



Programme Committee Meeting Minutes

29th January 2018

Minack Room, Sanctuary Buildings and 3.9 2 Snow Hill

Members	In Attendance	Apologies
Mel Ewell (Committee Chair) Non-executive Director	FOIA s.40 (item 07) FOIA s.40	Neil Masom Non-executive Director
	Steve Allen Chief Financial Officer	
	Caroline Botwood DfT Observer	
	FOIA s.40 (item 05) FOIA s.40	
	Jim Crawford Phase One Managing Director	
	FOIA s.40 FOIA s.40	
	FOIA s.40 (minutes) FOIA s.40	
	Mark Thurston CEO	

Signed:

Chair:

Date:

Security classification: OFFICIAL

1 DECLARATION OF INTERESTS AND VALUES MOMENT

- 1.1 There were no additional declarations to those noted.

2 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 2.1 The Committee noted the minutes of the meeting of 27 November 2017 and agreed these as a true record.
- 2.2 The Committee noted the status of the actions and the following updates:
 - 2.2.1 Action 011 – it was agreed to agree deep dives closer to the next meeting; and
 - 2.2.2 Action 012 – the timing was agreed to be better suited to March onwards but that this will be confirmed by Phase One as and when updates emerge.
 - 2.2.3 There were no further matters arising.

3 HEALTH AND SAFETY: FEEDBACK FROM SSHELT

- 3.1 The Committee noted the Executive summary programme update from Phase One and the following key points:
 - 3.1.1 The Committee noted the Health and Safety performance update and incidents of note including three high potential (HiPo) incidents and two security incidents. These will be considered in more detail by the Health, Safety and Environment Committee.
 - 3.1.2 The Committee suggested the use of biometrics to monitor the activity of on-site security.

4 UPDATE ON PROCUREMENT

- 4.1 The Committee received the following key procurement updates:
 - 4.1.1 The Committee noted that the tender negotiations for Station Design Services Contract are complete and that standstill commences 12 January 2018 with contract award due on 29 January 2018;
 - 4.1.2 Crossrail lessons learned will be reviewed and picked up with station designers so to mitigate cost and schedule pressures;

- 4.1.3 The invitation for tender (ITT) for Contracting Partner is due for release in January 2018;
- 4.1.4 The Committee noted that the Euston Master Development Partner contract award has been rescheduled to February 2018; and
- 4.1.5 Pre-qualification questionnaires have been issued for package 1 and package 2 for Railway Systems; and
- 4.1.6 The Committee noted that package supplier optimisation will be developed in the detailed design.

5 DEEP DIVE INTO ENABLING WORKS CONTRACT AREA SOUTH

- 5.1 The Committee received a presentation on Area South an Enabling Works Contract (EWC) following award on 16 November 2016.

- 5.2 The Committee **FOIA s.43(2)**

_____.

- 5.3 The Committee **FOIA s.43(2)**

_____.
_____.

- 5.4 **FOIA s.43(2)**

_____.

- 5.5 The Committee **FOIA s.43(2)**

_____.

Action: Jim Crawford

- 5.6 The Committee **FOIA s.43(2)**

_____.

- 5.7 The Committee **FOIA s.43(2)**

_____.

- 5.8 The Committee suggested Management consider how to present this updated position to both the HS2 Ltd Board and the Department for Transport (DfT).
- 5.9 The Chair of the Committee advised of his site visit at Euston and will advise other Non-executive Directors to take advantage of site visits.

6 UPDATE ON MAIN WORKS CIVILS CONTRACT

- 6.1 The Committee discussed the request for Board visibility of engineering decisions/ solutions through the Main Works Civils Contracts (MWCC).
- 6.2 Management intend to bring the latest position to the March Board and this will tie in with Notice to Proceed and Enterprise Capability.

7 INTRODUCING EARNED VALUE REPORTING INTO PHASE ONE REPORTING

- 7.1 The Committee noted the presentation on the launch of earned value management.
- 7.2 The Committee Chair emphasised the importance of understanding of reporting in the supply chain.
- 7.3 The Committee noted the timeline with all Enabling Works Contracts (EWC) reporting earned value by May 2018.
- 7.4 The reporting will be developed to support earned value reporting for MWCC at Notice to Proceed stage.
- 7.5 Gateway 6 will be the activation point for earned value reporting and contract baselines will be agreed individually due to intricacies.
- 7.6 The DfT observer queried assurance of the data which will be included in next year's scope of programme.

8 BASELINE 7.0 PLAN OVERVIEW

- 8.1 The Committee received a verbal update on Baseline 7.0 noting the timing for the proposal to the Board which will be developed with work on NTP.

9 PHASE ONE REPORT BY EXCEPTION

- 9.1 There were no further items raised from the Phase One report.

10 PHASE TWO BASELINE 1.0

- 10.1 The Committee noted the Baseline 1.0 progress update slides detailing the timeline to completion and the timeline to completing the Quantitative Risk Assessment.
- 10.2 The following key points were raised:
 - 10.2.1 The Committee discussed the lessons learnt noting that the value management team are working with Phase One and updating on lessons on a regular basis;
 - 10.2.2 The Committee discussed deliverability of the work with Management advising that whilst this provides a challenging timescale it is deliverable.
 - 10.2.3 The Committee will be provided a further opportunity to review following development of opportunities and QRA.

11 MADELEY TUNNEL UPDATE

- 11.1 The Committee noted the presentation update on Madeley tunnel design work.
- 11.2 The Committee were shown a flythrough video and requested this be shared more widely with the Board.
- 11.3 The Committee noted the design and development progress with ongoing refinement due to be developed through February.

12 MONTHLY REPORT

- 12.1 The Committee noted the month end report.

13 ANY OTHER BUSINESS

- 13.1 There were no additional items of business raised for discussion.