

TRAM PROJECT BOARD

Minutes of Meeting of Members

Meeting No. 2 – 23 October 2006 – Verity House

Members Present	Participants
Bill Campbell (WC) Willie Gallagher (WG) Andrew Holmes (AHo) David Mackay (DM) (Chairman) Neil Renilson (NR) Bill Reeve (WR)	Graeme Bissett (GB) Andie Harper (AHp) James Stewart (JS) Norman Strachan (NS) (Secretary) Jim Harries (JH)
In Attendance	
Alastair Richards	

		ACTION
06.12	REVIEW OF PREVIOUS MINUTES	
	It was agreed that minutes were to be kept brief however a balance had to be struck. It was agreed that the minutes would include Action Points Point 06.07 – Governance paper: although agreed in principle, the final document incorporating latest agreed changes had not been issued.	NS GB
06.13	PROJECT DIRECTORS' MONTHLY PROGRESS REPORT	
06.13.1	<u>Safety:</u> The Board noted the report. Coltbridge Viaduct bore holes. SDS to ensure outstanding work is completed.	AHp
06.13.2	<u>Programme and Progress:</u> The Board noted the report. Concern with SDS – seen as a key risk to delivery of Final Business Case due to delay in return of Infraco bids. AHo requested the Infraco documentation be amended to address wider area traffic disruption impact. The forecast for completion of construction is mid 2011, AHo confirmed that the foregoing slippage in the tram being operational was already in the market place and was better “trickled” out rather than headline grabbing news.	AHp

		ACTION
06.13.3	<p><u>Risk Overview:</u> The board noted the report.</p> <p>It was highlighted that BAA were putting a proposal to their Board to reline the emergency runway which if approved would give more space at Gogar which strengthens the case for Gogar as the tram depot. The use of the proposed Leith depot site may be required for a works compound.</p> <p>AHp to supply AHo with details of requirement for access to Leith depot.</p> <p>A workshop between the tie land acquisition team and the CEC land team to be arranged promptly to cross-fertilise expertise.</p>	<p></p> <p>AHp</p> <p>AHp</p>
06.13.4	<p><u>Financial Position:</u> The Board noted the report.</p>	
06.13.5	<p><u>Change Control Summary:</u> The Board noted the report.</p>	
06.13.6	<p><u>Primary Risk Register:</u> The Board noted the paper. WG confirmed that the DPD Sub-Committee had reviewed and approved the report. BR was surprised that the non-compliance of the methodology with STAG was not recorded as a risk. DM confirmed that this issue was not previously seen as a risk as TS had not indicated that it was a problem until very recently. DM and BR to discuss outwith meeting. AHp confirmed that the Business Case work was on track for completion on time, however he highlighted the possibility that an extra Tram Project Board may be required to review the final draft.</p> <p>Infraco bidders were raised as a possible risk due to the timescale they were required to work to for returning bids and the concerns over the quality of the SDS design specification. It was also emphasised that the detailed cost information for assessing the affordability of the scheme was unlikely to be available until after January 2007.</p> <p>James Stewart to follow up with AMEC to establish whether they would be submitting a bid for Infraco.</p>	<p></p> <p>JS</p>

		ACTION
6.13.7	<p>Both CEC and TS confirmed that although fixed cost data would be desired, cost parameters with a high degree of confidence of not being exceeded would be the minimum required to progress the project decision prior to the May elections. SDS performance was highlighted as a major concern with both resource and quality of work being questioned.</p> <p>AHp to get as much fixed cost information from bidders by 9 January 2007 to allow TS and CEC to evaluate project before election cut-off.</p> <p>WG confirmed he had met with the Chief Executive of Parsons and received commitment that resource would be increased and quality issues would be flushed out. James Stewart to review SDS corporate structure, financial stature, other UK works, etc.</p> <p><u>Change Requests:</u> Item deferred until next meeting.</p>	<p>AHp</p> <p>JS</p>
06.14	<p>TTRO AND TRO ASSUMPTION</p> <p>The Board noted the report.</p> <p>The traffic regulation order process was now scheduled to commence in June 2007. It was agreed that the D & W legal team needed to engage with the Transport Scotland team. The paper will be updated and resubmitted next month.</p>	AHp
06.15	<p>SCOTTISH EXECUTIVE GATEWAY 2 ACTIONS</p> <p>The Board noted the report.</p> <p>OGC2 evaluation criteria paper for next TPB.</p>	AHp
06.16	<p>UPDATE ON SCOPE OPTIONS</p> <p>This item was deferred until meeting on 24 October 2006.</p>	GB

06.17	ANY OTHER BUSINESS An additional meeting of the project Board would be required in November. The Board would be circulated with proposed dates.	AHp
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