

Notice of meeting and agenda

Joint Project Forum Meeting

Wednesday 30 January 2013

Chief Executive's Board Room, Waverley Court, Edinburgh

Contact

If you have any questions about the agenda or meeting arrangements, please contact:

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CEC01891068_0001

11.00am to 12 Noon

All Attendees

1.0 Previous Minutes

- 1.1 Minute of 31 October 2012 - submitted for Approval as a correct record.
- 1.2 Minute of 21 November 2012 – submitted for information

2.0 Health & Safety

- 2.1 Update

3.0 Key Points of Progress

- 3.1 Commissioning & Integration of Trams - 2013
- 3.2 Third Party Consents / CEC Approvals
 - 3.2.1 Wall fixings
 - 3.2.2 Others on critical path
 - 3.2.3 Sectional Handover
- 3.3 Network Rail
 - 3.3.1 Work Package Plans
 - 3.3.2 Gateway and EGIP
- 3.4 Scottish Water
 - 3.4.1 Leith
 - 3.4.2 Weekly CEC, Scottish Water, T&T Meeting
- 3.5 ScotRail
- 3.6 Edinburgh Airport
 - 3.6.1 Eastfield Avenue

4.0 Governance

- 4.1 Project Team Payment Application Meetings
- 4.2 Instructions

4.3 Items of Dispute

5.0 Edinburgh Gateway

5.1 Programme

6.0 Project Threats and Opportunities

6.1 Baird Drive

7.0 Cost Engineering

7.1 Next Cost Engineering session to be arranged

8.0 Programme

8.1 Infraco/CEC Programme Forum

9.0 AOB

9.1 Date of Next Meeting

INTERVAL – SANDWICH LUNCH TO BE PROVIDED

12.30pm to 1.15pm:

CEC / Lothian Buses / Transport Scotland Attendees Only

10.0 Previous Minutes

10.1 Minute of 31 October 2012 - submitted for Approval as a correct record.

10.2 Minute of 21 November 2012 – submitted for information

11.0 Operating Agreement

12.0 Ticketing

13.0 Communications / Site Visits

14.0 Staffing / Training

15.0 Airport Working Party

Note of Meeting

Joint Project Forum

Edinburgh, 31 October 2012

Present:- Vic Emery (in the Chair), Alfred Brandenburger (Siemens), Alan Coyle (CEC), Ian Craig (Lothian Buses), Martin Foerder (Bilfinger Berger), Richard Garner (CAF), Tom Norris (Lothian Buses), Colin Smith (CEC), David Steele (CAF) and Mark Turley (CEC)

Also Present:- Gavin King (CEC).

Item No	Subject	Action Owner
1	<p>Previous Minute – 4 October 2012 Decision</p> <p>To approve the minute of 4 October 2012 as a correct record.</p>	
2	<p>Health and Safety Update</p> <p>Colin Smith stated that the health and safety review process was in place and there was a high degree of vigilance. The health and safety statistics were continuing to improve and as a result the additional health and safety supervisor would not be required and had been asked to stand down. Vic Emery stressed the need to remain vigilant in the monitoring of health and safety.</p>	
3	<p>Key Points of Progress –</p> <p>3.1 Commissioning and Integration Of Trams</p> <p>In September 2011 all parties were concerned over the testing and commissioning integration. Transport Scotland had even agreed to provide a resource for this work. This process was now working well and the</p>	

Item No	Subject	Action Owner
	<p>integration meeting had now been stood down. A new forum had now been created, with core individuals from all parties round the table. Alfred Brandenburger agreed this was a positive step and supported the need to reduce the numbers at the forum meeting.</p> <p>There had been a suggestion from the ICP to bring in some additional support into Tom Norris' team. The remodelling of the team for preparing for operations was continuing with Turner and Townsend restricting their involvement in this area to being a post-box for the client. The increased involvement of Lothian Buses/Edinburgh Trams would help integrate the operator into the process at an earlier stage. Vic Emery agreed that this was a positive step but stressed the importance of a formal handover to the operator at the appropriate time. Ian Craig supported this approach.</p>	
<p>3.2</p> <p>3.2.1</p> <p>3.2.2</p> <p>3.2.3</p>	<p>Third Party Consents / CEC Approvals</p> <p>Wall Fixings</p> <p>Colin Smith advised that one wall fixing remained to be agreed. This was at House of Fraser on the west side of Princes Street. A meeting with House of Fraser's legal team was scheduled for the next week but this may need to be escalated to assist in coming to a conclusion.</p> <p>Dublin Street Steps</p> <p>Colin Smith advised that the agreement had now been reached in regard to Dublin Street steps.</p> <p>Others on Critical Path</p> <p>Colin Smith highlighted that there were no issues and there was agreement on items that would be deferred before handover of Section B.</p>	
<p>3.3</p> <p>3.3.1</p>	<p>Network Rail</p> <p>Work Package Plans</p> <p>The conveyer belt system created a year ago had delivered great progress in regard to the work package plans. The balance between maintaining sufficient resource and keeping costs low would now be considered.</p>	

