
From: Miriam Thorne [Miriam.Thorne@tie.ltd.uk]
Sent: 22 August 2007 17:51
To: Rebecca Andrew
Cc: Duncan Fraser; Lex Harrison
Subject: RE: Draft Outline of Council Report - comments

Hi Rebecca

Thanks, the explanation regarding risk etc items helps my understanding of the plans for the report on those items. Regards limiting editing permissions on the report, the best way is to password protect the document, so others can read it but not alter it.

The point on capital costs will require more thought. I assume providing details on spend to date broken down into key categories should be fine. Getting the level of detail right for costs going forward will be more difficult – if you provide details on e.g. the utilites & project management costs, working out the Infraco & Tramco costs becomes very easy. I will continue the discussion internally – maybe we can pick this up on Monday.

I agree with your points regarding risk and headroom assumptions – it should be possible to provide assumptions without prejudicing actual numbers. Of course that detail will be available for you to brief Donald / Andrew et al.

Duncan /Lex – can you please advise on the other points per my email? Thanks!

RGds
Miriam

Miriam Thorne

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From: Rebecca Andrew [mailto:Rebecca.Andrew@edinburgh.gov.uk]
Sent: 22 August 2007 16:48
To: Miriam Thorne
Cc: Duncan Fraser - CEC; Lex Harrison
Subject: RE: Draft Outline of Council Report - comments

Miriam,

I'll be putting together the sections on risk, etc, in consultation with Lex and Duncan. I intend to use the FBC as the source of much of the information and will seek your input and comment. We are also intending to use tie's extranet to allow Lex and I to work on the report, enabling you to see the various drafts and comment on them. However, editing permission should be restricted to Lex, Duncan and myself.

I appreciate your point on Capital Costs. However, I think members will need to see some detail (ie spend to date, tie internal costs, design? utilities? - what detail do you think would be reasonable to provide?). We'll also need a lot of detail on risk/headroom assumptions.

The other points are best answered by Duncan/Lex.

Rebecca

Rebecca Andrew | (Acting) Principal Finance Manager | Financial Services | The City of Edinburgh Council | Waverley Court, Level 2:5, 4 East Market Street, Edinburgh, EH8 8BG | Tel 0131 [REDACTED] | rebecca.andrew@edinburgh.gov.uk | www.edinburgh.gov.uk

From: Miriam Thorne [mailto:Miriam.Thorne@tie.ltd.uk]
Sent: 22 August 2007 13:41
To: Duncan Fraser
Cc: Andrew Holmes; Lillian Trace; Sheila Dove; Jim McEwan; Rebecca Andrew
Subject: RE: Draft Outline of Council Report - comments

Duncan

Thank you for the outline of the council report. I have reviewed the draft and there are number of items on which I would like to seek clarification / discuss approach & content. I appreciate this is a draft and I would be quite keen to achieve maximum alignment with the FBC document(s).

General comments / queries

- ☞ the outline does not contain details on start & finish dates – when will these be available? The programme we had previously agreed on saw issuing of documents to the TBP for approval on the 19th Sept, with formal issue of the “September Documents” (FBC v1, Recommendation of preferred bidder etc) to CEC officials following TPB approval on the 26th Sept. This is in line with the 2 recent board presentations and the detailed programme you have. Please confirm this fits into the timescales anticipated for the report.
- ☞ there are a number of sections which relate to critical sections within the FBC, such as risk, project risk, operational risk and “completing the project”, however the outline does not appear to anticipate any input / comment from tie on these sections. Can you please confirm who you were anticipating to provide the detail on these items, what engagement has taken place to date and how we will ensure there is a) no duplication of efforts and b) no discrepancies between the FBC and the report
- ☞ the outline is silent on the matter of Phase 1b. Can you please clarify how you intend to deal with Phase 1b for the purpose of the report, again we must ensure maximum alignment with FBC.

Section specific comments / queries

- ☞ Section 3.4 Key Players: the outline looks for a repeat of the Dec 2006 council report. Following the changes in governance for the project, this section requires an update as per the emerging governance section in the FBC.
- ☞ Section 3.5 Procuring tram: can you please clarify what elements of the Audit Scotland report (other than a general reference to it) you would expect to include here? The AS report was very high level and section should be update for the outcome of the bids

- Section 3.6 Designing for tram: I am unclear of the focus of this section. It appears to mix demand forecasting (JRC work – done for DFBC and integral to the TEL BP), design aspects of the trams and compliance with approvals and other statutory requirements, as well as procurement aspects (role of SDS and novation). Can you please advise what the aim for this section is?
- further on this section: I am not quite clear how the main input can come from other sources than tie. Can you please clarify the approach and who would provide the information? I assume consistency with the FBC must be key.
- Section 3.7 Progress to date: this section mentions tram vehicle construction – can you please clarify what is meant by this?
- Section 4 – Capital costs. We have to agree the level of detail to be disclosed in the FBC v.1. At this stage we are still in the process of finalising the deal, therefore we would not wish to disclose a detailed breakdown of the Infraco / Tramco costs in public document. Of course this detail will be available to CEC on a confidential basis – this will form part of the conditional award recommendation documents. I have attached an outline of the contents for this document.
- Section 4 – Completing the project: this section seems to straddle a number of areas: procurement, programme and implementation. Can you please advise who you anticipated to provide detail of these items other than from tie and how alignment with the FBC will be guaranteed.

I have placed the first 3 draft sections of the FBC in a folder on the extranet for review. Please note, these are still being worked on: you will see items highlighted in yellow indicating these. The purpose of these drafts is to provide you with information on progress and how we see the FBC shaping up. Link to extranet site is below:

<https://wss.tie.ltd.uk/tram/finance/FIN-BPL-002/default.aspx?RootFolder=%2ftram%2ffinance%2fFIN%2dBPL%2d002%2fShared%20Documents%2fDrafts%2for%20Review&View=%7bA525F658%2d0DBE%2d4B69%2d8387%2dA708586542C4%7d>

Please note, these items cannot be edited as I wanted to ensure version integrity. If you wish to make any changes/comments, please go to the relevant document in the work space – link <https://wss.tie.ltd.uk/tram/finance/FIN-BPL-002/default.aspx>

I would appreciate a meeting to discuss the above in person – Duncan / Rebecca, can you please advise availability.

Kind regards
Miriam

Miriam Thorne

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For more information on Transport Edinburgh go to:-

From: Sheila Dove [mailto:Sheila.Dove@edinburgh.gov.uk]
Sent: 15 August 2007 10:26
To: Miriam Thorne
Cc: Andrew Holmes; Lillian Trace
Subject: Draft Outline of Council Report

Miriam,

Please see attached a copy of the Draft Business Case Report for your information from Duncan.

Regards

Sheila

Sheila Dove
(Temp) Secretary
On behalf of Duncan Fraser
Tram Coordination Manager

013 [REDACTED]
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