

# Tram Briefing

Edinburgh, 27 October 2011

## Attendees:

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Colin Smith	Hg Consulting	<a href="mailto:csmith@hg-group.co.uk">csmith@hg-group.co.uk</a>
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## ACTION NOTE

ITEM	ACTION OWNER	DEADLINE
<b>1 PREVIOUS MINUTE</b>		
The minute of 13 October 2011 was approved as a correct record.		

## 2 TURNER & TOWNSEND MOBILISATION PROGRESS

2.1 David Fox gave details of the progress on mobilisation:

- The last Turner and Townsend (T&T) staff were arriving at the beginning of next week.
- The Project Controls manager was in place
- TUPE transfers were taking place this week.

**ITEM**

**ACTION  
OWNER**

**DEADLINE**

- The next key transfer handover was at the end of November.

In discussion the following issues were raised:

Council officials needed to present the Tram All Party Oversight Group with a briefing note detailing Project Management costs. To this end the project management organisational chart needed to be completed and a single senior point of contact at T&T identified. Additionally, as part of this piece of work a resource plan projecting the 3, 6 and 9 month look forward positions needed to be produced. Neil McCowan confirmed that there was now a single point of seniority and the finalised organisational chart would be provided by next week.

Colin Smith reminded T&T that there was to be an exercise to ensure that resources were balanced with those of the Contractor. It was confirmed that whilst a meeting was yet to be held organisational information had been exchanged and the meeting would be arranged next week.

- 2.2 In relation to the IT Platforms, David Fox and Alan Coyle attended a meeting on Monday where agreement on the way forward was reached. SharePoint would remain the IT platform and 7 November 2011 was still the 'change date' for the close out of CityPoint.
- 2.3 In relation to Client control of resource, as noted above named individuals were to be confirmed as the resource, and no changes were to take place without the express consent of the Client (CEC).

**Decision**

- |    |  |                |                   |
|----|--|----------------|-------------------|
| 1) | That T&T provide the Project Management costs and related organisational chart including the numbers of staff and a resource plan projecting the 3,6 and 9 month look forward positions for T&T. | <b>T&amp;T</b> | <b>04/11/2011</b> |
| 2) | That T&T organise a meeting with the contractor to ensure that their respective resources were balanced.   | <b>T&amp;T</b> | <b>04/11/2011</b> |

**ITEM**

**ACTION  
OWNER**

**DEADLINE**

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**3 TURNER & TOWNSEND PROGRESS REPORT**

T&T tabled the Dashboard Report for 27 October 2011.

In discussion the following issues were raised:

- Further utility issues had been uncovered in the Haymarket area but mitigation plans had been put in place.
- Issues relating to Network Rail arose last week relating to an oil tank, a staircase being removed, failure of the electronic gates at the Scotrail Depot Car Park and the removal of the interceptor at the Russell Road Bridge. A Network Rail engineer has been supplied to report to T&T and co-ordinate asset protection activity. At a strategic level the Council was meeting with Network Rail in November to reinforce the working relationship.
- In relation to Princes Street it was explained that Council officials and Elected Members needed to be briefed in detail on the activity levels and work programme for Princes Street.
- Utilities Cost Management: McNicholas contract being run using an NEC Option E: Cost reimbursable contract. T&T confirmed that the protocol for undertaking spot checks of cost records had been established and everything was in place to measure resources.
- Tram Integration Interface: clarity was required on the visibility of documentation and the control roles in relation to Lothian Buses. Alan Coyle confirmed that ETL staff would shortly move to Lothian Buses. A meeting was due to take place next week involving Julian Weatherley, David Fox, Alan Coyle and Alastair Richards to provide greater clarity on this issue.
- The relationship between the contractor and T&T was generally good. However, the success of T&T's programme monitoring was heavily dependant on the Contractor and this needed to become more balanced.

**ITEM**

**ACTION  
OWNER**

**DEADLINE**

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- Costs: Prior to the re-allocation of the risk allowance the costs status identified a variance of £14.7m. It was identified that more detail on this was required to allow Council officials to have an in-depth understanding in advance of the All Party Oversight Group Meeting (7 November). Gary Easton would provide a summary paper providing details on the figures.
- T&T identified possible opportunities including the feasibility of public realm works being taken out of the Infraco Contract and taken on by CEC. A separate discussion within CEC was required to explore this possibility.
- Integrated Programme: Concern was expressed about the availability of this. There was a schematic within the Dashboard but it was not the finished article. A copy in a larger font was requested. T&T undertook to provide a fully integrated schedule with risk assessment in the week commencing 14 November 2011. It was highlighted that this needs to be accelerated to coincide with the All Party Oversight Group Meeting (7 November)
- T&T raised using the Dashboard reporting format and requested suggestions on how it could be refined. It was agreed that paper copies should be circulated in advance of the Thursday morning meeting. A PowerPoint presentation was to be used to communicate this at the All Party Oversight Group meetings rather than hard copies being distributed.
- Change controls: It was highlighted that no change orders had been presented to the Thursday meeting for review/sign off. This situation was to be rectified.
- Forth Ports: solution has been identified. A further meeting was to follow on Friday.
- NCR's: 28 October meeting to review list and prepare management plan.

ITEM	ACTION OWNER	DEADLINE
<b>Decision</b>		
1) Princes Street photos taken by Transport Scotland to be shared with CEC.	<b>Graham Porteous</b>	<b>28/10/11</b>
2) To note that a meeting was to be arranged on providing greater clarity on the tram integration interface involving Julian Weatherley, David Fox, Alan Coyle and Alastair Richards.	<b>Alan Coyle/David Fox</b>	<b>10/11/11</b>
3) To agree that Gary Easton would provide a detailed summary paper on cost and risk figures.	<b>Gary Easton</b>	<b>03/11/11</b>
4) To agree that the option of public realm works being taken out of the Infraco Contract and taken on by CEC be explored.	<b>JW/BMcC</b>	<b>10/11/11</b>
5) To agree that a copy of the integrated programme element in the dashboard in a larger more accessible font would be provided by T&T.	<b>T&amp;T</b>	<b>03/11/11</b>
6) To agree that progress on the integrated programme be accelerated to ensure a version was available to allow for a briefing at the All Party Oversight Group Meeting (7 November)	<b>T&amp;T</b>	<b>03/11/11</b>
7) To note that the integrated team discussion workshop was yet to be arranged.	<b>AC/BMcC/ JW</b>	<b>10/11/11</b>
8) To agree that paper copies would be circulated in advance of the Thursday morning meeting.	<b>T&amp;T/GK</b>	<b>03/11/11</b>
9) To agree that a PowerPoint presentation be used to communicate the dashboard report at the All Party Oversight Group meetings.	<b>T&amp;T/GK</b>	<b>04/11/11</b>
10) To agree that all draft change orders be presented to future Thursday meetings for review/sign off.	<b>ALL</b>	<b>03/11/11</b>

**4 AOCB**

**Decision**

- 1) To note that an update report was required for the next meeting on Certificates of Alternative development

**Steve  
Sladdin/  
Dave  
Anderson**

**ITEM**

**ACTION  
OWNER**

**DEADLINE**

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- 2) To note that a collaborative approach was being developed by Alan Coyle and Colin Smith in regard to Scottish Water.

**5 DATE OF NEXT MEETING**

Next meeting to be held on 03 November at 8:00 in the Board Room, Waverley Court.  
Next Turner and Townsend Update Report meeting to be held on 10 November at 8:00 in the Board Room, Waverley Court.