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**Secretariat memorandum**

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Agenda item: 6

LTW488

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Matters arising

**1 Purpose of report**

- 1.1. To record responses to or further information received on matters arising from previous meetings.

**2 Recommendation**

- 2.1. That the report is received for information

**3 Information**

- 3.1. The current position is set out in the accompanying table (Annex A). Updates for inclusion in this report are invited five working days in advance of the meeting, in writing to the Committee Services team, rather than in person at the meeting.

**4 Equalities and inclusion implications**

- 4.1. None – report is for information only.

**5 Financial implications**

- 5.1. None – report is for information only.

**6 Legal powers**

- 6.1. Section 248 of the Greater London Authority Act 1999 places upon London TravelWatch (as the London Transport Users Committee) a duty to consider - and where it appears to the Committee to be desirable, to make recommendations with respect to - any matter affecting the functions of the Greater London Authority or Transport for London which relate to transport (other than of freight). Section 252A of the same Act (as amended by Schedule 6 of the Railways Act 2005) places a similar duty upon the Committee to keep under review matters affecting the interests of the public in relation to railway passenger and station services provided wholly or partly within the London railway area, and to make representations about them to such persons as it thinks appropriate.

## Annex A: Matters arising from previous London TravelWatch meetings

No	Date	Minute	Action	London TravelWatch owner	Status	
1	03.06.14	C3	Respond to Infrastructure Advisory Group's consultation documents on areas within London TravelWatch's remit.	Director, Policy and Investigation	The consultation response has now been sent.	<b>Complete</b>
2	15.07.14	12	Chief Executive and Communications Officer to meet the Board communications champion to progress design of next Annual Review.	Communications Officer	Consideration of the annual review will be picked up in the new year.	<b>In progress</b>
3	09.12.14	6	Organise visits to Kings Cross St Pancras station control room and Bank station.	Executive Assistant	This will be taken forward in the new year.	<b>In progress</b>
4	09.12.14	6	Attend meeting with Davies Commission secretariat to follow up London TravelWatch report on surface transport access to airports.	Director, Policy and Investigation	A meeting with the secretariat is due to take place week beginning 19.01.15 and a verbal update will be given at the board meeting.	<b>In progress</b>
5	09.12.14	6	Prepare interim report on London Underground ticket office closures focusing on most important for early in 2015.	Director, Policy and Investigation	This is due for consideration at the February policy committee.	<b>In progress</b>
6	09.12.14	7	Circulate information about Westminster Policy Forum on transport at which the Chief Executive spoke.	Chief Executive	This was circulated to members in December.	<b>Complete</b>
7	09.12.14	8	Produce briefing document for incoming transport minister following 2015 election.	Director, Policy and Investigation	Members will consider this in the private session following the February policy committee.	<b>In progress</b>

No	Date	Minute	Action	London TravelWatch owner	Status	
8	09.12.14	10	Investigate reasons for not providing step-free access to Central line platforms at Bank station during current upgrade works.	Director, Policy and Investigation	Officers have attended a meeting with London Underground, who say that step-free access to the Central line could be provided if £2 million savings can be found.	<b>In progress</b>
9	09.12.14	11	Update scheme of delegation and circulate to members.	Director, Policy and Investigation	Work on this is underway.	<b>In progress</b>