Item No	Subject	Action Owner
	<p>Vic Emery enquired whether there were any issues with the work alongside the ScotRail depot and shunting line. Martin Foerder advised that the piles along the Murrayfield corridor had now been removed and a tamper had been booked for two days for that area. The additional retaining structure was also under control.</p>	
<p>3.3.2.</p>	<p>Gateway and EGIP</p> <p>Colin Smith advised that work in this area was progressing with the view taken to work to the Rev 5 programme and thus not affect the Tram Project's progress.</p>	
<p>3.4</p>	<p>Scottish Water</p> <p>Colin Smith stated there had been an emerging picture over 2011/12 over the extent of poor services work affecting Scottish Water. The project's engagement post mediation had not started in a good place because of this impact. An escalation framework was established that meant that if there was difficulty in finding a solution it could be escalated to the highest level of both CEC and Scottish Water. The current situation was that there were 15-20 core items with 3-4 with significant financial implications. The project could offer up a series of works that would provide a safe and reliable service but there was a gap of 5-10% in the expectation of Scottish Water. Work was continuing on the Project so there was no delay to progress. A meeting had been established that would meet at 5pm every Wednesday and would involve Colin Smith, Alasdair Sim, Mark McEwen and John Flett from Scottish Water and Andy Scott (T&T). This meeting would try to reduce the items of contention but there would likely be a need to use the established escalation process. Vic Emery agreed that these issues should be escalated if there was a risk to the project's progress or budget.</p>	
<p>3.5</p>	<p>Scottish Power</p> <p>No issues were raised.</p>	
<p>3.6</p>	<p>ScotRail</p> <p>Colin Smith advised that there were no major issues</p>	

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	and the protocol arrangement was working well.	
<p>3.7</p> <p>3.7.1</p> <p>3.7.2</p>	<p>Edinburgh Airport</p> <p>Eastfield Avenue</p> <p>A comprehensive solution to the pedestrian crossing issue in Eastfield Avenue had been provided by Infracore and the airport had now agreed to the solution. The airport had also agreed to an extension of the red line boundary and to the LV connections.</p> <p>The airport though had not accepted that the road crossing was compliant. Discussions were still going on with regard to this issue but relations were good.</p> <p>City Entrance Gateway</p> <p>A meeting would be scheduled including CEC, the Airport and Lothian Buses to discuss the airport as a gateway to the city. A sketch of possible proposals had been prepared by the Airport.</p> <p>Decision</p> <p>That Colin Smith would organise a meeting between CEC, Edinburgh Airport and Lothian Buses.</p>	
<p>4</p> <p>4.1</p>	<p>Governance</p> <p>Project Team Payment Application Meetings</p> <p>Colin Smith advised that there was still concern over the conduct of Turner and Townsend at application meetings. As reported previously there were instances where Turner and Townsend had revised the figures in a valuation make up after it had been agreed. Application Meetings had begun to be minuted so issues could be escalated if necessary. However, this had recently ceased and this behaviour was compounded by the TCO on the cost engineering not being issued despite an agreement to do so. Alastair Maclean and Colin Smith had met the Chief Operating Officer of T&T, with Martin Foerder and Alfred Brandenburger also attending, to discuss behaviours. The meeting had not been as successful as hoped but in follow up meetings, a seven point recalibration plan had been established. This was now a work in progress to ensure that the behaviours exhibited in regard to</p>	

