

## Gemma Jacob

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**From:** Ayodeji Adeyemi  
**Sent:** 13 March 2023 19:19  
**To:** +CSM Kentish Town Area; +CSA Kentish Town Area; +CSS Kentish Town Area  
**Cc:** Alice O'Connor; Roger Bolton; Toks Oderinde  
**Subject:** Kentish Town Closure - Staff Deployment Plans (DRAFT)  
**Attachments:** Kentish Town Station Closure - Staff Deployment Arrangements.pdf

**Importance:** High

Hi All,

At the Ad-Hoc Level 1 meeting today, we discussed the key principles for staff deployment when Kentish Town Station is closed for escalator works from June 2023. Please see the [draft](#) deployment plan attached for your information and review.

**NB:** the attached plans are in draft and are subject to change.

If you have any questions/suggestions or comments, please speak to CSM Alice O'Connor, CSM Roger Bolton or myself.

Kind regards,  
Ayo

Area Manager – Archway Area & Kentish Town Area

**London Underground**

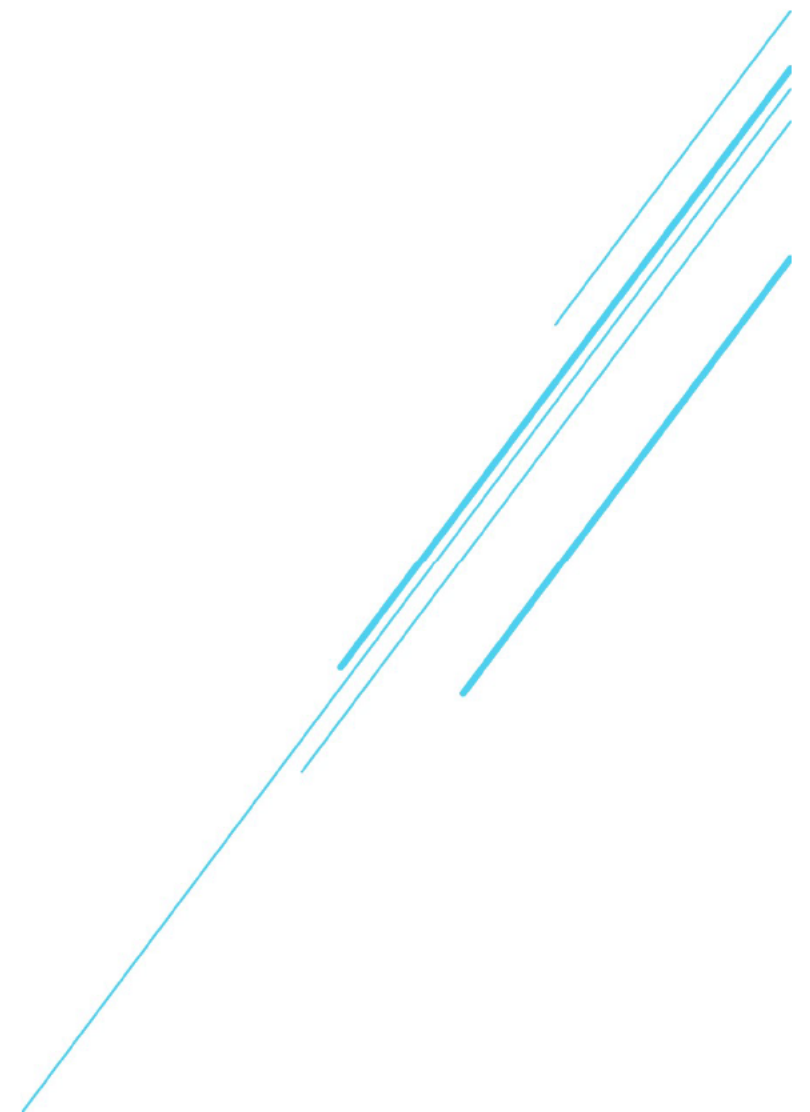
**Mob:** [REDACTED]

