

Joint Project Forum

Edinburgh, 27 March 2013

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	vicemery@
Colin Smith	The City of Edinburgh Council	Colin.Smith@edinburghtrams.com
Alan Coyle	The City of Edinburgh Council	Alan.Coyle@edinburghtrams.com
Ainslie McLaughlin	Transport Scotland	ainslie.mclaughlin@transportscotland.gsi.gov.uk
Dr Keysberg	Bilfinger	Jochen.Keysberg@bilfinger.com
Dr Schneppendahl	Siemens	Joerg.Schneppendahl@siemens.com
Julie Owen	Siemens	Julie.owen@siemens.com
Simon Nesbitt	Bilfinger	Simon.nesbitt@bilfinger.co.uk
Simon Linnemans	Siemens	simon.linnemans@siemens.com
Richard Garner	CAF	rgarner@caf.net
David Steele	CAF	dsteele@caf.net
Chris Walton	Lothian Buses	cwalton@lothianbuses.com
Ian Craig	Lothian Buses	icraig@lothianbuses.com
Tom Norris	Edinburgh Trams	Tom.norris@edinburghtrams.com

Item No	Subject	Action Owner
1	<p>Previous Minute – 21 November 2012 and 27 February 2013</p> <p>Decision</p> <p>1) To approve the minute of 21 November 2012 as a correct record.</p> <p>2) To note the minute of 27 February 2013 for information.</p>	
2	<p>Health and Safety Update</p> <p>Colin Smith advised that there were no health and safety issues to report.</p>	
3	<p>Key Points of Progress –</p> <p>3.1 Commissioning and Integration Of Trams - 2013</p> <p>Colin Smith stated that the fear at mediation of a lack of integration had not materialised. There was a good spirit of co-operation as well as an attention to detail at the commissioning and integration meetings. There were weekly update meetings as well as a fortnightly</p>	

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	<p>control meeting.</p> <p>A potential clash with a fully laden tram and the strail panel at Eastfield Avenue. A workshop session had been called and there had been full co-operation from all parties as a solution was sought. There was also a potential issue at North St Andrew Street and subsequently SDS had been instructed to undertake a survey of the entire line. A section would not be handed back if there were further modifications needed.</p> <p>Simon Nesbitt, Simon Linnemans and Richard Garner all agreed that this was a fir representation of the progress in regard to testing and commissioning and that all parties were working hard to find a solution for the potential clash.</p>	
<p>3.2</p>	<p>Section B Handover – Lessons Learnt</p> <p>Colin Smith reported that Section B had been successfully handed over on schedule. It had emerged that on the handover there was no float at all. A lesson for Section C completion would be top ensure that all the documentation was in place earlier that Section B to ensure there was no impact on the completion date. A lessons learned workshop had been scheduled on the handover and the Project’s programmers and planners had been invited to participate to ensure that this was taken into account. Simon Linnemans added that Section B had been successful but there was room for improvement and this was essential to avoid a delay to Section C completion.</p>	
<p>3.3</p> <p>3.3.1</p> <p>3.3.2</p>	<p>Third Party Consents / CEC Approvals</p> <p>Wall Fixings</p> <p>Colin Smith advised that all wall fixings had now been agreed. The House of Fraser wall fixing had the potential to jeopardise the wall fixing programme but this had now be resolved. Five wall fixings would be improved but this would not cause any delays.</p> <p>Others on Critical Path</p> <p>There were no other issues on the critical path.</p>	

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<p>3.4</p> <p>3.4.1</p> <p>3.5</p>	<p>Network Rail</p> <p>ScotRail</p> <p>Colin Smith explained that there had been an issue with Network Rail at Murrayfield. This had now been resolved due in part to an email from Martin Foerder. There was though a concern that Network Rail and ScotRail would demand more than the Project could offer. Turner and Townsend had been asked to create a tracker of Network Rail and ScotRail issues and a discussion would take place in the near future with Network Rail on what concessions the Project would be offering.</p> <p>Scottish Water</p> <p>Colin Smith stated that there were no issues with Scottish Water that could impinge on the Project. Simon Nesbitt added that there were minor issues to complete but it was now a very positive situation with Scottish Water.</p> <p>Sue Bruce enquired over the solution for the manholes in Princes Street. Colin Smith explained that Scottish Water had been informed that a manhole could be put in Princes Street Gardens but Princes Street would not be dug up again.</p>	
<p>4</p> <p>4.1</p> <p>4.2</p>	<p>Governance</p> <p>Personnel Changes</p> <p>Colin Smith advised that Alasdair Sim had replaced Jim Davidson as the CEC communications manager.</p> <p>Sue Bruce stated that Vic Emery had been stood down as the vice-chair of the Tram SMT meetings and Chair of the Project Delivery Group. Vic Emery had made a great contribution to the Project and Sue Bruce would be writing to him to thank him for his contribution.</p> <p>Meeting Cycles</p> <p>Approval was sought for revised Project governance arrangements. Sue Bruce added that there would be a gradual reduction of structures and meetings as the Project progressed.</p>	