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	cost engineering and at application meetings were not repeated. Martin Foerder and Alfred Brandenburger agreed that the initial meeting with the senior management of Turner and Townsend had been disappointing but were happy to see what was presented in the future.	
4.2	Certification, Working Decisions and Agreements No issues raised.	
4.3	“22 Week Time Bank” TCO Colin Smith advised that a further eight days of the time bank had been used leaving nine weeks.	
4.4	Cost Engineering ‘Time Bank’ Certification issued by CEC SRO Colin Smith advised that the cost engineering time bank certification had now been issued.	
4.5	SGN No issues were raised.	
5	Edinburgh Gateway	
5.1	Programme Martin Foerder advised that works were progressing well with piling completed and the attenuation tank close to completion.	
5.2	Instructions All instructions were up to date.	
5.3	Access Arrangements	
5.3.1	Scottish Water Scottish Water were looking for an build over agreement at the Edinburgh Gateway. It was stressed that this would be a source of embarrassment if it delayed the Tram project.	

Item No	Subject	Action Owner
5.3.2	<p>Network Rail</p> <p>Raymond Sheridan was doing a good job in keeping component part of the Gateway works away from the Tram Project.</p>	
6 6.1	<p>Project Threats and Opportunities</p> <p>Baird Drive</p> <p>A meeting had been scheduled with SEPA, Transport Scotland and CEC to discuss the destination of the material at Pumpherston. The remaining material would be taken to the Avondale facility and SEPA would be asked to endorse this approach.</p>	
7	<p>Cost Engineering – Next Review</p> <p>Colin Smith confirmed that he would look at possible dates for the next cost engineering session.</p>	
8	<p>Programme Review Forum</p> <p>The confidentiality agreement was in place in regard to discussions on the programme. Investigations would take place on what opportunities were available between Christmas and March 2013 and this would be taken to the Tram SMT meeting.</p>	
9	<p>Report to Council October 2012</p> <p>Colin Smith thanked those who had contributed and supported the work undertaken on the report.</p>	
10	<p>AOCB</p> <p>Colin Smith advised that he had been asked to put together a memorandum of understanding between Transport Scotland and CEC to ensure an escalation process and appropriate dialogue was in place.</p> <p>Colin Smith advised that he was initiating a white board session to be held by CEC. These sessions would capture the large and small issues expected in 2013 and provide a picture of what work needed to be completed.</p>	

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	<p>Colin Smith advised that although the electrification of the tram was due to start to take place at the end of November 2012, CEC would not take ownership until March 2013.</p> <p>It was confirmed that the next meeting was on 21 November 2012. This was the Principal's meeting and there would be a break for the main principals to meet with the Minister at the Parliament.</p>	

Joint Project Forum and Principals Quarterly Meeting

Edinburgh, 21 November 2012

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.Bruce@edinburgh.gov.uk
Vic Emery	The City of Edinburgh Council	vicemery@ [REDACTED]
Colin Smith	The City of Edinburgh Council	Colin.Smith@edinburghtrams.com
Alastair Maclean (First Part Only)	The City of Edinburgh Council	Alastair.Maclean@edinburgh.gov.uk
Mark Turley (First Part Only)	The City of Edinburgh Council	Mark.Turley@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	Alan.Coyle@edinburghtrams.com
Chris Walton	Lothian Buses	cwalton@lothianbuses.com
Ian Craig	Lothian Buses	icraig@lothianbuses.com
Ainslie McLaughlin	Transport Scotland	Ainslie.Mclaughlin@transportscotland.gsi.gov.uk
Graham Porteous (First Part Only)	Transport Scotland	Graham.Porteous@transportscotland.gsi.gov.uk
Martin Foerder	Bilfinger	Martin.Foerder@bilfinger.co.uk
Dr Keysberg	Bilfinger	Jochen.Keysberg@bilfinger.com
Alfred Brandenburger	Siemens	Alfred.Brandenburger@siemens.com
Dr Schnependahl	Siemens	Joerg.Schnependahl@siemens.com
Antonio Campos	CAF	acampos@caf.net

ACTION NOTE

Item No	Subject	Action Owner
<hr/> Interval – Meeting with Keith Brown MSP, Scottish Parliament <hr/>		
12.00pm to 12.30pm:		
CAF / CEC / Infraco / Transport Scotland Attendees Only <hr/>		
8	Previous Minute 22 August 2012	
	Decision	
	To approve the minute of 22 August 2012 as a correct record.	
9	Health & Safety	
	No issues to report.	
10	Key Points of Progress	
10.1	Commissioning & Integration of Trams	
	No issues to report.	
10.2	Third Party Consents / CEC Approvals	

