



**Tram Project Board  
Report on Period 11 (2010/11)  
Papers for meeting 9<sup>th</sup> February 2011**

**09:30am – 12:00pm**

**Distribution:**

**Members and attendees**

Vic Emery	Peter Strachan	Alan Coyle
Richard Jeffrey	Neil Scales	Andy Conway
Donald McGougan	Cllr Phil Wheeler	Steven Bell
Bill Campbell	Cllr Allan Jackson	Mandy Haeburn-Little
Cllr Gordon Mackenzie	Cllr Ian Perry	Gregor Roberts
Brian Cox	Dave Anderson	Alastair Richards
Kenneth Hogg	Marshall Poulton	Ian Craig
		Alasdair Sim (Minutes)

**In addition – for information only**

Cllr Maggie Chapman	Cllr Tom Buchanan	Dennis Murray
Norman Strachan	Frank McFadden	Ailie Wilson

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**Agenda Tram Project Board**

**Brunel Suite – Citypoint, 2<sup>nd</sup> Floor**

**9<sup>th</sup> February 2011 – 09.30am to 12.00pm**

**Members and attendees:**

Vic Emery	Peter Strachan	Andy Conway
Richard Jeffrey	Neil Scales	Steven Bell
Donald McGougan	Cllr Phil Wheeler	Susan Clark
Bill Campbell	Cllr Allan Jackson	Mandy Haeburn-Little
Cllr Gordon Mackenzie	Cllr Ian Perry	Gregor Roberts
Brian Cox	Dave Anderson	Alastair Richards
Kenneth Hogg	Marshall Poulton	Ian Craig
	Alan Coyle	Alasdair Sim (Minutes)

**Apologies:**

	<b>Agenda Item</b>	<b>Presented by</b>	<b>Reference in Papers</b>
1.0	<b>Welcome &amp; Opening Remarks</b>	VE	Verbal update
2.0	<b>Review of Previous Minute &amp; Matters Arising</b>	VE	p5
3.0	<b>5 Key Business Priorities</b>		
	<i>3.1 Building the Tram</i>		
	▪ Update on Progress with BSC	RJ	Verbal update
	▪ Project Director's Report	SB	p14
	○ HSQE	SB	p55
	○ Progress	SB	p29
	○ Change Requests	SB	p23
	○ Finance	GR	p45
	○ Project Risk Register	SB	p25
	<i>3.2 Preparing for Operations</i>	AR	p39
	<i>3.3 Building the Brand</i>	MHL	p58
	<i>3.4 Building the Team</i>	RJ	Verbal update
	<i>3.5 Preparing for the Future</i>	RJ	Verbal update
4	<b>Any Other Business</b>	All	Verbal update
5	<b>Close &amp; Date of Next Meeting</b>	VE	Verbal Update
	Wednesday 13 <sup>th</sup> March 2010 commencing at 09:30		

## Tram Project Board Glossary of Terms

APA	Asset Protection Agreement	MUDFA	Multi Utilities Diversion Framework Agreement
AFR	Accident Frequency Rate	NPF	National Planning Framework
BCR	Benefit to Cost Ratio	NPV	Net Present Value
BROR	Benefits Realisation & Operational Readiness Committee	NR	Network Rail
BSC	Bilfinger Berger, Siemens and CAF	NTS	National Transport Strategy
CCTV	Closed Circuit Television	OCIP	Owner Controlled Insurance Programme
CEC	The City of Edinburgh Council	OGC	Office of Government Commerce
COCP	Code of Construction Practice	OJEU	Official Journal of the European Union
DFBC	Draft Final Business Case	OLE	Overhead Line Equipment
DPOFA	Development Partnering & Operating Franchise Agreement	PFI	Private Finance Initiative
DRP	Dispute Resolution Process	PIN	Preliminary Information Notice
DV	Valuation Office Agency	PMP	Project Management Plan
EARL	Edinburgh Airport Rail Link	QRA	Quantitative Risk Analysis
ER	Employers Requirements	RBS	Royal Bank of Scotland
ETL	Edinburgh Trams Limited	REV	Revision
ETN	Edinburgh Tram Network	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
ETP	Edinburgh Tram Project	ROGS	Railway and Other Guided Transport Systems (Safety) Regulations
FATS	Factory Acceptance Test	RPI	Retail Price Index
FBC	Final Business Case	RTS	Regional Transport Strategy
FOISA	Freedom of Information (Scotland) Act	SATS	Site Acceptance Test
FoTW	Foot of the Walk	SCADA	Supervisory Control and Data Acquisition
GMP	Guaranteed Maximum Price	SDS	Systems Design Services contractor
GVD	General Vesting Declaration	SE	Scottish Executive
H&S	Health and Safety	SESTRAN	South East of Scotland Transport Partnership
HSQE	Health, Safety, Quality & Environment	SNH	Scottish Natural Heritage
HMRI	Her Majesty's Rail Inspectorate	SP	Scottish Power
HR	Human Resources	SPOKES	Lothian Cycle Campaign
IDC	Inter-Disciplinary Checks	SRO	Senior Responsible Owner
ICP	Independent Competent Person	SRU	Scotland Rugby Union
Infraco	Infrastructure Contract	STAG	Scottish Transport Appraisal Guidance
ICT	Information Communications & Technology	SUCs	Statutory Utility Companies
INTC	Infraco Notice of Tie Change	SW	Scottish Water
ITN	Invitation to Negotiate	TEL	Transport Edinburgh Limited
ITPs	Implementation Test Plans	TENS	Trans-European Transport Network Executive Agency
ITT	Invitation to Tender	TPB	Tram Project Board
JRC	Joint Revenue Committee r	TRO	Traffic Regulation Order
KPI	Key Performance Indicator	TTRO	Temporary Traffic Regulation Order
LB	Lothian Buses	Tramco	Tram Vehicle Supply and Maintenance Contract
LLAU	Limits of Land to be Acquired or Used	TS	Transport Scotland
LOD	Limits of Deviation	TSS	Technical Support Services contract
LRT	Light Rapid Transit	UTC	Urban Traffic Controls
LRV	Light Rail Vehicle	VAT	Value Added Tax
LTS	Local Transport Strategy	VFM	Value For Money
MP	Member of Parliament		
MSP	Member of Scottish Parliament		



**Edinburgh Tram Network Minutes**

**STRICTLY PRIVATE AND CONFIDENTIAL**

**Tram Project Board**

**12<sup>th</sup> January 2011 (09:30 to 12:00)**

**tie offices – Citypoint II, Brunel Suite**

<b>Members in Attendance:</b>			
Brian Cox	BC	Bill Campbell	WWC
Richard Jeffrey	RJ	Donald McGougan	DMcG
Cllr Gordon MacKenzie	GM		
<b>In Attendance:</b>			
Steven Bell	SB	Andy Conway	ACon
Dave Anderson (part time)	DA	Gregor Roberts	GR
Neil Scales	NS	Cllr Phil Wheeler	PW
Alastair Richards	AR	Cllr Ian Perry	IP
Alan Coyle	AC	Mandy Haeburn-Little	MHL
Ian Craig	IC	Susan Clark	SC
		Alasdair Sim (minutes)	AS

**Apologies:** Cllr Tom Buchanan, Cllr Maggie Chapman, Cllr Allan Jackson, Kenneth Hogg, Peter Strachan, Marshall Poulton.

<b>1.0</b>	<b>Introduction, Review of Previous Minutes and Matters Arising</b>	
1.1	BC opened the meeting noting the apologies.	
1.2	<u>Matters Arising from Previous Minutes</u> All actions noted in the previous TPB minutes have been closed out, and/or will be dealt with during this TPB meeting.	
1.3	The minutes from the previous TPB held on 15 December 2010 were approved as an accurate record.	
<b>2.0</b>	<b>Strategic Workstream Update</b>	
2.1	RJ reminded the Board of the recommendations from the previous TPB, to: <ul style="list-style-type: none"> <li>▪ Commence mediation as soon as possible</li> <li>▪ Scope to cover completion of the route from Airport to St Andrew Square</li> <li>▪ To be a fast track commercial process</li> <li>▪ Performance criteria to be bound into delivery of mediated outcome</li> <li>▪ <b>tie</b> to develop the mediation strategy with CEC Legal and Finance Directors</li> </ul> <p>RJ confirmed that a Mediator has been booked and that internal planning sessions have commenced, including detailed input from CEC. The Board noted that DA will participate as part of the mediation team as the CEC</p>	

	<p>representative.</p> <p>The potential outcomes of the mediation process were discussed at length by the Board, and it was agreed that certainty around price and delivery will be key requirements around any mediated settlement, acknowledging that some residual risks and contingency around these, are likely to exist. Achieving best value for the public purse is a key consideration through this whole process.</p> <p>The Board discussed the governance arrangements in regard to the future decision making processes; these being</p> <ol style="list-style-type: none"> <li>1. <b>tie</b> CEO presents his recommendation to the Tram Project Board;</li> <li>2. TPB to consider and make a recommendation to the TEL Board;</li> <li>3. TEL Board to consider and make a recommendation to City of Edinburgh Council;</li> <li>4. Full Council to consider and as necessary, ratify the TEL Board recommendation.</li> </ol> <p>The individual responsibilities for directors of <b>tie</b> Ltd and TEL Ltd were also discussed, and these are set out in the <b>tie</b> Ltd and TEL Ltd operating arrangements.</p> <p>It was agreed that <b>tie</b> and CEC will not be making any public comment whatsoever on mediation matters until the process has been concluded.</p>	
2.2	<p><u>DRP Update</u>  SB updated the Board on the Dispute Resolution Procedures at Period 10:</p> <ul style="list-style-type: none"> <li>▪ 25 items in DRP - 16 referred by <b>tie</b>, 9 by BSC.</li> <li>▪ 7 resolved by negotiation &amp; 2 resolved through mediation - 11 decisions made by Adjudication</li> <li>▪ Live DRPs submitted by Infraco, Preliminaries, Princes Street valuation,</li> <li>▪ Live DRPs submitted by <b>tie</b> – Lindsay Road, South Gyle Access Bridge, Bankhead Drive</li> <li>▪ No new items referred in last period, but several expected in Period 11/12.</li> </ul>	
<b>3.0</b>	<b>Building the Tram</b>	
3.1	<p>SB presented the progress updates for Period 10:</p> <p><u>HSQE – Deliver a Tram Safely</u>  There were no reportable accidents during the period. The rolling 13 Period AFR is at 0.22. There were 3 MOP incidents recorded during Period 10, all involving pedestrians slipping on temporary footpath diversions during icy conditions. Planned Safety Tours and PM Inspections will be re-profiled for 2011 to suit the current site activity. CoCP compliance was recorded at 96% during Period 10.</p> <p>Despite formal requests, BSC decided not to undertake snow clearing operations on temporary diverted footpaths during Dec. <b>tie</b> consequently made arrangements for this work to be carried out by Frontline Construction Ltd. BSC</p>	

<p>have since undertaken some snow clearing activities. A <b>tie</b>/BSC senior management review of the circumstances and response took place on 7 January, and this matter will be raised at the Health &amp; Safety Committee during Period 11.</p> <p>No environmental incidents were recorded during Period 10.</p> <p><u>HSQE – Deliver a Safe Tram</u> The Safety Verification System has been updated to reflect current processes and to cover comments recently received from ORR's Ian Raxton.</p> <p>The planned work to link the ER's to "The right things" list has been completed and the output and next steps will be discussed with the ICP in January 2011. Current work on the examination of safety mitigation argument evidence has focused on selecting 53 key hazards out of the overall 317 open hazards. The document will be updated with comments and submitted to PSCC for their consideration in Period 11.</p> <p>A number of points were noted at the PSCC meeting on the 8th December 2010. The BSC Testing and Commissioning Plan has still not been issued and the System Integration Plan has not been re-issued to take account of comments made by <b>tie</b>.</p> <p>What appears to be a good Design Assurance Statement and response to a Record Of Review has been received from CAF for the Tram Vehicle, although integration with the infrastructure is still outstanding.</p> <p><u>Progress Overall</u></p> <p>SB reported on overall progress on the project at end of Period 10. Progress achieved was 0.5% in the period:</p> <table border="1" data-bbox="321 1268 1300 1820"> <tr> <td data-bbox="321 1268 1198 1625"> <p><u>Utilities</u> <i>The % complete is a physical measure of the progress against the forecast final volume of diversions across the route. It does not take cognisance of cabling, testing and transfers from the Telecom Providers (BT etc.)</i></p> <ul style="list-style-type: none"> <li>▪ ~ 50,000m of diversions; ~48,300m completed to date.</li> <li>▪ Airport - Haymarket complete</li> <li>▪ Haymarket – Newhaven complete save for:               <ul style="list-style-type: none"> <li>▪ Some telecoms cabling and transfers</li> <li>▪ Testing / commissioning / abandonments of transferred services</li> <li>▪ Baltic Street Diversions (1500m)</li> </ul> </li> </ul> </td> <td data-bbox="1198 1268 1300 1625" style="text-align: center; vertical-align: top;"> <p><b>97%</b></p> </td> </tr> <tr> <td data-bbox="321 1625 1198 1820"> <p><u>Design</u> <i>The % complete is based upon delivery of IFC packages and close out of all remaining informatives and comments and submission of as-builts (which represents around 10% of the design process). This estimate is under review from URS Scott Wilson</i></p> </td> <td data-bbox="1198 1625 1300 1820" style="text-align: center; vertical-align: top;"> <p><b>80%</b></p> </td> </tr> </table>	<p><u>Utilities</u> <i>The % complete is a physical measure of the progress against the forecast final volume of diversions across the route. It does not take cognisance of cabling, testing and transfers from the Telecom Providers (BT etc.)</i></p> <ul style="list-style-type: none"> <li>▪ ~ 50,000m of diversions; ~48,300m completed to date.</li> <li>▪ Airport - Haymarket complete</li> <li>▪ Haymarket – Newhaven complete save for:               <ul style="list-style-type: none"> <li>▪ Some telecoms cabling and transfers</li> <li>▪ Testing / commissioning / abandonments of transferred services</li> <li>▪ Baltic Street Diversions (1500m)</li> </ul> </li> </ul>	<p><b>97%</b></p>	<p><u>Design</u> <i>The % complete is based upon delivery of IFC packages and close out of all remaining informatives and comments and submission of as-builts (which represents around 10% of the design process). This estimate is under review from URS Scott Wilson</i></p>	<p><b>80%</b></p>	<p><b>SB</b></p>
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Description	Base cost	Risk	Total
<b>Position at Financial Close (PCB)</b>	<b>481,680,811</b>	<b>30,336,196</b>	<b>512,017,007</b>
Increase in Approved Budget		32,982,993	545,000,000
Total Risk		<b>63,319,189</b>	
Changes to end Period 9	59,426,507	-59,426,507	
<b>Position at end Period 9</b>	<b>541,107,318</b>	<b>3,892,682</b>	<b>545,000,000</b>
Period 10 Changes	819,449	-819,449	
<b>Position at end Period 10 (CAB)</b>	<b>541,926,767</b>	<b>3,073,233</b>	<b>545,000,000</b>

SB noted that on 8<sup>th</sup> June 2010 the TEL Board formally notified CEC that the funding envelope of £545m was likely to be exceeded in order to deliver the Phase 1a scope. As a result, CEC has made contingency arrangements in this regard.

SB updated the Board of the project spend to date, noting that the Control Approved Budget position at the end of Period 10, as presented in the table above, include actual costs to date, and a number of committed liabilities that have not yet been expended (including contract liabilities, staff employment etc) and are not scheduled for settlement for some time. It was noted that there are a number of items under review in the change control system at present and commitments to settle these will exceed the committed contractual liabilities and the £545m available funding.

To satisfy the terms of the TEL and **tie** operating agreement arrangements and in line with delegated authority requirements, the Board agreed that subject to legal confirmation; that RJ will draft a letter from **tie** to TEL and BC would then write from TEL to CEC outlining how **tie** propose to amend and release budgets of £12.6m which have not been committed as a formal financial liability. Such costs are likely to be incurred to deliver the full Phase 1a.

SB reported that a number of change order items (outside his delegated authority) would require TPB approval. These are;

- COP444 relating to PM Staff Costs to Period 12;
- COP453 relating to DRP Costs; and
- COP455 relating to Clancy Docwra Utilities Settlement
- COP relating to DRP CEO agreement on 5B/5C Drainage

SB

These papers were not submitted to the Board with sufficient time for consideration, and as a result **the Board agreed to delegate authority to approve these change orders to the Finance, Commercial and Legal (FCL) Sub-Committee.** SB to make the necessary arrangements for the FCL Sub-Committee to meet.

