

Crossrail Sponsor Board Meeting No. 113b

Friday 13 December, 1130 -1230


Venue: TfL, 197 Blackfriars Road, Floor 11, Wapping Room

Sponsor Board Members

Shashi Verma*	TfL, Director of Strategy and Chief Technology Officer
Matthew Lodge*	DfT, Director for Rail Infrastructure – South
Alex Luke**	DfT, Project Director
Julian Ware**	TfL, Senior Principal, Finance

(*Voting Members)
(**Alternate Voting Members)

In attendance

Kenny Laird	Technical Advisor to Sponsors
Simon Adams	Head of Joint Sponsor Team (JST)
Andrew Wallace	JST
	JST, Secretariat.
	Project Representative
	HM Treasury
Mark Wild	Crossrail Limited (CRL), Chief Executive
Hannah Quince	CRL, Chief of Staff
Rob Halstead	Head of Risk Management

Apologies

Simon Kilonback*	TfL, Chief Financial Officer
Ruth Hannant*	DfT, Director General of Rail
Alison Munro	Independent Member

1. Minutes and Actions of Meeting 112 Part B

The minutes and actions for meeting number 112b were discussed and agreed with minor alterations.


A progress update was provided on the open actions arising from previous Sponsor Board meetings, as summarised in the Part B action tracker.

2. CRL Period 8 progress & Cost/Schedule Update

Health & Safety

CRL provided an update on the health and safety performance, highlighting the focus on mental health of the workforce and the need to manage stress levels.

Trial Running

CRL highlighted that there is a focus on completion of the activities required to deliver trial running on schedule. Sponsors probed CRL on the key activities outstanding at stations between now and handover, requesting more clarity and visibility of the activities on the critical path and when the FTE profile is likely to trend downwards. CRL highlighted that completing the Acceptance Certificates (ACs) remains a challenge due to systematic integration gaps which need to be addressed. 

CRL acknowledged the need for timely decision making to prioritise the work and plans are in progress to reshape the CRL governance and organisation to improve decision making and support delivery.

CRL stated that the adequacy of IM resources and capacity were a concern and Sponsors asked the Head of JST to brief the Managing Director of London Underground on the current risks to Handover and need to develop plans to augment TFL/RFL capability where required **(Action 113b/08)**.


4. AOB

Sponsors asked the JST to review the structure of Sponsor Board meetings going forward considering the planned changes in the CRL governance and organisational arrangements **(Action 113b/09)**.

Sponsors asked for an update on [REDACTED] and noted that the CRL Board had approved the [REDACTED] on 9 December and asked Sponsors to confirm their approval. Sponsors to advise if they are content to approve the updated CRL proposal, and the Head of JST will respond to CRL accordingly **(Action 113b/10)**.

Summary of actions:

No.	Action	Lead	Target and Update
113b/01	CRL dashboard to be updated with FTE glide path and new KPI metrics highlighting progress with Elemental Outstanding Works Lists (EOWLs) and Master Assurance Acceptance Tracker (MAATs)	Mark Wild	January 2020
113b/02	Agree a date for the [REDACTED] round table with the Mayor and Secretary of State/Ministers	Matt Lodge	Mid-end January 2020
113b/03	CRL to update SB on whether PD+12 software will be required in January	Mark Wild	January 2020
113b/04	TfL Sponsor to help ensure that there are sufficient signal testers recruited to complete full functionality testing in Germany.	Shashi Verma	February 2020
113b/05	Update on Romford ROC control capability, capacity and progress with operational training to be included on the agenda of the SB	Simon Adams	February 2020

113b/06	CRL to arrange for the Technical Adviser to Sponsors to visit to Romford to experience the role and functionality of the facility	Mark Wild	February 2020
113b/07	CRL to update on categorisation of items as part of EOWL into the Alternative Delivery Model (ADM) and prioritisation in relation to trial running, trial operations and opening.	Mark Wild	January 2020
113b/08	Head of JST to brief MD of London Underground on the current IM capability and capacity for handovers and need to activate the plans.	Simon Adams	December 2019
113b/09	A review of the structure of SB meetings and governance arrangements to be undertaken and a proposal presented to Sponsors	JST	January 2020
113b/10		JST	January 2020