LONDON UNDERGROUND & NCP – Periodic meeting
Date: 14th September 2016
Time: 10:00am, Broadway Office, 4th Floor Room 4E1

LONDON UNDERGROUND (LU):

[redacted] Category Manager ([redacted]
Senior Category Manager ([redacted]

NCP:

[redacted] Contract Manager ([redacted]
Finance Manager ([redacted]
ANPR Project Manager ([redacted]

Apologies:

[redacted] Head of Operations ([redacted]

	PREVIOUS MINUTES	ACTION
	[redacted] will action Finance and ANPR first so that they don't need to be there for the full meeting.	
1.	FINANCIAL REPORTING	
1.1	[redacted] confirmed TfL were on target to achieve [redacted] in 2016/17, [redacted] above the original budget of [redacted]	
1.2	[redacted] confirmed Period 5 invoices will be issued on 16th September 2016, which includes Opex, Capex, and Management Fee.	[redacted]
1.3	[redacted] confirmed Credit Card Charges will be submitted on 16th September 2016, which will include Period 4 & 5, equating to [redacted]. Moving forward, [redacted] is to submit CC charges periodically.	[redacted]
1.4	[redacted] is to submit invoices for ANPR at Ruislip and Moor Park by 16th September 2016.	[redacted]
1.5	[redacted] asked ICES for a report of PCN's (recovery rate) in relation to the abatement charges. NCP propose using a Rolling Chart (apportioned periodically) in relation to KPI A3. Sample to be issued on 15th September 2016.	[redacted]
1.6	[redacted] to agree a proposed change to A3 KPI. NCP is to formally raise this issue if they wish to propose a change to the Contract.	[redacted]
1.7	[redacted] to issue 2017/18 forecast by 15th September 2016.	[redacted]
1.8	[redacted] is to provide a clear and defined breakdown of costs for Hatton Cross and Epping ANPR by COB 14th September 2016.	[redacted]
1.9	Credit notes required for 8 invoices issued incorrectly by 16th September 2016. [redacted] to address.	[redacted]
1.10	[redacted] stated that she is leaving NCP to work at Deloitte from 30th September 2016.	
2.	ANPR	
2.1	[redacted] stated that the equipment for Hatton Cross and Epping will be stored at the manufacturers until TfL confirm new locations.	
2.2	[redacted] confirmed that the final handover documents will be issued at the Period 6 meeting on 12th October 2016.	
2.3	Dashboard Data is looking good. [redacted] stated the Period 4 & 5 has been reconciled and Period 6 will be run in parallel and if the final test is successful, will be good to proceed moving forward.	
2.4	TfL is to validate the data w/c 17th October 2016, if Period 6 report is successful.	TfL
2.5	[redacted] stated that the Dashboard displays Gross figures (financial) which cannot be changed.	
2.6	Hatton Cross and Epping ANPR shelters were to be removed by 15th September 2016.	
3.	OPERATIONAL/PERFORMANCE	
3.1	[redacted] proposed to install bollards at Finchley Central, remove the gate and widen the entrance/exit due to the number of vehicles driving out the wrong exit and receiving PCN's. [redacted] to submit costs	[redacted]