4.0	<b>Preparing for Operations</b>	
4.1	<p><u>Tram Progress</u> AR reported that all 27 trams now completed or in production, and that trams 22, 23, 24 and 25 are in the finishing area. The 21st tram has started factory acceptance testing.</p> <p>The 1st and 3rd to 20th trams are completed and stored ready for delivery, and CEC are entitled to take title to all or a selected number. At the end of Period 10, 84% of programmed tasks completed.</p>	
4.2	<p><u>Operational Readiness</u> AR reported that Construction works at the depot now 74% complete. The building fit-out is almost complete, with snagging rectification underway. The external track works have slowed due to weather and contractual difficulties, which includes the hard standing area around the depot building. The risks around this issue continuing over a protracted period were discussed and the <b>tie</b> PM team will seek to resolve this through the available contractual mechanisms.</p> <p>The HV sub-station equipment installation is complete and testing is now underway, with workshop plant to start installation mid-January.</p> <p>A series of key operational decisions will be made over the next months, these are:</p> <ul style="list-style-type: none"> <li>▪ December <ul style="list-style-type: none"> <li>– TVM Supplier – tenders received and evaluated</li> <li>– Recruitment of test-track staff – on hold</li> <li>– Preparations for the mini-test track – in place awaiting infrastructure</li> </ul> </li> <li>▪ January <ul style="list-style-type: none"> <li>– Support contracts to be put in place for depot building</li> </ul> </li> <li>▪ February <ul style="list-style-type: none"> <li>– Occupation of the depot building</li> <li>– Contract award decision for TVM supply</li> </ul> </li> </ul> <p>AR to prepare a paper to the next Board in regard to the TVM procurement and award and potential implications on the ongoing planning approval process.</p>	AR
5.0	<b>Building the Brand</b>	
5.1	<p><u>Press, Media and Communications</u> MHL outlined recent press activity, noting that although relatively quiet in the Period, there had been some mischief making in particular publications.</p> <p>MHL reminded the Board of the 2011 National Elections scheduled for May 2011, and noted that there will be a purdah period in advance of these. It was noted that press interest in the project is likely to ramp up during the next few months.</p>	
5.2	<p><u>Freedom of Information Requests</u> MHL updated the Board on recent Freedom of Information (FOISA) matters,</p>	

	<p>noting that on the 11th January 2011 the Scottish Information Commissioner issued a decision on an Appeal regarding a request for information on the value of certain contracts associated with the construction of the Edinburgh Tram Project. The Commissioner found that <b>tie</b> was entitled to withhold the majority of information on the basis that much of it remains commercially confidential notwithstanding that both <b>tie</b> and the Commissioner accept the significant public interest in the need for transparency in the project and in particular in relation to costs.</p> <p>However the Commissioner considered that <b>tie</b> should disclose contract values for two specific contracts where the public interest in disclosing the information outweighed any particular concerns of commercial confidentiality; these being Burnside Road Relocation and Monument Removals.</p> <p>As in the previous updates <b>tie</b> will continue to post more information on the Edinburgh Trams web site.</p>	
5.3	<p><u>2010 Edinburgh Sparkles Campaign</u> Positive feedback was received by retailers and commercial business marking the 2010 campaign as a success for the City. MHL noted her thanks to those involved in the planning and implementation.</p>	
<b>6.0</b>	<b>Building the Team</b>	
6.1	<p>RJ reported that following the December Audit Committee recommendation, preparations are in process to undertake an organisational resilience audit within <b>tie</b>.</p> <p>A number of staff resignations have been tendered in the period, and this remains a significant concern. The Executive Team have discussed these matters and are considering a number of strategies to address the implications of staff uncertainty.</p>	
<b>7.0</b>	<b>Preparing for the Future</b>	
7.1	<p>Following the December Council Motion, CEC has been undertaking a review of arrangements in relation to <b>tie</b>, TEL and Lothian Buses. AC is leading the work on governance on this workstream.</p>	
<b>8.0</b>	<b>Governance</b>	
8.1	<p>BC formally notified the TPB of the minutes of the Board of Directors meetings for <b>tie</b> Ltd, Transport Edinburgh Ltd &amp; Edinburgh Trams Ltd, these setting out various changes to the Interim Chairman Designate (B Cox) and the Company Secretary Designate roles for Edinburgh Trams Ltd and Transport Edinburgh Ltd (G Roberts replacing S McGarrity in both cases).</p> <p>The Board agreed that BC will formally write to the new Council Chief Executive expressing concerns regarding the existing governance arrangements and authority of the TPB and these matters will be discussed in person during Period 11.</p>	

<b>9.0</b>	<b>AOB</b>	
9.1	RJ reported that the process to recruit a Chairperson for <b>tie</b> /TEL, noting that a candidate shortlist has been determined and that the process is expected to be concluded in early February 2011.	
9.2	RJ updated the Board on the draft Audit Scotland Report which was submitted to <b>tie</b> for review in advance of publication. The findings of this report were discussed by the Board, and it was agreed that RJ will write to Audit Scotland clarify certain points raised in the report including some factual content. It was acknowledged that the release of this document into the public domain could be prejudicial to achieving best value in the planned mediation process, and this will be formally raised with Audit Scotland. CEC will consider their position in regard to making similar representations to Audit Scotland.	RJ  DMcG
<b>10.0</b>	<b>Date of Next Meeting</b>	
10.1	BC thanked the Board for their participation and confirmed that the date of the next meeting will be <b>Wednesday 9<sup>th</sup> February 2011</b> commencing at <b>09:30hrs</b> .	
10.2	The meeting closed at 12:00.	

Prepared by Alasdair Sim, 12<sup>th</sup> January 2011

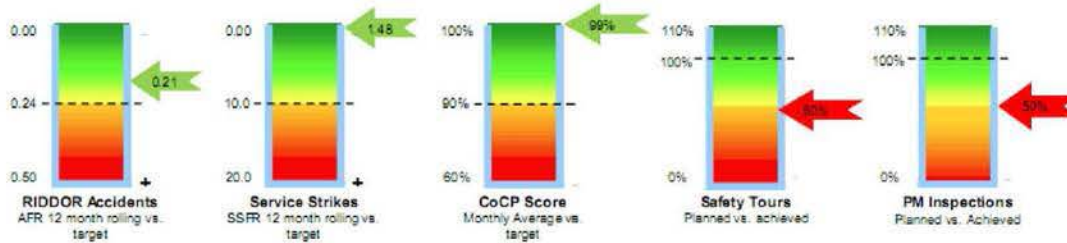
## Building The Tram Project Director Report - Period 11 [10/11]

On Friday 1<sup>st</sup> October 2010, BSC began to demobilise and cease works on certain sites across the route (over Sections 2A, 5A, 5B and 5C). We continue to undertake site monitoring on both active and inactive worksites.

### HSQE

#### H&S Accidents and Incidents, Near Misses or Other

HS&E ACCIDENTS and INCIDENTS SUMMARY											
Total	Total Hours	>3 day	Major	Injury	NM/Unsafe Condition	Service Damage	ENV	RTA	MOP	AFR	SFR
Period	67,711	0	0	0	4	1	1	0	1	0.00	1.48
13 period rolling	1,397,726	1	2	13	162	18	13	7	21	0.21	1.29



There were no reportable accidents during the period. The rolling 13 Period AFR is at 0.21, better than the KPI of 0.24 for the project. There were no MOP incidents recorded during Period 11. Two reports were however received relating to cyclists falling at the tram tracks on Princes Street. An insurance claim was also received relating to a previously unknown occurrence when an MOP is alleged to have tripped at the tram tracks on Princes Street during Period 10.

Only 50% of the planned PM joint inspections and 50% of planned safety tours were carried out during Period 11, reflecting the low level of work currently being undertaken by the Contractor. The inspection programme has now been revised to reflect this and will be rebaselined for Period 12. CoCP compliance was recorded at 99% during Period 11.

#### Environment

There was one minor environmental incident involving a fuel leak on a generator at the Murrayfield Accommodation Works site (Crummock). The minor spill was contained and steps taken to prevent further occurrences.

#### Deliver a Safe Tram

Section	Activity	Data Checked				
		B/C	ITP's	Design Variations/Change	As Builts	Asset Register
Depot Access Bridge	Concrete Pour/Reinforcement	0.5	0	0.5	1	0.5
PD	Total (y)	0.5	N/A	0.5	1	0.5
	Max Possible Total (y)	1	N/A	1	1	1
Total	Percentage P10	45%	91%	86%	79%	44%
	Percentage P11	45%	91%	85%	79%	44%

**Assurance**

The Project Safety Certification Committee (PSCC) Hazop Report – BSC Design Phase Hazard mitigation now finalised and issued to the PSCC for consideration.

**tie** is to assist ETL with an independent audit on their systems. **tie** will form part of the audit team along with representatives from Siemens. The representatives from Siemens will lead the audit with **tie** overseeing the proceedings.

**Deliver a Safe Tram Key Metrics**

Due to the level of work currently taking place, only one Metrics Inspection took place during Period 11.

**Progress**

The progress achieved in Period 11 for INFRACO works was less than 0.1% against a plan of 0.3% although it should be noted that against the contractual Rev.1 programme Off-street construction should now be complete with the route in total planned to be 99.7% complete.

BSC are undertaking very limited on-street works in the Leith Docks area at present, with only Lindsay Road worksite remaining active post 19th November 10. Other than Lindsay Road progress in the period has been reported at the Depot Access Bridge and the Depot area itself.

The total cumulative completion for Infraco Works remains as 27.9% at end of Period 11.

**Progress Comparison Period 10 vs Period 11 – Infraco**

Period	Cumulative Progress (Actual)	Rev 1 Target
2010/11 Period 10	27.9%	99.5%
2010/11 Period 11	27.9%	99.7%

The cost, programme and risk information in this Period 11 report continues to be based upon an unapproved forecast on the information reported in May 2009. This will be updated once agreement is reached with BSC on a new revised programme.

BSC continue to report progress against the agreed Rev.1 contractual programme. This shows for progress up to and including 21st January 2011 an OFRS date of 23 December 2013 against the contractual Rev.1 programme date of 06 Sep 11.

It should be noted that as a result of the current rates of BSC progress and cessation of works across the site, that it is likely that slippage will continue to be reported on a period by period basis, until such time as a re-baselined programme can be agreed with the Contractor.

**Dispute Resolution**

Following a Full Council meeting in November and a Tram Project Board in December, **tie** has commenced discussions with BSC in relation to mediation outwith the Infraco Contract in an attempt to reach a solution to the differences between **tie** and BSC. A mediator has been appointed and this is planned to take place during March.

**tie**'s contractually assertive management of the contract continues. Over the period 4 new items have been referred to DRP by **tie** and a further 1 by Infraco.

In total, 30 items have now been referred to the formal dispute resolution process – 20 by **tie** and 10 by Infraco. In total, 7 have been resolved through negotiation, 2 through external mediation,

11 were decided through adjudication, and 10 still remain to be resolved. It is important to note that overall, the application of DRP to disputed matters has reduced BSC's claims for additional payment from £24.0m to £11.2m in relation to those DRPs which have actually reached a financial settlement.

**Design**

v66 was submitted to **tie** on 19 January 2011 with a progress date of 20 December 10. There are 26 IFC's with a slippage of 28 Calendar days or more in the period. The final scheduled IFC is the Elder St Change now forecast as IFC 15-Apr-11.

Design approvals status in Period 11 is summarised below:

Phase 1a Only	Numbers Required										Number Granted
	v26	v31	v58	v59	v60	v61	v62	v63	v64	v66	
Prior Approvals	44	49	56	56	56	56	60	60	60	60	56
Technical Approvals	53	71	92	92	92	92	63	63	63	63	55
IFC	71	81	233	230	227	230	230	229	229*	234	190

\* Reduction in IFC number due to removal of IFC in IC1 - Application of Generic void Filling design to Support Tramway - Leith Walk Tunnel (DCR0172)

v66 data has been used to inform the programme updates. **tie** have included these into the live programme.

Reasons for design slippage are being reviewed and recorded monthly at the design taskforce meeting, which is focused on resolving the outstanding design issues. **tie** is identifying and implementing opportunities to mitigate the impacts of this slippage. It should be noted that this is a consortium issue to manage, and **tie** will provide support in this respect.

Design performance by Infraco and their designer is the subject of one of the RTN's and is being vigorously pursued through the Design Task Force sessions held weekly with BSC.

The Technical Support Services Contractor (TSS) have completed a design status review, and the results of this assessment indicate that the design is around 90% complete (excluding as built).

**Utility & Cabling Works**

Telecoms continued to progress their re-cabling activities on-street, and re-started works early Jan 2011 -following the Embargo - in St Andrews Square & York Place. Minor remedial works were actioned w/c 17th Jan 11.

**Tramworks (INFRACO)**

INFRACO progress is primarily focussed on the off-street section between Haymarket and the Airport. Progress in Period 11 is summarised as follows:



Period 11 2010-11	Period		Delta	Cumulative		Delta	Project
INFRACO PERIOD 11 PROGRESS (Contract Rev.01 Programme)	Plan	Actual		Plan	Actual		Wtg
Section 1a Newhaven to Foot of the Walk	0.0%	0.1%	0.1%	100.0%	8.6%	-91.4%	16.2%
Section 1b Foot of the Walk to McDonald Road	0.0%	0.0%	0.0%	100.0%	1.3%	-98.7%	7.4%
Section 1c McDonald Road to Princes Street West	1.5%	0.0%	-1.5%	97.5%	0.0%	-97.5%	10.8%
Section 1d Princes Street West to Haymarket	0.0%	0.0%	0.0%	100.0%	42.1%	-57.9%	7.6%
<b>Combined Sections 1A-1B-1C-1D (On-Street) Newhaven Road to Haymarket</b>	<b>0.7%</b>	<b>0.0%</b>	<b>-0.6%</b>	<b>99.4%</b>	<b>11.2%</b>	<b>-88.1%</b>	<b>42.0%</b>
Section 2 Haymarket to Roseburn Junction	0.0%	0.0%	0.0%	100.0%	35.1%	-64.9%	4.2%
Section 5a Roseburn Junction to Balgreen Road	0.0%	0.0%	0.0%	100.0%	10.0%	-90.0%	13.9%
Section 5b Balgreen Road to Edinburgh Park Central	0.0%	0.0%	0.0%	100.0%	43.4%	-56.6%	13.2%
Section 5c Edinburgh Park Central to Gogarburn	0.0%	0.1%	0.1%	100.0%	25.1%	-74.9%	7.2%
Section 6 Gogar Depot	0.0%	0.1%	0.1%	100.0%	77.3%	-22.7%	11.9%
Section 7a Gogarburn to Edinburgh Airport	0.0%	0.1%	0.1%	100.0%	47.3%	-52.7%	7.6%
<b>Combined Sections 2A-5A-5B-5C-6A-7A (Off-Street) Haymarket to Edinburgh Airport</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>40.0%</b>	<b>-60.0%</b>	<b>58.0%</b>
<b>FULL ROUTE PHASE 1A NEWHAVEN ROAD TO EDINBURGH AIRPORT</b>	<b>0.3%</b>	<b>0.0%</b>	<b>-0.2%</b>	<b>99.7%</b>	<b>27.9%</b>	<b>-71.8%</b>	<b>100.0%</b>

Other Progress Points to note in Period 11:

- Tower Place bridge remains open to the public. Works were scheduled to re-commence from 7<sup>th</sup> Feb.11, but permits to commence have not been issued due to non compliance with subcontractor obligations.
- Depot Access Bridge continuing. Bridge deck false works completed with rebar fixing progressing well.
- Approval in principle is now in place for Gogarburn Retaining Walls.
- Depot Building internal fit out on going with trackwork recommenced internally at the west end direct fix lines 2 and 3.

Issues in the Period

- Issue at Lindsay Road needs addressed to allow works to continue in this area, McKean ran out of work under the current scope w/c 31<sup>st</sup> January, and but permits to commence have not been issued due to non compliance with subcontractor obligations.
- Strategy on the disputed issue surrounding plot 101 at Russell Road Retaining Wall needs to be agreed to allow understanding of the way forward in this area.
- BSC have still to resolve the track monitoring requirements to satisfy Network Rail on all the structures along the railway corridor.
- Final proposal for remedial works/ design change for Princes Street still not received from BSC.
- Still no progress being made from Haymarket Viaduct through to the A8 underpass, other than Depot Access Bridge due to the ongoing disputes over Change.
- Flooding Report for BAA has been submitted for approval but to date we still await a formal response.

**TRAMCO**

**Period 11 Summary – Tramco**

No	Planned	Activities in current Period
1	Fabrication of the trams	Fabrication and primer painting is completed on all the body-shells for all twenty seven trams. Equipment fit-out for the remaining trams 23 to 27 is continuing in the assembly hall. The first 21 trams are completed and tram 22 is completing factory acceptance testing.
2	Enhanced passenger information upgrade	Plan still to fit final equipment when trams arrive in Edinburgh.
3	Review of Test Protocols and test results	CAF have completed final internal tests to verify and calibrate computer design tools using Tram 251 at Wildenrath on the 12 <sup>th</sup> October 2010, final report awaited.
4	Depot Equipment	CAF are continuing progress, delivery schedule under discussion in conjunction with civil works programme for the depot now in mid-March 2011.
5	Finalisation of external branding	Final branding will be applied whilst the trams are stored at the factory prior to shipping to Edinburgh.
6	Tram O&M Manuals	Revised manuals next update due mid 2011 after experience on site with the trams.
7	Key sub-contract placement	Collateral warranties – 3 signed warranties have been received, remaining continue to be progressed.
8	Factory Based Acceptance Testing complete	First 21 trams have successfully completed factory testing to date. 78% of trams now completed and tested.
9	Testing regime	CAF have revised the Delivery & commissioning regime for the trams to reflect the requirement to store Trams pre delivery to Depot. All Trams will be prepared after storage, undertake dynamic testing and commissioning. 1 <sup>st</sup> tram due for starting commissioning April 2011- last tram mid-May 2012.
10	Programme progress	88% of scheduled activities completed

**Preparing for Operations**

The Operational Readiness detailed programme information is also incorporated into the Master Tram Project Programme.

Regular meetings are held to review the programme and the potential impact of the infrastructure delivery dates to the commissioning process and the associated operational staff recruitment and training programme based on the current ~~tie~~ live programme.

In the period the tracks in the workshop have been installed, the track crossing the depot access road has been completed and work has resumed in the remaining stabling tracks. Also progress with the depot sub-station and the installation of the UPS power supply back-up has been completed.

The procurement of the ticketing equipment for the tram system, to integrate with the existing Lothian Buses ticketing system has progressed to the stage where the final tenders have been evaluated. We expect to select a preferred bidder during February but will not proceed to

contract close until after the mediation outcome is known with a contract containing client break option clauses at suitable points in the programme.

## Edinburgh Gateway

Progress on the Edinburgh Gateway Project in Period 11 2010/11 is summarised as follows:

- The revised Prior Approval was issued on 14<sup>th</sup> January 2011 with CEC requesting a review meeting for 31<sup>st</sup> January 2011. Work on the detailed design to achieve Technical Approval has continued with AIP queries being resolved between NWR and CEC. Co-ordination meetings continue with NR to resolve issues associated with EMC, Section 21 agreement and approval of anchor system for retaining wall ahead of IFEA submission to CEC. Other outstanding design issues including resolution of survey grid discrepancy, ICP sign off and drainage approvals continued in the Period.
- **tie** requested an Estimate from BSC for Edinburgh Gateway construction works as a Change under the Infraco Contract including a number of programme matters that **tie** indicated Infraco should assume when completing their Estimate. These programme issues will require adjustment following resolution of the Prior and Technical Approval issues. Further **tie** letter reference INF CORR 7005 of 17<sup>th</sup> December 2010 requested confirmation from BSC regarding date for receipt of Estimate.
- Legal agreements: **tie** have requested draft wording from SW regarding Section 21 Agreement for build over of retaining wall. This was requested on 18<sup>th</sup> November 2010. Meeting with SW and NR on 25<sup>th</sup> January 2011 reached resolution with SW on issuing draft determination.
- A high level Principals meeting on Edinburgh Gateway between Transport Scotland, Network Rail, City of Edinburgh Council and **tie**, took place on 22 December 2010. Meeting agreed to focus teams on concluding redesign.

## Cost

The 'AFC' (£545m) in this report does not reflect an approved and reliable Anticipated Final Cost for the Edinburgh Tram Project. Rather, the forecast presented reflects the best view of the spend profile of the funding currently available for the delivery of phase 1a. Given the commercial uncertainties with Infraco and continuing delays to the project it is now considered unlikely that the full scope of Phase 1a will be completed within the available funding envelope of £545m.

Until the key issues are resolved through the contractual and legal process, it will not be possible to accurately forecast a revised budget outturn.

Key cost related items to note in Period 11 are:

- COWD to date is £406.0m, with funding to date split to TS (£372.5m) and CEC (£33.5m).
- The budget for ETP in 2010/11, established in April 2010 is £142.2m (£153.3m 09/10). Transport Scotland funding for 2010/11 is £130.5m for ETP, with £11.7m funding available from CEC.
- The original TS share of the budget (£130.5m) has been reduced to a forecast of £64.3m.
- Key sensitivities to the reforecast are identified in the main report.

tie presented an updated forecast for 2010/11 on Tuesday 19<sup>th</sup> October with Sharon Fairweather & John Ramsay attending on behalf of TS. A follow up meeting took place on 4<sup>th</sup> November where spend ranges and sensitivities for 2010/11 & 2011/12 were presented by tie/CEC to TS. A further revision of the current year forecast took place in Period 10, and is within the range presented to TS on 4<sup>th</sup> November.

