

tie Limited

Paper to : tie Board

Subject : Human Resources and Corporate Affairs Report

Date : August 2008

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## 1. HR Activities

### Current headcount

	<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b>
<b>Period Dates</b>	<b>25/05/2008 - 21/06/08</b>	<b>22/06/2008 - 19/07/08</b>	<b>20/07/2008 - 16/08/08</b>
Total Headcount (employees only)	79.0	84.0	83.0
Contractor Headcount	9.0	9.0	9.0
Average No Working	79.0	81.5	83.5
New Starters	3	5	2
Voluntary Leavers	2	0	1
Involuntary Leavers	1	0	3
<b>Total Leavers</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>Turnover</b>	<b>3%</b>	<b>0%</b>	<b>1%</b>
Sickness Days	29.0	0.0	12.0
Working Days	20.0	20.0	20.0
<b>Absence %</b>	<b>2%</b>	<b>0%</b>	<b>1%</b>

### Resourcing

Looking for section engineers for MUDFA and the Infracore organisation structure is being re-considered.

### Deployment

**Starters** – 2 new starters in period 5, Gregor Roberts, Deputy Finance Director and Gordon Christie, Customer Services Delivery Manager.

**Leavers** – Tom Condie, HSQE Manager, Stan Honeyman, HSQE Manager and Ronald Black, Site Inspector left tie during period 5.

### Reward

No significant activities this month.

## **2. Stakeholder Management and Communications**

### **Communications & Stakeholder Update for TS Period 5 2008**

The primary objective of the Communications and Stakeholder Strategy is to engage, inform and consult on all aspects of the tram project construction programme. In the last period, this has been achieved deploying the following methodologies.

As part of the media strategy news releases were distributed for the Shandwick Place reinstatement and Haymarket Phase 1 utility diversion works. Other media enquiries included Leith Walk traffic management, the impact of tram works on cyclists and the World War Two flight simulator.

We have fully informed all key stakeholders of any upcoming works through the July Tram Project fact sheet, production and distribution of Tram Update 7 (Haymarket Phase 1) and Update 8 (Leith Walk), plus ongoing construction updates on the Edinburgh Trams website.

The team has been working closely with stakeholders regarding the August embargo to ensure all work has been reinstated in the exempt areas and that this will be maintained throughout the embargo period.

The profile of the project was also raised at the Fringe Sunday event, where Edinburgh Trams hosted a stand in the City of Edinburgh Council's (CEC) marquee.

Work is also ongoing on the redevelopment of the tram website.

Finally, as part of the project's commitment to Business Support, over £1.5 million has been paid out to local businesses.

### **Communication and Stakeholder action plan for next period**

Media activity next period will be focused on InfraCo work at the A8 underpass, MUDFA work at the Mound, Princes Street and Lothian Road, plus the closure of the Small Business Support Scheme at the end of August. Notifications and stakeholder engagement will also take place to support these works and we will be communicating the recommencement of MUDFA works in the embargo zone.

The team will be working with CEC on the preparation of the Traffic Regulation Order (TRO) Design presentations to the general public. These are due to be held in September/October and will involve inviting businesses and residents throughout the whole route (approx. 60,000) to approx. nine events. The presentations will be divided into four areas: Newhaven, Leith Walk, City Centre and the West End and beyond. This process is being led by CEC with **tie** facilitating the process.

The Small Business Support Scheme will come to a close on 31 August 2008. A decision will then need to be made as to how best deploy the remaining resources available to the business community.

An evaluation report based on the design consultation process will be finalised.

Working with the CEC team we will progress the Tram School's Programme, with the first planning meeting taking place the first week in September. This programme is being led by CEC and **tie**.

Continue to have regular updates and joint sessions with CEC, Lothian Buses and other appropriate organisations re communication and stakeholder activities and planning.

### **3. Recommendation or Requirement**

None this month

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Recommended by: Colin J McLauchlan

Date: 3<sup>rd</sup> September 2008