

Note of Meeting

Joint Project Forum and Principals

Edinburgh, 25 July 2012

Present:- Sue Bruce (in the Chair), Alfred Brandenburger (Siemens), Ian Craig (Lothian Buses), Alan Coyle (CEC), Jim Davidson (CEC), Vic Emery (CEC), Martin Foerder (Bilfinger Berger), Ross Hornsey (Transport Scotland), Ainslie McLaughlin (Transport Scotland), Colin Smith (CEC), David Steele (CAF) and Chris Walton (Lothian Buses)

Also Present:- Gavin King (CEC).

Item No	Subject	Action Owner
1	<p>Previous Minute – 20 June 2012</p> <p>Colin Smith advised that the instruction had been given to retain the historic wall in Shandwick Place.</p> <p>The first explanation session of the programme was set to take place that afternoon.</p>	
2	<p>Health and Safety Update</p>	
2.1	<p>Cascade Audit</p> <p>A cascade audit system has been established in regard to health and safety that would build on the 'Think before you act' initiative. The cascade audit would involve the CEC Project Team inspecting Turner and Townsend and they in turn would inspect BBS and CAF. This would not be an additional layer of health and safety, but would involve checking whether the health and safety measures were being carried out correctly.</p>	

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<p>3</p> <p>3.1</p>	<p>Key Points of Progress –Verbal reports from Martin Foerder, Alfred Brandenburger, David Steele and Colin Smith</p> <p>Commissioning and Integration Of Trams – Siemens/CAF</p> <p>There was concern in September 2011 over how successful the integration process would be. Due to this an integration meeting manager was put in place to assist with the process. However, it should be noted that the integration process had worked particularly well and no issues had been escalated to the Integration Control Meeting.</p>	
<p>3.2</p>	<p>Third Party Consents / CEC Approvals</p> <p>Colin Smith stated that there was an internal team, led by Bob McCafferty, dealing with third party consents and CEC approvals. Consents and approvals were progressing well, although there was a minor issue in regard to the Dublin Street Steps, with Planning preferring an alternative wall material.</p>	
<p>3.3</p>	<p>Network Rail</p> <p>The “conveyor belt” system of approvals with Network Rail continued to work successfully and was being well managed by Raymond Sheridan.</p> <p>Discussions had taken place on retaining the sheet piling in the Murrayfield Corridor. The railway embankment was in a poor condition and leaving the piling in would avoid potentially destabilising it and subsequently would de-risk the Project. The sheet piles did not belong to the Council and would require to be paid for. Network Rail would be approached to ascertain whether they would pay for the sheet piles as it would be a betterment to their embankment. Colin Smith agreed to investigate this.</p> <p>Decision</p> <p>That Colin Smith would investigate whether Network Rail would pay for the sheet piling in the Murrayfield Corridor.</p>	<p>Colin Smith</p>

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3.4	<p>Scottish Water</p> <p>Turner and Townsend had been asked for a full list of commercial issues. Colin Smith raised an amber warning on the relationship with Scottish Water. The starting point for the relationship with Scottish Water in July 2011 had been at a low point, this had been improved over the year and there had been good co-operation with Scottish Water over the 33 manholes. However, there had been recent instances of poor behaviour which threatened to delay parts of the Project. A meeting had been scheduled to resolve these issues and to ensure that the improved relationship was maintained.</p>	
3.5	<p>Scottish Power</p> <p>No issues were raised.</p>	
3.6	<p>ScotRail</p> <p>The Tram Project team were conversing with ScotRail on two fronts, on behalf of CEC and on behalf of Infraco. ScotRail had asked that temporary and permanent arrangements were rolled into one package; this could mean a situation where there were unfair trade offs. Martin Foerder's team was working on the temporary arrangements and Shirley Mushet had been asked to schedule a meeting with senior representatives of ScotRail and Network Rail.</p>	
3.7	<p>Edinburgh Airport</p> <p>A solution was identified swiftly by Siemens for the pedestrian crossing on Eastfield Avenue.</p> <p>A meeting had now been scheduled to discuss the power connection points which were located outside of the red line boundary. Previously the airport had been reluctant to provide access to land outside the boundary; however, this position had changed to offer the maximum amount of land necessary. Work was expected to be completed in September/October 2012.</p> <p>Sue Bruce noted that the airport's new owners were keen to take part in being a key part of Edinburgh. Sir John Elvidge (Chairman of Edinburgh Airport) had asked to meet informally with Sue Bruce and Chris Walton to discuss common issues.</p>	