**Actual YTD P11 & forecast P12-P13 FY10/11**

£m	2010/11 to P11	Forecast P12-P13,10/11	Forecast FY10/11
Infrastructure and vehicles	40.0	9.3	49.3
Utilities diversions	4.4	0.0	4.4
Design	1.5	0.4	1.9
Land and compensation	0.3	-0.2	0.1
Resources and insurance	11.8	2.5	14.3
<b>Base costs</b>	58.1	11.9	70.1
Risk allowance	0.0	0.0	0.0
<b>Total Phase 1a</b>	58.1	11.9	70.1

- ETP COWD in FY10/11 to Period 11 is £58.1m (P10 £54.6m)

As previously reported and agreed with CEC and TS, initial milestones under the Infraco and Tramco contracts in the aggregate amount of £14.3m, in respect of advance material purchases, have been classified as prepayments. These will be reclassified as expenditure against funding in the periods when the related materials are delivered to site and incorporated in the works. The release will occur on the achievement of trackwork and structures milestones in 2010/11 and future years.

**Risk & Opportunity**

Drawdowns on risk and contingency to the end of Period 10 10/11 now total £64,339,058. The remaining risk balance based on the approved QRA plus the additional funding is £11.67m. This has increased from P10 following a review on non-committed expenditure which has been transferred back to risk funding.

**Stakeholder & Communications**

**Media / Press Activity**

Following the festive break there was a flurry of news items featuring the project which were outlined in the previous Period 10 report. Press coverage by comparison decreased during the first two weeks of the Period 11.

A press release was issued by the City of Edinburgh Council regarding the recommendation of Vic Emery as Chairman of both tie and TEL. This was given exclusively to the Scotsman and was subsequently issued more widely and picked up by other publications. At this stage Vic Emery was the recommended candidate and formal approval was granted at the next meeting of the Full Council on 3 February.

The media team have been approached consistently throughout Period 11 regarding mediation and the details of the process, mediator, cost and those involved in the negotiations. There has been a strict policy of responding to these enquiries by stating that this is a confidential process

which we will not be discussing at this time in order to gain the best outcome possible and that by its very nature mediation is a confidential process.

### **Branding**

Progress on the mobile tram exhibition continues with three venues now confirmed. The exhibition will first be displayed from late February in the St James shopping centre at the east end of Princes Street.

### **Partner and Stakeholder Communications**

Several communications to stakeholders and key partners were issued during Period 11 about minor areas of on street work which were due to be carried out. Two of these notifications included remedial work on Princes Street and also the closure of the car park access to Haymarket Yards during the international rugby game on 12<sup>th</sup> February. A member of the Communications team was also present at a TRO workshop by the CEC.

### **Website / Internet Communications**

The Edinburgh Trams website has seen increased interest since last period. Website visitors reached 13684 during Period 11, with an increase to 853 followers on facebook. Twitter followers have also risen to 1231. Through our facebook followers, stories posted on our page this period have been seen an average of 2642 times each on facebook, in addition to visits to our main site.

### **Freedom of Information Requests**

From Period 11 there are a total of 13 Freedom of Information requests at various stages of completion. A large number of these have been submitted by the one individual seeking greater depth of scrutiny following previous responses.

Over the last 6 months, there have been over 28 FOI requests made by the public regarding the project. Seven of these have been escalated to officials requests for review of which three have resulted in rulings being in favour of **tie** Ltd, while the remaining are awaiting a decision by the Information Commissioner.

### **Customer Service Correspondence**

Period 11 recorded 135 enquiries from the public regarding the project, a difference of 52 from Period 10, which only recorded a total of 83 due to the reporting period falling across the festive week in which no contacts were recorded.. Weekly totals remain low in trend with an overall drop in contact from the public due to the decrease in physical progress on street.

**Period 11 2010/11 – Papers for Consideration**

**Paper to:** TPB **Meeting date:** 9<sup>th</sup> February 2011  
**Subject:** Project Change Control Update – Period 11, 2010/11  
**Preparer:** Gregor Roberts

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**Summary**

This paper is to update the Tram Project Board with the current status regarding approved project change orders and their implications on the overall Tram Project Budget. To the end of Period 10, £60m has been drawn down from the project risk allowance.

In Period 11, an additional £4,093k has been drawn down together with the write back of budget of £13m, leaving a risk allowance of £11.7m. Separate correspondence has been sent from TEL to CEC regarding this approach and we are currently awaiting the reply which we expect imminently.

Any changes which are approved are in relation to either actual expenditure, a commitment to future expenditure or based upon an anticipated future commitment.

Following the delegated authority from TEL to the TPB authorising the use of the £545m funding envelope and the subsequent approval to increase the budget to £545m in Period 9 2010/11, the approved budget now stands at £545m.

**tie** will continue to report on, and ensure that the Board have clear visibility of, all changes which have been authorised and recommended and to seek Board approval for all changes greater than £1m, in line with the Delegated Authority Rules.

The table below summarises the approved changes that have impacted the Project Risk Allowance in Period 11.

Description	Base cost	Risk	Total
<b>Position at Financial Close (PCB)</b>	<b>481,680,811</b>	<b>30,336,196</b>	<b>512,017,007</b>
Increase in Approved Budget		32,982,993	545,000,000
<b>Total Risk</b>		<b>63,319,189</b>	
Changes to end Period 10	60,245,956	-60,245,956	
<b>Position at end Period 10</b>	<b>541,926,767</b>	<b>3,073,233</b>	<b>545,000,000</b>
Period 11 Changes	4,093,103	-4,093,103	
Period 11 Budget Written Back	-12,690,000	12,690,000	
<b>Position at end Period 11 (CAB)</b>	<b>533,329,870</b>	<b>11,670,130</b>	<b>545,000,000</b>

**Changes Approved in Period 11**

Telford Access Road (COP 150 +£21,468)

Change classification amendment agreed with CEC. This change has been reclassified as a third party funded item, and as a result is an add-back to contingency. Re-design of stepped access, adjacent retaining walls, badger mitigation measures, lighting, landscaping following local topographical survey at Telford Road. Change was due to an







FOISA exempt

Yes  
 No

## Primary risk register

1011 Period 11 - Top 6 Risks

ARM Risk ID	Cause	Event	Effect	Risk Owner	Significance	Black Flag	Treatment Strategy	Previous Status	Current Status	Due Date	Action Owner
1159	Commercial dispute with contractor	Depending on outcome of negotiations the revised cost leads to funding pressures for CEC.	CEC required to increase contribution	S Bell	High (31.00)		Mediation agreed - Intensive commercial negotiations with contractor.	On Programme	On Programme	31-Mar-11	S Bell
							CEC exploring contingency measures for additional funding	On Programme	On Programme	31-Jan-11	A Coyle
343	General delay to programme with various causes e.g. failure to obtain approvals on time; contractor issues, access after completion of utility diversions	Delay to completion of project	Increased out-turn cost due to delay plus revenue loss.	S Clark	High (39.00)		Access maps showing areas available	On Programme	On Programme	31-Mar-11	F McFadden
							Use of Clause 34 / 80.15 - addressed via DRP	Complete	Complete	31-Aug-10	S Bell
							Contractually assertive workstreams to progress programme	Complete	Complete	29-May-10	S Bell
							DRP Mudra Rev B response	Complete	Complete	31-Aug-10	S Bell
							DRP on programme management (EOT1)	Complete	Complete	30-Oct-09	S Bell
							Liason between tie/BSC programme managers	On Programme	On Programme	30-Dec-11	T Hickman
							Programme Management Panel process	Complete	Complete	30-Dec-11	F McFadden
							Weekly tie/BSC commercial meetings	On Programme	On Programme	30-Dec-11	M Paterson
1101	Unreasonable behaviour of BSC commercial management	Unrealistic estimates being submitted for potential changes	Programme delay while disputes regarding estimates are resolved	D Murray	High (30.00)		Issue UWN on programme	Complete	Complete	15-Sep-10	S Clark
							Additional resource from T&T	Complete	Complete	29-Jul-09	M Paterson
							Agreed with BSC for independant evaluation to get benchmark	Complete	Complete	30-Jul-09	M Paterson
							All estimates to be scrutinised by tie commercial team and, where appropriate, challenge made to BSC. Additional resource (T&T) being used to check estimates to reduce delay and other commercial resources on these areas	Complete	Complete	31-Dec-10	M Paterson
							Clause 34/80 issues using DRP for disputed values	Complete	Complete	31-Aug-10	S Bell
							Legal challenge to Clause 80 and BSCs interpretation thereof	Complete	Complete	31-Aug-10	S Bell

1011 Period 11 - Top 6 Risks

Risk Description											
ARM Risk ID	Cause	Event	Effect	Risk Owner	Significance	Black Flag	Treatment Strategy	Previous Status	Current Status	Due Date	Action Owner
1094		Roads throughout works require full depth reconstruction	Programme impact plus additional costs. £1.5m cap applies to only 4 areas. (PA 12) Also affects (PA 14)	F McFadden	High (24/30)		All party buy in - application of appendix 7(1)	On Programme	On Programme	31-Dec-11	C Neil
							Carry out surveys to confirm extent of roads requiring full depth reconstruction	Complete	Complete	30-Jun-09	C Neil
							Intensive engagement with CEC, palette of options, methodology being agreed	On Programme	On Programme	31-Jan-11	C Neil
							Resolution of trackform at trackform workshop	On Programme	On Programme	31-Jan-11	C Neil
							Suite of options from surveys to be reviewed and agreement reached	Complete	Complete	30-Jul-10	C Neil
tie developed on-street proposal with scott wilson - complete and under review	On Programme	On Programme	31-Jan-11	S Bell							
928	Major single safety and/or environmental incident (including a dangerous occurrence) during construction	Safety incident during construction	Delay (potentially critical) due to HSE investigation and rework. PR risk to tie and stakeholders.	F McFadden	High (24/30)		All Site Staff to get CSCS or equivalent	On Programme	On Programme	30-Jan-11	B Cummins
							HSQE Audits, site inspections and Management Safety Tours to be carried out	On Programme	On Programme		
							Incident management process regularly updated and revisited	On Programme	On Programme	31-Dec-12	B Cummins
							Safety Induction to be carried out for all site staff	On Programme	On Programme	31-Jan-11	B Cummins
							TEL HSE committee overview applied	On Programme	On Programme	31-Jan-11	B Cummins
The tie "Safety" bus is being used to deliver safety talks & culture surveys to the contractors workforce. Build the tram safety Drugs & Alcohol policy	Complete	Complete	31-Dec-09	B Cummins							
1160	Lack of signed, formal agreement between CEC and Forth Ports regarding Forth Ports contribution to Tram works	Forth Ports contribution does not materialise or does not equal value of works carried out	CEC required to fund difference between Forth Ports contribution and value of works	S Bell	High (24/30)		Liase with Dave Anderson and Donald McGuigan to ensure awareness of issue and agreement of current strategy	Complete	Complete	31-Dec-10	S Bell
							Meet with TS and ensure they are aware that costs are being allocated	Complete	Complete	5-Nov-10	S McGarrity

## **Period 11 Transport Scotland report Sections 2-7**

On following pages are Sections 2-7 of the Transport Scotland report (Section 1 is the Project Directors report).

## 2 Progress

*On Friday 1<sup>st</sup> October 2010, BSC began to demobilise and cease works on certain sites across the route (over Sections 2A, 5A, 5B and 5C), this reflecting an escalation in the contractual dispute between BSC and tie. In response to this action, tie has entered into formal correspondence with the contractor regarding contractual obligations. tie continue to undertake site monitoring on both active and inactive worksites.*

The progress achieved in Period 11 for INFRACO works was less than 0.1% against a plan of 0.3% although it should be noted that against the contractual Rev.1 programme Off-street construction should now be complete with the route in total planned to be 99.7% complete.

BSC are undertaking very limited on-street works in the Leith Docks area at present, with only Lindsay Road worksite remaining active post 19<sup>th</sup> November 10. Other than Lindsay Road progress in the period has been reported at the Depot Access Bridge and the Depot area itself.

The total cumulative completion for Infraco Works remains as 27.9% at end of Period 11. A summary of progress on various project elements is summarised below:

<p><b>Utilities</b></p> <p><i>The % complete is a physical measure of the progress against the forecast final volume of diversions across the route. It does not take cognisance of cabling, testing and transfers from the Telecom Providers (BT etc.)</i></p> <ul style="list-style-type: none"> <li>▪ ~ 50,000m of diversions; ~48,300m completed to date.</li> <li>▪ Airport - Haymarket complete</li> <li>▪ Haymarket – Newhaven complete save for:             <ul style="list-style-type: none"> <li>▪ Some telecoms cabling and transfers</li> <li>▪ Testing / commissioning / abandonments of transferred services</li> <li>▪ Ballic Street Diversions (1500m)</li> </ul> </li> </ul>	<p><b>97%</b></p>
<p><b>Tram Project Ancillary Works</b></p> <p><i>Equal weighting is applied to the physical progress % complete for all six work packages, irrespective of value.</i></p> <ul style="list-style-type: none"> <li>▪ Ingliston Park &amp; Ride Phase 2 complete 100%</li> <li>▪ Burnside Road Bridge relocation at Edinburgh Airport complete 100%</li> <li>▪ Murrayfield Training Pitches relocation complete 100%</li> <li>▪ Murrayfield Wanderers Club House complete 100%</li> <li>▪ Murrayfield Turnstiles relocation complete 100%</li> <li>▪ South Gyle sewer tunnel: (Site Contract works 100% completed) 100% complete</li> </ul> <p>Additional works -TM switchover completed November 10</p>	<p><b>100%</b></p>
<p><b>Tram Vehicles</b></p> <p><i>Weighting is applied to the physical completion of trams with a Factory Acceptance Test (FAT) signed off and accepted. All others are under manufacture so this is a conservative measure of progress.</i></p> <ul style="list-style-type: none"> <li>▪ 21 out of 27 completed and factory tested with 6 under manufacture.</li> <li>▪ On programme</li> </ul>	<p><b>78%</b></p>

<ul style="list-style-type: none"> <li>Tram 252 relocated to secure compound in Broxburn</li> </ul>	
<p><b>Construction Off Street</b>  <i>The % complete is a physical measure of the proportion of the section from Haymarket to Edinburgh Airport. Some typical elements of sections provide a more granular view.</i>  <i>As has been reported, the on street work is subject to significant dispute and this is excluded in the summary table. Current % complete for the on street Infrastructure construction works is ~11%.</i></p> <p><u>Depot</u></p> <ul style="list-style-type: none"> <li>TEL Occupation to be confirmed in Period 12 ~80% complete</li> <li>Stabling area Phase 1 &amp; 2 under construction, completion Feb '11</li> </ul> <p><u>Structures</u></p> <ul style="list-style-type: none"> <li>Bridges 8 out of 16 under construction ~44% complete</li> <li>Culverts 3 out of 3 completed 100%</li> <li>Retaining Walls 6 out of 17 under construction ~ 24% complete</li> </ul> <p><u>Systems</u></p> <ul style="list-style-type: none"> <li>Track 1400m installed &amp; now starting in depot ~12% complete</li> <li>Substations 2 out of 4 under construction ~20% complete</li> <li>Overhead Line Work has just commenced at the depot</li> </ul>	<p><b>39%</b></p>
<p><b>Overall Progress as a Financial Metric</b>  <i>This is a summary financial metric, aggregating the current expenditure on the whole project as a % of the currently authorised funding (£545m).</i></p>	<p><b>74%</b></p>

The cost, programme and risk information in this Period 11 report continues to be based upon an unapproved forecast on the information reported in May 2009. This will be updated once agreement is reached with BSC on a new revised programme.

BSC continue to report progress against the agreed Rev.1 contractual programme. This shows for progress up to and including 21<sup>st</sup> January 2011 an OFRS date of 23 December 2013 against the contractual Rev.1 programme date of 06 Sep 11.

It should be noted that as a result of the current rates of BSC progress and cessation of works across the site, that it is likely that slippage will continue to be reported on a period by period basis, until such time as a re-baselined programme can be agreed with the Contractor.

**tie** continue to monitor progress against their "**live**" programme which is based on the contractual Rev.1 Programme logic, although progress recorded against this programme considers the currently known work-scopes including some changes. This indicates a Sectional D completion of 25-Sep-13, which is a 92 calendar day slippage from Period 10.

The significant slippage indicated in the **tie** live programme can be traced back to two areas within the critical section 1C being:

- Trackworks York PI 850-1000 has been pushed into a 2011 Christmas embargo period introducing 57 days delay to these CP works, plus the 28 days period slippage = 85 days and;
- Picardy Place roadworks Phase 3 has been pushed into a 2011 Christmas embargo period introducing 60 days delay to these CP works, plus the 28 days period slippage = 88 days.

Note that the **live** programme does not make any assumptions regarding BSC restarting on site.

Overall the relationship with BSC is suffering in a number of key areas and progress remains behind the master programme:

- Contractual obligations not met to allow works to commence on street;
- Design slippage since novation of design to INFRACO (now recorded in v66 of the design programme);
- Consortium integrated design programme, assured and validation;
- Finalisation of the agreement of change delaying the commencement of work even though instructed to progress by **tie**;
- Remaining small pockets of incomplete utility diversions in the On-Street sections;
- Slow mobilisation of INFRACO, including lack of formal sub-contracts being in place;

Section	Description	Contract Programme Rev.01	BSC Forecast (P09) Rev.01	BSC Forecast (P11) Rev.01	BSC Movement in Period Cal Days (c) – (b)	tie Live Forecast (P10) Rev.01**	tie Live Forecast (P11) Rev.01**	tie Movement in Period Cal Days (f) – (e)
		(a)	(b)	(c)	(d)	(e)	(f)	(g)
Section A	Depot completion	01-Jun-10	30-Aug-11	21-Sep-11	-22	09-Sep-11	17-Aug-11	23
Section B*	Test Track Available	01-Jul-10	25-Sep-12	05-Nov-12	-41	03-May-12	23-May-12	-21
Section C	All Phase 1a Construction complete	10-Mar-11	26-Jun-13	26-Jun-13	0	27-Dec-12	29-Mar-13	-92
Section D	Open for Revenue Service	06-Sep-11	23-Dec-13	23-Dec-13	0	25-Jun-13	25-Sep-13	-92

\*The interpretation is that Sectional Completion "B" means that Test Track is available for Tram movements.  
\*\* v66 information used.

## Contractual Strategy & Dispute Resolution

### Dispute Resolution (Infraco)

Following a Full Council meeting in November and a Tram Project Board in December, **tie** has commenced discussions with BSC in relation to mediation outwith the Infraco Contract in an attempt to reach a solution to the differences between **tie** and BSC. A mediator has been appointed and this is planned to take place during March.

Meanwhile, **tie**'s contractually assertive management of the contract continues. Over the period 4 new items have been referred to DRP by **tie** and a further 1 by Infraco.

In total, 30 items have now been referred to the formal dispute resolution process – 20 by **tie** and 10 by Infraco. In total 7 have been resolved through negotiation, 2 through external mediation, 11 were decided through adjudication, and 10 still remain to be resolved. It is important to note that overall, the application of DRP to disputed matters has reduced BSC's claims for additional payment from £24.0m to £11.2m in relation to those DRPs which have actually reached a financial settlement.

During the period, the no further decisions have been received.

