

**TRAM IPG
ACTION NOTE
27 May 2009**

Present: TNA, JI, DMcG, MT, MP, GL, ACoyle, IR, CM, BL (note)

Apologies: DA, AConway

Item	Subject		Action
1&2	Action Note 29 Apr Matter Arising	<ul style="list-style-type: none"> Noted that Colin McLauchlan has moved on from tie following review of tie's internal communications function 	
3	Highlight report DRP and Programme Review	<ul style="list-style-type: none"> Next tie board meeting on Wednesday 3 June MP has briefed Cllr Mackenzie ahead of portfolio change Leaders meeting on Monday 1 June ACTION MP to ensure invites extended to Cllr Mackenzie, group leaders as well as Richard Jeffrey PMP meeting later today to discuss recalibrated programme Steven Bell (tie) remains hopeful of resolving Base Bate Design and IFC drawings issue through PMP Commercially agreed programme awaited, key date from agreement is 20 June however anticipated first week in July Programme crucial for CEC options appraisal, need to continue pressing tie Events- alternative routes for Cavalcade and Good Cause agreed Concern remains over fireworks and arrangements around winter festivals and Hogmanay. Critical dates for entering contractual agreements approaching so need confirmed programme with set timescales and details of access ACTION Events team to prepare note for next IPG meeting on proposals/options and timescales, liaising with MP on programme Possible access issues in the West End need to be investigated Tram mitigation workshop on Friday 29 May- 32 attending, 20 from commercial organisations and 12 from CEC. Outcome will be reported to Policy and Strategy Committee on 9 June ACTION MP to circulate report no later than 4 June 	<p style="text-align: center;">MP</p> <p style="text-align: center;">JI/MP</p> <p style="text-align: center;">MP</p>

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4	Communications Update	<ul style="list-style-type: none"> • Successful tram mock-up in Leith, now moving to Ocean Terminal. Plans to site in Princes St for festival period. • Must ensure clear protocols in place to ensure TNA and Leader are briefed on any communications proposals ACTION IR 	IR
5	Council Reports	<ul style="list-style-type: none"> • Report to TIE Committee in September- requires clarity over future pedestrianisation of Princes St before decision on reintroduction of taxis/buses • Need to ensure TNA closely involved in city centre proposals ACTION MP/DA • Need to seek Cllr Mackenzie's views on how members interface with project, suggestion that operational matters could be referred to a Transport Sub-Committee, freeing TIE Committee to consider more strategic issues 	MP/DA
6	Statutory Councils Approvals and Consents	<ul style="list-style-type: none"> • Prior approvals should be complete by end of July 	
7	Financial update	<ul style="list-style-type: none"> • DTZ to report review of Council contribution by mid June, will feed into August Council report • Six monthly reviews to take place 	
8, 9 & 10	Progress Update MUDFA, Infraco, Tramco	<ul style="list-style-type: none"> • MUDFA – dispute over final cost between tie and Carrilion 	
11	TMO Update	<ul style="list-style-type: none"> • No new claims 	
12	Third party arrangements	<ul style="list-style-type: none"> • Ongoing dispute with Network rail regarding design for Balgreen Road 	
13	Governance arrangements	<ul style="list-style-type: none"> • LLP option- Transport Act currently prevents this, however as this is a devolved responsibility, there may be scope to lobby the Scottish Government for amendments to the Act • Report to August Council on governance arrangements, need to revisit at next IPG meeting • Tram design / branding ACTION MP to follow up on spec • DMcG meeting with Anne McDonald from Audit Scotland ACTION DMcG to establish Audit Scotland's intention for publishing findings 	MP DMcG

Next Meeting : 24 June 8:30