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**Secretariat memorandum**

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Agenda item: 7

LTW500

Drafted: 07.07.15

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Key activities

**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.

**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.

Organisation/Individual	Notes	Relevant Officers and Members	Date (chronological)
Mark Hopwood, Managing Director, Mike Hogg, Projects and Planning Director, and Tom Pierpoint, Regional Development Manager, at First Great Western	New franchise, Greenford branch, Network Rail, Crossrail/Paddington	Chief Executive; Director, Policy and Investigation; Policy Officer (RN)	27.04.15
Travel Demand Management board including Network Rail, TfL, train operating companies and Department for Transport	Victoria blockade, Rugby World Cup, New Year's Eve, TDM terms of reference, possible industrial action	Chief Executive; Policy Officer (VS)	12.05.15
James Brokenshire MP	Rail performance issues affecting his constituency and compensation arrangements	Chair; Chief Executive; Director, Policy and Investigation	26.05.15
Shashi Verma, Director of Customer Experience, TfL	Fares, ticketing and passenger compensation	Chief Executive; Director, Policy and Investigation	27.05.15
Leon Daniels, Managing Director of Surface Transport, and Kate Keane, Surface Engagement Manager, TfL	Cycle superhighways, impact of congestion on bus performance targets, night bus consultation, publication of streets performance data, signage at Victoria station, standards at bus stations, social needs transport review update	Chair; Chief Executive; Policy Officer (VS)	28.05.15
TfL Rail event	Launch of West Anglia route	Chair; Chief Executive	01.06.15
Mark Carne, Chief Executive, and Rob Smith, Communications Officer, Network Rail	Introductory meeting	Chair; Chief Executive; Director, Policy and Investigation	04.06.15
Travel Demand Management board including Network Rail, TfL, train operating companies and Department for Transport	Unplanned disruption, Whitechapel closure, TDM terms of reference, transition plan to reviewed board	Chief Executive; Policy Officer (VS)	09.06.15
Phil Hufton, Managing Director of Network Operations, Network Rail, and John Gill, Infrastructure Services Director, TfL	Network Rail organisation update, London TravelWatch remit on rail, London Bridge, other station upgrades	Chief Executive; Director, Policy and Investigation	10.06.15

Organisation/Individual	Notes	Relevant Officers and Members	Date (chronological)
Govia Thameslink Railway/Southern pre-merger joint meeting, with Dyan Crowther, Chief Executive Officer, Gavin Bostock, Head of Corporate Affairs and Andrew Sidgwick, Head of Projects at GTR and Alex Foulds, Commercial Director at Southern	Station plans, integration, timetable, performance, compensation, ticketing, Quest update, customer satisfaction update	Chief Executive; Director, Policy and Investigation	15.06.15
European Rail Policy Forum		Policy Officer (KB)	18.06.15
Simon Kirby, CEO, and Rupert Walker, Euston Development Director, High Speed 2	Discussion of HS2 and Euston station development	Chief Executive; Director, Policy and Investigation; Policy Officer (RN)	19.06.15
First Great Western	Stakeholder conference	Director, Policy and Investigation	24.06.15
Travel Demand Management board including Network Rail, TfL, train operating companies and Department for Transport	Victoria closure, festive period, Thameslink 2016, Rugby world cup	Chief Executive; Policy Officer (RN)	07.07.15
Sam Gyimah MP	Southern performance issues in his constituency	Chief Executive; Director, Policy and Investigation	09.07.15
Val Shawcross AM	General update	Chair; Chief Executive	10.07.15