LONDON UNDERGROUND & NCP
Date: 22nd October 2015
Time: 10:30-11:30, LUL Offices

Attendees:

LONDON UNDERGROUND (LU):

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

NCP:

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

Apologies:

[redacted] **Head of Operations – Rail ([redacted])**

	ACTION
1. INTRODUCTIONS	
1.1 [redacted] introduced both [redacted] and [redacted] to NCP.	NOTE
2. FINANCIAL REPORTING	
2.1 Copies of the latest NCP Contractor Tracker were provided to attendees. [redacted] noted an error with the formulae and advised that the figures shown on the tracker did not correlate with the invoices previously submitted by NCP. [redacted] suggested that there may be discrepancies between data being recorded and what has been paid but also pointed out that this was surprising as the data was being extracted at source, from Paypoint. [redacted] to investigate and advise.	[redacted]
2.2 [redacted] also noted an error with the dates used by NCP and requested that the dates on the invoices and tracker mirrored TfL's period dates as well as for the subsequent report to illustrate actual revenue collected up until that point. [redacted] to adjust.	[redacted]
2.3 [redacted] pointed out that we were now in Period 7 and he had yet to receive any financial reports from NCP. According to the previous minutes, NCP had attributed this to a lack of resources and had pledged to rectify on each occasion it was raised during the last two meetings. [redacted] requested this issue was resolved as soon as possible and that key concerns were included in the Operations Report. [redacted] to action.	[redacted]
3. OPERATONAL / PERFORMANCE/MANAGEMENT	
3.1 [redacted] inquired regarding the current status of the Planned Preventative Maintenance Programme Report. [redacted] confirmed this was still being prepared and provided a brief overview of the lining works being carried out at Cockfosters. [redacted] advised that NCP were awaiting a decision from TfL regarding the tarmacking of the site. [redacted] to advise regarding this. [redacted] to provide the PPMP report.	[redacted]
3.2 [redacted] advised that risk assessments (RAMS) had been provided to TfL.	NOTE
4. SAFETY & QUALITY	
4.1 [redacted] announced that orders for grit and salt bins for LOROL sites were currently being processed. [redacted] to forward quotes. [redacted] confirmed that the salt would be ready for mid November.	[redacted]
5 STRATEGIC ITEMS	
5.1 North Greenwich - [redacted] confirmed that an extensive White List for North Greenwich had been provided and subsequently forwarded to Sonja Hedgecock.	NOTE
5.1.2 [redacted] requested an update regarding a date for work to commence. [redacted] stated that details on dates would be sent tomorrow (23.10.15). [redacted] asked for drawings to be sent together with the dates, as previously requested and a weekly update on progress to be provided by NCP to [redacted] suggested each Monday.	[redacted]
5.1.3 [redacted] referred to the quote provided by APT for callout charges, and declared the charges exorbitant. [redacted] to review the quotes and advise [redacted]	[redacted]
5.2 Hillingdon – [redacted] to advise [redacted] regarding a cashless solution by 27.10.15	[redacted]
5.3 Park Mark Certificates – [redacted] provided hard copies to [redacted] during the meeting.	NOTE
5.4 Tariff Structure For TfL Rail Sites – [redacted] confirmed this had been sent to [redacted] However, [redacted] confirmed that the figures were still incorrect. [redacted] advised that an updated email to address the issue had been sent to [redacted] to review.	[redacted]
5.5 Northolt & Hatton Cross – [redacted] is currently reviewing the modelling works.	[redacted]
6 ANY OTHER BUSINESS	

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6.1 Specification for CCTV – [redacted] to forward a quote detailing costs and installation method.	[redacted]
6.2 Walthamstow Central – [redacted] to forward photographs depicting damage and details of costs. [redacted] confirmed these would be sent next week by Wednesday (28.10.15).	[redacted]
6.3 Exit Plan & Strategy – [redacted] confirmed that this had already been sent to [redacted]	**NOTE**
6.7 Electrical Testing – [redacted] to forward details to [redacted]	[redacted]
6.8 Dangerous Tree (Chorleywood) – [redacted] confirmed that this had been booked in for this weekend to be made safe.	**NOTE**
6.9 WBS Codes – a definitive list to be provided next week.	[redacted]
6.10 Rail Car Parks – [redacted] to provide a full set of CAD drawings, indicating where works are taking place.	[redacted]
[redacted]	[redacted]
6.12 Hand Held Device – [redacted] advised NCP that audit checks were due recommence and requested the cost for the provision of a handset.	[redacted]
6.13 Unauthorised entry to sites – [redacted] had received reports of contractors entering sites during the night at Theydon Bois and Leytonstone, where a large articulated lorry became stuck at the latter location. [redacted] stated that NCP should check with station staff to ascertain if any work had been scheduled and if not, for any details to be sent to [redacted] and team.	**NOTE**
6.14 Rail Sites – [redacted] noted that skips were being placed within disabled bays. [redacted] asked for any further occurrences to be reported together with photographic evidence to [redacted] & team.	**NCP**

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

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