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	<p>Decision</p> <p>To agree the new project governance arrangements.</p>	
<p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Project Team Payment Application Meetings</p> <p>Colin Smith explained that there had been previous issues with the payment application meetings in November 2012. A 7 point plan was agreed with Turner and Townsend and this along with minuted meetings was taken forward. Turner and Townsend had also taken a stronger lead in respect to managing the process. Simon Nesbitt advised that Rob Leech had taken a much more hands on role than had been undertaken previously and there had been a great improvement in the process.</p> <p>Instructions Outstanding</p> <p>There were no instructions outstanding and the instruction requests were diminishing as the Project progressed. A consents tracker had been created to monitor the situation.</p> <p>Items of Dispute</p> <p>There were no items of dispute.</p>	
<p>5</p> <p>5.1</p>	<p>Edinburgh Gateway</p> <p>Programme</p> <p>Colin Smith stated that work was progressing well and was on programme.</p>	
<p>6</p> <p>6.1</p>	<p>Project Threats and Opportunities</p> <p>Baird Drive</p> <p>Colin Smith advised that SEPA had recently received an FOI request. Meetings had taken place between the Council's FOI officers and SEPA's. The volume of information requested is very significant so there will need to be further discussion on how the request should be answered.</p> <p>The issue surrounding Baird Drive had been resolved with the material disposed of in the correct manner.</p>	

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6.2	<p>Final Accounts</p> <p>Colin Smith explained that in November 2012 it was agreed to take the opportunity to bring the final accounts to conclusion earlier than would be usual practice. Discussions had taken place with the sub-contractors to inform them of the ethos of professional behaviour expected from them. The aim would be to ensure that there were no claims from the sub-contractors.</p> <p>All parties agreed with this approach.</p>	
6.3	<p>As built and Assurance Documentation</p> <p>Colin Smith stated that this was both a threat and an opportunity. The aim would be to maintain the momentum and avoid the documentation from threatening the completion date for Section C.</p>	
7	<p>Cost Engineering – Update on Reviews</p> <p>Colin Smith confirmed that cost engineering was an ever diminishing return but there were areas being pursued. For example Siemens were pulling together information on where materials were being located and whether these can be located in one location.</p>	
8	<p>Programme – Infraco/CEC Programme Forum</p> <p>A Client Target Programme was circulated. It was important that the training of tram drivers was fully taken into account. Additionally, there had been losses in work days because of the weather. The timebank had been exhausted and there was no seasonal float left until the end of the year. Simon Nesbitt added that there were works which could not be completed unless the temperature was 4-5 degrees. Simon Linnemans also stated that cable pulling could not be completed in cold temperatures.</p> <p>The tram system would have to be fully compliant with the Railways and Other Guided Transport Systems (Safety) Regulations 2006 and the ICP would have to be satisfied before signing off on sectional completion.</p> <p>Colin Smith proposed a programme session to</p>	

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	<p>ascertain options on how to compete the project earlier but in a safe, compliant manner. All parties agreed to this approach.</p> <p>Decision</p> <p>To hold a programme session to ascertain options on how to compete the project earlier but in a safe, compliant manner.</p>	CS
9	<p>AOCB</p> <p>Chris Walton enquired whether there was a wish for members of the public to travel on a tram in the near future. Colin Smith advised that the ICP had clarified that only people related to the Project would be able to travel on the tram before August/September 2013.</p>	

