

Note of Meeting

Joint Project Forum

Edinburgh, 25 January 2012

Present:- Sue Bruce (in the Chair), Lucy Adamson (Transport Scotland), Dave Anderson (CEC), Alfred Brandenburger (Siemens), Ian Craig (Lothian Buses), Vic Emery, Richard Garner (CAF), Alastair Maclean (CEC), Ainslie McLaughlin (Transport Scotland), Kelly Murphy (CEC), Kevin Russell (Bilfinger Berger), Colin Smith (CEC), David Steel (CAF) and Chris Walton (Lothian Buses)

Also Present:- Gavin King and Marshall Poulton (CEC).

Item No	Subject	Action Owner
1	<p>Previous Minute – 12 December 2011</p> <p>Sue Bruce highlighted that the Scottish Government was interested in quantifying the employment opportunities that the Tram Project provided in Scotland and had requested a report on the matter. Sue Bruce requested that all parties consider how feedback could be provided on the positive impact of the Project on local employment. The Council had a wealth of information on school leavers to graduates and if BBS/CAF or their sub-contractors needed any access to the local workforce then the Council could assist. Kevin Russell confirmed that Bilfinger Berger only had a few German staff and the remaining staff were from the local area as were all their sub-contractors.</p> <p>Kevin Russell advised that the traffic management in Haymarket Yards was due to be changed in the first week in February 2012.</p> <p>Colin Smith explained that Planning variations were in hand. Meetings had taken place with the Head of Planning and although the variations still needed to be approved the Planning staff were working with the Tram</p>	

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	<p>Project staff. Kevin Russell and Alfred Brandendburger confirmed that they were content with the situation.</p> <p>Decision</p> <p>1) To note that BBS/CAF and Lothian Buses would be consulted with before the response to the Scottish Government was submitted.</p> <p>2) To approve the minute of 12 December 2011.</p>	<p>Sue Bruce</p>
<p>2</p> <p>2.1</p>	<p>Consolidated Project Update Highlight Report – Key Points of Progress</p> <p>Verbal Reports from Colin Smith, Kevin Russell, Alfred Brandenburger and Richard Garner</p> <p>Alfred Brandenburger confirmed that the depot and two mini test tracks had been completed. The documentation was provided in December 2011 and outstanding items were currently being completed.</p> <p>Kevin Russell confirmed that the track to the Airport would be completed by March 2013.</p> <p>Colin Smith highlighted that the conveyor belt system for Network Rail approvals had made good progress since it was implemented. The aim was now to investigate improving the efficiency of the process.</p> <p>Kevin Russell confirmed that the Edinburgh Gateway and the ongoing discussions were currently having no impact on the Programme. There had been a request from Transport Scotland to discuss the design further and that discussion was expected to occur tomorrow.</p> <p>Colin Smith explained that Andy Scott (Turner and Townsend) and Alasdair Sim (CEC) were now acting as account holders with Scottish Water to ensure that the good relationship and co-operation would continue and improve.</p> <p>Decision</p> <p>To invite Raymond Sheridan (Network Rail) to the Design, Consents and Commercial Control Meeting and request a short report on the conveyor belt system from a Network Rail perspective.</p>	<p>Colin Smith</p>

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2.2	<p>Commissioning and Integration Of Trams</p> <p>Richard Garner confirmed that the Interface Manager had started work and positive progress was being made. Six trams had been delivered on programme and the seventh tram would arrive on 30 January 2012. Three trams had completed their dynamic testing and the remaining three should have finished testing by the end of the week. Ian Craig advised that the co-operation and efficiency of the team involved in the tram delivery process was high and he had no concerns in this area.</p> <p>Colin Smith advised of issues that had not been completed surrounding the Operating Agreement and confirmed they would be discussed at a control meeting next week. There were also plans to hold a workshop session in February on the Operational Agreement.</p> <p>Decision</p> <p>To note the update.</p>	
2.3	<p>Third Party Consents And Approvals</p> <p>Colin Smith advised that he had asked Turner and Townsend to outline all the third party consents and deadlines and to provide that information at a Tram Briefing meeting.</p> <p>Kevin Russell confirmed that BBS were content with the third party consent process. There was an issue with Scottish Gas at Ingilston that had to be resolved due to a difference in opinion over a construction duration. Alfred Brandendburger highlighted that building fixing agreements was an area that had to be resolved as gaining agreement could be time consuming. Approximately 200 building fixing agreements were required but a large amount had been agreed.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) To provide the number of outstanding building fixing agreements to CEC. 2) To investigate the building fixing agreements, including sourcing Gavin Murray's notes who dealt with third party consents at <i>tie</i>. 	<p>Alfred Brandendburger</p> <p>Colin Smith</p>

