

## Minutes

**Steven Bell / Scott McFadzen**

**18.00 – 19.45 Tuesday 10 June**

The purpose of the meeting was called to discuss **tie**'s concern over lack of visibility of InfraCo's Mobilisation progress and other specific issues raised and discussed.

### Agenda

1. Visibility of Mobilisation
  - i. Recruitment Charts, plan and reporting
  - ii. Key Subcontractor Terms and Conditions
  - iii. Key Subcontractor Approvals and appointments
  
2. Infraco Proposals / SDS Design Alignment
  - i. Meeting discipline and professional courtesy
  - ii. Proposed Agenda items for "other"
  - iii. Programme to complete
  
3. Immunisation
  
4. Programme
  
5. Consortium Offices
  
6. Design
  - i. Programme for Consents and Approvals
  - ii. Attendance at Task Force meetings by David Taylor (or Nominated BBS representative)
  
7. Infraco Progress Report
  
8. 1b Estimate
  
9. 16 June Team building Mike de Luca

## **1. Visibility & Progress of Mobilisation & Construction Activities**

**tie** expressed its strong concern over little visible progress on both staff recruitment and appointment of Key Subcontractors despite 4 weeks passing since Contract signature.

### Recruitment Charts, plan and reporting

It was agreed that BBS would provide:

- An updated organisation chart with names and/or expected dates to fill posts.
- An overall plan to show the profile to complete this recruitment to the project
- A period report on progress against this plan; including specific details for each of the posts listed in Schedule part 12 Key Personnel.
- In the short term (for the next 4 - 6 weeks) a weekly update on Key Personnel progress

### **Action: S McFadzen**

### Key Subcontractor Terms and Conditions

BBS confirmed it still had to appoint any package sub contractors and that it intended to sub-contract on the basis of a “mini consortium” approach with terms and conditions of the main contract being passed down to the package sub contractor via an “ICE Blue book” subcontract.

Tie requested that BBS provide details of their approach for tie’s review immediately to facilitate prompt comments.

### **Action: S McFadzen**

### Key Subcontractor Approvals and appointments

BBS confirmed they were still negotiating with 4 package contractors (Farrans, Graham, R J McLeod and Barr) and no appointments had been made.

**tie** pressed for clarity regarding the impact this was having on programme and what alternatives were being put in place if agreement was not reached.

BBS stated that they will / are awarding small packages of work to protect programme (**tie** await evidence of this and it is to be discussed in the detailed programme meeting on Thursday or Friday) and if no agreement is reached BBS will undertake the works directly.

**tie** will require evidence of appropriate resource capability in this circumstance.

### **Action: S McFadzen**

## **2. Infraco Proposals / SDS Design Alignment**

**tie** reiterated the dissatisfaction regarding the unacceptable behaviour associated with the very late cancellation of the “Other” Alignment Workshop on 10 June, especially as it had been rearranged from another short notice cancellation last week – again to assist Infraco. Any repetition is not acceptable.

### **Action: S McFadzen**

**tie** consider this is importing risk of further delay in concluding this alignment process and require revised arrangements to take place as soon as practicable. Any delay occasioned by the rescheduling of these meetings will be the responsibility of Infraco.

Infraco to propose alternative date as soon as possible and ensure their staff attend.

### **Action: S McFadzen**

BBS stated a wish add an item to the agenda for the meeting to ensure the “capability split” was discussed.

### **Action: S Bell**

Bob Bell is to prepare and implement a programme to complete the output of the various alignment workshops in liaison with David Taylor of Infraco.

### **Action: R Bell / D Taylor**

## **3. Immunisation**

Response to **tie**'s letter of 9 June is required by return.

### **Action: S McFadzen**

## **4. Programme**

Detailed discussion is to take place on Thursday or Friday of this week with Infraco Planning Manager and **tie** regarding mitigations, 12 week look ahead and Design and Consents.

### **Action: S McFadzen / S Bell**

## 5. Consortium Offices

Security needs, original provisions and status of sketches and drawing were discussed. **tie** requested Infraco response to D Murray's analysis of their estimate provided on 9 June with follow up on 10 June. This is to include a realistic area for car parking as communicated by Dennis to Tom Murray.

### Action: S McFadzen

**tie**'s view is that current proposals are not an acceptable option. In the interests progressing to resolve the issue by Friday 13 June, **tie** will explore security options included within the lease arrangements for the Edinburgh Park site.

### Action: S Bell

## 6. Design

Infraco have suggested they wish to revise the sequence and priority treatment of some Design and Consents submissions by SDS to CEC to improve the construction programme. It is understood D Taylor has prepared a revised priority list which varies from the sequence laid out in contract agreement.

Explanation is outstanding from Infraco as to the logic and benefit of the changes to allow speedy agreement.

### Action: S McFadzen

Attendance at Approvals Task Force meetings by David Taylor (or Nominated BBS representative) is essential and must commence from Thursday this week. This was agreed by BBS.

### Action: S McFadzen

## 7. Infraco Progress Report

BBS email suggested agenda items noted and will be included. Bob Bell will forward **tie** key issues by Thursday 12 June.

### Action: S Bell

**tie** stressed executive summary needs effective preparation to ensure all key issues are highlighted appropriately.

### Action: S McFadzen

## **8. 1b Estimate**

**tie** confirmed that it expected to instruct preparation of the estimate by July 2008.

### **Action: S Bell**

It is essential that there was no distraction of the Infracore team focussed on mobilisation and construction. BBS confirmed that a separate estimating team would undertake this work.

### **Action: S McFadzen**

## **9. 16 June Team building: Mike de Luca**

Details confirmed as 0830 – 1830 on Monday 16 June. BBS to ensure the key players from BB, S SDS and CAF are represented (about 7 expected). There will be a similar number from **tie** / TEL.

### **Action: S McFadzen**