

EDINBURGH TRAM INTERNAL PLANNING GROUP

Action Note: 27 September 2007

Summary of Actions

Item		Note	Agreed outcome	Action required by
	Present	Tom Aitchison, Andrew Holmes, Jim Inch, Donald McGougan, Mark Turley, Duncan Fraser, Gill Lindsay, Leanne Maberley, Chris Highcock		
1	Apologies	<ul style="list-style-type: none">• None		
2	Note of previous meeting of 27 July	<ul style="list-style-type: none">• Note of previous meeting accepted as an accurate record.• Note that all references on the note to AU should have been to AH (Andrew Holmes) <p><u>Matters Arising</u></p> <p>All dealt with elsewhere on the agenda</p>	<ul style="list-style-type: none">• Noted	
3	Highlight report	<ul style="list-style-type: none">• As previously circulated• Key dates noted. Next TPB is 10/10• Mudfa – progress is underway, but there is a potential issue with the utility companies with respect to the provision of information. This has the potential to create logjams for the design process and consequent risks for INFRACO. The bigger issue is the poor response times from the utilities.		

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	<ul style="list-style-type: none"> • Also note that some issue are being found on the ground not marked by utility companies • CAF selected for TRAMCO – note £3M under budget. <p><u>Communications</u></p> <ul style="list-style-type: none"> • Correspondence is expected to commence from next week. A programme of critical tasks has been drafted leading up to the financial close. • Programme now in place for sign off of contact on 11/1/08, although this depends on Cabinet approval. Therefore must be on Cabinet agenda. • Final business Case – draft of Council report is in preparation for circulation to the Directors for comment week commencing 1/10 • Members briefings – appropriate briefings to be provided to political groups prior to report becoming public. 	<p>TNA to discuss issue with Malcolm Reid. AH to brief TNA</p> <p>Work still needed on Risk Analysis</p> <p>To be considered by Tram IPG on 12/10 Note concern that precise language is used with respect to 1 or 1(a), network size and risk</p> <p>Coordination needed with Willie Gallagher/joined up approach Sufficient time needed to allow groups to formulate motions / facilitate discussion.</p>	<p>TNA AH</p> <p>DF</p> <p>DF</p> <p>LM</p>

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		<ul style="list-style-type: none"> Concessionary fares – noted as an issue by OGC. Comms – key message is that the next stage is merely a confirmation of previous discussions and proposals. This has all been aired before. In fact the case is now stronger without EARL. 	<p>Programme of meetings to be drafted and response gained from members</p> <p>A view needed from Transport Scotland on this matter</p> <p>Sufficient briefings must be given to Cllr Whyte given diversity of views in his group</p> <p>Individuals to be targeted, especially new Councillors; cannot assume all new councillors are familiar with the arguments</p> <p>Individual to be identified to coordinate communication with the Greens</p>	<p>LM</p> <p>DF</p> <p>LM</p> <p>LM</p> <p>JI</p>
		<p><u>Prior Approvals</u></p> <ul style="list-style-type: none"> Timescale has been compressed due to slippage elsewhere. Note potential funding issue for City Dev There seems to be an agreement that TEL will not recharge TIE and they are looking for the same agreement with the Council; 	<p>AH to discuss figure with Dave MacKay</p>	<p>AH</p>

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		<ul style="list-style-type: none"> • Discussion around the use of the Picardy Place site continues. • Good progress is being made with respect to airport • Concern with respect to Network Rail. Potential CPO form end of November. Noted as a potential risk, not picked up by tie. Willie Gallagher is dealing with this and the pressure is recognised. • OGC review is now underway. Key issues: governance, financial close and concessionary travel • Some concern remains over the status of our £45M contribution. There has been some indication that Forth Ports are warming especially in the context of a larger Waterfront contribution. 	<p>TNA / AH to discuss</p> <p>Escalation and mitigation strategy is needed</p> <p>AH to discuss with Charles Hammond</p>	<p>AH</p> <p>DF GL</p> <p>AH</p>
		<p><u>Governance</u></p> <ul style="list-style-type: none"> • Note contract documentation currently being reviewed, aiming for report for 25/10 Council. DLA are offering support. Risks are identified and work is progressing with respect to likelihood of risks 		

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		<ul style="list-style-type: none"> Tie timetable has been identified to allow approval and sign off of business case on 8/10. Note that the process is acceptable , but there is a tight timescale and therefore intense pressure on legal resource. DLA have noted that one bidder is looking for "level 2" comfort from the Council - i.e. that the Council would guarantee all financial risks. This is not unreasonable. This emphasises the concerns regarding the lack of a clear model of relationship between CEC and tie. 	<p>Clarity is needed regarding the tie structure, especially as tie moves from a procurement role to a delivery role.</p>	<p>AH / GL</p>
4	Governance	<ul style="list-style-type: none"> Note paper circulated and previously discussed by TPB with amendments. This is fundamental to the OGC review. Role of subcommittee needs to be considered such that duplication is minimised. 	<p>Governance paper is broadly OK DMcG to offer comments to GL AH to offer comments via DF Agenda needs to be agreed for the first meeting of the subcommittee.</p>	<p>DMcG AH DF ALL</p>
5	Final Business Case and report to Council	<ul style="list-style-type: none"> Note dates of future meetings 		
6	AOB	<ul style="list-style-type: none"> Paper tabled re public realm issues 	<p>DF / MT to discuss. Paper to be considered by subcommittee</p>	<p>DF MT</p>

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		<ul style="list-style-type: none">• Work is underway with TEL with respect to design of tram vehicles especially nose cone and logo.	Preference is for colour scheme to include maroon to maintain consistency with bus fleet	DF
7	Date of Future Meetings	<ul style="list-style-type: none">• 12 October• 15 November• 6 December	ALL NOTE	