LONDON UNDERGROUND & NCP – Period 10 Review Meeting
Date: 27th January 2016
Time: 10:00 – Arnos Grove

Attendees:

LONDON UNDERGROUND (LU):

[redacted] **Category Manager ([redacted]**
Category Officer ([redacted]

NCP:

[redacted] **Contract Manager ([redacted]**
Cluster Manager ([redacted]

Apologies:

None

1. INTRODUCTIONS	**ACTION**
1.1 None required	
2. FINANCIAL REPORTING	
2.1 [redacted] confirmed that the management fee for Contract A was a fixed cost and formed part of the [redacted] for Year 1 detailed in the report. For Year 2, the figure amounted to [redacted]. 9 Rail Sites [redacted] – Includes Management Fee	**NOTE**
2.2 [redacted] asked for NCP to split the costs for each of the nine new sites on their tracker.	**NCP**
2.3 Outstanding purchase orders – [redacted] announced that these were being processed as an AVC.	**NOTE**
2.4 NCP to provided photos of completed works for regarding the repair for the unstable wall at Epping.	[redacted]
2.5 [redacted] to resend quotes for civils work, lining and CAD drawings for rail and LOROL sites.	[redacted]
2.6 Back log in invoicing – [redacted] to review delay and update NCP	[redacted]
3. OPERATONAL / PERFORMANCE/MANAGEMENT	
3.1 ANPR – [redacted] advised that delivery was slightly off target by a couple of days for some individual sites, but the project was on target overall.	**NOTE**
3.2 ANPR – Slightly delayed due to motherboards on latest batch of cameras	**NOTE**
3.3 Dashboard – [redacted] noted that he was yet to receive log in details.	**NCP**
3.4 Quotations – [redacted] requested that any new quotes were submitted to TfL on NCP headed paper with a breakdown of costs and a final figure.	**NCP**
3.5 [redacted]	**NOTE**
3.6 [redacted]	[redacted]
3.7 Access to stations – NCP requested a formal letter to be provided by TfL, to allow access in order for surveys to be carried out.	[redacted]
3.8 Customer data remains on the system, even with inactivity (only removed if customer closes account)	**NOTE**

3.9 P10 Report provided	**NOTE**
4. SAFETY & QUALITY	
4.1 Brentwood – CCTV to be reviewed. [redacted] to speak to MTR	[redacted]
4.2 Walthamstow Central – (Community Protection Notice) [redacted] confirmed area managed by NCP and any issues outside boundary not their responsibility. [redacted] confirmed they maintain the site daily, 5 days a week	**NOTE**
4.3 Cockfosters – [redacted] advised that work should be completed by Friday 29th January 2016. However, the only issues were over SSOW, raised by H&S. Issues resolved and only lining outstanding	**NOTE**
5 STRATEGIC ITEMS	
5.1 Operation of season ticket bays at the nine MTR and LORAL sites – [redacted] to discuss with [redacted]	[redacted]
6. ANY OTHER BUSINESS	
6.1 North Greenwich – [redacted] to speak to [redacted] regarding additional costs.	[redacted]
6.2 Height restrictors – [redacted] advised that these had been removed for all locations except Theobalds Grove.	**NOTE**
6.3 [redacted] to review new CRL sites that [redacted] submitted	[redacted]
6.4 Periodic Meeting pushed forward from 23rd March 2016 to 22nd March 2016 due to [redacted] on A/L	**NOTE**
6.5 New signage being installed at the following sites • Redbridge • Ickenham • Tottenham Hale	**NCP**

Date of Next meeting: LU offices (to be confirmed).