

EDINBURGH TRAM INTERNAL PLANNING GROUP

Action Note: 19 March 2008

Summary of Actions

Item	Note	Agreed outcome	Action required by	
	Present	Jim Inch, Donald McGougan, Andrew Holmes (Chair), Dave Anderson, Duncan Fraser, Gill Lindsay, Leanne Maberley, Chris Highcock, Colin MacKenzie, Rebecca Andrew, Alan Coyle		
1	Apologies	<ul style="list-style-type: none">• Tom Aitchison	<ul style="list-style-type: none">• Noted	
2	Note of previous meeting	<ul style="list-style-type: none">• Note that there was no action note of the previous meeting	<ul style="list-style-type: none">• Noted	
3	Risk report	<ul style="list-style-type: none">• Tabled by DF	<ul style="list-style-type: none">• Noted• GL / DMcG / AH to meet at the end of next week to discuss final sign off issues• Revised statement of needed of finance and sources of finance for line 1b• Short Update report needed for first May Council• Note that there will be the first meeting of the Tram subcommittee on 14/4	GL DMcG AH AH DMcG DF ALL note

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Item		Note	Agreed outcome	Action required by
4	AOB	<ul style="list-style-type: none">• Recognition Event needed for staff involved• Communications plan needed – group leaders, members briefing, then media• Note that there are some potential technical issues around Ballgreen Road Bridge, but these are for discussion by the Tram Project Board.	<ul style="list-style-type: none">• LM to organise• Only to be actioned following sign off <p>It was noted that this was Andrew Holmes' last Tram IPG. His excellent work and contribution to this project was recognised by all. All wished him a long and happy retirement.</p>	LM LM
5	Date of next Meeting	16 April 4 pm Boardroom	ALL NOTE	