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**Secretariat memorandum**

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Agenda item: 7  
LTW400  
Drafted: 20.03.12

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Actions taken

**1 Purpose of report**

- 1.1. To advise members of actions undertaken since last meeting by the secretariat or members in relation to any matter pertaining to this committee.

**2 Recommendation**

- 2.1. That the report is received for information

**3 Information**

- 3.1. The table attached at Annex A contains a list of meetings attended by senior officers of London TravelWatch with various transport providers and organisations. Details of specific actions may be requested via the listed contact.

**4 Equalities and inclusion implications**

- 4.1. This report poses no specific equalities and inclusion implications for London TravelWatch.

**5 Financial implications**

- 5.1. No specific financial implications for London TravelWatch arise from this report.

**6 Legal powers and financial implications**

- 6.1. Section 248 of the Greater London Authority Act 1999 requires London TravelWatch (as the London Transport Users Committee) to consider, and where it appears to it to be desirable, to make recommendations with respect to any service or facility provided by or for (or in the case of hackney carriages and private hire vehicles, licensed by) Transport for London, other than a matter relating to the transportation of freight, if it has been the subject of representations made by or on behalf of users of that service or facility. Section 252B of the same Act places a similar duty on the Committee in respect of users or potential users of railway services provided wholly or partly within the "London railway area" as defined under the provisions of the Railways Act 1993. The Consumer Affairs Committee is not required to consider matters which appear to it to be frivolous or (in the case of railway services) vexatious.

## Annex A – Board Action Taken

Organisation	Individuals	Notes	Relevant Officers and Members	Date (chronological)
Southern	Chris Burchell, Managing Director		Chair; Chief Executive; Director, Policy & Investigation	19.01.12
London Borough of Newham; Transport for London	Various including Stephen Hoier, Partnership Co-ordinator at Newham, and James Tringham, Corporate Communications Manager for TfL Rail	Board members attended a briefing on regeneration and transport issues in the East of London, including viewing developments at Canning Town and progress with the construction of the Emirates Air Line.	Chair and members; Chief Executive; Director, Policy & Investigation; Executive Assistant	28.02.12
First Capital Connect	Neal Lawson (Managing Director)		Chief Executive; Director, Policy & Investigation	15.03.12
Transport for London Communications	Vernon Everitt (Managing Director)		Chair; Chief Executive; Casework Manager; Policy Officer; Communications Officer	02.02.12