**E-mail:** [REDACTED]@tfl.gov.uk



# KENTISH TOWN STATION CLOSURE

Staff Deployment Principles



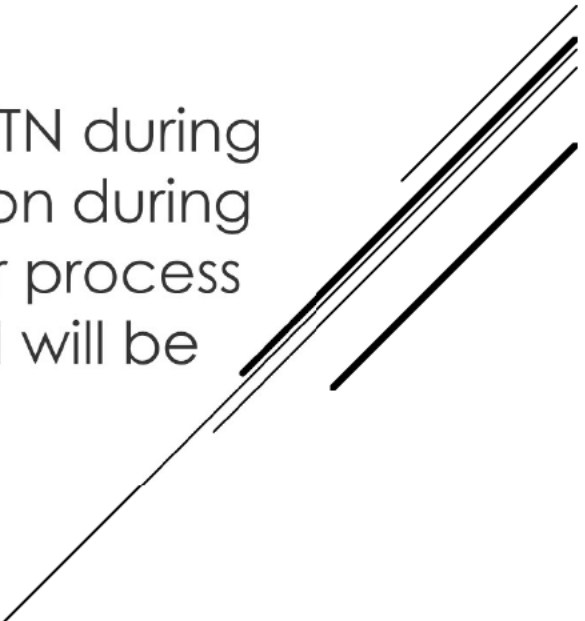
1. Kentish Town Station will close for escalator replacement works from 25/06/2023 for 10 Months.
2. Once closed, staff rostered at Kentish Town will revert to spare duties. All staff will maintain their normal working patterns and duty times.
3. Schedule No. 2 (Deployment of Station Staff) of the Stations Framework will apply.



## Staff Deployment – **CSMs**

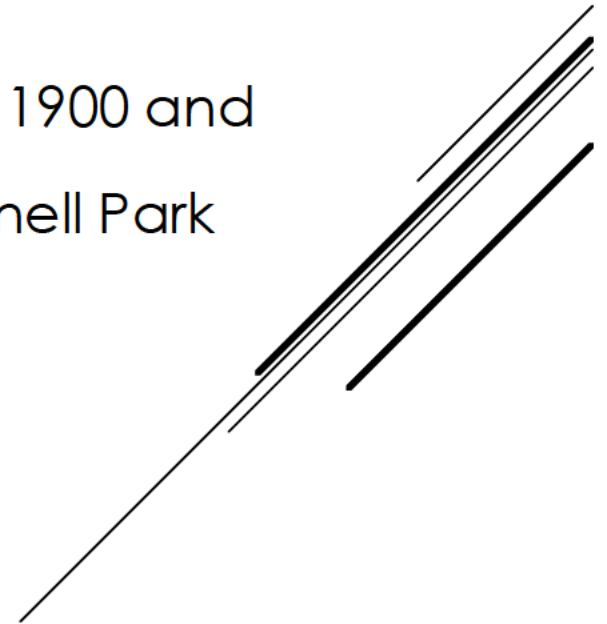
1. CSMs rostered to work at Kentish Town will remain on site and work on the Station throughout the duration of the closure except:
  - Where there are CSM gaps/duties to cover at Tufnell Park, Archway or Highgate Stations.
  - Where there are critical gaps to cover in order to prevent a station closure on any S12 station on the cover group.
  - During staff absences or annual leave.

**NB:** CSS meal break cover will not be provided at KTN during the closure. CSMs should be able to leave the station during their meal breaks but must follow agreed handover process which is being discussed with the project team and will be shared once completed.



## Staff Deployment – **CSAs**

1. CSAs rostered to work at KTN will become spare when the station closes on 25/06/2023.
2. Following the closure, CSAs rostered to work **KN21 0700 – 1500 CSA and KN23 1545 – 2345** will remain at KTN for 2 weeks (until 08/07/2023) to help provide information to/assist with customers enquiries.
3. All other CSAs (i.e. KN20 0515 – 1315, KN22 1500 – 1900 and KN24 1700 – 0100) will be deployed to support Tufnell Park Station. This will remain in place until 08/07/2023.



