

TRAM PROJECT – Certificate Hg1 Meeting ACTION NOTE

Date: Thursday, 28 April 2011
 Time: 17:30 to 19:30
 Venue: Board Room, Waverley Court

Attendees:

Vic Emery	tie Ltd	vicemery
Sue Bruce	City of Edinburgh Council	Sue.Bruce@edinburgh.gov.uk
Richard Jeffrey	tie Ltd	Richard.Jeffrey@tie.ltd.uk
Steven Bell	tie Ltd	Steven.Bell@tie.ltd.uk
Dave Anderson	City of Edinburgh Council	Dave.Anderson@edinburgh.gov.uk
Donald McGougan	City of Edinburgh Council	Donald.McDonald@edinburgh.gov.uk
Colin Smith	Hg Consulting	csmith@hg-group.co.uk
Alastair Maclean	City of Edinburgh Council	Alastair.Maclean@edinburgh.gov.uk
Alan Coyle	City of Edinburgh Council	Alan.Coyle@edinburgh.gov.uk
Ritchie Somerville	City of Edinburgh Council	Ritchie.Somerville@edinburgh.gov.uk

Meeting Chair: Sue Bruce

Purpose of Meeting:	To confirm details moving forward relating to Hg1 Certificate and related matters.
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ACTION NOTE

ITEM	ACTION OWNER	DEADLINE
1 Hg1 Certificate		
1.1 Decision Made: Hg1 Certificate valuation has been given by Colin Smith. The Council needed to have comfort that the payment was attributable, and that there is a clear audit trail. Hg Group will be the certificate certifier. tie Ltd are to make the payment on the basis HG1, subject to an understanding that MOV4 and certification arrangements are imminent.		
1.2 Actions: tie Ltd are to request the funds from the Council to allow it to make the payment on the basis HG1.	RJ/SBELL	2/5/2011
2 Minutes of Variation 4 and 5		
2.1 Decision Made: Alastair Maclean to draw up a definitive schedule of the items that need to be in place for the transfer of funds to BB/S.		
2.2 Actions: Production of a definitive schedule of items needed to allow for the transfer of funds to BB/S.	AMAACL	2/5/2011

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3	Communication		
	Decision Made: Three issues considered and determined:		
3.1	<ol style="list-style-type: none"> Organisation: The Tram "Team" needs to be in the same location/room. Internal communications: There needs to be open, clear and transparent communications within and amongst the staff employed on the Tram Project, across all the organisations involved. At present there is an imbalance between the contractor and the Project Management agent and the Council. Joint briefing note: A statement of the vision going forward needs to be prepared, highlighting joint team working and the rules of engagement. Operations Guide: Key operational processes need to be captured in flowcharts, with clear statements about roles and responsibilities for these processes and confirmation of who to escalate to if an issue arises. This needs to be produced on a Project basis, once for all parties. 		
	Actions:		
3.2	<ol style="list-style-type: none"> Organisation: Governance arrangements are being considered by Sue Bruce and Vic Emery. Once a decision has been made on this, co-location of staff can be progressed. Any situation that is more pressing and requires co-location now should follow the model adopted for the fast-track approvals. Joint briefing note: A statement of the vision going forward to be prepared, highlighting joint team working and the rules of engagement. Operations Guide: Key operational processes to be captured in flowcharts, with clear statements about roles and responsibilities for these processes and confirmation of who to escalate to if an issue arises. To be produced on a Project basis: once for all parties. 	<p>ALL TO NOTE</p> <p>SB/VE</p> <p>SBELL/CS /RGS/MF</p>	<p>17/5/2011</p> <p>17/5/2011</p>
4	Programming		
4.1	Decision Made: In relation to the future programme for the Project the critical elements remain schedule and price. A critical path needs to be defined for the project. The potential impact of the Gogar Interchange needs to be defined. A 'reasonable assumption' about the schedule and price need to be worked up to allow for a total project programme to be understood.		
	Actions:		
4.2	<ol style="list-style-type: none"> A critical path needs to be defined for the project. The potential impact of the Gogar Interchange needs to be defined. A 'reasonable assumption' about the schedule and price need to be worked up to allow for a total project programme to be understood. 	<p>SBELL/CS</p> <p>SBELL/CS</p> <p>SBELL/CS</p>	<p>1/6/2011</p> <p>1/6/2011</p> <p>1/6/2011</p>

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<p>5 Princes Street</p> <p>Decision Made: Marshall Poulton is leading a joint team. The current programme is for a 1 July 2011 start date, working through to an end date of 28th November 2011, to allow for the Christmas period to progress unfettered. The balance of the works to be commence in February 2012, for completion as soon as is possible.</p> <p>5.1 There are a wide range of political issues associated with this part of the project that affect the normal business approach that could be taken. As the dates have changed MOV4 needs to be amended to reflect these new dates.</p>		
5.2 Actions: MOV4 needs to be amended to reflect these new dates.	AMACL	6/5/2011

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