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<p>4</p> <p>4.1</p>	<p>Governance</p> <p>Project Team Structures and Behaviours</p> <p>There had been instances where Turner and Townsend had changed the figures in a valuation after it had been agreed. This could potentially cause problems and subsequently a meeting was held between CEC and Turner and Townsend to go through the contract and identify points of reference. This had been a useful meeting and a meeting was then called with CEC, BBS and Turner and Townsend to discuss this issue. Turner and Townsend prepared the minute for the meeting but it was not agreed by the attendees. Colin Smith had agreed to rationalise the minute and attach it as an appendix to his opinion on the points raised.</p> <p>Martin Foerder stated that he thought the meeting had been useful but did not feel the minute reflected discussion. It was not a serious issue but one that was unnecessary.</p> <p>Decision</p> <p>That Colin Smith would rationalise the minute discussing valuations and attach it as an appendix to his opinion on the points raised.</p>	<p>Colin Smith</p>
<p>4.2</p>	<p>Certification, Working Decisions and Agreements</p> <p>No issues raised.</p>	
<p>4.3</p>	<p>Decisions/Instructions Awaited</p> <p>No decisions or instructions outstanding.</p>	
<p>4.4</p>	<p>Cost Engineering 'Time Bank' Saving Certificate</p> <p>Each month a time bank certificate was presented which outlined the agreed position. The current position of the time bank was 11 weeks.</p>	
<p>5</p>	<p>Matters Requiring Escalation</p> <p>No matters required to be escalated.</p>	

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6	Utilities	
	Colin Smith explained that it was essential to keep on top of the relationship with Scottish Water to ensure that there was fair treatment from both parties.	
7	Cost Engineering – Next Review A date was to be arranged in Autumn 2012 to commence a review of cost engineering.	
8 8.1	Programme Revision 5/5c The first explanation session of the programme was set to take place that afternoon.	
9 9.1	Edinburgh Gateway Option 5 The tender for the Gateway had been opened and the tender sum looked favourable.	
9.2	Key Programme Dates – Start/Finish Martin Foerder explained that the core work would start in early September 2012, but work on the attenuation tank had already commenced. A meeting had been scheduled on 16 August 2012 to review the tender. Colin Smith asked that Graeme Porteous attend that meeting.	
10	Project Concerns or Threats Sue Bruce introduced Ross Hornsey from Transport Scotland and Jim Davidson from CEC. CEC had recently increased its communications and stakeholder resource on the Project in response to the increased public interest and construction activity in York Place. Jim Davidson led three teams, led respectively by Anna Herriman for the stakeholder team, Chris Highcock for the enquiries team and Dorothy Fenwick for the media team. This added resource would allow the construction part of the Project to be vacuum packed and the tram technical team to focus on construction issues. The Council's relationship with BBS and CAF was	

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	<p>paramount and it was important that this was maintained and Sue Bruce asked BBS and CAF that if there were any issues worrying them they should raise them immediately.</p> <p>Jim Davidson added that it was early days for his team, but they were discussing issues with residents and businesses, investigating alternative methods to drive footfall to the affected areas and improve the public's opinion of the Project.</p> <p>Decision</p> <p>That BBS and CAF should raise any issues that concerned them immediately with Colin Smith.</p>	
11	<p>AOCB</p> <p>Colin Smith had advised that a report on Baird Drive had been issued to EnviroCentre. Overall they concur with all aspects. Colin Smith and Martin Foerder agreed to meet to discuss how to take this issue forward.</p> <p>Colin Smith confirmed that CAF had provided a video of the tram system and he would distribute this round the team.</p> <p>Martin Foerder enquired over future Joint Project Forum dates. Gavin King confirmed he had the dates from BBS and he would check if they were suitable for CEC. Sue Bruce added that it would be beneficial to arrange JPF dates till Summer 2014 and Gavin King agreed to look at this.</p> <p>Sue Bruce confirmed that a report on the project would be considered by Council on 25 October 2012 and 10 October 2012 would be the drop dead date for any additions.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) That Colin Smith and Martin Foerder meet to discuss how to take the Baird Drive issue forward. 2) That Colin Smith would distribute the CAF video of the tram system. 	<p>Colin Smith/Martin Foerder</p> <p>Colin Smith</p>

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	3) That Gavin King would look at arranging Joint Project Forum dates until Summer 2014.	Gavin King