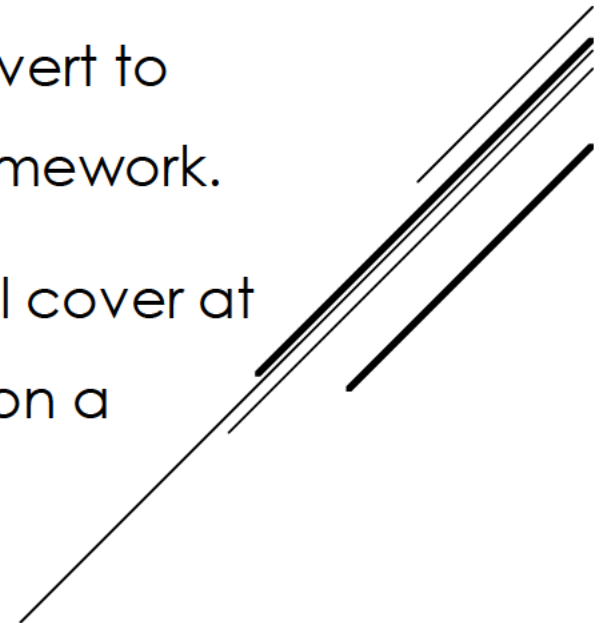
## Staff Deployment – **CSAs (Cont'd)**

4. From 09/07/2023, spare CSAs working the below duties will be rostered to work at Tufnell Park as additional support. This will be reviewed after 2 weeks (22/07/2023).

- KN21 0700 – 1500 CSA 1
- KN24 1700 – 0100 CSA 1

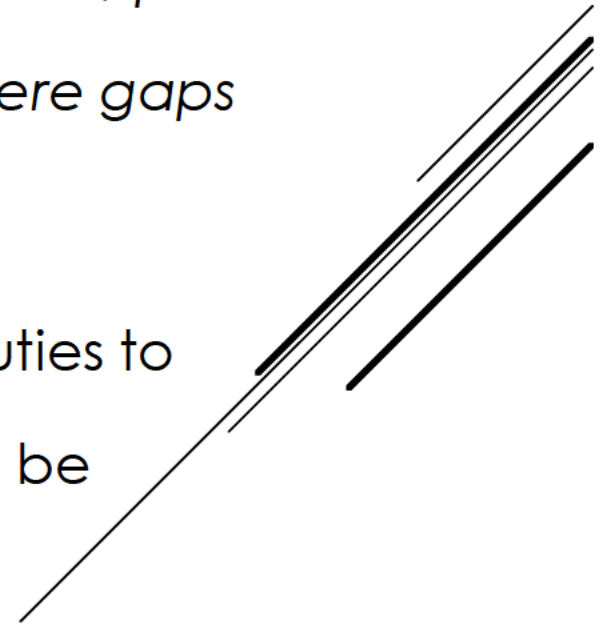
If the review indicates that the above arrangement should be maintained, this will continue. If not, staff will revert to being spare and will work to schedule 2 of the Framework.

5. Consideration will be given to providing additional cover at TPK during O2 Forum events. This will be reviewed on a case-by-case basis.



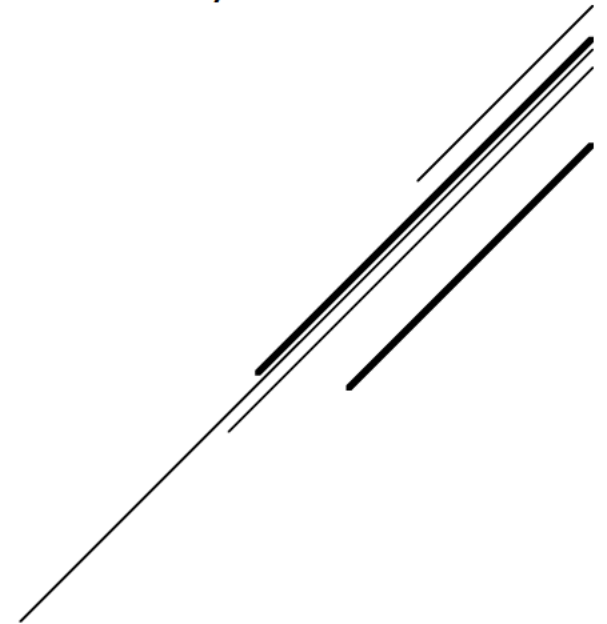
## Staff Deployment – CSAs (Cont'd)