	by 16th September 2016.	
3.2	[redacted] confirmed that the container was removed from Colindale on 13th September 2016.	
3.3	[redacted] provided [redacted] with an audit from Arnos Grove to action. [redacted] stated the meeting was useful and that Councillor Anderson was happy with the updates from NCP. [redacted] requested additional signage be installed and that redundant signage is removed. [redacted] stated this had been actioned.	[redacted]
3.4	TfL had a successful meeting with the councillor at Arnos Grove in relation to the additional signage, with a proposal to add additional information within the station itself and [redacted] thanked NCP for their assistance.	[redacted]
3.5	[redacted] will update the audit data from responses from NCP and issue any separately to NCP.	[redacted]
3.6	[redacted] provided the latest bookings report for NCP review and noting.	
	[redacted] confirmed that the project for the substation at South Woodford is on target. It was agreed with the project team and [redacted] of NCP that the changes in the boundaries won't affect the flow of cars in the car park. A new drawing will be required once works are complete. [redacted] had requested the project address some overhanging trees/vegetation as part of the works.	BOTH
4.	SAFETY & QUALITY	
4.1	[redacted] stated that the pot holes at Northwood need addressing as a matter of urgency, to avoid any potential slip, trip and claim. [redacted] stated that there is a major water issue on the approach road (managed by TfL Buses) in to the car park, which has caused the damage to the surface. [redacted] to speak with Pump & Drainage w/c 19th September 2016	[redacted]
5.	ANY OTHER BUSINESS	
5.1	[redacted] confirmed that all the CCTV cabinets have been installed on the LOROL/MTR sites, however the one at Bush Hill Park was installed on council land in error and needs to be relocated.	
5.2	[redacted] stated that [redacted] is leading in delivering the CCTV upgrade project, however [redacted] will still play a key role during these works.	
5.3	The meeting discussed the electrical supplies at NCP. [redacted] stated that [redacted] should be updated on how the previous power was supplied and that this process would continue as part of the overall contract.	[redacted]
5.4	[redacted] stated that NCP received complaints over the access road in to Hatton Cross car park, due to the speed of vehicles approaching the road. [redacted] stated that there was nothing that TfL could change as the highway isn't part of any management by the car park team.	
5.5	[redacted] confirmed that the tariff time change will commence on 26th September 2016, which includes updating the P&D machines, ANPR and Signage which will be valid from 04:30-04:29.	
5.6	[redacted] confirmed that all the works raised by TfL at Gidea Park and Harold Wood have been completed.	
5.7	[redacted] confirmed that the lining/burning works will be completed at Chingford, Brentwood and Cockfosters by 19th September 2016. [redacted] thanked [redacted] but requested that future quotes are issued for approval prior to invoices being submitted. [redacted] stated that credit notes will be required as these had been allocated to the wrong PO's. [redacted] apologised and will note for future.	NCP
5.8	[redacted] asked for an update for Ruislip Manor. [redacted] stated that TfL are waiting for a decision from a council meeting late September. TfL will update once they have anything to report.	TfL
5.9	[redacted] requested an update for Harrow and Wealdstone. [redacted] confirmed that a CDIC paper is due to be submitted to secure funds. [redacted] will liaise with NCP if additional information is required.	[redacted]
5.10	Theydon Bois expansion project has been put on hold whilst the impacts of Epping is addressed. [redacted] asked if the containers needed to be removed from site. [redacted] sated that they should remain but could NCP maintain the vegetation in the compound. [redacted] stated that if the opportunity arises again, a new formal quotation for works would be requested.	[redacted]
5.11	[redacted] confirmed that he contacted [redacted] in relation to removing all the vehicles from the white list at North Greenwich, as they have their own staff parking facilities. [redacted] stated that the list will be removed by 23rd September 2016.	[redacted]
5.12	It was agreed that the white list needs to be tidied up and made easier to manage.	
5.13	[redacted] to provide NPVC for the upgrade works to the 6 new rail sites, including CCTV by 19th September 2016.	[redacted]
5.14	[redacted] confirmed the all roaming staff touch in and touch out, which is used to track their movements and all faults are reported manually.	
5.15	[redacted] to amend the organisational chart from Period 6 in relation to the maintenance staff.	[redacted]

5.16	[redacted] confirmed that the PCN numbers under PCN insight within the report is per period and will include North Greenwich from Period 6 onwards.	
5.17	[redacted] to provide marketing report prior to Period 6.	**AM**
5.18	[redacted] recommended speaking with [redacted] in relation to additional pages on the VMS units. [redacted] recommended having a page template, which can easily been changed as and when needed	
5.19	NCP propose having a night tube operative (mobile) and utilised across the network (Thurs-Sun) w/c 3rd October 2016. [redacted] requested NCP to submit a formal submission relating to costs and benefits.	[redacted]
5.20	[redacted] thanked NCP for the latest park mark awards, but noting there was duplication on a number of sites, NCP are to review any documents before issuing to TfL unnecessarily. [redacted] confirmed that noting TfL rail locations were due to expire October 2016, these have been booked in. [redacted] requested any faults could be issued.	**Both**

Date of Next meeting: 12th October, LU offices, Room 4E1, 55 Broadway