

Agenda

Joint Project Forum and Principals Quarterly Meeting

Wednesday 30th May 2012 at 11.30am

in the Chief Executive's Board Room, Waverley Court, Edinburgh

All Attendees

- 1.0 **Previous Minute 25 April 2012** – submitted for approval as a correct record (attached)
- 2.0 **Health & Safety – ‘Think Before You Act Safety’ Initiative**
- 3.0 **Key Points of Progress – February to May 2012**
 - 3.1 Progress Photographs – to be presented on screen by Infracore
 - 3.2 Verbal reports from Martin Foerder, Axel Eickhorn, Antonio Campos and Colin Smith
 - 3.2.1 Commissioning & Integration of Trams – Siemens / CAF
 - 3.2.2 Third Party Consents / CEC Approvals
 - 3.2.3 Network Rail
 - 3.2.4 Scottish Water
 - 3.2.5 Scottish Power
 - 3.2.6 ScotRail
 - 3.3.7 Edinburgh Airport
- 4.0 **Governance**
 - 4.1 Project Team Structures and Behaviours
 - 4.2 Certification, Working Decisions and Agreements

5.0 Cost Engineering

6.0 Programme

6.1 Revision 5

6.2 Optimum Sequence for York Place Access Proposal
– early clearance of Utilities

7.0 Project Concerns or Threats

7.1 Haymarket to St. Andrews Square -
Handover Procedures / Utility Diversion Progress

8.0 Edinburgh Gateway

8.1 Option 5

8.2 Key Programme Dates – Start/Finish

8.3 Access for Network Rail Gateway Project

9.0 Communications

10.0 AOB

10.1 Date of Next Quarterly Forum Meeting

INTERVAL

Lothian Buses / CEC Attendees Only

11.0 Branding

12.0 Operational Agreement

13.0 Ticketing / Vending Machines

14.0 AOB

14.1 Date of Next Joint Project Forum (20th June 2012)

Notes: If you have any questions about the agenda or meeting arrangements, please contact Gavin King, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh, EH1 1YJ; ☎ 0131 [REDACTED] e-mail gavin.king@edinburgh.gov.uk

Note of Meeting

Joint Project Forum

Edinburgh, 25 April 2012

Present: - Sue Bruce (in the Chair – items 1-11), Vic Emery (CEC) (in the Chair – items 12-13), Ainslie McLaughlin (Transport Scotland), Alastair Maclean (CEC), Martin Foerder (Bilfinger Berger), Alfred Brandenburger (Siemens), Richard Garner (CAF), David Steele (CAF), Colin Smith (CEC), Chris Walton (Lothian Buses), Ian Craig (Lothian Buses), Mark Turley (CEC), Dave Anderson (CEC), Kelly Murphy (CEC), Alan Coyle (CEC), Lucy Adamson (Transport Scotland), Neil Gibson (Big Partnership).

Also Present: - Lesley Ellen (CEC)

Item No	Subject	Action Owner
1	<p>Previous Minute – 21 March 2012</p> <p>Decision</p> <p>To approve the minute of 21 March 2012 as a correct record.</p>	
2	<p>Review of Meetings Structure 12 Months on from Mediation</p>	
2.1	<p>Quarterly Principals Meeting</p> <p>Decision</p> <p>No change.</p>	
2.2 2.2.1	<p>Joint Project Forum</p> <p>Attendees</p> <p>Decision</p> <p>1) That only those attendees who need to be present should attend.</p>	

Item No	Subject	Action Owner
2.2.2	<p>2) That meeting minutes should only be circulated to those who are present or send apologies.</p> <p>3) That the same arrangements should apply to Control meetings.</p> <p>Communications</p> <p>Decision That there should be a communications presence at Forum meetings to act on issues arising, but communications matters should otherwise be discussed at fortnightly Control meetings and Tuesday/Thursday tram meetings.</p> <p>Meeting in Two Parts</p>	
2.2.3	<p>Decision</p> <p>That Forum meetings be held in two parts:</p> <p>Part I – Construction – All Part II – CEC and Lothian Buses</p>	
2.3	<p>Fortnightly Control Meetings at Lochside Avenue</p> <p>Decision</p> <p>1) Distribution of meeting minutes to be restricted to attendees only.</p> <p>2) Tram integration meetings to be held monthly.</p>	
2.4	<p>New Turner & Townsend weekly Client Control and Instruction meetings</p> <p>Decision</p> <p>That the standing agenda tabled by Colin Smith should be implemented for meetings.</p>	
PART 1		
3	Key Points of Progress	
3.1	<p>Consents and Approvals</p> <p>Colin Smith highlighted the following:</p> <ul style="list-style-type: none"> • Good progress regarding York Place approval following Planning Committee, approval representing a major milestone. • Traffic modelling was moving forward for York Place phase and thanks were due to Simon Nesbitt and Jim Donaldson. • A number of amendments to Planning were still to be worked through for consents generally, including for signage, Dublin Street steps etc. 	