6. All other spare CSA Staff will be rostered in accordance with Schedule 2 of the Stations Framework i.e. across the cover group.
7. CSAs can opt to work at stations closer to their home locations however, this would need to be arranged and managed in advance. **NB:** *Where the above applies, please note that you may be moved to cover duties where gaps exist on or to prevent a S12 station closure.*
8. Where there is capacity i.e. spare staff without duties to cover, options for training and development can be considered.



## Staff Deployment – **CSSs**

1. Night Tube CSSs rostered to work at KTN will become spare when the station closes on 25/06/2023.
2. Any spare CSS Staff will be rostered in accordance with Schedule 2 of the Stations Framework.
3. Part time CSSs will continue to cover meal break duties at Tufnell Park, Archway and Highgate Stations from Monday - Friday.





## Gemma Jacob

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**From:** Ayodeji Adeyemi  
**Sent:** 04 July 2022 19:49  
**To:** +CSM Kentish Town Area  
**Cc:** Rob Healy  
**Subject:** Kentish Town Escalator Works Project - Meeting Minutes  
**Attachments:** KT\_Ops\_Meeting\_Kick\_Off\_04-Jul-22.docx

Hi All,

Please find attached the minutes from the Kentish Town (Escalator Replacement) Operational Meeting held this morning.

Kind regards,  
Ayo

Area Manager – Archway Area & Kentish Town Area  
**London Underground**

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<b>Project No:</b>	ETFL0019		
<b>Subject:</b>	Kentish Town Escalator 1 & 2 Replacement		
<b>Purpose of Meeting:</b>	Kentish Town Operational Requirements		
<b>Location:</b>	NA Conference Call		
<b>Date of meeting</b>	04/07/22	<b>Minutes by:</b>	RS
<b>Date of next meeting</b>	18/07/22	<b>MNT</b>	001

<b>Attendees:</b>		<b>Position</b>
Jennie Ward	(JW)	L&E Project Manager
Rebecca Smith	(RS)	L&E Assistant Project Manager
Edward O'Connor	(EO'C)	Sponsor
Mark Curran	(MC)	Transport Planning Manager
Alvaro Guzman	(AG)	Transport Planner
Mark Dickson	(MD)	Principal Transport Planner
Ayodeji Adeyemi	(AA)	Kentish Town Area Manager
Bob Aley	(BA)	Operational Delivery Manager

<b>Apologies:</b>		
Danielle Rooney	(DR)	Lead Sponsor
Rob Healy	(RH)	Kentish Town CSM

1.0	Project Update	Owner	Date
1.1	Closure approval by Andy Lords Op's leadership team. 10-month duration, dates to be confirmed.	JW/RS	Ongoing
1.2	Project Gate 2/3 done and concept design complete. Currently pushing to go out to tender for Design and Build packages.	Note	
1.3	Minimum of 6 months required for CRF's to be submitted and 6 months' notice for Thameslink.	Note	
1.4	Otis have been instructed to start on the project. We are waiting for the Builders Works Diagrams from them to be able to tender our civils package.	Note	
1.5	Opportunity works – stations upgrade works including lighting, cleaning and painting the platforms, flooring works, demo of existing T/O. JW/EO'C to catch up.	JW/EO'C	18/07/22
<b>2.0 Thameslink</b>			
2.1	Thameslink are fully aware of the impact of the project and the closure on them.	Note	
2.2	We still need to inform of recent closure approval – MC to action.	MC	18/07/22
2.3	To be invited to this in meeting once we have confirmed the dates for the closure and exact details of the project.	Note	
<b>3.0 Operational Requirements</b>			
3.1	Operational Concept – draft to be done by the end of the week by BA	BA	08/07/22
3.2	PVAL requirements tbc. JW/RS meet with KP from cubic to confirm. Allowance in the project budget for the relocation of PVALs and 1 additional. More info for TL required.	JW/RS	18/07/22
3.3	Meeting with TU reps Level 1 in August – AA to send to EO'C.	AA	18/07/22
3.4	Staffing requirements to be confirmed with AA.	Note	
<b>4.0 Comms</b>			



