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**Secretariat memorandum**

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Agenda item: 7

LTW437

Drafted: 15.07.13

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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 below 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.

<b>Organisation</b>	<b>Individuals</b>	<b>Notes</b>	<b>Relevant Officers and Members</b>	<b>Date</b> (chronological)
Passenger Focus	Colin Foxall, Chair; Anthony Smith, Chief Executive		Chief Executive	22.03.13
Department for Transport	Caroline Wood, Deputy Director	General update meeting and discussion of comprehensive spending review.	Chair; Chief Executive; Director, Policy and Investigation	09.05.13
Department for Transport	Peter Wilkinson, Franchising Director	To discuss franchising arrangements.	Chair; Chief Executive; Director, Policy and Investigation	09.05.13
Greater London Authority	Mark Roberts, Executive Director of Secretariat; John Bennett, Head of Special Projects and Elections	General update meeting.	Chief Executive	10.05.13
Network Rail	Dave Ward, Route Managing Director; Philippa Latimer, Public Affairs Executive	To discuss interchanges, interagency working, key London stations.	Chief Executive; Director, Policy and Investigation; Policy Officer	14.05.13
Greater London Authority	John Bennett, Head of Special Projects and Elections	To discuss the Memorandum of Understanding between London TravelWatch and the Greater London Authority.	Chief Executive	16.05.13
Campaign for Better Transport and Work Foundation		Launch of report into young people's travel.	Chief Executive	16.05.13
First Great Western	Mark Hopwood, Managing Director	General update meeting.	Chair; Chief Executive; Director, Policy and Investigation	17.05.13
Greater London Authority Transport Committee	Val Shawcross, Chair; Caroline Pidgeon, Deputy Chair	To discuss GLA Transport Committee's review of bus services.	Chair; Chief Executive; Policy Officer	20.05.13
UK Rail Opportunities Day		Conference to look at an overview of franchising arrangements.	Chief Executive; Director, Policy and Investigation; Policy Officer	22.05.13
London Rail/London Underground	Mike Brown, Managing Director	General update meeting.	Chief Executive; Director, Policy and Investigation; Policy Officer	28.05.13
Transport for London Communications	Vernon Everitt, Managing Director, Customer Experience, Marketing and Communications	To discuss travel demand management, communications, customer service and the TfL funding position.	Chair; Chief Executive; Casework Manager; Communications Officer	29.05.13

<b>Organisation</b>	<b>Individuals</b>	<b>Notes</b>	<b>Relevant Officers and Members</b>	<b>Date</b> (chronological)
Greater London Authority	John Bennett, Head of Special Projects and Elections	To discuss Memorandum of Understanding.	Chief Executive	05.06.13
Greater London Authority Transport Committee	Members of the GLA Transport Committee	To give evidence to the Committee's review of buses.	Chair; Policy Officer	06.06.13
Greater Anglia	Parliamentary reception	Discussion around development of Greater Anglia routes.	Chief Executive	12.06.13
London Overground	David Wornham, Customer Service Director; Sam Russell, Stakeholder and Community Manager	General update meeting.	Director, Policy and Investigation; Policy Officer	14.06.13
Network Rail	David Higgins, Chief Executive	To discuss general matters including travel demand management and interchanges.	Chair; Chief Executive; Director, Policy and Investigation	19.06.13
Transport for London Surface Transport	Leon Daniels, Managing Director	To discuss the comprehensive spending review, Dial a Ride, Legible London and bus contracting	Chair; Chief Executive; Policy Officer	20.06.13
Transport for London	Alan Bristow, Director of Traffic, Surface Transport; Richard Jones, Head of Network Operations and Control, London Underground	Member visit to view TfL's Surface Transport and Traffic Operations Centre and London Underground Incident Management Centre.	Chair; Members; Director, Policy and Investigation; Communications Officer; Executive Assistant	26.06.13