

# Tram Briefing

Edinburgh, 5 January 2012

## Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	<a href="mailto:Sue.bruce@edinburgh.gov.uk">Sue.bruce@edinburgh.gov.uk</a>
Dave Anderson	The City of Edinburgh Council	<a href="mailto:Dave.anderson@edinburgh.gov.uk">Dave.anderson@edinburgh.gov.uk</a>
Alastair Maclean	The City of Edinburgh Council	<a href="mailto:alastair.maclean@edinburgh.gov.uk">alastair.maclean@edinburgh.gov.uk</a>
Colin Smith	The City of Edinburgh Council	<a href="mailto:csmith@hg-group.co.uk">csmith@hg-group.co.uk</a>
Bob McCafferty	The City of Edinburgh Council	<a href="mailto:Bob.McCafferty@edinburgh.gov.uk">Bob.McCafferty@edinburgh.gov.uk</a>
Alan Coyle	The City of Edinburgh Council	<a href="mailto:Alan.coyle@edinburgh.gov.uk">Alan.coyle@edinburgh.gov.uk</a>
Gavin King	The City of Edinburgh Council	<a href="mailto:Gavin.king@edinburgh.gov.uk">Gavin.king@edinburgh.gov.uk</a>
Neil Gibson	Big Partnership	<a href="mailto:Neil.gibson@bigpartnership.com">Neil.gibson@bigpartnership.com</a>

## ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	<b>PREVIOUS MINUTE 20 DECEMBER 2011 AND ACTIONS FROM PREVIOUS MEETING</b> <b>Decision</b>  To approve as a correct record subject to the deletion of the word 'figure' in paragraph 2 of item 4 and the addition of 'Certifier's Opinion'.	<b>Gavin King</b>	
2	<b>UPDATE ON RESTART OF CONSTRUCTION</b>  Bob McCafferty advised that work had not yet started on Princes Street but that McNicholas had commenced work on 3 January 2012 in York Place and Shandwick Place. Senior Siemens staff had not yet returned to Lochside.  <b>Decision</b>  To note the update.		
3	<b>OVERSIGHT GROUP VISIT TO THE DEPOT</b>  Only two Councillors had expressed an interest in attending the depot visit on 9 January 2012. Sue Bruce stated that a more convenient time for elected members should be sought for a site visit and an update on progress provided to the oversight group prior to the Audit Committee.		

ITEM	ACTION OWNER	DEADLINE
<hr/> <b>Decision</b>		
1) To cancel the depot site visit on 9 January 2012.	<b>Gavin King</b>	
2) To note that following the adjustments to management reporting, Colin Smith is consolidated as the Senior Responsible Officer on the Tram Project, which had been the de facto position operationally. Dave Anderson's role on the Project would now focus on working with the business community which would be a significant concern for us in managing the next phase of the project. The overall project would continue to report directly to Sue Bruce. In the absence of Sue Bruce, Alastair Maclean would act as the most senior Council official.		

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#### 4 COST ENGINEERING PROPOSALS

Sue Bruce explained that the cost engineering proposals did not need to be approved by Council as the standing Council instruction to officers was to bring in completion within the agreed financial envelope. As the cost engineering measures helped to fulfil that instruction they could be agreed under delegated authority, with the All Party Oversight Group and local Councillors being informed of their potential impact and the Audit Committee providing the scrutiny function.

Colin Smith re-iterated the potential benefits of implementing the cost engineering proposals. An example was the saving in Leith for work related to Forth Ports that had saved £2.44m. Bilfinger Berger had confirmed that they would not be claiming any of this saving. The approach to distributing benefits from the proposals would take into account where the idea originated from and how it would be obtained. If there was a disagreement between the parties the default position was a 50-50 split.

Colin Smith provided details of the cost engineering proposals and following questions indicated that:

- The no embargoes proposal would not affect Princes Street and would avoid instances of areas being coned off with nobody working there.

**ITEM**

**ACTION  
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**DEADLINE**

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- The traffic management proposals had to be examined in more detail to determine whether they were worth pursuing.
- Lothian Buses had been very supportive in providing positive solutions to potential changes in traffic management.
- The detailed design work for York Place to Newhaven was taking up staff time and money and could be mothballed without the prospect of building to Newhaven being jeopardised.
- Track and rail materials could be bought when they were needed. Additionally, the storage of the materials could cost more than they were worth.
- There was considerable scope for reducing the testing and commissioning period and this was being investigated further.
- The project aspiration should be to complete the line and have trams being tested from the depot to the Airport by September 2012.
- The project aspiration was to complete the line from the Airport to Haymarket in 2013 with a restricted free passenger service.
- The project aspiration was to have a revenue tram service from the Airport to York Place by March 2014.
- The use of freight trams was being investigated and it was expected that further detail would be available by 24 January 2012.
- The Edinburgh Gateway works were set to be de-coupled from the Tram Project.

Sue Bruce highlighted the requirement for the tram stop at the Airport to have clear signage indicating to the public when it was in a testing period and when it was a running tram service. Concern was raised on the distance from the Airport tram stop to the terminal building. This was to future proof the tram stop in the context of the development of the Airport but an interim solution should be investigated.

Neil Gibson highlighted that the cost engineering proposals created a major communications task. He tabled a paper highlighting key communication issues on the traffic management measures and advised that detailed communication plans on particular areas would be developed in the future. A plan for the West End would be drafted within 7-10 days.

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<b>Decision</b>		
1)	To note that a report would be considered on the Tram Project by the Audit Committee on 26 January 2012.	
2)	To write to City Centre Councillors to inform them of the intention to hold regular information briefings on the tram project.	<b>Sue Bruce</b>
3)	To arrange regular meetings with City Centre Councillors to provide project updates.	<b>Dave Anderson/ Gavin King</b>
4)	To report to the additional meeting of the All Party Oversight Group on 16 January 2012 providing a general project update and to brief members on the upcoming Audit Committee report.	<b>Colin Smith</b>
5)	To record the reasons for any sale of track materials and subsequent reduction in storage space.	<b>Colin Smith</b>
6)	To discuss with Ian Craig the consequences of running a free passenger service between the Airport and Haymarket during testing.	<b>Colin Smith</b>
7)	To ask Simon Nesbitt of SDS to investigate possible solutions surrounding the distance between the Airport tram stop and the terminal.	<b>Alan Coyle/ Colin Smith</b>
8)	To discuss the Audit Committee report at the Tram Briefing meeting on 10 January 2012.	
9)	To investigate whether an empty shop could be utilised as a display and information point for the public on the Tram Project.	<b>Neil Gibson/ Colin Smith</b>
10)	To note that a meeting would be arranged at 2pm on Monday 9 January 2012 to discuss the Audit Committee report. <i>Post Meeting Note: This has now been arranged for 2.00pm on Monday 9<sup>th</sup> January at Lochside, anticipated attendees are: Lucy Adamson, Andy Conway, Alan Coyle, Neil Gibson, Rob Leech/Julian Weatherley, Bob McCafferty, Kelly Murphy, Michael Pinkerton, Alf Orriell and Colin Smith.</i>	

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**5 AOCB**

Colin Smith explained that a meeting would be taking place today with McNicholas on their resourcing of the utility works. McNicholas would be stretched with the number of staff on site. The possibility of Scottish Water being involved as the contractor for works in Leith should be explored further.

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**6 DATE OF NEXT MEETING**

Client Meeting – 10 January 2012 at 8am in the Board Room

Turner and Townsend Meeting – 19 January 2012 at 8am in the Dunedin Room, City Chambers