Brief notes on Mudfa Meeting at site offices on 10th July 2007. Present: John Casserly, Miriam Thorne & David Carnegy (all tie)

Item	Notes	Action
1	AFC	300 30000000000000000000000000000
1.1	Outturn/AFC – agreed that Mudfa PM Report to reflect Mudfa team opinion on phasing/outturn & AFC leaving high level adjustments to tie management.	
1.2	Phasing – to reflect current status on priced up & agreed work sections	
1.3	Period Updates – to follow reporting timetable. DC to clarify when Period Report is needed for review prior to Period end.	DC
1.4	Core Cost Estimate – tracking process from design drawings, measure, agreement with AMIS, validation of IFC in target cost pack per section to be forwarded to CP commercial team	JC
1.5	Early Warning Controls – current register to be available to CP commercial team	JC
2	Reporting	
2.1	Design tracker – status report on progress of SDS design through liaison with mudfa team and SUs to IFC status to be made available on Intranet.	JC
2.2	 Period Reporting - to follow reporting timetable. DC to clarify: when Period Report is needed for review prior to period end required reporting content from Mudfa team to satisfy tie hierarchal reporting requirements 	DC DC
3	Incentivisation	
3.1	Control Model - a target price (pack) for each work section will be agreed between parties based on a priced measure from IFC drawings, with cost control driven via a pain/gain mechanism. Changes to the target will only arise from unforeseen events outwith both parties control.	
4	Change Control	
4.1	Impact of Delays – 3 month delay to site works in region of £1.5m. Consisting of AMIS costs: £0.65m (AMIS 3 Apr-Jun07) £0.70m (prolongation, incl indexation to rates) £0.15m (under recovery of overheads, works insurance) £1.50m £0.50m (Tie costs – inc delay & increase team nos from DFBC) £2.00m	
	This will be reflected in the Mudfa Period 4 PM Report	
4.2	Anticipated Changes/Potential Issues -	
	Work undertaken by Mudfa but potentially chargeable to	

	SDS eg survey work, spec of existing voidscirca £500k	
	 Programme – Rev 6 due for issue next week following impact of late design submissions from SDS to Rev 5. Mudfa team to ensure that latest Mudfa programme informs the Infraco bid negotiations Current site running costs at circa £95k/wk therefore primary focus on minimising future delays & programme extensions. Potential for shared worksites with Infraco being discussed ie does programme benefit out-way added risk. Dilapidation Surveys – dispute about SDS obligations regarding carrying out this. SDS completed dilapidation surveys on structures only. There is concern that Tram need a recorded status before Mudfa undertake further street works adjacent to properties. Potential for risk item Staff Costs – Mudfa team to review tie/AMIS staffing to remove unnecessary shadowing of roles to reduce overall AFC. 	JC
	An assessment of these issues will be reflected in the Mudfa Period 4 PM Report where necessary	JC
5	Management	
5.1	Mudfa team to introduce (by start of period 5), Purchase Order system to control spend on management, expenses etc. No monies spent without GB/JC sign off. This process will include the contracts with AMIS, SUs & specialist consultants ie legals	
6	Value Engineering	
6.1	City Point meetings now attended by Mudfa rep (Graeme	
	Barclay) to ensure current Mudfa related issues are reflected in	
_	VE outputs.	
7	Cashflow	
7.1	JC to provide detailed cashflow forecast (for next 6 periods), by July 20 th .	JC