### Summary of DRP @ Period 11 2010/11

DRP No	Subject	Nature of Dispute	Launched or planned	PD Mtg	Position Papers	CEO Meeting	Referral	Decision
21	Preliminary payments	Method for applying for preliminary payments	√	√	√	√	√	Decision due 21 Feb '11
22	Princes St	Payment	√	√	√	√	√	Decision due 8 March '11
26	Delay due to Mudfa works	Extend contact period &	√	√	√	x		Date to be agreed for CE meeting

		costs						
23	Lindsay Road	Costs	√	√	√	√	x	Mediation 10/11 Feb '11
24	South Gyle Access Bridge	Costs	√	√	√	√	x	Mediation 10/11 Feb '11
25	Bankhead Drive retaining wall	Costs	√	√	√	√	x	Mediation 10/11 Feb '11
27	Street Lighting/ highways (Section 2A)	BBDI / IFC	√	x				PD meeting due 4 Feb '11
28	Street Lighting/ highways (Section 5A)	BBDI / IFC	√	x				PD meeting due 4 Feb '11
29	Street Lighting/ highways (Section 5B)	BBDI / IFC	√	x				PD meeting due 4 Feb '11
30	Street Lighting/ highways (Section 5C)	BBDI / IFC	√	x				PD meeting due 4 Feb '11

Launched by **tie**  
Launched by BSC

A strategic review of commercial and contractual options continues and is reported to the Tram Project Board and Transport Scotland each period.

**tie** has continued with the contractually assertive approach to management of the contract. From Period 7 this has taken the cumulative issue of Contract Notices to : 10 Remedial Termination Notices (RTN's) and 3 Underperformance Warning Notices (UWN's) - Rectification plans have been received for 4 RTN's due from 7 by the end of Period 9.

All 4 have been rejected by **tie** as they do not address the defaults identified with satisfactory proposals. BSC has recently responded with updates to 2 of these plans and **tie** is discussing these with them. No new RTN's have been sent to BSC although detailed forensic analysis is ongoing for the existing 10.

## Design

### IFC Design

v66 was submitted to **tie** on 19 January 2011 with a progress date of 20 December 10. There are 26 IFC's with a slippage of 28 Calendar days or more in the period. The final scheduled IFC is the Elder St Change now forecast as IFC 15-Apr-11

Design approvals status in Period 11 is summarised below:

Phase 1a Only	Numbers Required										Number
	v26	v31	v58	v59	v60	v61	v62	v63	v64	v66	
Prior Approvals	44	49	56	56	56	56	60	60	60	60	56
Technical Approvals	53	71	92	92	92	92	63	63	63	63	55
IFC	71	81	233	230	227	230	230	229	229*	234	190

\* Reduction in IFC number due to removal of IFC in IC1 - Application of Generic void Filling design to Support Tramway - Leith Walk Tunnel (DCR0172)



v66 data has been used to inform the programme updates. **tie** have included these into the live programme.

- IFCs – Phase 1a: 190 issued out of 234 (81%)
- 60 Prior Approvals are included in v66 – 56 of which have been granted – those remaining include Canopy & Boundary Treatment at Edinburgh Airport and Roseburn Viaduct Value Engineering option (93%)
- 55 Technical Approvals out of 63 have been granted in V66 (93%)
- Roads approvals - One area remains outstanding from the V31 Technical Approval in Phase 1a (1C2- Picardy Place to St Andrew Square);
- Scottish Water has sent formal acceptances to BSC for all sections with the exception of 1C2 (Picardy Place to St Andrew Square) & 1C1 (McDonald Rd to Picardy Place).
- Sections 1A1, 1A2, 1A4, 1B, 1D, 5A, 5B, 5C & 6 close reports have been signed off by CEC, subject to BSC concluding any concessions included in the reports during construction. CEC are reviewing all other sections based on the prioritisation list provided by BSC.

Reasons for design slippage are being reviewed and recorded monthly at the design taskforce meeting, which is focused on resolving the outstanding design issues. **tie** is identifying and implementing opportunities to mitigate the impacts of this slippage. It should be noted that this is a consortium issue to manage, and **tie** will provide support in this respect.

To date 145 out of 969 informative comments have been closed; agreement in principle has been reached on a further 613. Further workshops are planned for Period 12

**tie** has implemented an extensive programme of site based monitoring to validate & verify the installation of works in line with an integrated design assured construction.

Design performance by Infraco and their designer is the subject of one of the RTN's and is being vigorously pursued through the Design Task Force sessions held weekly with BSC.

The Technical Support Services Contractor (TSS) have completed a design status review, and the results of this assessment indicate that the design is around 90% complete (excluding as builds).

### **Utility & Cabling Works**

Utility work – Traffic rationalisation and snagging works re-commenced on 11<sup>th</sup> January 2011. The tender process for Utility work at Baltic street remains on hold until **tie** receive the required IFC drawings from SDS - which remain outstanding with no delivery schedule in place from SDS.

Telecoms continued to progress their re-cabling activities on-street, and re-started works early Jan 2011 -following the Embargo - in St Andrews Square & York Place. Remedial works were actioned w/c 17<sup>th</sup> Jan 11. Cabling continues in Torphichen St. Cabling in this area could be protected during tramworks as crossings are perpendicular to Tram route.

The completion of BT Cabling on the northbound carriageway between MacDonald Rd – Jane St is compounded by delays to the duct work at York Place; however the Southbound carriageway is available to BSC.

### **Tramworks (INFRACO)**

The progress achieved in Period 11 for INFRACO works was less than 0.1% against a plan of 0.3% although it should be noted that against the contractual Rev.1 programme Off-street construction should now be complete with the route in total planned to be 99.7% complete.

BSC are undertaking very limited on-street works in the Leith Docks area at present, with only Lindsay Road worksite remaining active post 19<sup>th</sup> November 10. Other than Lindsay Road progress in the period has been reported at the Depot Access Bridge and the Depot area itself.

Progress continues to be monitored against the Revision 1 programme. The summary milestones against the agreed INFRACO contract and the short term Rev 1 programme milestones are shown in the table below.

Milestone	Period 11		Cumulative (Achieved to date)	Contract Planned to P11
	Planned	Actual	Actual	
Prelims	0	0	69	77
Construction	n/a	0	168	1136

**Contract Milestones**

Works are currently not being carried out in line with the original Contract Programme and subsequently cannot be achieved as originally forecast.

**Prelim Milestones**

Prelim Milestones are no longer being forecast as BSC are not applying for these milestones in accordance with the Infraco Contract. It is also the case that a number of BSC's key subcontractors have not commenced in certain areas of the site therefore the milestones are not being achieved in full at this stage.

**(%) Infraco Construction Progress Period 11**

Period 11 2010-11	Period		Delta	Cumulative		Delta	Project
INFRACO PERIOD 11 PROGRESS (Contract Rev.01 Programme)	Plan	Actual		Plan	Actual		Wtg
Section 1a Newhaven to Foot of the Walk	0.0%	0.1%	0.1%	100.0%	8.6%	-91.4%	16.2%
Section 1b Foot of the Walk to McDonald Road	0.0%	0.0%	0.0%	100.0%	1.3%	-98.7%	7.4%
Section 1c McDonald Road to Princes Street West	1.5%	0.0%	-1.5%	97.5%	0.0%	-97.5%	10.8%
Section 1d Princes Street West to Haymarket	0.0%	0.0%	0.0%	100.0%	42.1%	-57.9%	7.6%
<b>Combined Sections 1A-1B-1C-1D (On-Street) Newhaven Road to Haymarket</b>	<b>0.7%</b>	<b>0.0%</b>	<b>-0.6%</b>	<b>99.4%</b>	<b>11.2%</b>	<b>-88.1%</b>	<b>42.0%</b>
Section 2 Haymarket to Roseburn Junction	0.0%	0.0%	0.0%	100.0%	35.1%	-64.9%	4.2%
Section 5a Roseburn Junction to Balgreen Road	0.0%	0.0%	0.0%	100.0%	10.0%	-90.0%	13.9%
Section 5b Balgreen Road to Edinburgh Park Central	0.0%	0.0%	0.0%	100.0%	43.4%	-56.6%	13.2%
Section 5c Edinburgh Park Central to Gogarburn	0.0%	0.1%	0.1%	100.0%	25.1%	-74.9%	7.2%
Section 6 Gogar Depot	0.0%	0.1%	0.1%	100.0%	77.3%	-22.7%	11.9%
Section 7a Gogarburn to Edinburgh Airport	0.0%	0.1%	0.1%	100.0%	47.3%	-52.7%	7.6%
<b>Combined Sections 2A-5A-5B-5C-6A-7A (Off-Street) Haymarket to Edinburgh Airport</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>40.0%</b>	<b>-60.0%</b>	<b>58.0%</b>
<b>FULL ROUTE PHASE 1A NEWHAVEN ROAD TO EDINBURGH AIRPORT</b>	<b>0.3%</b>	<b>0.0%</b>	<b>-0.2%</b>	<b>99.7%</b>	<b>27.9%</b>	<b>-71.8%</b>	<b>100.0%</b>

**ON-STREET**

Item	Period09 % Comp	Period10 % Comp	Period11 % Comp
<b>Section 1 Newhaven Road to Haymarket</b>			
Lindsay Rd RW's	64.0%	64.0%	66.0%
S17 Tower Place bridge	73.0%	73.0%	73.0%
1B Leith Walk (Foot of the Walk – McDonald Rd)	1.3%	1.3%	1.3%
1D Princes Street to Haymarket	42.1%	42.1%	42.1%

**OFF-STREET**

Progress Off-street has continued or commenced at the following locations: Note that the (%) completion estimates relate to the full structure.

Item	Period09 % Comp	Period10 % Comp	Period11 % Comp
<b>Section 02 Haymarket to Roseburn Junction</b>			
Caley Alehouse Demolition	100.00%	100.00%	100.00%
S19 Haymarket viaduct	79.7%	79.7%	79.7%
Trackwork Civils and Earthworks Haymarket to Roseburn junction	14.1%	14.1%	14.1%
Trackwork Track Laying Haymarket to Roseburn junction	0.0%	0.0%	0.0%
Haymarket Station TS	1.8%	1.8%	1.8%
<b>Section 05A Roseburn Junction to Balgreen Road</b>			
Network Rail Haymarket Sprinter Depot Carpark	100.0%	100.0%	100.0%
Russell Road Retaining Walls	22.7%	22.7%	22.7%
Murrayfield Wanderers Clubhouse Demolition	100.0%	100.0%	100.0%
Murrayfield SRU Accomodation Mods	100.0%	100.0%	100.0%
<b>Section 05B Balgreen Road to Edinburgh Park Central</b>			
S23 Carricknowe bridge	79.5%	79.5%	79.5%
Trackwork Civils and Earthworks Balgreen to Saughton	42.7%	42.7%	42.7%
Trackwork Track Laying Balgreen to Saughton	11.3%	11.3%	11.3%
Trackwork Civils and Earthworks Saughton to Bankhead (includes Guided Busway)	100.0%	100.0%	100.0%
Trackwork Track Laying Saughton to Bankhead (includes Guided Busway)	63.7%	63.7%	63.7%
Trackwork Civils and Earthworks Bankhead to Edinburgh Park	31.0%	31.0%	31.0%
Trackwork Track Laying Bankhead to Edinburgh Park	0.0%	0.0%	0.0%
Edinburgh Park Station TS	6.4%	6.4%	6.4%
Trackwork Civils and Earthworks Edinburgh Park Station to Edinburgh Park Central	43.4%	43.4%	43.4%
Trackwork Track Laying Edinburgh Park Station to Edinburgh Park Central	0.0%	0.0%	0.0%
S27 Edinburgh Park viaduct	94.2%	94.2%	94.2%
<b>Section 05C Edinburgh Park Central to Gogarburn</b>			
Trackwork Civils and Earthworks Edinburgh Park Central to Gyle Centre	20.6%	20.6%	20.6%
Trackwork Track Laying Edinburgh Park Central to Gyle Centre	0.0%	0.0%	0.0%
A8 underpass (Excluding utilities works)	45.4%	45.4%	45.4%
S32 Depot Access bridge	71.3%	73.8%	75.6%
Trackwork Civils and Earthworks Gyle to Depot Stop	4.2%	4.2%	4.2%
Trackwork Track Laying Gyle to Depot Stop	0.0%	0.0%	0.0%
Trackwork Civils and Earthworks Depot Stop to Gogarburn	66.9%	66.9%	66.9%
Trackwork Track Laying Depot Stop to Gogarburn	0.0%	0.0%	0.0%

Item	Period09 % Comp	Period10 % Comp	Period11 % Comp
<b>Section 06 Gogar Depot</b>			
Depot Earthworks & drainage	99.1%	99.1%	99.1%
Depot Trackworks Civils	77.2%	78.0%	78.8%
Depot Trackworks - Track Laying	20.0%	20.0%	20.0%
Depot building (Total).	76.0%	76.0%	80.0%
Depot Sub-station	79.0%	79.0%	85.0%
Depot Access Roads	68.5%	68.5%	68.5%
Depot E&M Works	12.5%	13.0%	13.2%
Depot in totality	73.1%	77.2%	77.3%
<b>Section 07 Gogarburn to Edinburgh Airport</b>			
Gogar Landfill	91.5%	91.5%	91.5%
Gogarburn Bridge	98.5%	98.5%	98.5%
S30 Gogar Culvert No.1	100.0%	100.0%	100.0%
Trackwork Civils and Earthworks Gogarburn to Ingliston P&R	75.2%	75.2%	76.2%
Trackwork Track Laying Gogarburn to Ingliston P&R	0.0%	0.0%	0.0%
Hilton Hotel Carpark Phase 1	100.0%	100.0%	100.0%
Ingliston Park and Ride Sub-station	1.4%	1.4%	1.4%
W14A&B / W15C&D Gogarburn RW's	57.5%	57.5%	57.5%
S31 Gogar Culvert No.2	100.0%	100.0%	100.0%
S34 Gogar Culvert No.3 (Remedial works to be done)	97.2%	97.2%	97.2%
Trackwork Civils and Earthworks Ingliston Park & Ride to Edinburgh Airport	85.9%	85.9%	85.9%
Trackwork Track Laying Ingliston Park & Ride to Edinburgh Airport	0.0%	0.0%	0.0%

Section	Commentary
<b>Section 1a Newhaven to Foot of the Walk</b>	Works re-commenced on Lindsay Road RWs during period 11 and are now reported as 66.0% complete. Tower Bridge – No works carried out from 19/11/10 as Bridge re-opened, as per Forth Ports Licence. Works due to recommence from 7 <sup>th</sup> Feb.11 No agreed programme for recommencing the main works in this section.
<b>Section 1b Foot of the Walk to McDonald Road</b>	No agreed programme for recommencing in this section
<b>Section 1c McDonald Road to Princes Street West</b>	No agreed programme for recommencing in this section
<b>Section 1d Princes Street West to Haymarket</b>	No agreed programme for recommencing in this section
<b>Section 2 Haymarket to Roseburn Junction</b>	<u>Haymarket Viaduct</u> There have been no productive works in this section since BSC cleared site on 1 <sup>st</sup> October 10. Attendance on site continued until 7 <sup>th</sup> October 10 to ensure the site was safe.  <u>Haymarket Yards</u> There have been no productive works in this section by BSC since they cleared site on 1 <sup>st</sup> October 10. Attendance on site continued until 7 <sup>th</sup> October 10 to ensure the site was safe.
<b>Section 5a Roseburn Junction to Balgreen Road</b>	Temporary & permanent works re-design along with commercial resolution is delaying various structures. All required consents in place for track installation.  <u>Russell Road Bridge</u> No works carried out during the period. Temporary works design for the soil nailing has been signed off by Network Rail, as well as WPP with no qualifications. Scheme for protection of the 24" gas main during the soil nail works submitted to SGN by BSC and is agreed. Details of protection to the gas main during the piling works awaited from BSC. Road /Footpath/Cycleway closure was planned for 04/10/10, however this remains on hold and the signs removed.

Section	Commentary
	<p><u>Russell Road Retaining Wall W4</u> No piling work carried out during the period. No work carried out by Expanded during the period. The proposal to install an additional barrier to ensure Scotrail move into the new car park has been rejected by tie and Scotrail have been advised in writing. Pile caps for units 1-9 300mm out with the LOD – BSC/SDS to resolve.</p> <p><u>W18 – Murrayfield Tram Stop RW</u> BSC claim Plot 101 is within the LOD and clashes with the foundations of W18 RW. tie has received the structural engineers report for review.</p> <p><u>Murrayfield Wanderers Football Clubhouse</u> BSC intend to complete the snagging works by 27/01/11. The snagging works need to be completed prior to the upcoming 6 Nations matches.</p> <p><u>W8 – Baird Drive RW</u> Site clearance work stopped and site cabins removed week commencing 1<sup>st</sup> November. Form C for works was signed off by Network Rail w/e 08/10/10 with the condition that the track monitoring action plan was to be agreed. Delay by BSC in progressing the Busy Bees demolition will impact the Baird Drive works and subsequently the Balgreen bridges</p>
<p><b>Section 5b Balgreen Road to Edinburgh Park Central</b></p>	<p>Temporary &amp; permanent works re-design along with commercial resolution delaying various structures.</p> <p><u>Balgreen Road to Carrick Knowe Bridge</u> No work in the period.</p> <p><u>Carrick Knowe Bridge</u> No other works have been carried out during this period.</p> <p><u>South Gyle Access bridge</u> South Gyle Bridge west/Bankhead Dr RTW area has been available to BSC since 4<sup>th</sup> Oct 10 and the area completely cleared by Barhale since 4<sup>th</sup> November 10. Access to the east side of the junction has never been restricted to BSC.</p> <p><u>Edinburgh Park Bridge North Ramp to Edinburgh Park Central</u> There has been no work carried out in this section during this period. The route was to be used for the access to Section 5C earthworks, however, there is no resolution to the OLE base conflict with the coarse material installed by BSC to replace the organic material.</p> <p><u>Bankhead Drive Ch 522850 to 523500</u> BSC did not plan or undertake any work in the period but continue to use this area for the storage of excavated material.</p> <p><u>Edinburgh Park Bridge</u> No works carried out during the period. Issues with the DKE/OLE plinths/Robust kerbs still not resolved by BSC. Colour of cladding at the north approach ramp also not resolved by BSC.</p> <p><u>Busgate</u> Work on the site was stopped by BSC on 8<sup>th</sup> October 10 due to the outstanding Change issues affecting drainage, HRL, earthworks and the Tram Halt.</p> <p>There are a number of technical issues that have been ongoing for some time affecting the site and urgently require BSC/SDS solutions including: OLE clash with an existing (known) sewer, drainage conflict with SP insurance ducts, trackform drainage review/re-design and CEC approval of the</p>

