

## Agenda

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### Joint Project Forum

Monday 12 December 2011 at 1.30pm  
in the Chief Executive's Board Room, Waverley Court, Edinburgh

- 1 **Previous Minute 17 November 2011** – submitted for approval as a correct record (circulated)
- 2 **Consolidated Project Update Highlight Report – Key points of Progress**
  - 2.1 Verbal reports from Colin Smith, Martin Foerder, Alfred Brandenburger and Richard Garner
  - 2.2 Commissioning and Integration of Trams
  - 2.3 Third Party Consents and Approvals
    - 2.3.1 Historic Scotland
    - 2.3.2 Adjoining Landowners
  - 2.4 Network Rail
  - 2.5 CEC Approvals
- 3 **Governance – Project Team Structure, Resourcing and Behaviours**
  - 3.1 Certification, Working Decisions and Agreements
  - 3.2 Decisions/Instructions Awaited
  - 3.3 Use of Logos, Agents Letters

- 4 Utilities**
    - 4.1 Utilities Protocol
      - 4.1.1 SGN – Payment
      - 4.1.2 Scottish Water – Off Street, Lines of Communication
      - 4.1.3 Scottish Water / BT – Princes Street
    - 4.2 Recording and Measurement and Inspection Sign off
  - 5 Cost Engineering De-Clutter – review of tracker (to follow)**
  - 6 Programme**
  - 7 Matters Requiring Escalation**
    - 7.1 Rev 3A to Rev 4 Programme
    - 7.2 Resource Matching
  - 8 Pending Milestones / Project Concerns / Threats**
  - 9 Communications**
  - 10 AOB**
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**Notes:** If you have any questions about the agenda or meeting arrangements, please contact Gavin King, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh, EH1 1YJ; ☎ 0131 [REDACTED] e-mail [gavin.king@edinburgh.gov.uk](mailto:gavin.king@edinburgh.gov.uk)

**Note of Meeting**

**Joint Project Forum**

**Edinburgh, 17 November 2011**

**Present:-** Sue Bruce (in the Chair), Lucy Adamson (Transport Scotland), Dave Anderson (CEC), Alfred Brandenburger (Siemens), Alan Coyle (CEC), Ian Craig (Lothian Buses), Vic Emery, Martin Foerder (Bilfinger Berger), Richard Garner (CAF), Alastair Maclean (CEC), Ainslie McLaughlin (Transport Scotland), Kelly Murphy (CEC) and Colin Smith (Independent Certifier)

**Also Present:-** Gavin King (CEC).

Item No	Subject	Action Owner
1	<p><b>Previous Minute – 18 October 2011 Decision</b></p> <p>To approve as a correct record.</p>	
2	<p><b>Consolidated Project update Highlight Report – Key Points of Progress</b></p> <p><b>2.1 Commissioning and Integration of Trams</b></p> <p>Colin Smith acknowledged the requirement for an overarching composite programme that included the Infracore, CAF and utility programmes.</p> <p>Progress with the mini test track was good but it could slip a couple of days from Friday 2 December 2011 to Monday 5 or Tuesday 6 December 2011. It was thought essential that all documentation for the handover of the depot was completed prior to the handover date. A dry run would take place to ensure that this documentation was in place and BBS would use all reasonable endeavours to extend the depot building non-exclusive licence to include the mini test track.</p>	

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	<p>Richard Garner explained that driver training was progressing well and had been implemented as much as possible on a static tram. Ian Craig confirmed that he had only good feedback on the training.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To hold a workshop involving the internal programmer and programmers from Turner and Townsend to investigate and identify further opportunities within the Programme</li> <li>2) To agree that Lothian Buses had a presence and involvement with the Control meetings.</li> </ol>	<p><b>Colin Smith</b></p> <p><b>Colin Smith</b></p>
<p><b>2.2</b></p>	<p><b>Third Party Consents and Approvals</b></p> <p>Colin Smith highlighted that progress had been made with Forth Ports which had allowed for plans to be finalised for areas like Lindsay Road.</p> <p>The issue involving Network Rail on giving approval to workplans was still delaying sections of the project. The contractor had provided approximately 12 plans to Network Rail and there was a delay in these being processed and approved.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To arrange a meeting involving Turner and Townsend, the contractor and Network Rail to prioritise the plans to reduce any delay in the project.</li> <li>2) To agree that a separate discussion takes place between the contractor and Transport Scotland on the Edinburgh Gateway.</li> </ol>	<p><b>Colin Smith</b></p> <p><b>Martin Foerder/Ainslie McLaughlin</b></p>
<p><b>2.3</b></p>	<p><b>Utilities Approval</b></p> <p>There was an issue with Scottish Water over a pipe joint on Princes Street. As of Lunchtime today a solution had been agreed. This solution involved procuring a pipe coupling and valve and Scottish Water was leading in this procurement. If this equipment was procured then the work could be undertaken at the site on Princes Street extending over into the winter embargo period.</p>	

