

Project Delivery Group

Edinburgh, 8 December 2011

Attendees:

Vic Emery (Chair)	The City of Edinburgh Council	vicemery@
Andy Conway	The City of Edinburgh Council	Andy.conway@edinburgh.gov.uk
Eleanor Walker	The City of Edinburgh Council	eleanorwalker@
Colin Smith	The City of Edinburgh Council	csmith@hg-group.co.uk
Bob McCafferty	The City of Edinburgh Council	Bob.McCafferty@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	Alan.coyle@edinburgh.gov.uk
Kelly Murphy	The City of Edinburgh Council	kelly.murphy@edinburgh.gov.uk
Gavin King	The City of Edinburgh Council	Gavin.king@edinburgh.gov.uk
Scott Noble	Transport Scotland	scott.noble@transportscotland.gsi.gov.uk
Graham Porteous	Transport Scotland	graham.porteous@transportscotland.gsi.gov.uk
Lucy Adamson	Transport Scotland	Lucy.adamson@transportscotland.gsi.gov.uk
Gary Easton	Turner and Townsend	Gary.easton@turntown.co.uk
Julian Weatherley	Turner and Townsend	Julian.Weatherley@turntown.co.uk
Andy Scott	Turner and Townsend	andy.scott@turntown.co.uk
Rob Leech	Turner and Townsend	Rob.leech@turntown.co.uk
Steven Lewcock	Turner and Townsend	Steven.lewcock@turntown.co.uk
David Christie	McGrigors	David.christie@mcgrigors.com

ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	TURNER AND TOWNSEND PRESENTATION ON UTILITIES Steven Lewcock gave a presentation on how utilities were being managed by Turner and Townsend. During discussion on the presentation the following was agreed: <ul style="list-style-type: none">• Vic Emery stated that it would be useful to have a graphical representation or trend when presenting the number of conflicts in order to monitor any growth or reduction. Julian Weatherley agreed this could be recorded. VRE requested that this metric be added to the standard pack for review fortnightly.• Steven Lewcock explained that Turner and Townsend would shortly provide access to the real time recording database of conflicts to CEC staff. Alan Coyle suggested that the details of who in CEC had access should be discussed and agreed.	JW ACoyle/ JW	

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<ul style="list-style-type: none">It was agreed that all the utilities presentation slides and the presentation given to the PDG meeting should be provided for circulation to all members.	JW/GK	
2 PREVIOUS MINUTE		
<p>The minute of the Project Delivery Group of 24 November 2011 was agreed as a correct record subject to the following two changes:</p>		
<ul style="list-style-type: none">Bullet point 6 in item 3 of the minute should state that Turner and Townsend would instruct the design of the enabling works.Item 5 should make clear that the outstanding trams would begin to be delivered in February 2012. Although this had now changed to January 2012.	GK	
3 ACTIONS FROM PREVIOUS MEETINGS		
<p>Vic Emery explained that it was his usual practice that only outstanding actions should be reviewed at the meeting. For future meetings, the Rolling Action List would be circulated for update by the Actionee's and the updated and issued to all attendee's in advance of the meeting for review. Actions that remain 'open' or 'ongoing' would be reviewed at the meeting.</p>		
<p>Refer to PDG Rolling Action List for updated action status.</p>		
<p>Lucy Adamson raised concerns that communication risks including reputational risks were not included in Turner and Townsend's risk register. Julian Weatherley explained that it was possible for non Turner and Townsend owned risks to be included and he would set up a meeting with the Communications team to insert the appropriate risks.</p>		
GK		
LA/JW		
4 TURNER AND TOWNSEND REPORT		
<p>Julian Weatherley confirmed Turner and Townsend had nothing to add to the report given to the earlier Tram Briefing meeting.</p>		