Section	Commentary
	<p>latest street lighting design. A potential clash between the existing SGN IP gas main and one of the OLE bases has been reported which SDS and Siemens are debating. <b>tie</b> has written to BSC on these issues</p>
<p><b>Section 5c Edinburgh Park Central to Gogarburn</b></p>	<p><u>Section 5C Edinburgh Park Central to Gyle Tram Stop (Inclusive)</u></p> <p>The section is broken down into a number of areas due to the issues associated with each.</p> <p><u>CH 530 450 to 600</u> Earthwork replacement was completed by 27/09/10 and the site cleared. Further works will not be progressed by BSC until ongoing Change issues are resolved.</p> <p><u>CH 530 420 to 435</u></p> <p>BSC has undertaken trial holes on the south side of Lochside Ave. The services have been found at acceptable depth however the ground will need to be assessed by SDS. This appears to be significantly better than in the soft areas. The outcome of these trial holes has not been issued to <b>tie</b>.</p> <p><u>CH 530 420 to 435</u></p> <p>BSC commenced trial hole adjacent to Lochside Avenue for the drainage outfall previously planned for before the holiday. Conflicts with the outfall may significantly affect the drainage design since this affects all drainage from the Edinburgh Park Viaduct to the Gyle Tram Halt.</p> <p><u>CH 524 490 to 530 420</u></p> <p>BSC has agreed a solution for the protection of the utilities with SDS and they will not carry out any further work until a Change has been agreed. BSC/<b>tie</b> has discussed the estimate for this work and a <b>tie</b> change order has been drafted for issue w/c 16/01/11.</p> <p><u>A8 Underpass</u></p> <p>There have been no works carried out by BSC on the A8 Underpass since 01/10/10 due to the contractor's decision to stop work until all outstanding INTC's have been closed out.</p> <p><u>Depot Access Bridge</u> 100% of planned progress achieved in Period.</p>
<p><b>Section 6 Gogar Depot</b></p>	<p><u>Depot Building works:</u> Accommodation area fit out and finishes planned progress achieved in Period. Siemens track installation commenced 13<sup>th</sup> January 2011.</p> <p><u>Depot Substation:</u> Fit out by Siemens achieved planned progress in Period.</p> <p><u>Depot Externals:</u> Civils works planned progress achieved on stabling walkways. Remaining civils works no progress in Period due to Change issues. Siemens track installation no progress in period as limited resource completing Depot Building trackwork prior to completing externals. This is due to limited long term track laying works due to civils trackworks not progressing (other than remaining walkways). Water supply is dependent on BSC resolving approval of HDPE depot water main and <b>tie</b> installing 250 trunk main in revised location.</p>

Section	Commentary
Section 7a Gogarburn to Edinburgh Airport	<p><u>Gogarburn Bridge:</u> Area available for Siemens track laying. No works in period.</p> <p><u>Design</u> EAL confirmed they had no objection to BSC Gogar Burn RTW design. BSC achieved CEC approval for Gogar Burn RTW AIP.</p> <p><u>Civils</u> Drainage: Testing works planned progress achieved in Period. No other civils works in Period due to resolution of Change issues. No track areas available.</p>

Other Progress Points to note in Period 11:

- Tower Place bridge remains open to the public. Works were scheduled to re-commence from 7<sup>th</sup> Feb.11, but permits to commence have not been issued due to non compliance with subcontractor obligations.
- Depot Access Bridge continuing. Bridge deck false works completed with rebar fixing progressing well.
- Approval in principle is now in place for Gogarburn Retaining Walls.
- Depot Building internal fit out on going with trackwork recommenced internally at the west end direct fix lines 2 and 3.

Issues in the Period

- Issue at Lindsay Road needs addressed to allow works to continue in this area, McKean ran out of work under the current scope w/c 31<sup>st</sup> January, and but permits to commence have not been issued due to non compliance with subcontractor obligations.
- Strategy on the disputed issue surrounding plot 101 at Russell Road Retaining Wall needs to be agreed to allow understanding of the way forward in this area.
- BSC have still to resolve the track monitoring requirements to satisfy Network Rail on all the structures along the railway corridor.
- Final proposal for remedial works/ design change for Princes Street still not received from BSC.
- Still no progress being made from Haymarket Viaduct through to the A8 underpass, other than Depot Access Bridge due to the ongoing disputes over Change.
- Flooding Report for BAA has been submitted for approval but to date we still await a formal response.

**Tram Construction (Tramco)**

The CAF contract programme is incorporated in the Master Tram project Programme. We receive electronic submission of the CAF programme to allow analysis of the programme.

CAF is progressing well to deliver trams to Edinburgh according with its contractual programme but there is currently no access available to the depot to receive the trams. Tram 252 is stored in Broxburn, trams 251 and 253 to 271 are stored at the factory in Irwin.

**Period 11 Summary – Tramco**

No	Planned	Activities in current Period
1	Fabrication of the trams	Fabrication and primer painting is completed on all the body-shells for all twenty seven trams. Equipment fit-out for the remaining trams 23 to 27 is continuing in the assembly hall. The first 21 trams are completed and tram 22 is completing factory acceptance testing.

2	Enhanced passenger information upgrade	Plan still to fit final equipment when trams arrive in Edinburgh.
3	Review of Test Protocols and test results	CAF have completed final internal tests to verify and calibrate computer design tools using Tram 251 at Wildenrath on the 12 <sup>th</sup> October 2010, final report awaited.
4	Depot Equipment	CAF are continuing progress, delivery schedule under discussion in conjunction with civil works programme for the depot now in mid-March 2011.
5	Finalisation of external branding	Final branding will be applied whilst the trams are stored at the factory prior to shipping to Edinburgh.
6	Tram O&M Manuals	Revised manuals next update due mid 2011 after experience on site with the trams.
7	Key sub-contract placement	Collateral warranties – 3 signed warranties have been received, remaining continue to be progressed.
8	Factory Based Acceptance Testing complete	First 21 trams have successfully completed factory testing to date. 78% of trams now completed and tested.
9	Testing regime	CAF have revised the Delivery & commissioning regime for the trams to reflect the requirement to store Trams pre delivery to Depot. All Trams will be prepared after storage, undertake dynamic testing and commissioning. 1 <sup>st</sup> tram due for starting commissioning April 2011- last tram mid-May 2012.
10	Programme progress	88% of scheduled activities completed

### Preparing for Operations

The Operational Readiness detailed programme information is also incorporated into the Master Tram Project Programme.

Regular meetings are held to review the programme and the potential impact of the infrastructure delivery dates to the commissioning process and the associated operational staff recruitment and training programme based on the current **tie** live programme.

The Operational Readiness team are working closely with both **tie** and BSC programme teams to coordinate progress at the Depot, we are concentrating on attempting to bring resolution to the notified changes by the Contractor in order to attempt to keep progress continuing at the Depot.

In the period the tracks in the workshop have been installed, the track crossing the depot access road has been completed and work has resumed in the remaining stabling tracks. Also progress with the depot sub-station and the installation of the UPS power supply back-up has been completed.

We have been planning in detail the first three stages of preparation for the Testing & Commissioning. The Benefits Realisation & Operational Readiness Sub-Committee of the TEL Board provides the governance overview and monitors the progress of the tasks and decisions required to deliver the Operational Readiness programme. Good progress is being made in all activities except those that are directly dependent upon progress with the infrastructure works.

Lloyds Register Rail have now reviewed our updated documents and reported very positively on our preparations for managing the safety of the tram testing and commissioning and operation.

The procurement of the ticketing equipment for the tram system, to integrate with the existing Lothian Buses ticketing system has progressed to the stage where the final tenders have been evaluated. We expect to select a preferred bidder during February but will not proceed to



contract close until after the mediation outcome is known with a contract containing client break option clauses at suitable points in the programme.

The maintenance of completed infrastructure assets continues to be developed with BSC maintenance representatives, notably the tram vehicle O&M and Operator Manuals and the asset management system for the tram vehicles, but also more recently there has been some progress with the infrastructure systems maintenance preparations.

Discussions have continued on the potential for short term lease opportunities for a limited number of trams should this be found to offer a good value option.

### 3 Edinburgh Gateway

#### Edinburgh Gateway

Progress on the Edinburgh Gateway Project in Period 11 2010/11 is summarised as follows:

- The revised Prior Approval was issued on 14<sup>th</sup> January 2011 with CEC requesting a review meeting for 31<sup>st</sup> January 2011. Work on the detailed design to achieve Technical Approval has continued with AIP queries being resolved between NWR and CEC. Co-ordination meetings continue with NR to resolve issues associated with EMC, Section 21 agreement and approval of anchor system for retaining wall ahead of IFEA submission to CEC. Other outstanding design issues including resolution of survey grid discrepancy, ICP sign off and drainage approvals continued in the Period.
- **tie** requested an Estimate from BSC for Edinburgh Gateway construction works as a Change under the Infraco Contract including a number of programme matters that **tie** indicated Infraco should assume when completing their Estimate. These programme issues will require adjustment following resolution of the Prior and Technical Approval issues. Further **tie** letter reference INF CORR 7005 of 17<sup>th</sup> December 2010 requested confirmation from BSC regarding date for receipt of Estimate.
- Legal agreements: **tie** have requested draft wording from SW regarding Section 21 Agreement for build over of retaining wall. This was requested on 18<sup>th</sup> November 2010. Meeting with SW and NR on 25<sup>th</sup> January 2011 reached resolution with SW on issuing draft determination.
- A high level Principals meeting on Edinburgh Gateway between Transport Scotland, Network Rail, City of Edinburgh Council and **tie**, took place on 22 December 2010. Meeting agreed to focus teams on concluding redesign.

#### Forecast Cost to Complete Design

Forecast outturn is £1,166k against an original £880k:

##### £880k Breakdown

SDS	£400k
JRC	£ 30k
<b>tie</b>	£100k
Siemens	£350k

##### £1,166k Breakdown

SDS	£540k
JRC	£ 45k
<b>tie</b>	£120k
Siemens	£327k

Const. Staging £ 30k  
ICP £ 20k  
Name Change £ 3k  
A8 Drainage £ 27k  
Legal Costs £ 50k  
33kV Enab Wks£ 4k

**tie** have discussed outstanding milestone applications with BSC in an effort to ensure cash flow is consistent with progress.

### **Period 11 Design progress**

At the end of Period 11 **tie** assessed the design phase as 90% complete. The work carried out in the Period involved continuing resolution of the technical issues with NR and SW and did not contribute significantly to progress on the overall design.

Cost of work done to date is £1000K versus the £880k originally forecast and the £1166k revised AFC.

Prior Approval was granted on 28<sup>th</sup> July 2010. The revised Prior Approval was issued on 14<sup>th</sup> January 2011 with CEC requesting a review meeting for 31<sup>st</sup> January 2011. Work on the detailed design to achieve Technical Approval has continued with AIP queries being resolved between NWR and CEC. Co-ordination meetings continue with NR to resolve issues associated with EMC, Section 21 agreement and approval of anchor system for retaining wall ahead of IFEA submission to CEC. Other outstanding design issues including resolution of survey grid discrepancy, ICP sign off and drainage approvals continued in the Period.

### **Tram Design Issues**

BSC previously identified a need to discuss the reduced headroom for the OLE through the tramstop with the Independent Competent Person (ICP). The **tie** engineering team have discussed this further with BSC and have received confirmation that this is still an issue. BSC will supply the justification for the **tie**/ICP to review.

A meeting was held on 2<sup>nd</sup> September 2010 between **tie**, TS and NR with ETN ICP John Dolan. The meeting discussed the design interface issues that require to be addressed to satisfy ETN ICP John Dolan. In the Period the design assumptions register was updated to reflect the current status regarding close out of ICP issues. Further discussions will be required with NR to close out the specific interface issues. These will be addressed through the regular Design Managements meetings between **tie**, TS and NR and the fortnightly conference calls. Design review meeting on 17<sup>th</sup> January 2011 updated ICP sign off and made significant progress.

### **Tram Patronage Modelling & Business Case**

**tie** has received some comments from Transport Scotland regarding the JRC Modelling Report in Period 9, and these have been reviewed **tie**/JRC and will be formally responded to during Period 12.

### **Programme Milestones**

Discussions are continuing between **tie** and Transport Scotland to agree Key Milestones. **tie** updated the forecast dates in Period 10 for indicative purposes only as these are subject to clarity on the wider ETN Project timescales.



## Legal Agreements

Following meetings between parties on 25<sup>th</sup> and 29<sup>th</sup> October, it was agreed not to progress the drafting of the legal agreements at the moment. This work will be reviewed in the new year once there is clarity on the wider ETN Project timescales. The current status of these agreements is understood to be as follows:

- Licence to occupy land from CEC to NR, also incorporating transfer of land to NR from CEC. This agreement will require to be in place in time for entry to site.
- Construction Interface Agreement. No drafting has progressed on this agreement to date.
- Operational Interface Agreement. No drafting has progressed on this agreement to date.
- Bridge Agreement. No drafting has progressed on this agreement to date.
- Section 21 Agreement: **tie** have requested draft wording from SW regarding Section 21 Agreement for build over of retaining wall. This was requested on 18<sup>th</sup> November 2010. Meeting with SW and NR on 25<sup>th</sup> January 2011 reached resolution with SW on issuing draft determination.

## Long-lead Items / Abortive Works

**tie** has written to Transport Scotland confirming arrangements put in place with respect to avoiding re-works to the ETN infrastructure due to EGP. Transport Scotland has confirmed that **tie** should take steps to minimise the abortive works on the basis that the Edinburgh Gateway Project will go ahead.

Drainage for the earthworks at the Depot is currently being installed to the west of the Depot Access Bridge. There is no option that does not involve some re-works if Edinburgh Gateway Project goes ahead as foul and surface water drainage works need to be installed to allow completion of the Depot and Section 5C test track. BSC are at present only progressing the critical works to allow commissioning of the Depot and Test Track. The full extent of the re-works will not be known until the drainage design for the Edinburgh Gateway Project has been designed and approved. The BSC design is being progressed to maximise reuse of the existing IFC drainage systems.

**tie** letter reference INF CORR 7004 of 17<sup>th</sup> December 2010 issued to BSC confirmed current works are not to cease while the Edinburgh Gateway design and construction Estimate is agreed.

## Construction Staging

Construction Staging meetings with **tie**, TS, Network Rail and BSC have concluded for now. NR have agreed to work to a predetermined set of ETN night time possessions to construct the recirculation tower and overbridge. All parties have discussed the preferred construction sequence which can only be verified following receipt of an Estimate and Programme from BSC.

**tie** met with Transport Scotland and BSC on to review the requirements for commissioning of the tram system test track and the impact of Edinburgh Gateway project on 1<sup>st</sup> September 2010. Edinburgh Gateway does not appear to have a significant impact in this respect, however a number of minor issues were identified as requiring consideration. **tie** issued TNC letter to BSC on 10<sup>th</sup> September 2010 to cover this scope of works. No response has been received to date.

## Enabling Works

Network Rail commenced on site on 2<sup>nd</sup> November 2010 to divert the Scottish Power 33Kv cable diversion. Cable works completed on site by 26<sup>th</sup> November 2010 ready for jointing. NR completed jointing works on 16<sup>th</sup> January 2011.

## 4 Headline cost report

### 4.1 Current Financial Year

	FY 10/11			FY 10/11			FY 10/11			COWD To Date	Costs To Go	Total AFC
	COWD Period			COWD Year To Date			COWD Full Year Forecast					
	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Budget	Variance			
Total Project COWD	3.526	8.382	-4.856	58.112	116.408	-58.296	70.052	142.245	-72.193	405.954	139.046	545.000
Other Funding	0.291	0.692	-0.401	4.798	9.612	-4.814	5.784	11.745	-5.961	33.519	11.480	44.999
Demand on TS	3.235	7.690	-4.455	53.314	106.797	-53.483	64.268	130.500	-66.232	372.435	127.566	500.001

The 'AFC' figure of £545m (table above) does not reflect an approved and reliable Anticipated Final Cost for the Edinburgh Tram Project. Rather, the forecast presented reflects our best view of the spend profile of the funding currently available for the delivery of the entirety of phase 1a.

Given the continuing commercial uncertainties with the Infraco and continuing delays to the project it is considered unlikely that the full scope of Phase 1a will be completed within the available funding envelope of £545m. It is not however possible at the present time to accurately forecast a reliable outturn cost until the key commercial issues are resolved through the contractual and legal process

tie presented an updated forecast for 2010/11 project spend to TS on Tuesday 19<sup>th</sup> October. Forecast spend ranges and sensitivities for 2010/11 & 2011/12 were presented to TS on 4<sup>th</sup> November. A further revision of the current year forecast took place in Period 10, and is within the range presented to TS on 4<sup>th</sup> November.

The review of spend for 2010/11 has resulted in a tuning down of forecast from a Q2 forecast of £86.7m to our latest forecast of £70.1m. Sensitivities to the £70.1m are highlighted in the section below. tie are committed to keeping TS and CEC updated as to the progress of our commercial engagement and any material impacts on the Projects spend profile.

COWD to date is £406.0m, with funding to date split to TS (£372.5m) and CEC (£33.5m).

#### Actual YTD P11 & forecast P12-P13 FY10/11

£m	2010/11 to P11	Forecast P12-P13,10/11	Forecast FY10/11
Infrastructure and vehicles	40.0	9.3	49.3
Utilities diversions	4.4	0.0	4.4
Design	1.5	0.4	1.9
Land and compensation	0.3	-0.2	0.1
Resources and insurance	11.8	2.5	14.3
<b>Base costs</b>	<b>58.1</b>	<b>11.9</b>	<b>70.1</b>
Risk allowance	0.0	0.0	0.0
<b>Total Phase 1a</b>	<b>58.1</b>	<b>11.9</b>	<b>70.1</b>

YTD 2010/11 COWD is £58.1m in P11, and the full-year 2010/11 outturn forecast is £70.1m.

Key Risks and sensitivities to the £70.1m forecast for are:

- Infraco related prelims – currently under DRP (+£8.6m)
- Infraco Main works progress up to (-£4.3m)
- Commercial engagement – structure of outcome will influence spend profile

As previously reported and agreed with CEC and TS, initial milestones under the Infraco and Tramco contracts in the aggregate amount of £14.3m, in respect of advance material purchases, have been classified as prepayments. These will be reclassified as expenditure against funding in the periods when the related materials are delivered to site and incorporated in the works.

The release will occur on the achievement of trackwork and structures milestones in 2010/11 and future years.

### Current Financial Year Profile

#### Profile for FY10/11

£m	Q1 (p1-3)	Q2 (p4-6)	Q3 (p7-10)	Q4 (p11-13)	Total FY10/11
Infrastructure and vehicles	16.7	9.6	11.6	11.5	49.3
Utilities diversions	-0.4	0.1	4.7	0.0	4.4
Design	0.5	0.4	0.5	0.5	1.9
Land and compensation	0.2	0.1	0.0	-0.2	0.1
Resources and insurance	3.2	3.3	4.2	3.7	14.3
<b>Base costs</b>	20.1	13.5	21.0	15.5	70.1
Risk allowance	0.0	0.0	0.0	0.0	0.0
<b>Total Tram</b>	20.1	13.5	21.0	15.5	70.1

- Costs for 2010/11 are forecast at £70.1m (£86.7m Q2). *Note: This forecast is sensitive to the key risks as identified above.*
- The latest forecast is based upon the Project Managers view as at the end of period 11.
- The original TS share of the budget (£130.5m) has been reduced to a forecast of £64.3m.**

#### Phase 1a Profiling

£m	Cum FY07/08	Actual 08/09	Actual 09/10	FY 10/11	FY 11/12	AFC
Infrastructure and vehicles	30.6	45.2	83.5	49.3	106.4	315.0
Utilities diversions	18.4	33.4	10.6	4.4	-1.1	65.8
Design	24.4	4.7	2.1	1.9	1.1	34.2
Land and compensation	16.8	1.7	1.6	0.1	0.0	20.3
Resources and insurance	42.9	16.0	15.9	14.3	9.0	98.1
<b>Base costs (inc 1b)</b>	133.1	101.0	113.8	70.1	115.4	533.3
Risk Allowance	0.0	0.0	0.0	0.0	11.7	11.7
<b>Total</b>	133.1	101.0	113.8	70.1	127.1	545.0

Note: Base costs include £6.2m for ph 1b.