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2.4	<p>Network Rail Decision</p> <p>To note that discussion on Network Rail was covered in 2.1</p>	
2.5	<p>CEC Approvals</p> <p>Colin Smith advised that discussions had taken place on providing a blended team of Turner and Townsend and CEC staff. This was to ensure that jobs were only completed once and there was a skill matching exercise between CEC and Turner and Townsend staff.</p> <p>Kevin Russell highlighted that a combined workforce should improve processes as BBS' concern was of gaining agreement from one party and then it being subsequently reviewed and revisited by another party.</p> <p>Decision</p> <p>To investigate how to ensure that decisions were not revisited by different members of the blended Turner and Townsend and CEC team.</p>	Colin Smith
3	<p>Governance – Project Team Structure, Resourcing and Behaviours</p> <p>3.1 Certification, Working Decisions and Agreements</p> <p>Colin Smith confirmed that there were no outstanding matters.</p> <p>Decision</p> <p>To note the update.</p>	
3.2	<p>Decisions/Instructions Awaited</p> <p>Decisions and instructions had continued to be captured at control meetings.</p> <p>Decision</p> <p>To note the update.</p>	

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<p>4</p> <p>4.1</p>	<p>Utilities</p> <p>Recording and Measurement and inspection Sign Off</p> <p>Colin Smith explained that utility conflicts were still a major threat to the Project. The procedure set by Turner and Townsend which managed utility conflicts was working well and ensured that the minimum amount of time was spent resolving utility conflicts.</p> <p>Colin Smith confirmed that it was essential for utility conflicts to be recorded. Kevin Russell confirmed that all of BBS' sub-contractors recorded all their data in a consistent manner in line with their procedure.</p> <p>Sue Bruce highlighted the difficulties facing businesses in the West End and the need to ensure that the maximum amount of assistance was provided. Kevin Russell confirmed that BBS were investigating whether further access could be provided across the site. However, it should be noted that Turner and Townsend were currently in control of the site.</p> <p>Colin Smith advised that a suggestion for the Tram information point had been the Lothian Buses shop in the West End but investigations were ongoing on the most appropriate location.</p> <p>Decision</p> <p>To agree that Colin Smith attends one of Infraco's weekly on-street site meetings.</p>	<p>Colin Smith</p>
<p>5</p>	<p>Cost Engineering Report</p>	
<p>5.1</p>	<p>Client Instruction</p> <p>Colin Smith provided details on a cost engineering report which identified Project opportunities which would help achieve maximum value for the public pound. These opportunities had been identified by adopting a collaborative approach involving Bilfinger Berger, Siemens, CAF, Transport Scotland, Turner and Townsend and the City of Edinburgh Council.</p> <p>The Forum discussed each Cost Engineering measure considering whether it was appropriate to implement and highlighted the following areas:</p>	

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	<ul style="list-style-type: none"> • It was usual in Continental Europe to have a public transport kiosk within the terminal building at an airport. • There could be considerable public criticism if thermoplastic setts were used in the World Heritage Site. <p>Decision</p> <ol style="list-style-type: none"> 1) To investigate and discuss with Edinburgh Airport whether the sale of tram tickets could be located within the terminal building. 2) To recommend to the All Party Oversight Group that granite setts were used in the World Heritage Site (St Andrew Square to Charlotte Square only) and delay decision till 26 January 2012. 3) To note that discussions were still ongoing on the Edinburgh Gateway works. 4) To note that the Shared Recovery Vehicle proposal was not being pursued. 5) To pursue the following items from the Cost Engineering Workshops. <ol style="list-style-type: none"> a) Removal of embargoes and revised traffic management at Shandwick Place, Princes Street and York Place. b) De-scope of public realm at St Andrew Square with the works to be taken up by CEC. c) The financial recovery of money from third-party agreements. d) De-scope works around Forth Ports and making good works paid for from Forth Ports MoV. e) To re-scope to a minimum provision the tram stop in York Place. f) Re-deployment of trams subject to price 	<p>Dave Anderson/ Ian Craig / Colin Smith</p> <p>Sue Bruce</p> <p>Colin Smith</p>

