

Agenda

Joint Project Forum Meeting

Wednesday 25th July 2012 at 11.30am
in the Chief Executive's Board Room, Waverley Court, Edinburgh

- 1.0 **Previous Minute 20 June 2012** – submitted for approval as a correct record (attached)
- 2.0 **Health & Safety Update**
 - 2.1 Cascade Audit

Part I

- 3.0 **Key Points of Progress - Verbal reports from Martin Foerder, Alfred Brandenburger, Richard Garner and Colin Smith**
 - 3.1 Commissioning & Integration of Trams – Siemens/CAF
 - 3.2 Third Party Consents / CEC Approvals
 - 3.3 Network Rail
 - 3.4 Scottish Water
 - 3.5 Scottish Power
 - 3.6 ScotRail
 - 3.7 Edinburgh Airport
- 4.0 **Governance**
 - 4.1 Project Team Structures and Behaviours
 - 4.1.1 CEC Meeting with Turner & Townsend
 - 4.1.2 CEC Meeting with BBS
 - 4.1.3 CEC Meeting with CAF
 - 4.2 Certification, Working Decisions and Agreements
 - 4.3 Decisions / Instructions Awaited
 - 4.4 Cost Engineering "Time Bank" Saving Certificate
- 5.0 **Matters Requiring Escalation**
- 6.0 **Utilities**

7.0 Cost Engineering

8.0 Programme

8.1 Revision 5 / 5c

9.0 Edinburgh Gateway

9.1 Option 5

9.2 Key Programme Dates – Start / Finish

9.3 Tender Return – 24th July 2012

10.0 Project Concerns or Threats

10.1 Media / Stakeholders

11.0 AOB

11.1 Date of Next Meeting

Part II

12.0 Lothian Buses – *CEC and Lothian Buses Only*

12.1 Operational Agreement

12.2 Branding

12.3 Ticket Vending Machines

12.4 Tram Support – Alf Orriell

13.0 AOB

Notes: If you have any questions about the agenda or meeting arrangements, please contact Gavin King, City of Edinburgh Council, Waverley Court, Level 2:7, 4 East Market Street, Edinburgh, EH8 8BG; ☎ 0131 [REDACTED] e-mail Gavin.King@edinburgh.gov.uk

Note of Meeting

Joint Project Forum and Principals

Edinburgh, 20 June 2012

Present:- Sue Bruce (in the Chair), Lucy Adamson (Transport Scotland), Alfred Brandenburger (Siemens), Ian Craig (Lothian Buses), Alan Coyle (CEC), Martin Foerder (Bilfinger Berger), Richard Garner (CAF), Neil Gibson (Big Partnership), Graeme Porteous (Transport Scotland), Colin Smith (CEC), David Steele (CAF), Mark Turley (CEC) and Greg Ward (CEC)

Also Present:- Gavin King (CEC).

Item No	Subject	Action Owner
1	<p>Previous Minute – 30 May 2012</p> <p>Colin Smith took the meeting through previous actions.</p> <p>Sue Bruce advised that due to the progress in construction works, there had been an increased need for additional Council resources to be allocated to work on communications and stakeholder issues. The Council had to ensure that the public were kept informed of the progress, the nature of the works and how it affected them.</p> <p>Colin Smith stated that the frequency of some control meetings would be reduced if appropriate. The Client Inspection Control Meeting would remain weekly as it provided the Council the ability to exercise greater control over Turner and Townsend. Change control was also considered at that meeting and it was fully minuted.</p> <p>Ian Craig advised that Alf Orriell had begun to facilitate visits to the depot. A warm welcome was provided to all that visited the depot and feedback from those visiting had been excellent. Ian Craig asked that Lothian Buses' thanks be recorded for the assistance provided by the</p>	

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	<p>Tram Project's communications team.</p> <p>Decision</p> <p>To approve the minute of 30 May 2012 as a correct record.</p>	
<p>2</p>	<p>Health and Safety Update</p> <p>Colin Smith advised that there had been a 100% uptake in participation of the 'Think before you act' initiative and the lessons learned from the event. The actions from the report had also being signed by all parties, acknowledging their accuracy and that they would be implemented.</p>	
<p>3</p> <p>3.1</p>	<p>Key Points of Progress –Verbal reports from Martin Foreder, Alfred Brandenburger, Richard Garner and Colin Smith</p> <p>Commissioning and Integration Of Trams – Siemens/CAF</p> <p>There was concern in September 2011 over how successful the integration process would be. However, the teams had worked well together, with the exchange of information being excellent. Alfred Brandenburger and Richard Garner agreed with Colin Smith's update and stated that the feedback on integration had been positive.</p>	
<p>3.2</p>	<p>Third Party Consents/ CEC Approvals</p> <p>Colin Smith stated that there was an internal team, under Bob McCafferty, dealing with third party consents and CEC approvals.</p> <p>There had been a debate about the historic wall in Shandwick Place and whether it had to be taken down and rebuilt. The historic wall had not been damaged by the Tram works and there was now no need for it to be removed. Colin Smith advised that he would send an email around the project teams confirming this position.</p> <p>Owner consent was still required for work at Dublin Street Steps and for building fixings in Princes Street and Shandwick Place. Colin Smith was following up on the Dublin Street Steps consent.</p>	