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<p>Vic Emery enquired whether all the decisions requiring input from the client (Page 7 of the report) were being resolved as the report did not indicate progress. Julian Weatherly advised that he would list all client decisions and issues as a stand alone one pager and issue at future meetings for discussion. Vic Emery requested that the actions be inserted into the Project Delivery Group's actions log</p>	JW	
<p>Vic Emery requested that Turner and Townsend provide a 'SOFT' report that summarised successes, opportunities, failures and threats in bullet point format. This SOFT report would sit on top of the main progress report and highlight the salient points of the main report. If required, a SOFT report could be used for each 'section' of the project. Julian Weatherley agreed to provide this to future meetings.</p>	GK	
<p>BMcC asked that a list of acronym meanings be added to the Progress Report.</p>	JW	
<hr/> 5 HEALTH AND SAFETY ISSUES		
<p>Julian Weatherley confirmed that the reporting on health and safety had been strengthened in the Progress Report but still continues to be honed and would evolve over the next few months. He reiterated the invitation given at the Tram Briefing for CEC to take part in the Health and Safety audit and explained that Graham Walker would be in touch with Bob McCafferty on the subject.</p>	JW	
<hr/> 6 AIRPORT TO HAYMARKET		
<p>Andy Scott outlined the progress on the airport to Haymarket section of the Project.</p>		
<p>During discussion on the presentation the following was noted/agreed:</p>		
<ul style="list-style-type: none">• Concern was raised over the utilities companies liaising with BBS and Turner and Townsend. The issue involving SGN should be raised at the appropriate Control Meeting if it was not resolved by Tuesday 13 December 2011.	JW/CS	
<ul style="list-style-type: none">• Relations had improved with Network Rail over documentation on the Murrayfield corridor but there remained the potential of further delays to the project. It was agreed that Turner and Townsend should re-investigate the process of documentation approval and if underlying issues remained, then to escalate the	JW	

issue to the Principal's meeting.

7 HAYMARKET TO ST ANDREW SQUARE

Rob Leech outlined the progress on the Haymarket to St Andrew Square section of the Project.

During discussion on the presentation the following was noted/agreed:

- Turner and Townsend had indicated that works would start on 3 January 2012 in the on-street areas. Bob McCafferty stated that he would raise this with Marshall Poulton, Head of Transport, to enable the traffic management impacts to be considered. **BMcCa**
- Concern was raised over the possibility that the Scottish Water pipe works in Princes Street would be required to continue after Christmas. It was agreed that Turner and Townsend should review their approach, considering initiatives like night working, to help ensure that work was fully completed before Christmas. Transport Scotland advised that Scottish Water should be commencing any work that cannot be finished by 22nd December. T&T confirmed that all work by Scottish water was complete and had now moved into the testing phase. The critical works was the construction of the chamber and the risk that work would need to continue after Christmas. However, it was assured that the traffic management and switch over would not cause any delays to the works programme. **JW/RL**
- The cost of Rhino fencing for the St Andrew Square and Shandwick Place works had been identified as £350,000 to buy and £160,000 to rent. This was an expensive option and significantly would take 6-8 weeks to be delivered which would not be in sufficient time. Businesses in those areas had previously expressed a preference for Rhino rather than Heras fencing and the use of hoardings for advertising was highlighted. It was agreed that Turner and Townsend should continue to source the Heras fencing and that Rob leech and Kelly Murphy should meet to discuss the use of hoardings. **KM/RL**
- Concern was raised that road and footway reconstruction (related to Scottish Water remedial and

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abandonment works) could not be undertaken until utility work had been completed. Rob Leech agreed to provide a schedule of these works to the Council.	RL	
<ul style="list-style-type: none">Relations with Scottish Water were poor at the working level although it is recognised that senior management are supportive. T&T agreed to catalogue any issues and escalate to the PDG meeting if necessary for further action.	JW	
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8 TRAMS		
Andy Scott confirmed that dynamic testing would begin on 12 December 2011 subject to the weather. CAF had also indicated that they wished to begin delivery of the remaining 22 trams in January 2012 instead of February 2012. This caused no additional difficulties.		
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9 COMMUNICATION AND MEDIA		
Item covered in previous Tram Briefing meeting. No further issues raised.		
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10. MATTERS FOR ESCALATION		
Red Flag item 1.1 York Place Cellars		
Andy Conway raised concern over whether the underground cellars would encroach past the kerb onto the road. Rob Leech confirmed he would investigate this.	RL	
Red Flag item 1.2		
Julian Weatherley agreed to put a system in place in regard to the inspection and decision on what the road surface depth should be before it was built back up.	JW	
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11. AOCB		
Pricing Assumption Variations (raised at previous meeting – Action 241111-PDG-021		
Gary Easton highlighted that legal advice was still required in regard to how often the contractor should provide estimates.	ACoyle/ CS	
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12 DATE OF NEXT MEETING		
Thursday 22 December at 9am in the Dunedin Room, City Chambers		