

**EDINBURGH TRAM INTERNAL PLANNING GROUP**

**Action Note: 17 April 2008**

**Summary of Actions**

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

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		<ul style="list-style-type: none"> <li>• Contract Award / sign off expected 24 April. Note challenges of foreign lawyers working through a complex contract document.</li> <li>• Need for Council report noted to refresh the current delegated powers, given that there have been some changes in the contract</li> </ul>	<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"> <li>• The report was to:                             <ul style="list-style-type: none"> <li>• Provide a brief review of the previous reports and the previous Council decisions</li> <li>• Note the current position, particularly updating on the 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</li> <li>• Note the imminent sign off for the contract</li> <li>• Seek "refreshed" delegated powers from the Council to the Chief Executive to agree this contract in the light of these changes</li> </ul> </li> </ul>	<p>DF</p> <p>Alan Coyle / Colin McKenzie to draft</p>

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		<p><b><u>Communications Plan</u></b></p> <ul style="list-style-type: none"> <li>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</li> </ul> <p><b><u>Tram Subcommittee</u></b></p> <ul style="list-style-type: none"> <li>Meeting on 12 May</li> </ul> <p><b><u>INFRACO</u></b></p> <ul style="list-style-type: none"> <li>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 – 24/7 work is possible</li> </ul>	<ul style="list-style-type: none"> <li>MT noted the need to adopt some careful language around the 4 month “delay” / contract clarification period</li> <li>DA and MT to discuss public realm and economic development issues relevant to report for subcommittee;</li> <li>Report to note dates for Princes Street closures</li> <li>Noted</li> </ul>	<p>LM</p> <p>DA MT</p>
4	<b>Legal / Governance Issues</b>	<ul style="list-style-type: none"> <li>Note potential claim from Cow Corner – apparently this will not be pursued since</li> </ul>	<ul style="list-style-type: none"> <li>Noted</li> </ul>	

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		<p>small business scheme is extended to cover this business.</p> <ul style="list-style-type: none"><li>• Note draft letter from DLA Piper previously circulated concern over tie view that Council should be compensating businesses</li><li>• Sarah Boyack wrote to Jim Inch on 1st April highlighting the difficulties small traders are experiencing due to the closure of Shandwick Place, requesting that the Council assist with additional contributions. This letter was passed to Donald and Mike Peterson is drafting a reply</li></ul>	<ul style="list-style-type: none"><li>• Noted</li> <li>• Noted</li></ul>	
5	AOB	<ul style="list-style-type: none"><li>• Recognition Event needed for staff involved in the project thus far</li><li>• Network Rail have now signed framework agreement</li></ul>	<ul style="list-style-type: none"><li>• LM to organise</li><li>• Noted</li></ul>	LM
6	Date of next Meeting	14 May 830am		