Item No	Subject	Action Owner
10.2.1 Wall fixings	It was noted that one remaining tenant was not cooperating. Action: Colin Smith is to intervene.	
10.2.2 Others on Critical Path	No items or instructions were raised by the forum.	
10.2.3 Sectional Handover	It was reported that Bob McCafferty and Kevin Russell were working on a partial handover protocol that was to be utilised over 2013. Martin Foerder noted the importance of this work and welcomed it taking place. Colin Smith said that this type of approach was key to the outputs of his delivery plan for 2013. This plan would be ready for circulation in December 2012.	
10.3 Network Rail		
10.3.1 Work Package Plans	Colin Smith advised that he has asked Network Rail to prepare a demobilisation plan. Network Rail is currently working on this in relation to resources and duration.	
10.3.2 Gateway and EGIP	Colin Smith advised that Turner and Townsend have confirmed there is no programme conflict in relation to the crossover with Gateway. Dominic Murphy is to facilitate a wider discussion with Network Rail and Scottish Water to ensure there are no misunderstandings with these groups.	
10.4 Scottish Water		
10.4.1 Murrayfield	It was noted that a number of issues had occurred to provide for a complex problem at Murrayfield involving MUDFA works, temporary works and permanent works. To ensure a swift solution that all parties could identify, Colin Smith had called a weekly meeting with Mark McEwen and John Flett of Scottish Water, together with Andy Scott (T&T) and Alasdair Sim. Colin Smith is to chair this meeting, together with the fortnightly progress meeting.	

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	<p>A solution and process as a result of this control was emerging.</p>	
10.4.2	Weekly CEC, Scottish Water, T&T Meeting	
	<p>It was confirmed that works on Leith Walk would commence at the end of January 2013 to ensure the work ties in with other CEC programmes taking place in the area and to minimise disruption to traders.</p>	
10.5	ScotRail	
	<p>Colin Smith reported that CEC is monitoring the access ramp slab at the Scotrail depot. No further movement in the cracks had been reported.</p>	
10.6	Edinburgh Airport	
10.6.1	Eastfield Avenue	
	<p>Two issues were discussed:</p> <ul style="list-style-type: none">○ Pedestrian access – this had been resolved and was now in place.○ Road crossing – a number of solutions have been discussed, with the main solution passed to the Airport for comment. Due to the trading pattern of the airport, work was not expected to be completed until October 2013.	
11	Governance	
11.1	Project Team Payment Application meetings	
	<p>Colin Smith advised that a request has been made for application meetings to be minuted.</p> <p>Tom Harrison, the Chief Operating Officer of T&T had been invited to meet with CEC and, as a result of the meeting, a seven-point-plan has been received from T&T. The seven-point-plan articulates the need for a different approach when interpreting the contract.</p> <p>Martin Foerder agreed that the meeting had provided an insight into how T&T work and advised he would be interested in seeing the plan.</p>	
12	Edinburgh Gateway	
12.1	Programme	
	<p>Colin Smith stated that this element of the work was running well and meeting the programme.</p>	

Item No	Subject	Action Owner
13	Project Threats and Opportunities.	
13.1	Baird Drive	
	Colin Smith advised that it was appropriate to move the material to Avondale to ensure the works remained on programme.	
14	Cost Engineering	
	Colin Smith advised the previous cost engineering issues had now been dealt with and that the next cost engineering session would be held in January 2013.	
	It was stated that, in terms of results, the cost engineering exercise had exhausted most savings possibilities. It would be worthwhile, however, for the exercise to continue.	
15	Programme	
15.1	Infraco/CEC Programme Forum	
	No issues were raised.	
16	AOB	
	Alfred Brandenburger enquired upon whether any issues had arisen from the most recent Council meeting. Alan Coyle confirmed that a further report had been taken to the Governance, Risk and Best Value Committee and reported that a further report would be taken on the 24 January 2013.	
	Colin Smith enquired about resourcing at CAF and Siemens and asked if the level of staffing was sufficient. It was confirmed that there was sufficient resource in place.	
16.1	Date of next meeting	
	The next Joint Project Forum meeting was due to take place at 11.00am on Wednesday 30 January 2013 and the next meeting involving the project Principals was scheduled for 9.30am on Wednesday 27 March 2013.	