

Tram Internal Planning Group Remit

Tram Internal Planning Group

25 May 2010

1 Purpose of report

- 1.1 This report reviews the composition and terms of reference of the Tram IPG and recommends several minor revisions.

2 Summary

- 2.1 The Tram IPG was set up to provide Council oversight of the progress of the Edinburgh Tram project in line with the programme budget and timetable. Senior representatives of the main Council Departments which have an interface with the tram project were invited as members, along with key staff engaged directly with the project and its supervision. The tram programme is now entering a critical phase of implementation during which there are significant commercial issues at stake. It will be especially important that the Council provides close scrutiny of the project's implementation during this phase.

3 Main Report

- 3.1 The formation of the Tram Internal Planning Group was proposed in October 2006 in advance of the presentation to Council in February 2007 of the Tram Final Business Case. The IPG was intended to deliver a clear corporate understanding and oversight of the critical strands of work required to advance the delivery of the tram project, including progress against the key milestones set out in the project plan. A copy of the original remit for the group is attached at Appendix 1.
- 3.2 The Tram IPG has met at monthly intervals over the two year period since tram construction activity commenced and has provided the opportunity for senior council officials to receive progress reports on the construction programme, the budget and notified changes to the project scope and plan. In addition to reports from the Council's Tram Monitoring Officer (TMO), the IPG has received regular information on financial, legal and commercial issues relating to the project. The IPG has also considered the impact of tram-related construction activity on the city, including issues such as traffic management arrangements, TRO changes, periods of embargo on construction activity to accommodate the Festivals and the needs of commercial and retail interests in the city.

- 3.3 The core membership of the IPG has included the Council's Chief Executive, plus the Directors of Corporate Services, Finance, City Development and Services for Communities. Additional members include the Council's Head of Transport who fulfils the role of TMO; the Head of Communications and the Head of Legal and Administrative Services plus designated staff assigned to the tram project to cover key interface issues – transport/traffic management, financial monitoring, legal and PR/communications.
- 3.4 The tram project is currently in a difficult, commercially sensitive position in which the role of IPG in providing oversight of the project has become especially critical.

Future Remit and Key Objectives

- 3.5 It is proposed that the remit of IPG should in future be focused more explicitly to address the following objectives:-
- To provide Council management scrutiny and oversight of the tram project and monitor progress against the programme timetable and budget;
 - To identify, manage and mitigate any risks to the Council and the City resulting from a failure by the project to achieve its objectives, including risks arising from commercial and legal disputes and financial pressures arising from programme delays and scope changes.
 - To ensure that Council Departments co-ordinate their resources and activities in the most effective manner to support the successful implementation of the project; and,
 - To ensure that the interests of wider stakeholders in the tram project are fully considered and communications with key stakeholders are properly managed.

Future Membership of IPG

- 3.6 No fundamental changes are proposed to the memberships of IPG. It is proposed that the core membership of the group should remain as follows:-

Tom Aitchison, Chief Executive (Chair)

Jim Inch, Director of Corporate Services

Mark Turley, Director of Services for Communities

Donald McGougan, Director of Finance

Dave Anderson, Director of City Development

Alastair Maclean, Head of Legal and Administrative Services

Marshall Poulton, Head of Transport and TMO

Isabell Reid, Head of Communications

Additional members will be co-opted to provide technical and operational support in the following areas:

Transport (Andy Conway)
Finance (Alan Coyle)
Legal Services (Nick Smith/Gill Lindsay)
Communications/**tie** (Lynn McMath)

Role of TMO

- 3.7 The role of the Tram Monitoring Officer (TMO) will be critical to the effective functioning of the Tram IPG. The TMO will act as a key link between the Council and **tie** Ltd ensuring that the project is professionally implemented and that competent arrangements are in place to ensure the Council's interests are fully represented and protected. The role of the TMO are described at Appendix 2.

Arrangement for Deputies

- 3.8 In the absence of the Chief Executive, the role of Chair will be delegated to the Director of Corporate Services, or another Director.
- 3.9 In the absence of Directors or Heads of Service, representation on IPG should be delegated to the next management level. If this is not possible, then the Department/Service will not be directly represented at the meeting and should arrange for any Departmental issues to be raised by another core member.
- 3.10 In the case of discussion on matters of financial, legal and commercial sensitivity the Chief Executive, in his role as Chair, will reserve the right to restrict discussion to the core members of the group, plus invited additional members.

4 Financial Implications

- 4.1 This report aims to sharpen the remit of the Tram IPG; it has no additional cost implications.

5 Environmental Impact

- 5.1 There is no direct environmental impact arising from this report.

6 Recommendations

- 6.1 Tram IPG is asked to endorse the revised remit of Tram IPG proposed in this report.

Dave Anderson
Director of City Development

Appendices

Contact/tel/Email

Wards affected

Single Outcome
Agreement

Background
Papers