (VM), Phil Gaffney, Independent Expert Support

Item	Action	Owner	Due by
1 – Apologies, approval of previous minutes and actions	The minutes were approved. The actions from the previous meeting were agreed to be covered by the agenda.		
2 – Operational performance	<p>HS gave the health and safety update, with all trends going in the right direction and an increase in close call reporting because of an increased focus from the organisation. JC highlighted the two high potential near misses at Bond Street in which incidents were spotted and intercepted, with no one hurt, and the reporting and lessons learned in the process of close out.</p> <p>HS highlighted the overall strong operational performance in the COS and recovery in the East, though there had been challenges in the past few days mainly related to PSD issues and train failures which are being investigated. Journey numbers very strong and step free access provision is near perfect.</p> <p>AB asked about performance of the gates and ticket machines, and other public facing assets – HS confirmed that there had been no significant problems reported.</p>		

	<p>SM gave the maintenance update, with incident counts and delay minutes being tracked. One impact on PPM at Whitechapel has now been rectified and closed out.</p>		
3 – Programme update	<p>JC gave the programme update, with good progress against milestones in June and July, including yellow plant testing, and ELR210 commissioning and CMS30.0 upcoming, key for Stage 5B minus. Bond Street is progressing well, with fire cause and effect testing the key milestone to come. AB confirmed that the T minus process for Stage 5B minus had begun.</p> <p>HS updated on the plan to achieve full EL operations, including steps towards increased hours of passenger service, the beginning of Sunday service, the opening of Bond Street and the start of Stage 5B minus, with several changes likely to be grouped together. Investigating possibility of rationalising future stages of the programme.</p> <p>HS updated on the potential Network Rail works that are required after 5B minus and confirmed that they are unlikely to be able to be conducted at any other time. JC confirmed that dates for further LFB works are being identified over the Christmas period.</p> <p><b>AB approved the migration to full Elizabeth line operation paper. HS to provide clarity on the service step up in May 23, and JC to provide update on timetable of LFB works and access required.</b></p>		
4 – Finance	<p>RM gave the finance update, reflecting on a good period in terms of costs, which were █████ – within the route home forecast and the █████ forecast. AFCDC held in the period, with the current funding gap remaining at £174m.</p> <p>AB highlighted desire to be aggressive on demobilisation and close out of contracts. JC added that the team were looking into the risks associated with future contracts around ELR400.</p>		

5 – Assurance	<p>JB gave the assurance update and thanked the team for the comprehensive responses on key concerns raised this period, which would be distributed after the meeting.</p> <p><b>Action: JB to send out the management responses to the assurance issues raised in the period after the meeting.</b></p>	JB	28/07/22
6 Communications update	<p>JP gave the communications update, with the Bond Street ‘friends and family’ event to take place over the coming weekend, inviting the project teams and their families, plus some residents. Engagement with local stakeholders to take place in the coming weeks.</p> <p>JP summarised the three communications moments being planned, both the announcement of the opening date of Bond Street and Stage 5B minus, and then the actual delivery of those milestones.</p> <p><b>Action: AB approved the three communications moments identified in the paper, VM and JP to work with JC and HS to understand how the programme timelines and milestones fit in to the plan.</b></p>	VM	18/08/22
7 - AOB	Nothing to note.		