

Tram Briefing

Edinburgh, 3 November 2011

Attendees:

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|--------------------------|--|--|
| Dave Anderson (Chair) | The City of Edinburgh Council (SRO) | Dave.anderson@edinburgh.gov.uk |
| Alastair Maclean | The City of Edinburgh Council | Alastair.maclean@edinburgh.gov.uk |
| Colin Smith | Hg Consulting | 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 |
| Lynn McMath | The City of Edinburgh Council | Lynn.mcmath@edinburgh.gov.uk |
| Nick Smith | The City of Edinburgh Council | Nick.smith@edinburgh.gov.uk |
| Gavin King | The City of Edinburgh Council | Gavin.king@edinburgh.gov.uk |
| Lucy Adamson | Transport Scotland | lucy.adamson@transportscotland.gsi.gov.uk |
| Vic Emery | | vicemery@[REDACTED] |
| Ainslie McLaughlin | Transport Scotland | ainslie.mclaughlin@transportscotland.gsi.gov.uk |

Apologies:

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| Sue Bruce | The City of Edinburgh Council | Sue.bruce@edinburgh.gov.uk |
| Carol Campbell | The City of Edinburgh Council | Carol.campbell@edinburgh.gov.uk |
| Andy Conway | The City of Edinburgh Council | Andy.conway@edinburgh.gov.uk |

ACTION NOTE

| ITEM | ACTION OWNER | DEADLINE |
|--|--------------|----------|
| 1 KEY ISSUES | | |
| a) Transition Arrangements | | |
| <p>The transitional arrangements for staff were moving forward with three staff from tie ltd having being transferred to CEC under TUPE alongside the seven staff who were transferred to Turner and Townsend. The offices at Lochside were near completion but there remained a number of staff based at Citypoint. It was expected that Citypoint would be empty of staff by 15 November 2011.</p> | | |
| <p>ETL staff were forecast to be transferred to Lothian Buses by 14 November 2011, whereupon Julian Weatherley would be confirmed as their representative.</p> | | |
| <p>The utility staff who were based in Citypoint would shortly be re-locating to Torphicen Street with costs attributed to Turner and Townsend.</p> | | |
| <p>12 former tie ltd staff remained involved in the Project.</p> | | |

ITEM

**ACTION
OWNER**

DEADLINE

Alastair Richards would be transferring to Lothian Buses and then seconded to Turner and Townsend.

There remained contracts and legal agreements which previously had sat with tie ltd that were required to be novated. This would be discussed at the TEL Board next week.

b) Communication Issues

A communications plan was provided identifying key events and activity.

Lynn McMath and Lucy Adamson identified potential upcoming key issues including:

- Moray Feu Workshop – 7 November
- Remembrance Day Service at Haymarket (memorial based in Grosvenor Street)
- Princes Street/Winter Festivals
- Wind up costs of tie
- Project management costs
- Release of Programme

Decision

To note that an integrated Communication strategy would be submitted to the senior management of CEC and Transport Scotland in the new year.

**Lynn
McMath/
Lucy
Adamson**

Early 2012

c) Budget and Programme

Alan Coyle tabled an initial budget position from Turner and Townsend and highlighted the need for it to be refined for the All Party Oversight Group.

The following issues from the budget document were highlighted:

- There was a £11.3m variance on the Infracore budget
 - £300k of changes on utilities had been approved and taken from the risk allowance
 - Opportunities had been identified that could reconcile £10.6m of the variance
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| ITEM | ACTION OWNER | DEADLINE |
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| <ul style="list-style-type: none">The £400k from RBS for the tram stop was an estimate but RBS had committed to paying 100% of the total cost <p>Colin Smith highlighted that improvements in terms of engineering had been discussed with the contractor and the Council were looking to realise some of this potential cost saving, in particular receiving a share of any savings associated with the on street works.</p> <p>A draft project programme was tabled that had been prepared by Turner and Townsend that took into account potential delays through increased utility works. It was proposed that a draft traffic management plan would sit alongside the Project Programme. This would highlight to local businesses and bus companies, when and for how long roads were set to be closed.</p> <p>In discussion, it was indicated that the project deadlines highlighted in the Programme could be reduced, in particular in the off street works area. The draft traffic management plan was useful as a client communications tool but the dates included were too specific and needed to be broader. It was also highlighted that if altered it should be headed up as a CEC document rather than an Infracore document.</p> <p>Decision</p> <ol style="list-style-type: none">To agree that the budget document should include the £776m total budget, the contingency budget and highlight the outstanding risks with a commentary explaining the details behind them.To note that Turner and Townsend had been asked to undertake their own analysis on the risk allowance to provide a more specific risk provision.To note that a meeting was scheduled to take place on Wednesday 9 November between the contractor and CEC, facilitated by Transport Scotland, to examine value engineering options and explore how cost savings could be realised between the parties. | Alan Coyle | 07.11.11 |
| | Colin Smith/Alan Coyle | 09.11.11 |

| ITEM | | ACTION OWNER | DEADLINE |
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| 4) | To agree to present to the All Party Oversight Group the Project programme completion date identified by the contractor in Rev 4 (Summer/Autumn 2014) | Bob McCafferty | 07.11.11 |
| 5) | That Bob McCafferty and Lynn McMath meet to discuss and identify a format to present the Traffic Management Plan to the All Party Oversight Group. | Bob McCafferty/ Lynn McMath | 04.11.11 |
| 6) | To continue to look at methods of reducing the time frames for project and component completion identified in the Project Programme | All | |

d) Public Utility Conflicts

Colin Smith explained that an issue regarding contract interpretation had been raised between Turner and Townsend and Bilfinger Berger. A robust but helpful exchange of views had taken place and a final position was expected to be reached on Wednesday 7 November 2011.

2 ALL PARTY OVERSIGHT GROUP

Bob McCafferty gave details on the draft presentation that was to be provided to the All Party Oversight Group on 7 November 2011.

Decision

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| 1) | To remove the Transport Scotland slide but to highlight their involvement in the question and answer session. | Bob McCafferty | 07.11.11 |
| 2) | To include a slide on the transitional arrangements. | Bob McCafferty | 07.11.11 |
| 3) | That potential 6 monthly dates should be identified for Councillor site visits. | Bob McCafferty | 07.11.11 |
| 4) | To note that that 16 December 2011 was an ideal date for a site visit and photo opportunity and the contractors had been made aware of this. | Bob McCafferty | |

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| ITEM | ACTION OWNER | DEADLINE |
|---|--|-----------------|
| 5) To note that Sue Bruce, Alastair Maclean, Dave Anderson, Bob McCafferty, Alan Coyle and Colin Smith would be in attendance at the Oversight Group on Monday 7 November 2011. | | |
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| 3 AOCB | | |
| Decision | | |
| To note that the data room issues would need to be addressed at the All Party Oversight Group. | Dave Anderson/ Bob McCafferty | 07.11.11 |
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| 4 DATE OF NEXT MEETING | | |
| Client Meeting – 17 November 2011 at 8am in the Board Room | | |
| Turner and Townsend Meeting – 10 November 2011 at 8am in the Board Room | | |