

EDINBURGH TRAM INTERNAL PLANNING GROUP

Action Note: 17 April 2008

Summary of Actions

Item		Note	Agreed outcome	Action required by
	Present	Tom Aitchison (Chair), Jim Inch, Donald McGougan, Dave Anderson, Duncan Fraser, Gill Lindsay, Leanne Mabberley, Chris Highcock, Colin MacKenzie, Rebecca Andrew, Alan Coyle		
1	Apologies	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Noted 	
2	Note of previous meeting (19/3/08)	<ul style="list-style-type: none"> • Agreed as accurate with the following addition: <ul style="list-style-type: none"> • Item 3 – Risk Report –changed "noted" to "the IPG analysed the risk register presented in the Highlight report, discussed and noted and agreed the appropriate treatment of these risks" 	<ul style="list-style-type: none"> • Noted • Action note of previous meeting to be amended accordingly 	
3	Highlight Report / Discussion of Council Report	<ul style="list-style-type: none"> • Previously Circulated <p><u>Key Issues identified</u></p> <ul style="list-style-type: none"> • Contract award is imminent. Note implications for report to 1 May Council. • Current issues still to be resolved – SDS claim and SRU side agreement / parking issue. 	<ul style="list-style-type: none"> • SDS – tie seem to be evasive at present; DF to follow up • SRU – report to Council needed to state 	DF

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		<ul style="list-style-type: none"> • Contract Award / sign off expected 24 April. Note challenges of foreign lawyers working through a complex contract document. • Need for Council report noted to refresh the current delegated powers, given that there have been some substantial changes in the contract 	<p>current position – reimbursement of costs not to be sought at this point but may be in future. Clear policy position needs to be stated</p> <ul style="list-style-type: none"> • The report was to: <ul style="list-style-type: none"> • Provide a brief review of the previous reports and the previous Council decisions • Note the current position, particularly updating on the major issues which have changed since the previous Council report: new price £508 Million, the transfer of risk, resolution of legal issues regarding the contract, changed timescales • Note the imminent sign off for the contract • Seek "refreshed" delegated powers from the Council to the Chief Executive to agree this contract in the light of these changes 	<p>DF</p> <p>Alan Coyle / Colin McKenzie to draft</p>

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		<p><u>Communications Plan</u></p> <ul style="list-style-type: none"> Note that Comms Plan has been drafted. Media event is planned for 24/4 but may change if dates change. Key lines / press release to state that risk has been transferred/nailed down, new price is prudent, planned, one of the most audited public projects ever in Scotland <p><u>Tram Subcommittee</u></p> <ul style="list-style-type: none"> Meeting on 12 May <p><u>INFRACO</u></p> <ul style="list-style-type: none"> Note pressures on planning processes – planning prior approvals. Note that these constitute something of a risk – may have to be revisited if there are any substantial changes in design. Also similar risks associated with technical approvals. Additional staff resources have been allocated to these process – 24/4 work is possible 	<ul style="list-style-type: none"> MT noted the need to adopt some careful language around the 4 month "delay" / contract clarification period DA and MT to discuss public realm and economic development issues relevant to report for subcommittee; Report to note dates for Princes Street closures Noted 	<p>LM</p> <p>DA MT</p>
4	Legal / Governance Issues	<ul style="list-style-type: none"> Note potential claim from Cow Corner – apparently this will not be pursued in 	<ul style="list-style-type: none"> Noted 	

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		<p>small business scheme is extended to cover this business.</p> <ul style="list-style-type: none">• Note draft letter from DLA Piper previously circulated concern over tie view that Council should be compensating businesses	<ul style="list-style-type: none">• Noted	
5	AOB	<ul style="list-style-type: none">• Recognition Event needed for staff involved in the project thus far• Network Rail have now signed framework agreement	<ul style="list-style-type: none">• LM to organise• Noted	LM
6	Date of next Meeting	To be determined to fit with relevant upcoming project milestones	DF to advise	