4.1	Northern line train announcements – MC to confirm contact for this. EO'C so send over names of people who helped for the bank blockade.	MC/EO'C	18/07/22
4.2	Data collection starting around December. MD/AG	MD/AG	December
<b>5.0</b>	<b>AOB</b>		
5.1	Everyone to give an update at the meeting going forward.	All	18/07/22
5.2	AA had a meeting with JL to discuss the welfare and storage requirements and project access.	Note	
5.3	Contractors coming to site to do surveys in the next few months – project team to confirm when these will be.	JW/RS	Ongoing

Next Meeting 18/07/22

## Gemma Jacob

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**From:** Ayodeji Adeyemi  
**Sent:** 11 October 2022 11:26  
**To:** +CSM Kentish Town Area; +CSS Kentish Town Area; +CSA Kentish Town Area  
**Cc:** Rob Healy  
**Subject:** Re: Kentish Town escalator project - update

Hi Rob,

Thanks a lot for the update.

Just a quick note to clarify the point made about the meetings to discuss what happens to staff.

I'd like to emphasise that any/all conversations about what the staffing/rostering arrangements will look like during the closure/works will be discussed at L1 with the TU Reps. The conversations we are having at this stage are aimed at providing the project with the justification required to support the decisions that have been made in relation to how the project intends to undertake the escalator works. We are working through the pros and cons of all options and weighing these up to affirm that the decision made is appropriate.

Again, I'd like to reiterate that any conversations about staffing will happen only at L1 with the TU Reps.

Kind regards,  
Ayo

Area Manager – Archway Area & Kentish Town Area  
London Underground

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**From:** CSM Kentish Town (Rob Healy) [REDACTED]@tfl.gov.uk>  
**Sent:** Monday, October 10, 2022 10:01:17 PM  
**To:** +CSM Kentish Town Area <[REDACTED]@tfl.gov.uk>; +CSS Kentish Town Area [REDACTED]@tfl.gov.uk>; +CSA Kentish Town Area [REDACTED]@tfl.gov.uk>  
**Cc:** Area Manager Archway & Kentish Town (Ayodeji Adeyemi) [REDACTED]@tfl.gov.uk>  
**Subject:** Kentish Town escalator project - update

Hi everyone,

Earlier today, I took part in two separate Teams meetings regarding the escalator work.

The first was more generic, talking about customers not being able to purchase tickets whilst the Tube station is closed – there will be a poster with a map showing customers that there are 9 Oyster top-up shops within 10 mins of Kentish Town station – and that Oyster / Contactless are valid for a majority of journeys from Kentish Town. It was reiterated that a large number of National Rail tickets, plus ticket collection are not available from our POMs anyway.

There is still talk about storage containers and where they can go. TfL sold the ground adjacent to the rear of the station to Camden Council a while ago, and they're having trouble getting

permission to use it for storage. An alternative is to stack containers close to the substation in Frideswide Place.

I have expressed an interest in being involved with the customer communications, such as posters and signage which I'm hoping will happen.

There will be a (proper) meeting next Tuesday which I'm going to attend after my CVP practical assessment – it makes sense as my shift is covered. This is to discuss the finer details about the station such as access for contractors and what will happen with us (staff). I understand this was mentioned in the Level One meeting in August, and there is another Level One in December, so the Reps will know more than me on the full details.

Other than that, the current monthly Teams meetings will move to twice-monthly from now on, as things start hotting up.

The proposed start for the escalator works is pencilled in for June 2023.

There's still a lot to sort out, and to do, but we'll get there...

Kind regards,

**Rob Healy**

**Customer Service Manager | Kentish Town Area**

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Tufnell Park Station, Brecknock Road, London N19 5BQ

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