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	<p>Decision</p> <p>That Colin Smith would send an email to the relevant Project Team members informing them that the historic wall in Shandwick Place should not be removed.</p>	<p>Colin Smith</p>
<p>3.3</p>	<p>Network Rail</p> <p>The “conveyor belt” system of approvals with Network Rail continued to work well.</p>	
<p>3.4</p>	<p>Scottish Water</p> <p>The relationship was still delicate with Scottish Water given the history with MUDFA. Notwithstanding, derogations were underway in regard to the manholes and any immediate impact on the programme had been resolved.</p> <p>Martin Foerder advised that Scottish Water had rejected their design of the manhole at the ScotRail depot. Colin Smith stated that only one derogation had been required out of 33 manholes and if the design solution process was taken sequentially on this last remaining ScotRail depot manhole then Scottish Water should provide the derogation.</p>	
<p>3.5</p>	<p>Scottish Power</p> <p>No issues were raised.</p>	
<p>3.6</p>	<p>ScotRail</p> <p>No issues were raised.</p>	
<p>3.7</p>	<p>Edinburgh Airport</p> <p>There was a meeting with the airport on 21 June 2012 to discuss the pedestrian and road crossing in Eastfield Avenue. The pedestrian crossing did not appear to be compliant and Siemens had provided a re-design. The road crossing could be improved but it was thought that it was acceptable. The road safety audit was still to be completed.</p>	

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<p>4</p> <p>4.1</p>	<p>Governance</p> <p>Project Team Structures and Behaviours</p> <p>Turner and Townsend had provided their structure To CEC. It had been stressed that changes to Turner and Townsend personnel could not occur unless agreed by CEC.</p> <p>Turner and Townsend had also asked for a meeting on TVMs. Alan Coyle confirmed that they were not involved in this process and that Lothian Buses were the Council's agent in regards to TVMs.</p>	
<p>4.2</p>	<p>Certification, Working Decisions and Agreements</p> <p>Richard Garner stated that the process for financial applications and certification had been established but there had been instances where decisions agreed at the application meeting had been later revised by Turner and Townsend. Martin Foerder noted that this situation had occurred at recent BBS application meetings. Sue Bruce stated that a meeting would be arranged with Turner and Townsend to discuss a range of issues including the issue highlighted.</p> <p>Decision</p> <p>That Colin Smith would arrange a meeting with Sue Bruce, Colin Smith and Turner and Townsend.</p>	<p>Colin Smith</p>
<p>4.3</p>	<p>Decisions/Instructions Awaited</p> <p>The decision to commence works in York Place in July would allow an opportunity for utilities to be cleared for Infracore to start construction works.</p> <p>Discussions had commenced with Crummocks on being the lead contractor working in York Place on the clearing of utilities. Further information with a recommendation would be provided to the client team in the near future.</p>	
<p>4.4</p>	<p>Cost Engineering 'Time Bank' Saving Certificate</p> <p>The cost engineering exercise created a timebank of 22 weeks. How much of this had been used was discussed and agreed monthly. Colin Smith estimated that 10</p>	

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	<p>weeks were left and stated that he wished to establish a group including Martin Foerder, Alfred Brandenburger, Alan Coyle and the respective planners and commercial teams to examine whether further reserves of time could be found.</p> <p>Further, the formal change order should be considered and drafted.</p> <p>Decision</p> <p>That Colin Smith would establish a group, including Martin Foerder, Alfred Brandenburger, Alan Coyle and the respective planners and commercial teams, to examine whether further reserves of time could be found.</p> <p>Colin Smith and Alan Coyle to discuss with T&T to issue formal Change Order</p>	<p>Colin Smith</p> <p>Colin Smith / Alan Coyle</p>
5	<p>Matters Requiring Escalation</p> <p>No matters required to be escalated.</p>	
6	<p>Utilities</p>	
	<p>Colin Smith stated that it was essential to ensure that the handover pack for utilities was full and complete.</p>	
7	<p>Cost Engineering – Next Review</p> <p>A date was to be arranged in Autumn 2012 to commence a review of cost engineering.</p>	
8	<p>Programme</p>	
8.1	<p>Revision 5</p> <p>Revision 5 had been issued and agreed.</p> <p>A programme meeting would be arranged including Lothian Buses and CAF. This would explain the Rev 5 programme and examine what was on the critical path.</p>	
8.2	<p>York Place Optimised Programme - Update</p> <p>The first traffic switch which would restrict York Place to buses only would occur on 16 July 2012.</p>	

