

Elizabeth Line Delivery Group – Actions and Minutes

Monday 19 October 2020

Members:

Andy Byford, TfL Commissioner (Chair) (AB)
Simon Kilonback, Chief Finance Officer, TfL (Vice-Chair) (SK)
Mark Wild, Chief Executive, Crossrail, TfL (MW)
Andy Lord, Managing Director, London Underground, TfL (AL)
Tricia Wright, Chief People Officer, TfL (TW)
Rachel McLean, Chief Finance Officer, Crossrail, TfL (RM)

Attendees:

Carole Bardell-Wise, Health and Safety Director, Crossrail, TfL (CBW)
Jim Crawford, Chief Programme Officer, Crossrail, TfL (JC)
Andy Pitt, Independent Expert Support (AP)
Phil Gaffney, Independent Expert Support (PG)
Howard Smith, Chief Operating Officer, Elizabeth Line, TfL (HS)
██████████, Project Representative, Jacobs (██████)
Stuart Westgate, Head of Crossrail Programme Assurance, TfL (SW)
Alex Berwin, Corporate Affairs Manager, TfL (ABe)

Item	Actions and Minutes	Owner	Due by
1 – Review actions and minutes	AB noted the Terms of Reference for the ELDG and provided opening remarks and asked for attendees to use these meetings as forums to raise issues and solve problems.	n/a	n/a
2 – Safety update	CBW provided a safety update and noted incidents that have occurred during Period 6 and 7. AP asked whether a programme is needed to look at those working from height. CBW confirmed a programme has been initiated and reporting to senior leadership and executive group has improved.	n/a	n/a

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	AL asked for CBW to speak with Marion Kelly to ensure future safety updates to include TfL Rail and LU-related incidents on the Crossrail project but shown separately.	CBW	12-Nov
	AB asked CBW to speak with Lilli Matson's team regarding good practice and positive make-up percentage of Covid-19 observations for TfL projects	CBW	12-Nov
3 – Sponsor Board handover	<p>SK noted this item covered business carried over from previous governance arrangements.</p> <p>SK asked RM to own the actions and will ask Alex Batey to work with her on the remaining Sponsor Board items and liaise with DfT to ensure necessary reporting requirements are fulfilled.</p>	RM	12-Nov
4 – P-Rep report	MW to work with P-Rep to fix the time-lag between P-Rep reports being publicly published.	MW	12-Nov
	<p>P-Rep provided an overview of their latest report and advised they have not seen an assured baseline schedule however JC confirmed the schedule for stations or routeway has not changed since the update to the CRL Board in August 2020 and the project is yet to formally finish assurance activities.</p> <p>AB asked for this and technical and assurance resource issues to be tracked at the weekly Crossrail meeting.</p>	ABe	22-Oct
	PG asked for RFLI workforce planning to be presented alongside JC's as it relates to assurance and handover.	HS/JC	12-Nov
	RM provided an overview of critical resources and what Crossrail are doing to ensure the project has the correct level of resource to undertake assurance work.	n/a	n/a
5 – Periodic Assurance Report (Period 6)	AB agreed with RM's proposal for future meetings to consolidate assurance actions and present them in a more coordinated way.	SW/P-Rep	12-Nov

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	MW provided an update on the project's risk register around resourcing and assurance and what mitigations have been used. It was agreed MW will bring the risk register to the next weekly meeting.	MW	22-Oct
	MW agreed to consider PG's advice that the project would benefit from having external resource who specialise in digital assets.	MW	12-Nov
6 – CRL Project Performance and Decisions	MW, JC and RM provided an overview of project performance to date and a funding and finance update. JC confirmed they intend to reach SIDT as planned subject to any issues concerning Covid-19. JC confirmed the programme have worked closely with the supply chain to plan for the impact of a second wave of Covid-19.	n/a	n/a
	AP asked whether the programme has a software plan that takes them through to the end of programme including stage 5. JC agreed to share this with AP.	JC	12-Nov
7 – Elizabeth Line Readiness and Decisions	AL and HS provided an update on Elizabeth Line readiness, in particular train reliability. AL agreed to write to Bombardier and Alstom.	AL	23-Oct
8 – TfL CFO update	SK provided an update on ongoing discussions with the DfT regarding funding.	n/a	n/a
9 – Elizabeth Line Committee agenda and Terms of Reference	The agenda and Terms of Reference were noted.	n/a	n/a
10 – AOB	AB agreed the agenda for future ELDGs will need to be adjusted.	ABe	12-Nov