

Project Delivery Group

Edinburgh, 7 February 2013

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.Bruce@edinburgh.gov.uk
Alastair Maclean	The City of Edinburgh Council	Alastair.Maclean@edinburgh.gov.uk
Bob McCafferty	The City of Edinburgh Council	Bob.McCafferty@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	Alan.Coyle@edinburgh.gov.uk
Alasdair Sim	The City of Edinburgh Council	Alasdair.sim@edinburghtrams.com
Alison Clyne	The City of Edinburgh Council	Alison.clyne@edinburgh.gov.uk
Graham Porteous	Transport Scotland	Graham.Porteous@transportscotland.gsi.gov.uk

ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	PREVIOUS MINUTES 24 JANUARY 2013 <p>Alastair Maclean advised that a meeting had been held with Brandon Nolan of Pinsent Masons. It was reiterated that the Council had a possible case but the timescales to put in an action were by May 2013. Pinsent Masons had been asked to discuss with a QC the costs and arrangements for submitting a protective writ. This would give the Council more time to make a decision on whether to bring a case although the action may leak to the press. Alastair Maclean confirmed he was to report to the Governance, Risk and Best Value Committee in March on this issue.</p> <p>Alan Coyle confirmed that BLP had asked to look at break clauses within the maintenance contract. Early indications were that after three years, the Council could give six months notice.</p> <p>Alastair Maclean advised that there had been some interest for NSW in Australia in spare tram vehicles. This was currently being investigated. Sue Bruce enquired whether the trams could run on the new Borders' rail line. Graham Porteous agreed to investigate. Alan Coyle explained that in the event of trams not being sold, alternative options were being looked at.</p>		
	Decision		
	1) To approve the minute of 24 January 2013 as a correct record.		

ITEM	ACTION OWNER	DEADLINE
2) That Graham Porteous would investigate whether the spare trams could be used on the Borders' rail line.		

2 SRO's REPORT

Alan Coyle gave an update on the following:

- The TVM work stream was progressing well and its estimated completion was November 2013.
- An agreement had been reached with Mark McEwen of Scottish Water for their resources to demobilise by June 2013. A conveyer belt system was also being established at Lochside for Scottish Water issues in a similar set up to the one used with Network Rail.
- A meeting of the Planning Forum was scheduled for 12 February 2013, which would plan the approach to completion of the project.
- Siemens had been asked to prepare a schedule of materials and a future decision would be necessary on whether the materials are kept for future use.
- An additional four trams had been vested which would allow Edinburgh Trams to expand their driver training.
- Julian Weatherley, Steven Lewcock and Martyn Ayres had now left the Project. Although Julian Weatherley would be maintaining a Turner and Townsend corporate role at no charge to the Project.
- The cat posts on Princes Street needed to be replaced. SFC were going to carry out this work but it had not yet been completed. Sue Bruce stated that this was a potential liability and would speak to Mark Turley on the issue.
- An assurance workshop and a risk workshop had been scheduled.

Sue Bruce stated that following a periodic review that she held with Vic Emery it had been agreed that Vic Emery would leave the Project at the end of the financial year. This was in line with the project reaching a number of milestones and the drive to continually bring down staff costs as the Project progressed. Sue Bruce highlighted Vic Emery's significant contribution to the Project.

ITEM	ACTION OWNER	DEADLINE
<hr/> Decision		
1) That Sue Bruce would speak to Mark Turley on the cat posts in Princes Street.	Sue Bruce	
2) To thank Vic Emery for his significant contribution to the Tram Project.		

3 GOVERNANCE

Alan Coyle advised that following the Council meeting that considered the Operating Agreement, Ashursts and Shepherd and Wedderburn had been employed to advise the Council. Future consideration would also need to be given to the board membership for Tramco. Sue Bruce asked that Ashursts provide a commentary on Chris Walton's letter.

Decision

That Ashursts be asked to provide a commentary on Chris Walton's letter.

Alan Coyle

4 APOG Presentation

Alasdair Sim explained that due to the short period between All Party Oversight Group meetings, a general update did not appear to be as useful. It was proposed that a presentation showing the traffic arrangements following the tram operating be shown. Accordingly slides had been created showing the city centre from Haymarket to York Place divided into four areas.

Alasdair Sim advised of a proposal to create a left turn for buses from Lothian Road into Queensferry Street was being explored but it was thought that it would be very expensive to implement.

Sue Bruce asked that a slide be added explaining the traffic flow and some photos showing progress should also be added. There should also be mention of costs in regard to resources and the move to reduce these.

Sue Bruce highlighted that there may be questions on the impact of the new traffic routes on air quality.

ITEM	ACTION OWNER	DEADLINE
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Decision		
To add slides on the following to the presentation before bringing the new presentation back to the Tuesday Tram Briefing meeting:	Alasdair Sim	
<ul style="list-style-type: none">• Explanation of the traffic flow• Progress photos• Resource costs		
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5 AOCB		
Sue Bruce advised that the Scottish Government had not been able to expand the concessionary travel scheme to the trams. They did though suggest that the Council could establish their own scheme. This was currently being explored.		
Alasdair Sim explained that discussions were ongoing with Iain Strachan (Legal, CEC) on the bridge agreements with Network Rail. The outstanding issue was one of indemnity. Network Rail was asking for an indemnity, which was their standard agreement, however, they were not willing to offer and indemnity themselves.		
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6 DATE OF NEXT MEETING		
14 February at 8am in the Chief Executive's Board Room		
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