Per the note in 4.1 the 'AFC' figure of £545m does not reflect an approved and reliable Anticipated Final Cost for the Edinburgh Tram Project, but point to 'our best view' of the spend profile of the funding currently made available for the delivery of the entirety of phase 1a.

The TEL board have approved a risk allowance within the current funding arrangements of up to £63.3m, which takes the current agreed budget up to £545.0m.

## 5 Time schedule report

### 5.1 Report against key milestones

The table below reflects the milestones set out against the Rev1 programme.

Milestones	Baseline programme date	Actual / current forecast date tie live prgm
Approval of DFBC by CEC	21 Dec 06A	21 Dec 06A
MUDFA – commencement of utility diversions	02 Apr 07A	02 Apr 07A
TRO process commences	14Dec07A	10-Dec-07A
Approval of FBC by TS – approval and funding for INFRACO / Tramco	09 Jan 08	Dec 07A
Princes Street closed	03-Feb-09	22-Feb-09A
Tramco / INFRACO – award following CEC / TS approval and cooling off period and SDS novation.	28 Jan 08	14 May 08A
Construction commences	14-Apr-08	14-May-08A
First track installation commences – on street	03-Nov-08	Jun 2009A
Carrick Knowe Bridge commences	21-Aug-08	19-Aug-08A
A8 underpass commences	08-Aug-08	28-Aug-08A
Haymarket viaduct commences	08-May-08	01-Sep-08A
Edinburgh Park viaduct commences	06-Aug-08	01-Sep-08A
Tram mock-up delivered	Oct 2008	Nov 2008A
Demolition of Wanderers clubhouse	25-Aug-08	05-Jan-10A
Edinburgh Park viaduct complete	24-May-09	Mar-11
Princes Street re-opened	01-Aug-09	29-Nov-09A
NR immunisation complete	Nov 2009	Sep-10A
Utilities works complete (including telecoms)	Nov 2008	Mar-11
All demolition work complete (S21C)	22-Aug-08	Jul-11
All Issue for Construction (IFC) drawings delivered (inc Gogar interchange design)	21-Jan-09	Apr-11
Haymarket viaduct complete	08-Dec-08	May-11
All consents and approvals granted	18-May-09	Feb-11
Design assurance complete	20-Jan-09	Feb-11
1 <sup>st</sup> Tram delivered	09-Apr-10	25-Apr-10A
Carrick Knowe bridge complete	11-May-09	Jun-11
A8 underpass complete	14-Jul-09	Sep-11
Roseburn viaduct commences	20-Jan-09	May-11
TRO1 process complete	01-Dec-09	Nov-10A
Recruitment commences for Operations	July 2010	May-11
1 <sup>st</sup> OHL installed (Section 6 Depot)	11-Dec-09	Sep-11
1 <sup>st</sup> section (other than depot) complete ready for energisation (Section 2)	25-June-10	Dec-11
Commission Section 2 (Haymarket to Roseburn junction)	11-Jan-10	Feb-12
Final tram delivered to Depot*	17-Jan-11	May-12
Commission Section 6 (depot)	25-Mar-10	Dec-11
Roseburn viaduct complete	20-Apr-10	Apr-12
Test track complete (Ready for tram testing)	23-Apr-10	May-12
Commission Section 7 (Gogar to Edinburgh Airport)	25-June-10	Jan-12 to May-12
Commission Section 1 (Newhaven to Haymarket)	11-Mar-11	Jun-12 to Mar-13
Commission Section 5 (Roseburn junction to	09-Nov-10	Dec-11 to Sep-12

Milestones	Baseline programme date	Actual / current forecast date tie live prgm
Gogar)		
Driver training commences (excludes depot)	Nov 2010	Aug-12
System testing complete off street	09-Dec-10	Oct-12
Construction Line 1a complete	17-Jan-11	Mar-13
System testing complete on street	16-Feb-11	Apr-13
Letter of "no objection" from Independent Competent Person to commence tram running	17-Apr-11	Apr-13
Shadow running starts	18-Apr-11	Jun-13
Shadow running complete	July 2011	Sep-13
Letter of "no objection" from Independent Competent Person to commence revenue service	July 2011	Sep-13
Open for revenue service	July 2011	Sep-13

\* CAF revised programme to reflect availability of Depot for Tram delivery

**Guidance for Completion:**

Legend for colouring of Actual / forecast date text

- Green:** Actual / forecast date is ahead or in line with baseline
- Yellow:** Slight slippage – readily recoverable with action.
- Pink:** Significant slippage but expect recovery can be achieved
- Red:** Notable / significant slippage – difficult to recover, even with action.

**Key Issues Affecting Schedule**

- BSC have ceased works in all areas with the exception of Lindsay Road RWs, Depot Access bridge and the Depot area due to alleged non payment of items relating to changes.
- BSC has formally advised **tie** of 99no. Individual Infraco Notice of **tie** Change (INTC) items and the validity and content of these are under review. **tie** has responded to the majority of these items under the existing contractual mechanisms available.
- Lack of agreement with BSC regarding on-street construction programme;
- Completion of a fully integrated and assured design.

**12-Week Look-Ahead**

Until the revised programme is in place the forecast for the next 12 weeks continues to be generated from the **tie** Live programme including latest updated information from both BSC and **tie** Project Managers.

Note that due to the uncertainty surrounding the On-street section of the Infraco works, that these works have been removed from the 12 week forecast other than for areas that are currently underway. Similarly, as BSC have now advised that they are demobilising worksite where there is an outstanding disagreement regarding an estimate, these works have also been removed from the table.

Milestones	Actual / current forecast date
1A4 - Lindsay Rd Retaining Wall A+C	31-Jan-11C
5C - S32 Depot Access bridge	31-Jan-11C
6 - Depot Building (Siemens Internals Only)	31-Jan-11C
6 – Depot Trackworks -Track Laying	31-Jan-11C
6 – Depot Access Roads	31-Jan-11C
6 – Depot OHL Bases	31-Jan-11C
1A3 – S17 Construction Works Tower Place bridge	07-Feb-11C

Key: A=Actual; C=Continues in period; S=Start; F=Finish,



## 6 Risk and opportunity

### Review of Risk Register

#### Project Risk Register

There are 41 risks in the risk register. The top six project risks are listed herein. Four out of these top six risks are issues which have now materialised and are at the core of the overall differences between **tie** and the BSC consortium and which have been or are being tested through the formal Contractual Dispute Resolution process.

There will be a complete refresh of the Risk Register and opportunities following the overall mediation being held between the parties in the next few weeks.

The risks in the Project Risk Register were reviewed by the attendees at the Project Risk Review and all risks plus their assessment and treatment plans were reviewed and refreshed.

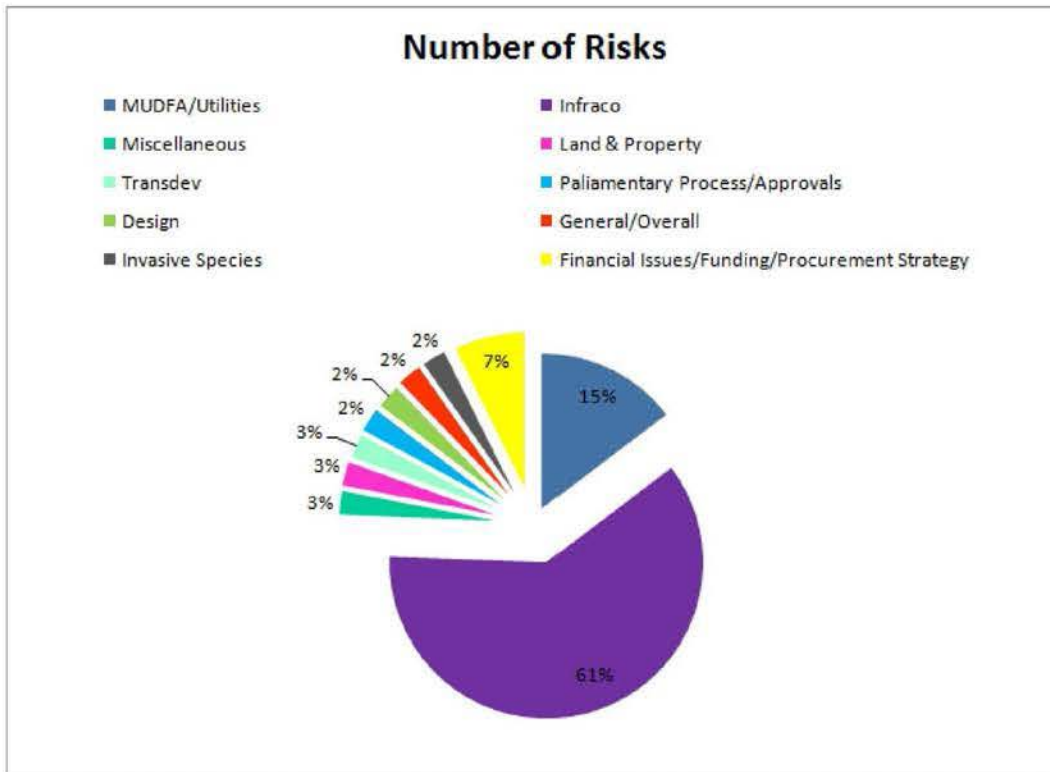
1011 Period 11 - Top 6 Risks

Risk Description											
ARM Risk ID	Cause	Event	Effect	Risk Owner	Significance	Black Flag	Treatment Strategy	Previous Status	Current Status	Due Date	Action Owner
1159	Commercial dispute with contractor	Depending on outcome of negotiations the revised cost leads to funding pressures for CEC.	CEC required to increase contribution	S Bell	High - 31/01		Mediation agreed - Intensive commercial negotiations with contractor.	On Programme	On Programme	31-Mar-11	S Bell
							CEC exploring contingency measures for additional funding	On Programme	On Programme	31-Jan-11	A Coyle
543	General delay to programme with various causes e.g. failure to obtain approvals on time; contractor issues, access after completion of utility diversions	Delay to completion of project	Increased out-turn cost due to delay plus revenue loss	S Clark	High - 26/01		Access maps showing areas available	On Programme	On Programme	31-Mar-11	F McFadden
							Use of Clause 34 / 80.15 - addressed via DRP	Complete	Complete	31-Aug-10	S Bell
							Contractually assertive workstreams to progress programme	Complete	Complete	29-May-10	S Bell
							DRP Mucho Rev 8 response	Complete	Complete	31-Aug-10	S Bell
							DRP on programme management (EOT1)	Complete	Complete	30-Oct-09	S Bell
							Liason between tie/BSC programme managers	On Programme	On Programme	30-Dec-11	T Hickman
							Programme Management Panel process	Complete	Complete	30-Dec-11	F McFadden
							Weekly tie/BSC commercial meetings	On Programme	On Programme	30-Dec-11	M Paterson
1101	Unreasonable behaviour of BSC commercial management	Unrealistic estimates being submitted for potential changes	Programme delay while disputes regarding estimates are resolved	D Murray	High - 27/01		Issue UWN on programme	Complete	Complete	15-Sep-10	S Clark
							Additional resource from T&T	Complete	Complete	29-Jul-09	M Paterson
							Agreed with BSC for independant evaluation to get benchmark	Complete	Complete	30-Jul-09	M Paterson
							All estimates to be scrutinised by tie commercial team and, where appropriate, challenge made to BSC. Additional resource (T&T) being used to check estimates to reduce delay and other commercial resources on these areas	Complete	Complete	31-Dec-10	M Paterson
							Clause 34/80 issues using DRP for disputed values	Complete	Complete	31-Aug-10	S Bell
							Legal challenge to Clause 80 and BSCs interpretation thereof	Complete	Complete	31-Aug-10	S Bell

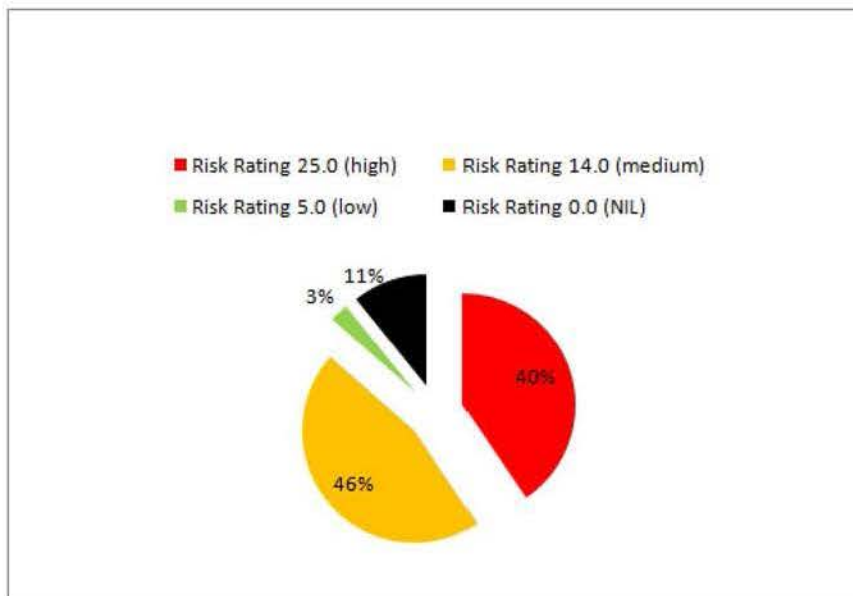
1011 Period 11 - Top 6 Risks

ARM Risk ID	Cause	Event	Effect	Risk Owner	Significance	Black Flag	Treatment Strategy	Previous Status	Current Status	Due Date	Action Owner
1094		Roads throughout works require full depth reconstruction	Programme impact plus additional costs. £1.5m cap applies to only 4 areas. (PA 12) Also affects (PA 14)	F McFadden	High - 24/25		All party buy in - application of appendix 7(1)	On Programme	On Programme	31-Dec-11	C Neil
							Carry out surveys to confirm extent of roads requiring full depth reconstruction	Complete	Complete	30-Jun-09	C Neil
							Intensive engagement with CEC, palette of options, methodology being agreed	On Programme	On Programme	31-Jan-11	C Neil
							Resolution of trackform at trackform workshop	On Programme	On Programme	31-Jan-11	C Neil
							Suite of options from surveys to be reviewed and agreement reached	Complete	Complete	30-Jul-10	C Neil
							tie developed on-street proposal with scott wilson - complete and under review	On Programme	On Programme	31-Jan-11	S Bell
928	Major single safety and/or environmental incident (including a dangerous occurrence) during construction	Safety incident during construction	Delay (potentially critical) due to HSE investigation and rework. PR risk to tie and stakeholders.	F McFadden	High - 24/25		All Site Staff to get CSCS or equivalent	On Programme	On Programme	30-Jan-11	B Cummins
							HSQE Audits, site inspections and Management Safety Tours to be carried out	On Programme	On Programme		
							Incident management process regularly updated and revisited	On Programme	On Programme	31-Dec-12	B Cummins
							Safety Induction to be carried out for all site staff	On Programme	On Programme	31-Jan-11	B Cummins
							TEL HSE committee overview applied	On Programme	On Programme	31-Jan-11	B Cummins
							The tie "Safety" bus is being used to deliver safety talks & culture surveys to the contractors workforce. Build the tram safely Drugs & Alcohol policy	Complete	Complete	31-Dec-09	B Cummins
1160	Lack of signed, formal agreement between CEC and Forth Ports regarding Forth Ports contribution to Tram works	Forth Ports contribution does not materialise or does not equal value of works carried out	CEC required to fund difference between Forth Ports contribution and value of works	S Ball	High - 24/25		Liaise with Dave Anderson and Donald McGulgan to ensure awareness of issue and agreement of current strategy	Complete	Complete	31-Dec-10	S Ball
							Meet with TS and ensure they are aware that costs are being allocated	Complete	Complete	5-Nov-10	S McGarrity

The risks within the Project Risk Register are categorised below.



The ratings of the risks are illustrated below.