Item No	Subject	Action Owner
	<p><b>Decision</b></p> <p>To inform the Council by Noon tomorrow whether the work on Princes Street should be implemented.</p>	<p><b>Colin Smith</b></p>
<p><b>3</b></p> <p><b>3.1</b></p>	<p><b>Governance – Project Team Structure, Resourcing and Behaviours</b></p> <p><b>Certification, Working Decisions and Agreements</b></p> <p>Colin Smith highlighted that relationships between parties had drastically improved from the situation before Mar Hall.</p> <p>Martin Foerder agreed that they were building a good relationship with Turner and Townsend but there was a concern over their interpretation of the contract and the challenges that were being raised regarding the contract. It was felt that they either did not understand the contract or did not have a good working knowledge of the terms of the contract.</p> <p>Sue Bruce noted that this did not sound like the current client instructions to Turner and Townsend and it was the Council’s intention to constantly review and hone the Project’s arrangements to increase efficiency and increase the good working relationships</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To agree that CEC would review and discuss client instructions with Turner and Townsend.</li> <li>2) To hold a briefing session on the terms of the contract with Turner and Townsend.</li> <li>3) To hold a resource review session with the contractors and Turner and Townsend.</li> </ol>	<p><b>Dave Anderson</b></p> <p><b>Alastair Maclean</b></p> <p><b>Colin Smith</b></p>
<p><b>3.2</b></p>	<p><b>Decisions/Instructions Awaited</b></p> <p><b>Decision</b></p> <p>To note that there were no outstanding decisions.</p>	

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<p><b>4</b></p> <p><b>4.1</b></p>	<p><b>Utilities</b></p> <p><b>Recording and Measurement</b></p> <p>The current number of utility clashes was approximately 1127 which included all clashes, large and small.</p> <p>Ainslie McLaughlin outlined two major issues raised by the utility companies, in their discussions with Alex Neil MSP and Transport Scotland, which would aid them in co-operating more efficiently with tram works. The utility companies had identified the requirement for as-built drawings from the original Mudfa contract and for as much advanced warning as possible on programmed works.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To provide an analysis of the type and significance of the utility clashes.</li> <li>2) To investigate whether the as-built drawings could be provided.</li> </ol>	<p><b>Colin Smith (T&amp;T)</b></p> <p><b>Alan Coyle</b></p>
<p><b>4.2</b></p>	<p><b>Change in Approach to Excavation Depth</b></p> <p>Colin Smith stated that this initiative was an example of mindset change that was a real bonus to the project. The 1127 utility clashes was predicated and based on the original excavation depth so there could be a theoretical reduction in the number of clashes. However, these could only be realised if the approach was appropriate for that particular area.</p> <p><b>Decision</b></p> <p>To note the update and agree the sign off depth of excavation sheet, to be signed by T&amp;T, Infraco and CEC Roads Inspectors</p>	
<p><b>4.3</b></p>	<p><b>Certifier's Assessment regarding Change Order – On Street</b></p> <p>Colin Smith had provided a notice of his assessment. Hard copies and electronic copies are to be issued to Infraco, T&amp;T and CEC</p>	<p><b>Colin Smith</b></p>

Item No	Subject	Action Owner
	<p><b>Decision</b></p> <p>To incorporate the financial impact of the change order into the budget.</p>	<p><b>Alan Coyle</b></p>
<p><b>5</b></p>	<p><b>Cost Engineering De-Clutter</b></p> <p>The actions from the results of the cost engineering meeting had been circulated which identified the actions, the issues and the progress so far. The deadline for all the actions was 24 November 2011 whereupon the ideas that were agreed to be further investigated/implemented would be passed on to Turner and Townsend to set up a delivery plan.</p> <p>Sue Bruce identified a further initiative to use surplus trams for early morning freight deliveries. This could provide a green solution and assist business within the City.</p> <p><b>Decision</b></p> <p>To investigate whether surplus trams could be utilised for freight purposes.</p>	<p><b>Colin Smith/Richard Garner</b></p>
<p><b>6</b></p>	<p><b>Programme</b></p> <p>Martin Foerder indicated that after 6 weeks they were generally on target with the Rev 4 programme. There were no real time gains and there had been some delays in certain sections but nothing that impacted on the overall programme.</p> <p>Richard Garner indicated that they were on target and the only risk that he could foresee was significant poor weather. Although a pause in delivery of the trams had been built in for the winter.</p> <p>The tram that had the wrong livery had not yet been changed but would be undertaken in the near future.</p> <p><b>Decision</b></p> <p>To note that Lothian Buses would be responsible for organising advertising on the livery of the tram.</p>	<p><b>Ian Craig</b></p>
<p><b>7</b></p>	<p><b>Matters Requiring Escalation</b></p> <p>Alfred Brandenburger explained that a design assurance statement and IDC Certificates needed to be signed by all</p>	

Item No	Subject	Action Owner
	<p>members of the consortium. The consequences of this statement not being signed were that the tram would not be able to be run.</p> <p>Richard Garner indicated that CAF needed to understand what they were required to do and a discussion on these matters would be useful.</p> <p><b>Decision</b></p> <p>To arrange a meeting between the parties, identifying the issues to enable a resolution. To feedback the results of this discussion on 23 November 2011.</p>	<p><b>Alastair Maclean/Colin Smith</b></p>
<p><b>8</b></p>	<p><b>Pending Milestones/Project Concerns/Threats</b></p> <p>The most immediate milestone was the publicity event on the morning of 15 December 2011 showing an enlivened tram.</p> <p>Martin Foerder confirmed he was comfortable with the event being on 15 December.</p> <p><b>Decision</b></p> <p>To note the update</p>	
<p><b>9</b></p>	<p><b>Communications</b></p> <p>Kelly Murphy explained that a communications control meeting had been established that would help plan for key milestones and issues.</p> <p>The Big Partnership was now involved in the project and would be working for both the Council and Transport Scotland co-ordinating communication issues.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To agree that Lothian Buses have a communications presence at the communication control meeting.</li> <li>2) That the Communications group look for positive stories on the project to publish over the Christmas holiday.</li> </ol>	<p><b>Ian Craig</b></p> <p><b>Kelly Murphy</b></p>