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	Part Two - CEC/ Transport Scotland/ Lothian Buses/ Edinburgh Trams	
10	<p>Previous Minute – 21 November 2012 and 27 February 2013</p> <p>Decision</p> <p>1) To approve the minute of 21 November 2012 as a correct record.</p> <p>2) To note the minute of 27 February 2013 for information.</p>	
11	<p>Operating Agreement</p> <p>Colin Smith advised that there had been a considerable amount of work undertaken on the Operating Agreements in the last 18 months. A three stage process had commenced in March and the team had reached the second stage – Optimisation and Finalisation. It was hoped that this could be completed for approval at the Joint Project Forum on 24 May 2013 and then closed out by 14 June 2013.</p> <p>Details were also provided of the meeting schedule and the personnel involved in the work to agree the Operating Agreement.</p> <p>Chris Walton confirmed that Lothian Buses were content with the process. Ian Craig added that Lothian Buses were trying to ensure that the work undertaken at the depot would not be impacted by the work on the operating agreement. Resources and attention should not be diverted.</p> <p>Chris Walton asked that in regard to the financial model whether some points could be created where a line could be drawn. The dates were not important. Alan Coyle agreed to provide what he understood to be the baseline for the financial model and circulate.</p> <p>Decision</p> <p>To circulate the financial model.</p>	Alan Coyle

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<p>12</p>	<p>Ticketing</p> <p>Colin Smith advised that the aim was to be able to offer the TVMs to as wide an audience as possible including the airport and the London airports.</p> <p>Ainslie McLaughlin agreed to provide a Transport Scotland contact to Alan Coyle in regard to concessionary travel.</p> <p>Ian Craig stated that there were a significant number of technical issues that required to be resolved. This needed to be factored in and addressed immediately to ensure there was no delay with the TVM project.</p> <p>Sue Bruce enquired whether mobile phone apps were being explored for ticketing. Ian Craig advised that one of the workstreams on ticketing would explore that.</p> <p>Sue Bruce enquired whether trams would be able to receive cash and whether tickets would be sold in shops. Ian Craig explained that third party sales were not currently being pursued as the commission taken meant the profit margins were too small. In regard to trams receiving cash, the principle would be of buying before you travel. This would require significant communications with the public as this was not the system used on buses. There would also have to be a ticket inspection process and the numbers of inspectors were being explored.</p> <p>Chris Walton advised that there would be distinctive sections of travellers on the tram. There would be different solutions on pricing and ticket selling for these sections. Ian Craig added that he envisaged three zones – the airport, the Park and Ride and the rest of the route. The aim would be to ensure that the zonal system was not too complex.</p>	
<p>13</p>	<p>Communications/Site Visits</p> <p>Colin Smith reported that a letter had been sent by CEC Tram Communications team inviting stakeholders and the public to travel on the tram. This had not been authorised by the Tram SMT meeting. The ICP had clarified that only people related to the Project would be able to travel on the tram before August/September 2013. A letter would be drafted in two forms, one</p>	

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	<p>offering visits to the depot and a trip on the tram to those involved with the Project and the other to be a letter to those not involved with the Project stating that only a visit to the depot would be offered.</p>	
<p>14</p>	<p>Staffing/Training</p> <p>Tom Norris advised that four new tram drivers were taken on four weeks ago, taking the total number up to twelve. Four of the twelve would also be raised to instructor to assist in the delivery of training. The first tranche of supervisor level were also being brought in.</p> <p>Section B handover had taken place very smoothly. The opening up of the track also provided greater opportunities such as increased mileage and the ability to run a mini timetable, testing procedures and systems. Trials of how incidents were managed would also commence along with engagement with the emergency services. Further detail on the types of scenarios to be tested could be provided at the next meeting.</p> <p>Tom Norris stated that when the tram was first running through the city centre it would function at a slower speed than its future operating speed. This would help minimise accidents and also assist in public education on driving using roads with a tram system.</p> <p>Sue Bruce advised that a high level discussion was needed with the police divisional commander on the response to tram accidents.</p> <p>Ainslie McLaughlin enquired whether Edinburgh Trams would be ready for a revenue service by the end of the year. Tom Norris stated this was a very tight timescale to enable staff to have the required level of experience. He stated he would need to know if that was the target as soon as possible. One example of ways to gain experience quicker was to extend shadow running, starting in the early morning and going through the day in different conditions.</p>	
<p>15</p>	<p>Airport Working Party</p> <p>Colin Smith advised that there would be a presentation to the Tram SMT in the near future on the work of the Airport Working Party.</p>	

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16	<p>AOCB</p> <p>Colin Smith advised that there was a need to ensure that the depot was valued at an appropriate level for business rates. This should not include the road or the bridge and should be zonal. The appeal process ends in December 2013 and to avoid a large valuation the ratings exercise should be undertaken as soon as possible.</p> <p>Colin Smith stated that there was a meeting scheduled with Shepherd and Wedderburn on the depot licence.</p> <p>Sue Bruce explained that there had been some interest for branding on tram vehicles. Chris Walton stated that they were happy to discuss with interested parties.</p>	