**Risk Action Plan for Next Three Periods**

The following treatment plans are due for completion in the next three periods:

Action Owner	Risk ID	Action ID	Event	Action Name	Due	Active	Complete	Late	Next 3 periods
A Coyle	1159	745	Depending on outcome of negotiations the revised cost leads to funding pressures for CEC.	CEC exploring contingency measures for additional funding	31/01/2011	Yes	No	Yes	Period 11
B Cummins	928	339	Safety incident during construction	Safety Induction to be carried out for all site staff	31/01/2011	Yes	No	Yes	Period 11
B Cummins	928	339	Safety incident during construction	HSQE audits, site inspections and management safety tours to be carried out	31/01/2011	Yes	No	Yes	Period 11
B Cummins	928	341	Safety incident during construction	All site staff to get CSCS or equivalent	30/01/2011	Yes	No	Yes	Period 11
B Cummins	928	710	Safety incident during construction	TEL HSE committee overview applied	31/01/2011	Yes	No	Yes	Period 11
B Cummins	58	228	Infraco fails to deliver construction quality, latent defects occur during or after Infraco maintenance period	Undertake quality audits during construction	31/01/2011	Yes	No	Yes	Period 11
C Neil	1094	708	Roads throughout works require full depth reconstruction	Intensive engagement with CEC, palette of options, methodology being agreed	31/01/2011	Yes	No	Yes	Period 11
C Neil	1094	736	Roads throughout works require full depth reconstruction	Resolution of trackform at trackform workshop	31/01/2011	Yes	No	Yes	Period 11
C Neil	931	681	Unknown or abandoned assets impacts scope of Infraco work	Obstructions and voids survey, establish ownership reduced delay on discovery	31/01/2011	Yes	No	Yes	Period 11
C Neil	172	732	Tramway runs through area of possible contamination and special foundation is required to cope with unstable ground	Pursue technical solution re design and agree above costs	30/01/2011	Yes	No	Yes	Period 11
C Neil	865	740	Asbestos found during demolition works and excavations for construction	Asbestos Surveys	31/01/2011	Yes	No	Yes	Period 11
C Neil	1091	705	Excavation of soft, unsuitable material below Earthworks outline	Technical challenge against SDS designs	30/01/2011	Yes	No	Yes	Period 11
C Neil	1091	706	Excavation of soft, unsuitable material below Earthworks outline	Interactive resting approach in order to maximise value	31/01/2011	Yes	No	Yes	Period 11
D Sharp	1106	714	Programme delay with dispute over accountability	Use of additional resources to apportion accountability	31/03/2011	Yes	No	No	Period 13
D Sharp	271	559	Failure to process prior approvals applications within 8 weeks	Assure the quality and timing of submissions	28/02/2011	Yes	No	No	Period 12
D Sharp	271	637	Failure to process prior approvals applications within 8 weeks	4-weekly meetings of Approvals Task Force	28/02/2011	Yes	No	No	Period 12
F McFadden	343	719	Delay to completion of project	Access maps showing areas available	31/03/2011	Yes	No	No	Period 13
F McFadden	1102	696	Known non-compliant utility diversions in relation to proximity to the DKE and/or other utilities.	Obtain reduction from SUCs	31/03/2011	Yes	No	No	Period 13
F McFadden	1102	697	Known non-compliant utility diversions in relation to proximity to the DKE and/or other utilities.	Where relaxation cannot be obtained replace plastic with steel	31/03/2011	Yes	No	No	Period 13
F McFadden	1077	748	Tramworks price based on a design which may have been altered. Unclear who authorised design change.	Aggressive commercial strategy to ensure minimum change	31/03/2011	Yes	No	No	Period 13
F McFadden	1105	689	Additional protection measures of utilities are required (primarily Leith Walk) reduced depth 1200 to 800 to save time/money. This applies to 20 no crossings on Leith Walk	Examine possibility of additional protection protection being used rather than additional diversion of utilities	31/03/2011	Yes	No	No	Period 13
F McFadden	1079	681	Lack of competent resources within BSC to safely and effectively deliver Tram project	Apply contract re personnel	01/04/2011	Yes	No	No	Period 1
F McFadden	1079	684	Lack of competent resources within BSC to safely and effectively deliver Tram project	Where appropriate tie can request removal of resources	01/04/2011	Yes	No	No	Period 1
F McFadden	1079	685	Lack of competent resources within BSC to safely and effectively deliver Tram project	Resource led programmes	01/04/2011	Yes	No	No	Period 1
F McFadden	1079	686	Lack of competent resources within BSC to safely and effectively deliver Tram project	List of staff and competencies to be provided	01/04/2011	Yes	No	No	Period 1
S Bell	1094	725	Roads throughout works require full depth reconstruction	tie developed on-street proposal	31/01/2011	Yes	No	Yes	Period 11
S Bell	1077	703	Tramworks price based on a design which may have been altered. Unclear who authorised design change.	Design review, continued DRP / Adjudication Process	31/03/2011	Yes	No	No	Period 13
S Bell	1077	720	Tramworks price based on a design which may have been altered. Unclear who authorised design change.	PA1 Challenge if legal advice supplied	31/03/2011	Yes	No	No	Period 13
S Bell	1077	724	Tramworks price based on a design which may have been altered. Unclear who authorised design change.	Siemens 33 initiative to achieve Airport to Bankhead Drive continues to be progressed	31/03/2011	Yes	No	No	Period 13
S Bell	1159	744	Depending on outcome of negotiations the revised cost leads to funding pressures for CEC.	Mediation Agreed - Intensive commercial negotiations with contractor and mediation agreed for Q1 2011	31/03/2011	Yes	No	No	Period 13
S Clark	1106	738	Programme delay with dispute over accountability	Production of concurrency information using Accutus and internal production of PITA database	31/03/2011	Yes	No	Yes	Period 13
W Biggins	911	629	Presence of Scottish Power tunnel in Leith Walk requires approved construction methodology from Scottish power - works scheduled for August 09.	Liase with Scottish Power to agree and approve method of crossing tunnel - SDS doing this	31/01/2011	Yes	No	Yes	Period 11

### Cost Quantative Risk Analysis

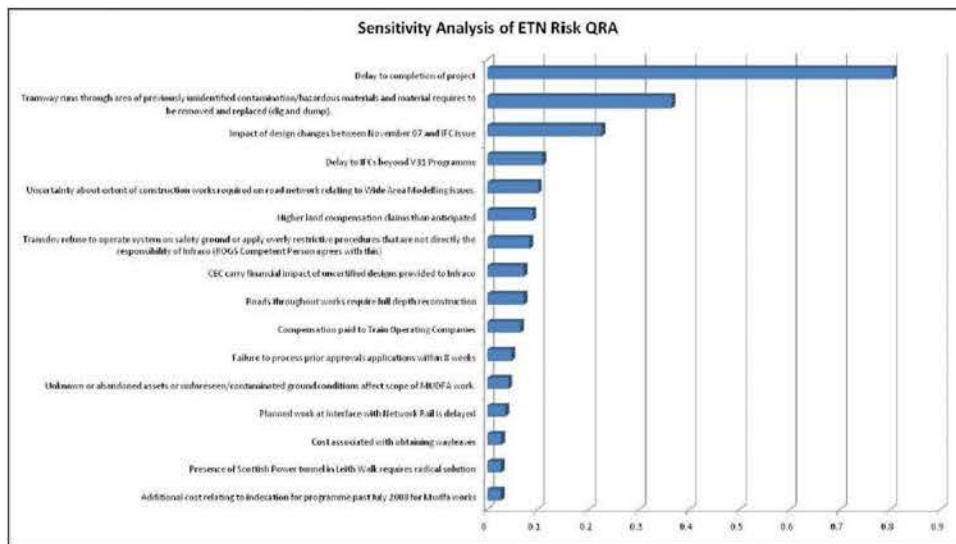
The Project Risk Allowance at financial close was £30,336,196. This was increased in Period 1 by £17,982,993 to £530m, to £535m in Period 5, £540m in Period 7 and £545m in Period 9. Drawdowns on risk and contingency to the end of Period 10 10/11 now total £64,339,058. The remaining risk balance based on the approved QRA plus the additional funding is £11.67m. This has increased from P10 following a review on non-committed expenditure which has been transferred back to risk funding.

### Risk Drawdown

The following table illustrates the drawdown applications on the project risk and contingency allocations in Period 11.

Description	Owner	Value (£)
Savings against South Gyle access bridge sewer diversion works (funding transferred back to risk)	Chris Bartynek	£-50,000
Telford Access Road (funding transferred back to risk)	Andy Conway	£-21,468
Utilities 1C - 1D Clancy Docwra	Chris Bartynek	£4,164,571
<b>Total</b>		<b>£4,093,103</b>

### Sensitivity Analysis of Approved Cost QRA



The above chart highlights those component risks which are correlated most closely with the overall risk allocation. These risks are the ones which, if changed in terms of probability or impact, would have the most significant effect on the final output.

## 7 Health, Safety, Quality and Environment

### H&S Accidents and Incidents, Near Misses or Other

HS&E ACCIDENTS and INCIDENTS SUMMARY											
Total	Total Hours	>3 day	Major	Injury	NM/Unsafe Condition	Service Damage	ENV	RTA	MOP	AFR	SFR
Period	67,711	0	0	0	4	1	1	0	1	0.00	1.48
13 period rolling	1,397,726	1	2	13	162	18	13	7	21	0.21	1.29



There were no reportable accidents during the period. The rolling 13 Period AFR is at 0.21, better than the KPI of 0.24 for the project. There were no MOP incidents recorded during Period 11.

Two reports were however received relating to cyclists falling at the tram tracks on Princes Street. An insurance claim was also received relating to a previously unknown occurrence when an MOP is alleged to have tripped at the tram tracks on Princes Street during Period 10.

Only 50% of the planned PM joint inspections and 50% of planned safety tours were carried out during Period 11, reflecting the low level of work currently being undertaken by the Contractor. The inspection programme has now been revised to reflect this and will be rebaselined for Period 12.

CoCP compliance was recorded at 99% during Period 11.

CEC have rejected proposals from **tie** relating to the transfer of Visirail maintenance arrangements to CEC.

The previously reported electrical earthing issue at the depot is still unexplained and unresolved. **tie** have consulted with Andy Steele (TSS) and are also in communication with Andy Bird (Director of Safety, Scottish Power) seeking their assistance in resolving the issue. A joint **tie**/BSC HSQE depot walk round identified a number of issues that are being addressed by BSC. These included concerns relating to segregation, coordination, edge protection, welfare facilities and general housekeeping.

BSC damaged a fibre optic cable (Virgin Media) with an excavator at Great Stuart Street. The BSC investigation report is awaited.

#### Environment

There was one minor environmental incident involving a fuel leak on a generator at the Murrayfield Accommodation Works site (Crummock). The minor spill was contained. Crummock have been requested to report why a drip tray was not in place.

**tie** advised BSC, through correspondence, that TCM's guarantee stands, and should they identify further Japanese Knotweed in areas previously treated by TCM, they should inform **tie** immediately in order that TCM can rectify the situation.

Meeting held with BSC during Period 11 to discuss and agree the requirements for contaminated land. Agreement reached between **tie** and BSC regarding areas still to be tested

and the testing required. BSC to advise approximate quantities. It was agreed that a **tie** Supervisor would be present when all samples are taken.

**Deliver a Safe Tram**

Section	Activity	Data Checked				
		DOC	IIPs	Design Variation/Change	As Built	Asset Register
Depot Access Bridge	Concrete Pour/Reinforcement	0.5	0	0.5	1	0.5
<b>PD</b>	<b>Total (y)</b>	0.5	N/A	0.5	1	0.5
	<b>Max Possible Total (y)</b>	1	N/A	1	1	1
<b>Total</b>	<b>Percentage P10</b>	45%	91%	86%	79%	42%
	<b>Percentage P11</b>	45%	91%	85%	79%	44%

**Key - Y = Evidence exists (1) N = No evidence exists (0) NA = Not applicable (-) P = Part evidence in place (0.5)**

**Assurance**

The Project Safety Certification Committee (PSCC) Hazop Report – BSC Design Phase Hazard mitigation now finalised and issued to the PSCC for consideration.

**tie** is to assist ETL with an independent audit on their systems. S. Smith and C. Happer will form part of the audit team along with representatives from Siemens. The representatives from Siemens will lead the audit with **tie** overseeing the proceedings

A PSCC meeting was held on the 18<sup>th</sup> January 2011 and the following points were noted:

BSC advised that the fully integrated Design Assurance Statement for Section 6 would be the first fully complete DAS to be issued. Although no date for issue is currently set, BSC are aiming for a draft to be issued for informal review around mid-February.

The next SVS audit - TSA-10-03 Track and Civils - will be held on the 15<sup>th</sup> February 2011.

The BSC Testing and Commissioning Plan has still not been issued and the System Integration Plan has not been re-issued to take account of comments made by **tie**.

**Deliver a Safe Tram Key Metrics**

Due to the level of work currently taking place, only one Metrics Inspection took place during Period 11.

Section 1A – Farrans: Handover packs not fully complete as awaiting sign off of TQ's by SDS - these are now being progressed by SDS (who are awaiting responses from Forth Ports). Land Engineering handover packs have now been received. They are currently not in the approved format, a request has been made to update and re-issue. Barhale completion pack issued to Scottish Water during Period 11. SW rejected the pack due to minor administrative anomalies. The pack has subsequently been amended and re-issued.

All Clancy Docwra completion information for Haymarket now issued to SUC's. Scottish Water has rejected the packs issued to them, due to minor administrative anomalies. **tie** has met with Clancy to discuss changes required and packs will be updated and re-issued to **tie**/SW.

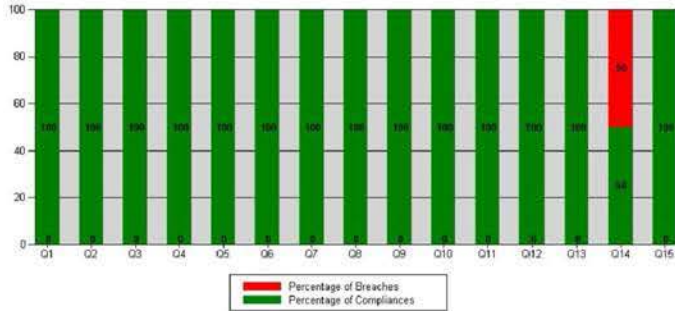
The Engineering Team and the HSQE team have now merged. A list of priorities has been developed and issued to the new team.

A review of the Body of Evidence document will take place during Period 12 with a move towards collating any available information into the required format. The format will be discussed with BSC in order that works are not being repeated.



COCP Compliance

Period 10 Summary

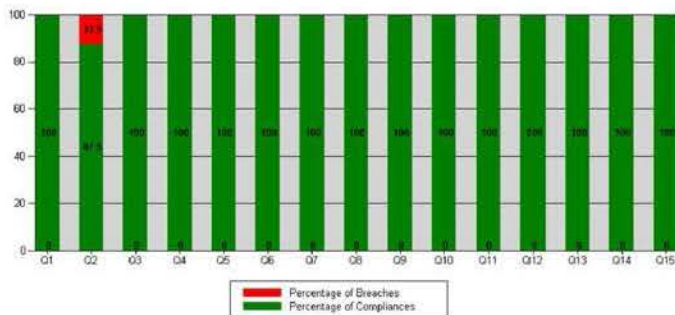


Movement during the Period

- Compliance during Period 11 was recorded at 99%. This represents a slight improvement in performance when compared to Period 10. One non-compliance related to inadequacies in the public information notices on display – this has since been addressed.
- BSC installed sound suppression measures to minimise noise nuisance from a compressor powering lights at Haymarket.

Q1. Hours of Work
Q2. Notification
Q3. Notices
Q4. Fencing and Hoarding
Q5. Noise
Q6. Waste Management
Q7. Waste Water and Run-Off
Q8. Water
Q9. Emergency Access
Q10. Parking
Q11. Litter and general housekeeping
Q12. Dust
Q13. Smoking
Q14. Members of the Public
Q15. PPE and Behaviours

Period 11 Statistics



## 8 Stakeholders & Communications

### Media / Press Activity

Following the festive break there was a flurry of news items featuring the project which were outlined in the previous Period 10 report. They included an announcement by Shirley Anne Somerville MSP for more clarity on a delivery date for the project and also follow up coverage of the tram vehicle and Gogar Depot. Press coverage by comparison decreased during the first two weeks of the Period 11.

The Evening News obtained a copy of correspondence sent between **tie** and BSC regarding a recent adjudication being submitted by the Consortium with regards to the cost of work to complete Princes Street. We were approached for a comment and gave a statement saying we would not comment on individual adjudications or commercially sensitive documents. Much of the coverage during Period 11 has been tied in with a mention of the project's executive salaries following the original Sunday Herald feature late last year. A large volume of Freedom of Information requests have been submitted to our FOI manager from the media. Some of these requests regard different aspects of the project however the majority focus on scrutiny of executive members, their salaries and expenses, in greater depth.

A press release was issued by the City of Edinburgh Council regarding the recommendation of Vic Emery as Chairman of both **tie** and TEL. This was given exclusively to the Scotsman and was subsequently issued more widely and picked up by other publications. At this stage Vic Emery was the recommended candidate and formal approval was granted at the next meeting of the Full Council on 3 February.

The media team have been approached consistently throughout Period 11 regarding mediation and the details of the process, mediator, cost and those involved in the negotiations. There has been a strict policy of responding to these enquiries by stating that this is a confidential process which we will not be discussing at this time in order to gain the best outcome possible and that by its very nature mediation is a confidential process.

An advertorial section was taken out in the trade publication, Tramways and Urban Transit, which gave us the opportunity to reinforce the economic case of trams for the city.

### Branding

Under the legalised advertising agreement, Edinburgh Trams and the Council's Economic Development Unit have installed new banners at the Shrubhill gap site on Leith Walk. These banners display positive community messages and local information under the themes of sport and art. We plan to update these in the near future with various local leisure activities.

Progress on the mobile tram exhibition continues with three venues now confirmed. The exhibition will first be displayed from late February in the St James shopping centre at the east end of Princes Street.

### Partner and Stakeholder Communications

Several communications to stakeholders and key partners were issued during Period 11 about minor areas of on street work which were due to be carried out. Two of these notifications included remedial work on Princes Street and also the closure of the car park access to Haymarket Yards during the international rugby game on 12<sup>th</sup> February. A member of the Communications team was also present at a TRO workshop by the CEC.

Preparation for the next phase of the school programme has begun. A strategy is in the process of being approved for moving forward with a revised and rebranded Transformers programme for Primary Schools which will be supported by a new Kid Zone section on the Edinburgh Trams website. Materials for the scheme are currently in production and the new programme currently has a launch deadline of March.

A Scottish Business in the Community (SBC) "Look ahead to work" workshop was attended by two members of the Communications team at Holyrood High School on Thursday 3 February. We have attended several of these workshops in the past and they provide positive engagement with school age children. Groups of Primary 7 pupils are given short interactive talks about what jobs there are in Edinburgh and what is needed to do them. We have received good feedback from the SBC and are looking to increase our involvement in their programme events more in the future.

The newest edition of our internal newsletter "Tramlines" is due to be published internally with a selection of feature articles on different aspects of the project including the current progress at Gogar depot, the appointment of our new Chairman and an insight into how the Freedom of Information process works, to name a few. The newsletter provides us with a unique channel through which to communicate with employees who would not normally come into contact with different elements of the project.

Communication continues on a regular basis between businesses and residents to keep them informed of the progress being made in the ongoing contractual dispute and about when works could possibly commence again in their area.

#### **Website / Internet Communications**

The Edinburgh Trams website has seen increased interest since last period. Website visitors reached 13684 during Period 11, with an increase to 853 followers on facebook. Twitter followers have also risen to 1231. Through our facebook followers, stories posted on our page this period have been seen an average of 2642 times each on facebook, in addition to visits to our main site.

The most popular areas of the [www.edinburghtrams.com](http://www.edinburghtrams.com) homepage this period have been the Local Updates and 'Story so Far' sections. The Story so Far provides an archive of core documents for the project in a timeline from the original creation of tie to the present day.

The Edinburghtrams.com site has been 're-skinned' to reflect changes to the logo and vehicle livery and work is progressing on a more extensive refresh which will use what we have learned from user engagement to re-organise content within the site.

#### **Freedom of Information Requests**

From Period 11 there are a total of 13 Freedom of Information requests at various stages of completion. A large number of these have been submitted by the one individual seeking greater depth of scrutiny following previous responses. This gives a total of 13 FOI requests which have been dealt with during Period 10. There are also a total of 3 appeals currently under review.

Over the last 6 months, there have been over 28 FOI requests made by the public regarding the project. Seven of these have been escalated to officials requests for review of which three have resulted in rulings being in favour of tie Ltd, while the remaining are awaiting a decision by the Information Commissioner.

The significance of these decisions is that they can be applied to any following requests on the same subject matter. In particular, a ruling regarding project board minutes means that while there is public interest in the information, it is possible to have an open and honest discussion of the project at this level which is free from public scrutiny. Popular topics for FOI are HR issues, Board Minutes and information surrounding contractor cost.

**Customer Service Correspondence**

Period 11 recorded 135 enquiries from the public regarding the project, a difference of 52 from Period 10, which only recorded a total of 83 due to the reporting period falling across the festive week in which no contacts were recorded. Weekly totals remain low in trend with an overall drop in contact from the public due to the decrease in physical progress on street.

The format in which enquiries are received has not changed significantly since Period 11. Phone calls and Emails remain the primary channel of contact for the public a trend which has prevailed over the last 6 – 12 months. A total of 85 Emails and 41 Phone calls were received during the Period 11. Four letters were also received along with 5 enquires via Face to Face meetings. No changes in the overall trends for the enquiries by Format have been noted for Period 11.