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<p>9</p> <p>9.1</p>	<p>Edinburgh Gateway</p> <p>Option 5</p> <p>Transport Scotland had made it clear that in choosing option 5, that the Edinburgh Gateway was not to impinge on the programme of the overall Project.</p>	
<p>9.2</p>	<p>Key Programme Dates – Start/Finish</p> <p>Three items had been taken out of the scope of the Gateway so they could be advanced. These were the erection of the radio mast, Scottish Water proving and the building of an attenuation tank.</p>	
<p>9.3</p>	<p>Design</p> <p>The instruction for the Edinburgh Gateway was currently being developed.</p>	
<p>10</p>	<p>Project Concerns or Threats</p> <p>The teams across the Project had been asked to maintain their intensity of work as this most challenging period of the construction project took place.</p>	
<p>11</p>	<p>AOCB</p> <p>Contractors had been asked to ensure that there were no private cars parked on site.</p>	
<p>12</p> <p>12.1</p>	<p>Interval – Lothian Buses/CEC Attendees Only</p> <p>Branding</p> <p>Ian Craig stated that at the previous meeting Bill Campbell and Shaun Burnett had presented a branding strategy and two directions of travel had arisen. The first was keeping the new tram brand closely aligned with Lothian Buses and the second was a 'bullet train' option; which was the establishment of a recognisable iconic brand. The designs would have to be legally compliant and reflect the look and feel of the tram business. Lothian Buses would be guided by CEC on the branding.</p> <p>Colin Smith added that due to the progress in the</p>	

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	<p>construction project and the wish to reduce the testing and commissioning period by 3-4 months there was increased pressure on the operations aspect of the project.</p> <p>Ian Craig stated that the aim would be in a position in December 2012 to unveil what would be running in 2013.</p> <p>Mark Turley would be presenting the branding strategy to senior administration councillors on 2 July 2012.</p>	
12.2	<p>Operational Agreement</p> <p>Ian Craig stated that Lothian Buses had received the draft heads of terms. There were areas that still needed to be discussed and there was a need to have a non-legal meeting to concentrate on the commercial aspects. Colin Smith was set to meet Ian Craig on this matter.</p> <p>Decision</p> <p>To note that Colin Smith and Ian Craig were set to meet to discuss the operational agreement.</p>	Colin Smith/Ian Craig
12.3	<p>Ticketing Vending Machines</p> <p>Ian Craig and Chris Walton stated that TVMs were a CEC and Lothian Buses matter but Turner and Townsend had been trying to arrange a recent meeting. Alan Coyle added that Lothian Buses were the agents for CEC in the matter and <i>tie</i> would be the procuring entity with the assets transferring to CEC, once the contract was signed.</p>	
13	<p>AOCB</p> <p>Ian Craig stated that as construction progressed, there was an increasing need for staffing to increase within Edinburgh Trams. A HR manager had recently been appointed, drivers needed to be recruited and a further 10 staff were required for section B. There was also a need to engage a general manager, who would be the most senior staff member at the depot. There would be 100% transparency with CEC on rates of pay and conditions.</p>	

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	Sue Bruce stated that she had being asked a number of operational questions recently, such as would trams have conductors. Ian Craig stated that there would be inspectors but this would be expensive and that alternative forms of revenue protection would be considered. There would also be a refresh of ticketing in the future but initially ride-a-cards would apply to trams with potentially a different fare west of Gogar.	

Tram Depot Visits

Tours Stats

Number of tours requested	18 (some of these have come from sources other than CEC)
Number of tours accepted	13
Number of tours rejected	5 (reasons for resourcing, planned work etc)
Number of tours completed	6
Number of tours planned	5 (takes us up till end of July)

Tours taken place in April/May/June

Edinburgh Chamber of Commerce Transport Forum
Lothian Buses Board
Transform Scotland
Integrated Transport Study
Trade Press
Transport Scotland

Tours Planned for June/July

Transport Scotland	(Standard Tour)
Institute of Civil Engineers	(Standard Tour)
ALBUM Traffic Group	(VIP Tour)
Traffic Commissioner	(VIP Tour)
Ministerial Visit	(VIP Tour)

Alf Orriell has joined the group who take the depot tours and will be briefed on how to give the safety induction.

Two types of tour route have been agreed; standard and VIP. The walking routes and stopping points have been agreed with the operations team

The standard tour stops at:

The Board Room
A stationary tram
The Control Room (with viewing access to the workshop)

The VIP tour stops at:

The Board Room
A trip on a moving vehicle
A stationary tram
The Control Room (with viewing access to the workshop)

Julie Smith
Executive Personal Assistant / Tram Administrator
20 June 2012