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3.2	<p>Network Rail</p> <p>Colin Smith stated that there had been continuing good co-operation between parties on the track twisting issue, with the result that the situation was being contained and monitored with Network Rail.</p> <p>He advised that an issue with poles due to settlement of the embankment had come to light in the last 24 hours and that dialogue needed to continue with Network Rail to establish why the embankment was moving. Martin Foerder advised that a meeting was taking place that morning with Network Rail to discuss concern about the stability of the embankment and whether it would cause further problems.</p>	
3.3	<p>Scottish Water</p> <p>Colin Smith advised that there would be a final meeting with Scottish Water on 30 April to discuss the 33 manholes. Scottish Water had been supportive. This had resulted in 31 design solutions and 2 possible relaxations.</p> <p>Martin Foerder said there was slippage in the handover dates as advised by T&T. This would cause some delay up to 7-14 May. The south part of St Andrew Square had been handed over. The remainder should have been handed over during week commencing 30 April but because of bigger problems at Haymarket this would not now happen until 7-14 May.</p> <p>Colin Smith stated that they would need to manage this delay and it was agreed that Sue Bruce should be kept informed of progress.</p>	
3.4	<p>New Ingliston Wayleave</p> <p>The wayleave between New Ingliston and SGN had now been agreed and this could be taken off the report.</p>	
3.5	<p>Haymarket – Network Rail and Scottish Power</p> <p>Colin Smith advised that there was an irritancy clause within the sub-lease. An exchange of letters was taking place and there would be a progress report the following week.</p>	
3.6	<p>ScotRail</p> <p>Colin Smith said the protocol for the ScotRail depot was working well and there were no outstanding issues.</p>	
3.7	<p>Edinburgh Airport</p> <p>Colin Smith advised that the interface agreement allowed for weekly monitoring meetings and that progress was going well with 7 x 3 hour overnight sessions being carried out. All interface agreements would be signed off by June.</p>	

Item No	Subject	Action Owner
4	Governance – Project Team Structure, Resourcing and Behaviours	
4.1	<p>Certification, Working Decisions and Agreements</p> <p>Colin Smith stated that the headline figures of the last payment application had been agreed.</p> <p>There was an issue with CAF milestone payments with the payment dates changing. Richard Garner said this was not a major issue and CAF would work on this to improve the situation.</p> <p>Decision</p> <p>Richard Garner is to liaise with Alan Coyle to agree the dates of CAF payments.</p>	R Garner/ A Coyle
4.2	<p>Decisions/Instructions Awaited</p> <p>Colin Smith advised that there were no outstanding matters.</p>	
4.3	<p>Certifier’s Opinion on Scottish Water/Drainage Detail – Pricing Variation Assumption</p> <p>Colin Smith stated that there was an issue about the design of Scottish Water connections. The position was that the site was being offered up as a utilities free site to the contractor. It had been agreed to take a pragmatic approach to work through the 33 locations with issues. This had now been delivered and resolved but there was a question in relation to the cost. Turner & Townsend took a different view of this to INFRACO. Discussion about this was taking place at the Commercial Meeting.</p> <p>Colin Smith said that it was his opinion as the Certifier, that this was a pricing variation assumption and he would be issuing a written report. One outcome of the report would be to ensure that when the section of work was handed over, the information should be recorded in a format that was able to be audited and checked all the way through. Martin Foerder acknowledged and welcomed the Certifier’s opinion.</p>	
4.4	<p>Cost Engineering “Time Bank” Saving Certificate</p> <p>Martin Foerder stated that the 22 weeks “time bank” would ensure that the project was finished by the end date of summer 2014. They were not a real saving to the programme, but aimed to accommodate extra works.</p> <p>The 22 weeks identified by the Cost Engineering initiative was being recorded on a monthly basis. This time saving was being expended against utilities delays.</p>	

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5	<p>Matters Requiring Escalation</p> <p>Colin Smith advised that there were no matters requiring escalation.</p>	
6	<p>Utilities</p> <p>Colin Smith said that the utilities protocol had resulted in people working well with a 'whole design' approach from the team. Martin Foerder stated that this was the right approach and that all parties were working together.</p>	
7	<p>Cost Engineering – Next Review</p> <p>Colin Smith said a date was being worked on for the next Cost Engineering meeting.</p>	
8	<p>Programme</p>	
8.1	<p>Formation of Rev 5 and 5c Programmes</p> <p>Colin Smith advised that the aim was for the 5 and 5c programmes to be issued from the second week of May. Martin Foerder said that restrictions on on-street works e.g. Edinburgh Gateway project, should give more certainty and clearer progress to report on.</p> <p>Colin Smith requested the opportunity to review York Place traffic management plans.</p> <p>Decision</p> <p>That Colin Smith, Martin Foerder and Alfred Brandenburger should meet over the next few days to discuss the detail of York Place.</p>	<p>C Smith / M Foerder / A Brandenburger</p>
9	<p>Edinburgh Gateway</p>	
9.1	<p>Tram Red Line Boundary</p> <p>A red line site boundary had been agreed and established.</p>	
9.2	<p>Access</p> <p>Colin Smith said that site access should be agreed between the parties.</p>	
9.3	<p>Possible Requirement for Collateral Warranty for Design Work Not Contained in Tram Red Line Boundary</p> <p>This was noted.</p>	

