TRAM IPG - ACTION NOTE - 21 JANUARY 2011

Present: Dave Anderson, Sue Bruce (chair), Carol Campbell, Andy Conway, Jim Inch, Donald McGougan, Alastair Maclean, Bob McCafferty, Lynn McMath.

Apologies: Alan Coyle, Marshall Poulton, Nick Smith

Item	Subject	Decision/Action	Action By
1	Highlight Report – 21 January 2011	 Number of trams required is being reviewed in view of possible line truncation, leasing of surplus trams being explored; Number of trams painted with Edinburgh Trams livery to be confirmed ACTION AConway; Item 4 Governance Potential to report to Council to seek consent to incur costs over £546m- need to consider TEL letter to TMO in relation to Operating Agreement and clarify reporting obligations to Council. Preferable for timing of next report to Council to follow mediation in March, otherwise a holding position may be necessary; Previous Council motions and minutes to be analysed in detail to determine what authorities we have and what has already been reported ACTION AM/JI; Response to TEL letter to TMO to seek absolute clarity from tie Ltd over what they are looking for ACTION DA/DMcG; View remains that the Council is still not receiving full information from tie Ltd despite pursuing 'one family' approach. Agreed that going forward the project governance arrangements need simplified and the authorities given to tie Ltd require review. Tie Ltd's project management capability will also be revisited; Audit Scotland Report-Council response to draft to be submitted today; Actions following the Council meeting in December- independent review of business case- agreed mediation must be the focus at present. Considerable work involved, and no budget allocated. Next report to Council should indicate plan to discharge motion but not in the immediate term. 	AConway AM/JI DA/DMcG
		 Item 5 Mediation Update & Item 6 Update on Legal Issues Mediation to commence 7 March 2011; Secure confidential workspace to be found for the team supporting preparations for mediation ACTION DA/JI; Detailed costs for options on mediation being developed to give as much clarity and confidence as 	DA/JI

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		 possible going into mediation; Need to ensure tie Ltd considering legal considerations and procurement issues around a Revised Carlisle outcome ACTION AM; Agreed that Transport Scotland should take a 'backroom' role in mediation rather than as an observer to mediation discussions. Further thought to be given to role of Council in mediation. Chief Executive to be directly involved; Post-mediation timescales- timescales are an initial draft and may be optimistic. The timescales will be subject to rigorous testing to ensure they are realistic and take account of all factors (including election purdah period, timing of discussions with Scottish Government on funding, embargo periods, design completion prior to re-procurement etc). In particular, a realistic timescale for resuming on-street works will be required to inform/engage elected members, traders and other stakeholders; Item 7 Finance Update Discussions with Scottish Government/Transport Scotland will be required to establish what financial contribution there may be going into mediation ACTION DMcG/ACoyle; Breakdown of project budget (committed spend/actual spend/what proportion is support costs etc) to be provided to the Chief Executive ACTION DMcG/ACoyle; Financial information should seek to take account of costs to partners (from embargos etc) where identifiable. 	AM DMcG/ACoyle DMcG/ACoyle
		 Item 8 Communications Communications strategy to shift to promote economic and environmental benefits of project, as well the transport benefits that have been the focus to date; Publicly stated timescales must be realistic and deliverable going forward. Next scheduled meeting of the Tram IPG is 23 February 2011. 	