

**SPECIAL TRAM IPG**  
**ACTION NOTE**  
**1 December 2008**

Apologies: None

<b><u>Item No</u></b>	<b><u>Subject</u></b>		<b><u>Action required by</u></b>	<b><u>Timescale /Other Comments</u></b>
1	<b><u>Princes Street closure</u></b>	<ul style="list-style-type: none"> <li>• First draft of paper now prepared by MP on options.</li> <li>• Recommendation is for the complete closure of Princes Street to all traffic. TTRO needed to open Heriot Row for emergency only.</li> <li>• This has been developed through the Peer Review Group. <b>ACTION DA</b> to circulate draft report to IPG ASAP</li> <li>• Further work needed but initial indications are that this could work given support e.g. from variable messaging services on incoming roads, potential park and ride at Murrayfield.</li> <li>• <b>ACTION</b> Model must be fully and exhaustively tested.</li> <li>• <b>ACTION MP</b> to investigate potential for removing statues form George Street – even if this had to be done after the start of the works e.g. from April</li> <li>• Note assumption of a 15% reduction in Lothian Buses traffic down Princes Street – routes to be diverted have been identified.</li> <li>• <b>ACTION TA</b> to meet politicians (Jenny Dawe, Steve Cardownie, Tom Buchanan and Phil Wheeler) to brief on these issues</li> <li>• <b>ACTION DA</b> to check “tolerance” of the traffic model – accepting that the city is already over capacity, assurance still needed with respect to sensitivity of model.</li> <li>• <b>ACTION</b> Proposals to be shared with Lothian Buses after politicians have been briefed</li> <li>• <b>ACTION</b> further contingency measure to be built in – immediate reopening to be facilitated if a problem develops</li> </ul> <ul style="list-style-type: none"> <li>• Note that all involved must be aware of the likelihood of intense political scrutiny and the need to be able to provide consistent answers</li> </ul>	<p><b>DA</b></p> <p><b>MP MP</b></p> <p><b>TA</b></p> <p><b>DA MP</b></p> <p><b>TA DA</b></p> <p><b>DA MP</b></p>	
2	<b><u>Communications Issues</u></b>	<ul style="list-style-type: none"> <li>• DA TA Cllr Dawe had met with Jane Wood – Chair of Essential Edinburgh. TIE’s communication with traders in particular severely criticised.</li> <li>• <b>ACTION</b> single Communications Plan for the whole project needs to be developed. To be led by “Communications Tsar”</li> <li>• Recent confusion over potential closure of Manor Place – case in point –</li> </ul>	<b>IR</b>	

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		<p>poor comms.</p> <ul style="list-style-type: none"> <li>• Immediate communications efforts will be huge and need to be handled carefully with appropriate sequencing</li> </ul>		
3	<u>Governance Issues</u>	<ul style="list-style-type: none"> <li>• <b>ACTION</b> technical issues around Willie Gallacher's resignation to be resolved including administrative issues such as the formal notification to Companies House re removal from Board</li> <li>• <b>ACTION</b> Dave McKay also to be registered appropriately at Companies house.</li> <li>• Advice has been taken from Dundas and Wilson re powers that CEC has.</li> <li>• JI has draft report re governance structures. This is to be redrafted, identifying what action needed immediately and what is to follow in coming months. IT will need to be carefully worded re the relationship between TIE / TEL and the future of Transdev <b>ACTION</b> JI to revise then share with IPG</li> <li>• Appointment of Chief Executive – <b>ACTION</b> Munro Consulting to be contacted re initiating a recruitment next week.</li> <li>• <b>ACTION</b> statements with respect to remuneration committee to be built into Companies report that is being drafted by DA</li> <li>• <b>ACTION</b> JI to contact Dave MacKay to identify actions needed around Chief Exec post.</li> <li>• <b>ACTION</b> DA to be involved in Interview Panel. All IPG to review all CVs</li> </ul>	<p><b>Council Solicitor (GL)</b>  <b>Head of HR (PB)</b>  <b>JI</b></p> <p><b>JI</b></p> <p><b>JI PB</b></p> <p><b>DA</b></p> <p><b>JI</b>  <b>DA</b></p>	
4	<u>Summary of Actions</u>	<ul style="list-style-type: none"> <li>• DA to review Princes Street report and circulate ASAP</li> <li>• TA to brief Cllrs Dawe and Cardownie</li> <li>• JI to review governance report and redraft highlighting short and longer term actions.</li> <li>• Dave McKay to be consulted re Chief Executive role</li> <li>• DMcG to circulate fresh draft of Line 1b report</li> <li>• Communications Strategy to be redrafted</li> <li>• Key councillors for briefings: Dawe, Cardownie, Buchanan, Wheeler</li> <li>• Reports to be presented as a suite with covering report from TA</li> </ul>	<p><b>DA</b>  <b>TA</b>  <b>JI</b></p> <p><b>JI</b>  <b>DMcG</b>  <b>IR</b></p> <p><b>TA</b>  <b>ALL</b></p>	

