

TRAM IPG - ACTION NOTE – 27 OCTOBER 2010

Present: Tom Aitchison (chair), Dave Anderson, Andy Conway, Alan Coyle, Barry Leathem (note) Alastair Maclean, Evelyn Mackenzie, Bob McCafferty, Donald McGougan, Lynn McMath, Marshall Poulton, Isabell Reid, Nick Smith. **Apologies:** Jim Inch

Item	Subject	Decision/Action	Action By
1	Note of previous meeting – 29 September	<ul style="list-style-type: none"> Agreed as accurate. 	
2	Highlight Report – 27 October	<ul style="list-style-type: none"> External mediation ACTION AM to provide advisory note to Tram IPG on external mediation (pros and cons, timescales, CEC corporate responsibilities and legal protection), also to consider merit/timing of direct discussions between CEC and BB/Consortium; DRP adjudications ACTION MP/NS to double check information presented by tie; Report to Council on 16 December- agreed to prepare first draft of report for sharing with relevant elected members by 3rd week November at latest, with content to be drafted on the working assumption of a move towards termination (noting though that a full legal analysis to support a recommendation will not be available at this time) ACTION Project Team; Project Providence- Project Initiation Document (PID)- approved subject to addition of Nick Smith and Lynn McMath to the project team; Ownership of Tram Vehicles ACTION Project Team to provide advisory note to Tram IPG on tram ownership options, including detailed diligence on novation agreement, timescales and responsibility for decision, maintenance and warranty considerations, evidence/assertions around tram valuation; Inquiry/Lessons Learned- agreed that this was not the time for a lessons learned exercise however recognised that the Council report may provide opportunity to acknowledge some issues/general lessons learned (such as design, approvals, need for review of governance [relationship with tie], review of delivery [build-in gateway reviews etc]) to give members assurance that these issues would be improved upon moving to the next phase/potential reprourement ACTION Project Team; 	<p>AM</p> <p>MP/NS</p> <p>Project Team</p> <p>Project Team</p> <p>Project Team</p>

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		<ul style="list-style-type: none"> • Agreed that report draft should also consider (i) summarised strategic case (ii) explanation of original rationale for TEL and its role currently and going forward and (iii) likely sequencing issues going forward <u>ACTION</u> Project Team; • Timetable <u>ACTION</u> Project Team to further consider/articulate difficulties in releasing the report a week before the Council meeting; LM also to consider communications arrangements (possible press conference on release); • Communications- agreed need to ensure John Swinney, Transport Scotland and Lothian Buses are involved/briefed as appropriate; • Alternative Project Management Delivery method– noted difficulties with any change in arrangements at this stage but that shift in contract behaviour/relationship with tie would be necessary going forward; also noted that Richard Jeffrey has been asked to provide CEC Project Team with an organisational/manpower plan for the phase through to reprocurement; • Open for Business marketing <u>ACTION</u> DA to consider mainstream Council funding options to support marketing activity in the west end; • Project Pitchfork- Business Case- <u>ACTION</u> ACoyle to liaise with Ian Craig (and others as appropriate) to establish clear view of what elements of the business plan can be released into the public domain; • Transport Scotland- grant letter- noted that further work required to determine status of (i) grant already paid in event of termination, (ii) grant funding in case of reprocurement, and (iii) term of grant funding (currently to 2011); • TROs- noted issues remain around the distinction between minor and major TROs., deputations and Reporter attendance. 	<p>Project Team</p> <p>Project Team LM</p> <p>DA</p> <p>ACoyle</p>