Item No	Subject	Action Owner
10	<p>Project Threats and Opportunities</p> <p>Colin Smith advised that York Place TM was a significant opportunity to be examined.</p> <p>Looking ahead, he felt that there was a possible threat around starting up operations and asked that CAF give a commitment to looking at potential issues and considering how they would be best placed to overcome them.</p> <p>Richard Garner suggested that he arrange for a small group from the project to visit Zaragoza in Spain to view the recently operational trams there.</p> <p>Alfred Brandenburger advised that Siemens was working on testing implementation.</p> <p>Sue Bruce suggested that it would be useful to have a short session on tram integration. Alfred Brandenburger agreed to do a presentation on this at the next meeting.</p> <p>Dave Anderson said there was a threat around communications if no action was taken to start promoting the benefits the tram would bring to Edinburgh and it was agreed that this would be discussed at Tuesday/Thursday meetings.</p>	<p>Richard Garner</p> <p>Alfred Brandenburger</p>
11	Any other business	
11.1	<p>Press Article</p> <p>Sue Bruce referred to the article in the Evening News on 20 April initiated by Councillor Gordon Mackenzie in relation to the 'Time Bank'. She apologised to Martin Foerder for the article which had not been officially sanctioned</p> <p>Martin Foerder expressed concern about such reports being damaging as they were untrue and raised expectations that could not be met. He asked how this could be controlled in the future.</p> <p>Sue Bruce advised that, following the Council election on 3 May, she would be speaking to members of the new Council about ethics and behaviour.</p>	
11.2	<p>Re-opening of Princes Street</p> <p>Dave Anderson asked if a firm date could be given for the re-opening of Princes Street. Martin Foerder advised that the aim was for 30 June but it was too early to be certain. There would be tests around the laying of sets over the next two weeks around ability, time and cost which would allow the method of working to be reviewed.</p>	

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	Colin Smith asked for confirmation to this at next week's Control meeting. He advised that at the last All Party Oversight Group, he made it clear that the project could not be rushed into an early handover and that quality needed to be assured.	
11.3	<p>Date of Next Meeting</p> <p>The date of the next meeting was noted as 30 May 2012.</p>	
END OF PART I	At this point Martin Foerder and Alfred Brandenburger left the meeting.	
PART II	Vic Emery took over as Chair as Sue Bruce was due to leave the meeting during item 12.2	
12	LOTHIAN BUSES	
12.1	<p>Get Ready for Operations Meeting/Snagging Update</p> <p>Colin Smith said he wanted to make sure the project was delivered to Lothian Buses' expectations. It was agreed that good cooperation was required with CAF and INFRACO at the depot. Ian Craig advised that he was happy with the cooperation.</p> <p>Vic Emery asked if there was a completion date for snagging at the depot and what was being done to fix snags before the depot was handed to Lothian Buses.</p> <p>Ian Craig said that the vast majority of snagging issues were being worked out but that there were a few large issues such as water ingress. Colin Smith said there was an engineering solution to the water ingress involving drains and that it was important to deal with this properly. Vic Emery stressed the importance of having issues such as this dealt with as soon as possible.</p> <p>Sue Bruce asked how many tram drivers were likely to be employed. Ian Craig said it was likely to be between 70 and 90 but he would confirm this in due course.</p>	
12.2	<p>Branding</p> <p>Ian Craig stated that he was awaiting feedback from Sue Bruce, Vic Emery and others on the suggested branding options. The tram mock up was being moved to Seafield and would be liveried up with the various options.</p> <p>Dave Anderson suggested that there was an opportunity for branding and sponsorship at tram stops and that a broader discussion was needed on that.</p>	

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	<p>Vic Emery asked Ian Craig and Alan Coyle to provide information on what they were expecting from members of the Forum and the political route map required to get approvals. Alan Coyle would discuss this with Sue Bruce.</p> <p>Ian Craig would also discuss what was possible with CAF.</p>	<p>Alan Coyle</p> <p>Ian Craig</p>
At this point Richard Garner and David Steele left the meeting.		
12.3	<p>Operational Agreement</p> <p>Alan Coyle said he had met with Lothian Buses with a view to having heads of terms agreed by June and a full agreement was in the process of being finalised to formalise current arrangements. Chris Walton stated that the Board of Lothian Buses had given agreement for this approach to be followed.</p>	
12.4	<p>Access Protocol to Depot</p> <p>Ian Craig said that a protocol had been agreed and was working well. However, if there was an issue about a group being denied access then this needed to be discussed. It was agreed that it was good to have visits from key stakeholders but that lower priority, interested groups could not be accommodated to the same extent. He asked that authority for the final decision on visits be given to the operations team as they had a limited ability to host visits and this was agreed.</p> <p>Alan Coyle said that a protocol for managing and prioritising stakeholders was being worked on. Kelly Murphy welcomed the opportunity to discuss this further.</p> <p>Decision</p> <p>That the access protocol be devised by Lothian Buses at the request of and in conjunction with the Communications Control Group.</p>	
13	<p>Any other business</p> <p>There was no other business.</p>	