LONDON UNDERGROUND & NCP – Period 11 Review Meeting
Date: 24th February 2016
Time: 10:00 – 55 Broadway

Attendees:

LONDON UNDERGROUND (LU):

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

NCP:

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

Apologies:

None

1. INTRODUCTIONS	**ACTION**
1.1 [redacted] introduced [redacted] the new Finance Manager	
2. MINUTES FROM PREVIOUS MEETING	
2.1 AVC002 to be paid	
2.2 DASH BOARD log in now ok ([redacted] advised that Mozilla or Chrome should be used)	
2.3 [redacted]	
3. FINANCIAL REPORTING	
3.1 ANPR still unpaid from Period 8 – Period 10. [redacted] to review/provide outstanding invoices	[redacted]
4. OPERATIONAL / PERFORMANCE/MANAGEMENT	
4.1 [redacted] provided Period 11 2016 Report	
4.2 MTR RAMS shouldn't be required just to view a cabinet. [redacted] to confirm with [redacted]	[redacted]
4.3 [redacted]	[redacted]
4.4 [redacted]	
4.5 Cockfosters is almost complete, with some minor lining outstanding. [redacted] to provide photos of the completed works before payment can be made by 25th February 2016.	[redacted]
4.6 Premier Bays and Assigned Season Ticket Bays at TfL Rail sites are to be removed. NCP to write to all existing customers within the next four weeks, advising them of the changes, which are to take affect from 1st June 2016. Bays will become first come first serve and brought in to line with the 61 LU Station Carparks.	[redacted]
4.7 When new sites come in to our portfolio, [redacted] suggested NCP recruit an additional Cluster Manager from November 2016. This will then provide each cluster manager 20 sites each to manage	
5. SAFETY & QUALITY	

5.1 CCTV footage was issued to ASDA in relation to an accident at Queensbury	
5.2 [redacted] to provide [redacted] with a RIDDOR template and [redacted] to forward to ASDA requesting that they complete and submit direct to HSE	[redacted]
5.3 [redacted] to ask ASDA to contact the customer who tripped over direct to check they are ok and to ensure they are aware that this hasn't been forgotten	[redacted]
6 [redacted] **ITEMS**	
6.1 Forward Looking [redacted] suggested they review the previous four period reports, highlight items not previously addressed. Once completed, raise at the Period 12 meeting and create a plan of action	[redacted]
7. ANY OTHER BUSINESS	
7.1 [redacted] confirmed that ANPR is on target, as per the KPi's on Phase rather than individual sites.	
7.2 [redacted] waiting for signed NPVC for 8 TfL Rail Sites (Lining, Civils)	[redacted]
7.3 [redacted] submitted Purchase Order for Theydon Bois repairs	
7.4 [redacted] submitted Purchase Order for protective plates at Newbury Park	
7.5 [redacted] provided the new Bookings Report, which [redacted] was pleased with	
7.6 The new bike rack being installed at Hounslow West shouldn't impact ANPR installation. However, ANPR could impact market traders on Saturday's and Sunday's and therefore [redacted] suggested the cameras are disabled on those days to avoid confusion	[redacted]
7.7 [redacted] advised [redacted] and [redacted] that there will be art work installed on a wall at Walthamstow Central, however, if there is graffiti, NCP are to clean off, but are not liable and neither is TfL for any damage that may be caused.	
7.8 [redacted] has moved on to a new position within TfL	

Date of Next meeting: LU offices (22nd March 2016).