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	<p>and approval from the Scottish Government.</p> <p>g) Cancellation of advance order track materials. To be purchased when implemented.</p> <p>h) Omit Siemens work at Tower Place, Victoria Docks.</p> <p>l) A Turner and Townsend capped fee and a blended Turner and Townsend and CEC team.</p> <p>j) Road re-construction depth.</p> <p>k) Design freeze on detailing and further consents discussion progression from York Place to Newhaven.</p> <p>l) Reduce requirement for track material storage.</p> <p>m) Lay off traffic management at Forth Ports.</p> <p>n) Roseburn viaduct cladding.</p> <p>6) To agree that the Project team reviewed the detailed project programmes and the sequencing. To explore, if possible, the planning of the whole project requirements to bring forward:</p> <p>a) Airport to Depot running.</p> <p>b) Airport to Shandwick Place (with non-paying passengers on board).</p> <p>c) Revenue Service to York Place.</p> <p>7) That the programme review be brought back to the client group with its conclusions by April 2012.</p> <p>8) That further rounds of project team cost engineering should be embarked upon throughout the project duration.</p>	<p>Colin Smith</p> <p>Colin Smith</p> <p>Colin Smith</p>

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	9) To note the valuable and hard work from all parties, to embed cost engineering into the Project.	
5.2	<p>Communications Report</p> <p>Kelly Murphy provided details on the draft communications plan and associated press statement for traffic management changes due to the cost engineering proposals. There would also be briefings for stakeholders and in particular businesses affected by the diversions.</p> <p>Kevin Russell raised concerns over the inference in the statement that Princes Street would be re-opened to buses in June. The remedial works were due to finish in June but there would be construction works still taking place on Princes Street subsequent to that. Clarification was also sought on what was being defined as Princes Street. There would still be an area on the east side of Princes Street that would be closed when construction work had been completed in the rest of the street.</p> <p>Decision</p> <p>1) To separate the good news story (the Mound re-opening early) from the traffic diversions information.</p> <p>2) To hold a further meeting at Lochside at 2.30pm to discuss the timetable for works in Princes Street and the forthcoming traffic diversions.</p> <p>3) To agree the communications report.</p>	<p>Kelly Murphy</p> <p>Colin Smith/Bob McCafferty/Dave Anderson/Marshall Poulton</p> <p>Kelly Murphy</p>
6	<p>Programme Decision</p> <p>To note that discussion on the programme had been covered in item 5.</p>	
7	<p>Matters Requiring Escalation</p> <p>There were no matter for escalation but Colin Smith highlighted areas that were being monitored closely:</p>	

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	<ul style="list-style-type: none"> • Disagreement on responsibility for works around bus tracker. • There were two risk registers when ideally there should be only one. <p>Decision</p> <p>To note the update.</p>	
8	<p>Pending Milestones/Project Concerns/Threats</p> <p>There were no new milestones/concerns or threats.</p> <p>Decision</p> <p>To note the update</p>	
9	<p>Communications Strategy for 2012</p> <p>Kelly Murphy advised that they were currently working on a communications strategy for 2012. The Communications Control Meetings were proving very useful and meant that all parties were kept up to date.</p> <p>The communication of cost engineering proposals at the Audit Committee should be headlines only.</p> <p>Decision</p> <p>To note the update.</p>	
10	<p>AOB</p> <p>Kevin Russell confirmed that BBS were working all steam ahead on all areas of the Project.</p> <p>Sue Bruce noted that all parties were looking to make the running of the Project from mediation an exemplar of good practice.</p> <p>Decision</p> <p>To note the update.</p>	