The Subject of the correspondence also remains the same in terms of continuing trends. Information Requests continues to dominate the Subject of correspondence and enquiries are received looking for clarity or information on a range of various subject matters. In total, 123 of the contacts logged are requests for information while the remaining contacts are again split between the same few recurring topics from Period 10 – Complaints (2), COCP Complaints (1), Land and Property (1) Business Support (4), Insurance (2), Employment (1) Positive comment (Others) (1).

**Transport Scotland - Monthly Customer Service Report 03/01/2011 - 28/01/2011**

Item	Volume Month	Volume (Cumulative from 21/11/08)	Performance (Month)	Performance (Cumulative)	Target Performance
Telephone response	49	5259	94	96	90% in 30 seconds
Telephone Same day resolution	48	5061	98	96	Info only
Email acknowledgement	93	3453	100		100% acknowledged within 24 hours
Email response			100	99	90% resolution in 7 days
Email same day resolution	89	3165	95	92	Info only
Letter acknowledgement	6	226	100		100% acknowledgement within 24 hours
Letter response			100	96	100% resolution in 7 days
Total Enquiry Volumes	148	8938			
Website update	12	1742	100	100	Weekly

**Monthly Notifications Performance 03/01/2011 to 28/01/2011 and Cumulative from 21 November 2008**

0 Major notifications  
3 Minor notification – all in standard  
0 Emergency notifications

Notification Type	Work Site		Notifications	% in Standard
	Month			
Major works	Month	Notifications	0	
		In Standard	N/A	N/A
	Cumulative	Notifications	15	
		In Standard	6	67
Minor Works	Month	Notifications	3	
		In Standard	3	100
	Cumulative	Notifications	217	
		In Standard	179	82
Emergency	Month	Notifications	0	
		In Standard	N/A	N/A
	Cumulative	Notifications	14	
		In Standard	14	100

Section	Activity	Data Checked				
		IDC	ITP's	Design Variation/Change	As Built's	Asset Register
Depot Access Bridge	Concrete Pour/Reinforcement	0.5	0	0.5	1	0.5
<b>PD</b>	<b>Total (y)</b>	0.5	N/A	0.5	1	0.5
	<b>Max Possible Total (y)</b>	1	N/A	1	1	1
<b>Total</b>	<b>Percentage P10</b>	45%	91%	86%	79%	44%
	<b>Percentage P11</b>	45%	91%	85%	79%	44%

**Key** - Y = Evidence exists (1) N = No evidence exists (0) NA = Not applicable (-) P = Part evidence in place (0.5)

### 1.0 Assurance & PSCC

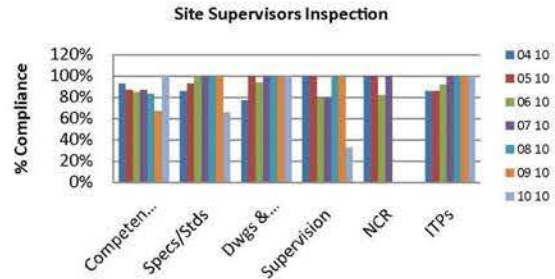
- PSCC Sub-Committee Hazop Report – BSC Design Phase Hazard mitigation now finalised and issued to the PSCC for consideration.
- **tie** is to assist ETL with an independent audit on their systems. S. Smith and C. Happer will form part of the audit team along with representatives from Siemens. The representatives from Siemens will lead the audit with **tie** overseeing the proceedings
- A PSCC meeting was held on the 18<sup>th</sup> January 2011 and the following points were noted:
- BSC advised that the fully integrated Design Assurance Statement for Section 6 would be the first fully complete DAS to be issued. Although no date for issue is currently set, BSC are aiming for a draft to be issued for informal review around mid-February.
- The next SVS audit - TSA-10-03 Track and Civils - will be held on the 15<sup>th</sup> February 2011.
- The BSC Testing and Commissioning Plan has still not been issued and the System Integration Plan has not been re-issued to take account of comments made by **tie**.
- All Cases for Safety have now been reviewed and comments have been returned in Record of Review forms.

### 2.0 Deliver a Safe Tram Key Metrics

- Due to the level of work currently taking place, only one Metrics Inspection took place during Period 11.
- Issues regarding SDS completion of project as-built drawings (from CUS redline drawings) remain outstanding.
- Section 1A – Farrans: Handover packs not fully complete as awaiting sign off of TQ's by SDS - these are now being progressed by SDS (who are awaiting responses from Forth Ports).
- Land Engineering handover packs have now been received. They are currently not in the approved format, a request has been made to update and re-issue.
- Meeting held with BSC on 14<sup>th</sup> Jan 2011 re Haymarket Approvals Audit. BSC to return agreed responses to **tie**.
- Audit CDM/BSC/01/2010 CDM carried out at Gogar Depot to ensure compliance with Regulation 9 of the CDM regulations for workplaces. Report currently being reviewed internally.
- Princes Street Audit TQA/CEC/PrincesStreet/01/2010. A final report has been compiled and reviewed internally.
- Barhale completion pack issued to Scottish Water during Period 11. SW rejected the pack due to minor administrative anomalies. The pack has subsequently been amended and re-issued.
- All Clancy Docwra completion information for Haymarket now issued to SUC's. Scottish Water has rejected the packs issued to them, due to minor administrative anomalies. **tie** has met with CD to discuss changes required and packs will be updated and re-issued to **tie**/SW.
- Review and update of **tie** HSQE procedures in order to ensure procedures are still meeting requirements.
- All auditing is currently on hold with the exception of SVS audits which will continue in line with the schedule issued to BSC during 2010.
- The Engineering Team and the HSQE team have now merged. A list of priorities has been developed and issued to the new team.
- A review of the Body of Evidence document will take place during Period 12 with a move towards collating any available information into the required format. The format will be discussed with BSC in order that works are not being repeated.
- TQA/BSC/08/2010 – 2 findings outstanding. Pile testing - correspondence between designers has been provided, to be reviewed by **tie**; pre works survey confirmation required, from BSC, to be reviewed by **tie**.

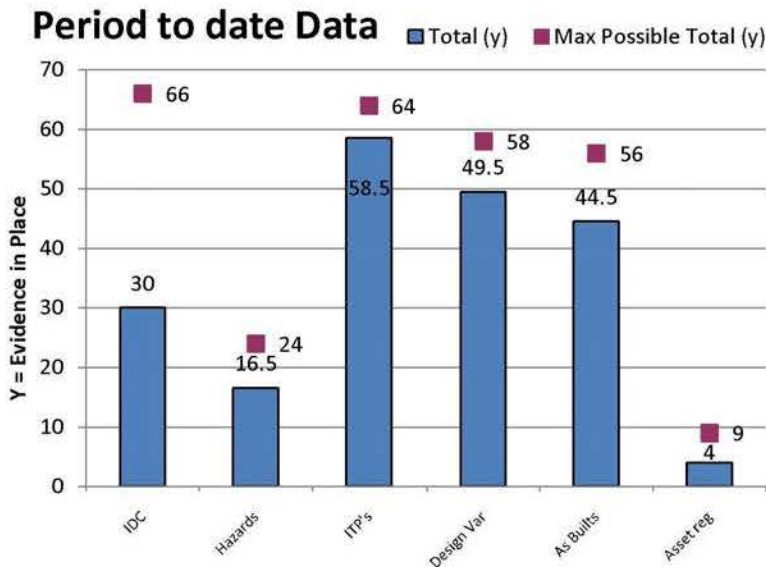
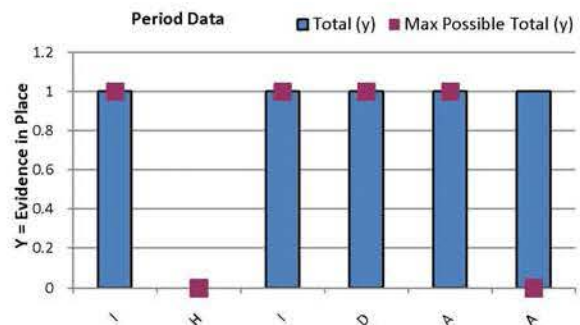
### 3.0 Site Supervisors Inspection

- Due to current workload no supervisor's inspections were carried out during Period 11. HSQE Team to ensure at least 1 inspection is carried out at the Depot during Period 12. Graph shown represents the data collated up to and including Period 10.



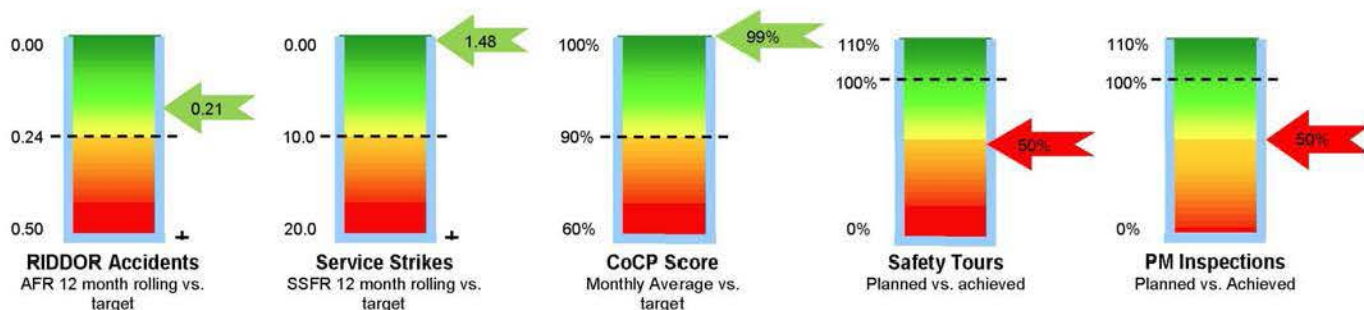
### 4.0 Deliver a Safe Tram – Required Action

- Ensure Clancy Docwra completion packs are finalised and re-issued during Period 12.
- Review and update HSQE procedures site with issue of new SVS Assurance Document during Period 10/11.
- Review all recent audits internally and agree.
- SVS Audit – Track/Civils



### HS&E ACCIDENTS and INCIDENTS SUMMARY

Total	Total Hours	>3 day	Major	Injury	NM/Unsafe Condition	Service Damage	ENV	RTA	MOP	AFR	SFR
Period	67,711	0	0	0	4	1	1	0	1	0.00	1.48
13 period rolling	1,397,726	1	2	13	162	18	13	7	21	0.21	1.29
<b>BSC</b>											
Period	45,053	0	0	0	4	1	0	0	1	0.00	2.22
13 period rolling	977,848	0	2	7	81	4	6	2	11	0.20	0.41
<b>OTHER TRAM</b>											
Period	1,416	0	0	0	0	0	1	0	0	0.00	0.00
13 period rolling	135,636	1	0	5	74	14	7	5	8	0.74	10.3



### EXECUTIVE SUMMARY

- There were no reportable accidents during the period.
- The rolling 13 Period AFR is at 0.21, better than the KPI of 0.24 for the project.
- There were no MOP incidents recorded during Period 11. Two reports were however received relating to cyclists falling at the tram tracks on Princes Street. An insurance claim was also received relating to a previously unknown occurrence when an MOP is alleged to have tripped at the tram tracks on Princes Street during Period 10.
- Previously reported issues relating to gritting and ice clearing on temporary and diverted footpaths have been resolved. BSC are now undertaking this work.
- CEC have rejected proposals from tie relating to the transfer of Visirail maintenance arrangements to CEC.
- CoCP compliance was recorded at 99% during Period 11.
- Only 50% of the planned PM joint inspections were carried out during Period 11.
- Only 50% of planned safety tours were carried out during Period 11.



# Deliver the Tram Safely

Company Report – Period 11 <sup>10/11</sup>

## HS&E INSPECTIONS SUMMARY *(a summary of significant inspection findings can be found in appendix B)*

Project Running Totals	HS&E Tours	HS&E PM Inspection
Number planned	2	4
Number achieved	1	2

## HSQ&E KEY ACHIEVEMENTS

- There were no reported incidents during the Christmas break.

## KEY ISSUES – POINTS TO NOTE

- Electrical earthing issue at the depot is still unexplained and unresolved. **tie** have consulted with Andy Steele (TSS) and are also in communication with Andy Bird (Director of Safety, Scottish Power) seeking their assistance in resolving the issue. A verification check on the full earthing installation is likely to be required.
- **tie** are investigating the circumstances of electrical installation remedial work being considered by BSC at the depot following concerns from Scottish Power.
- Joint **tie**/BSC HSQE depot walk round identified a number of issues that are being addressed by BSC. These included concerns relating to segregation, coordination, edge protection, welfare facilities and general housekeeping.
- BSC damaged a fibre optic cable (Virgin Media) with an excavator at Great Stuart Street. The BSC investigation report is awaited.
- CEC have rejected proposals from **tie** relating to the transfer of Visirail maintenance arrangements to CEC.
- **tie** have submitted a proposal to CEC relating to maintenance arrangements for traffic lights within tram related TM areas. The CEC response is awaited.
- Previously reported issues relating to gritting and ice clearing on temporary and diverted footpaths have been resolved by BSC now undertaking this work.
- Following the departure of the BSC Consortium Safety Manager, **tie** have informally agreed interim arrangements with BSC that will remain in place pending resolution of the commercial dispute and an upturn in site activity.
- Whilst no cyclist related claims following falls close to the Princes Street tram lines have so far cited the road condition as a factor, the deteriorating nature of the road surface at this location is a safety concern.
- The condition of TM road markings is noticeably deteriorating at a number of city centre locations (York Place, Haymarket).

## SIGNIFICANT RISKS FOR THE NEXT PERIOD

RISK	ACTION
<ul style="list-style-type: none"> <li>• A number of small work packages are at various stages of procurement/commencement. Diligence by <b>tie</b> is required to ensure compliance with <b>tie</b>'s duties as Client and CDM(C).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>tie</b> HSQE in close liaison with <b>tie</b> project management will maintain a documented CDM compliance monitor.</li> </ul>

## ENVIRONMENTAL SUMMARY

*List any significant environmental events, initiatives, breaches etc*

- There was one minor environmental incident involving a fuel leak on a generator at the Murrayfield Accommodation Works site (Crummock). The minor spill was contained. Crummock have been requested to report why a drip tray was not in place.
- **tie** advised BSC, through correspondence, that TCM's guarantee stands, and should they identify further Japanese Knotweed in areas previously treated by TCM, they should inform **tie** immediately in order that TCM can rectify the situation.
- Meeting held with BSC during Period 11 to discuss and agree the requirements for contaminated land. Agreement reached between **tie** and BSC regarding areas still to be tested and the testing required. BSC to advise approximate quantities. It was agreed that a **tie** Supervisor would be present when all samples are taken.

## BEST PRACTICE

*List any significant quality events, initiatives, breaches etc*

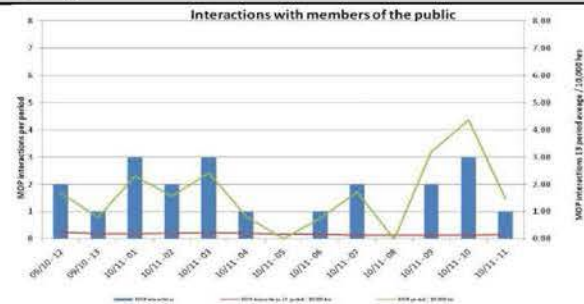
- BSC undertook a programme of re-induction for all construction personnel returning to site following the festive break.
- BSC held a further Occupational Health and Safety meeting with their sub-contractors on 25 January 2011
- BSC's A to B newsletter focuses on safe excavation practice as its main theme.
- **tie**'s Health, Safety & Environmental Committee met during the period. The group is presently focussing attention on office safety, fire safety and adequacy of PPE provision



### MEMBER OF PUBLIC INTERACTION SUMMARY

List any significant interactions with members of the public, including RTA's, alleged incidents

- There were no MOP incidents reported during Period 11. Two reports were however received relating to cyclists falling at the tram tracks on Princes Street. An insurance claim was also received relating to a previously unknown occurrence when an MOP is alleged to have tripped at the tram tracks on Princes Street during Period 10.

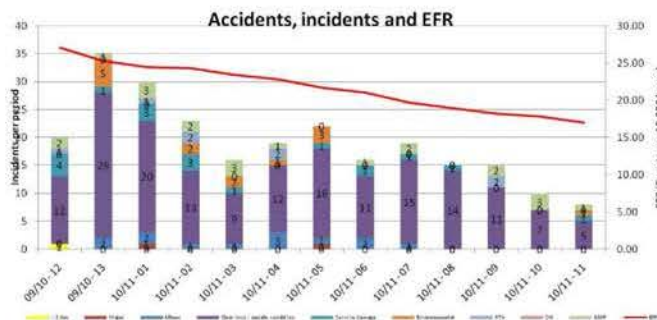
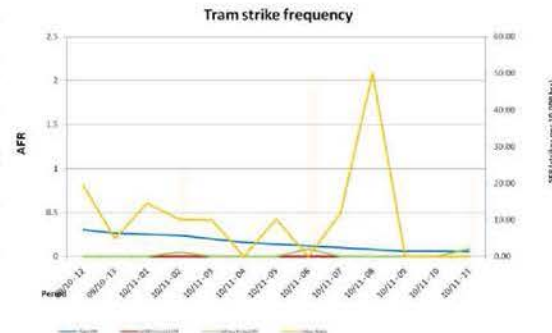


### CDM Compliance

List any significant quality events, initiatives, breaches etc

- A professional development session on CDM is planned.

### GRAPHS

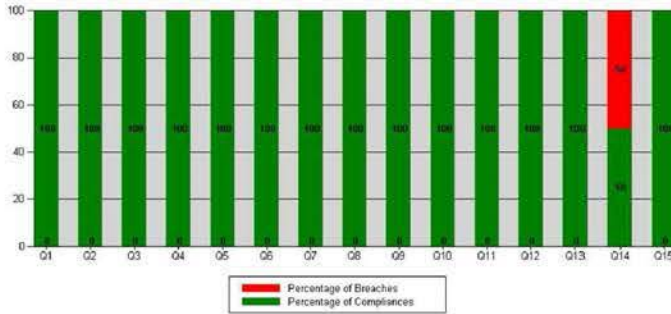


APPENDIX A  
SIGNIFICANT ACCIDENT / INCIDENT

There were no significant incidents during Period 11.

## APPENDIX B – COCP INSPECTIONS

### Period 10



### Movement during the Period

- Compliance during Period 11 was recorded at 99%. This represents a slight improvement in performance when compared to Period 10. One non-compliance related to inadequacies in the public information notices on display – this has since been addressed.
- BSC installed sound suppression measures to minimise noise nuisance from a compressor powering lights at Haymarket.

Q1. Hours of Work
Q2. Notification
Q3. Notices
Q4. Fencing and Hoarding
Q5. Noise
Q6. Waste Management
Q7. Waste Water and Run-Off
Q8. Water
Q9. Emergency Access
Q10. Parking
Q11. Litter and general housekeeping
Q12. Dust
Q13. Smoking
Q14. Members of the Public
Q15. PPE and Behaviours

### Period 11

