

**Note of Meeting**

**Joint Project Forum**

**Edinburgh, 31 October 2012**

**Present:-** Vic Emery (in the Chair), Alfred Brandenburger (Siemens), Alan Coyle (CEC), Ian Craig (Lothian Buses), Martin Foerder (Bilfinger Berger), Richard Garner (CAF), Tom Norris (Lothian Buses), Colin Smith (CEC), David Steele (CAF) and Mark Turley (CEC)

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

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1	<p><b>Previous Minute – 4 October 2012 Decision</b></p> <p>To approve the minute of 4 October 2012 as a correct record.</p>	
2	<p><b>Health and Safety Update</b></p> <p>Colin Smith stated that the health and safety review process was in place and there was a high degree of vigilance. The health and safety statistics were continuing to improve and as a result the additional health and safety supervisor would not be required and had been asked to stand down. Vic Emery stressed the need to remain vigilant in the monitoring of health and safety.</p>	
3	<p><b>Key Points of Progress –</b></p> <p><b>3.1 Commissioning and Integration Of Trams</b></p> <p>In September 2011 all parties were concerned over the testing and commissioning integration. Transport Scotland had even agreed to provide a resource for this work. This process was now working well and the</p>	

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	<p>integration meeting had now been stood down. A new forum had now been created, with core individuals from all parties round the table. Alfred Brandenburger agreed this was a positive step and supported the need to reduce the numbers at the forum meeting.</p> <p>There had been a suggestion from the ICP to bring in some additional support into Tom Norris' team. The remodelling of the team for preparing for operations was continuing with Turner and Townsend restricting their involvement in this area to being a post-box for the client. The increased involvement of Lothian Buses/Edinburgh Trams would help integrate the operator into the process at an earlier stage. Vic Emery agreed that this was a positive step but stressed the importance of a formal handover to the operator at the appropriate time. Ian Craig supported this approach.</p>	
<p><b>3.2</b></p> <p><b>3.2.1</b></p> <p><b>3.2.2</b></p> <p><b>3.2.3</b></p>	<p><b>Third Party Consents / CEC Approvals</b></p> <p><b>Wall Fixings</b></p> <p>Colin Smith advised that one wall fixing remained to be agreed. This was at House of Fraser on the west side of Princes Street. A meeting with House of Fraser's legal team was scheduled for the next week but this may need to be escalated to assist in coming to a conclusion.</p> <p><b>Dublin Street Steps</b></p> <p>Colin Smith advised that the agreement had now been reached in regard to Dublin Street steps.</p> <p><b>Others on Critical Path</b></p> <p>Colin Smith highlighted that there were no issues and there was agreement on items that would be deferred before handover of Section B.</p>	
<p><b>3.3</b></p> <p><b>3.3.1</b></p>	<p><b>Network Rail</b></p> <p><b>Work Package Plans</b></p> <p>The conveyer belt system created a year ago had delivered great progress in regard to the work package plans. The balance between maintaining sufficient resource and keeping costs low would now be considered.</p>	

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	<p>Vic Emery enquired whether there were any issues with the work alongside the ScotRail depot and shunting line. Martin Foerder advised that the piles along the Murrayfield corridor had now been removed and a tamper had been booked for two days for that area. The additional retaining structure was also under control.</p>	
<p><b>3.3.2.</b></p>	<p><b>Gateway and EGIP</b></p> <p>Colin Smith advised that work in this area was progressing with the view taken to work to the Rev 5 programme and thus not affect the Tram Project's progress.</p>	
<p><b>3.4</b></p>	<p><b>Scottish Water</b></p> <p>Colin Smith stated there had been an emerging picture over 2011/12 over the extent of poor services work affecting Scottish Water. The project's engagement post mediation had not started in a good place because of this impact. An escalation framework was established that meant that if there was difficulty in finding a solution it could be escalated to the highest level of both CEC and Scottish Water. The current situation was that there were 15-20 core items with 3-4 with significant financial implications. The project could offer up a series of works that would provide a safe and reliable service but there was a gap of 5-10% in the expectation of Scottish Water. Work was continuing on the Project so there was no delay to progress. A meeting had been established that would meet at 5pm every Wednesday and would involve Colin Smith, Alasdair Sim, Mark McEwen and John Flett from Scottish Water and Andy Scott (T&amp;T). This meeting would try to reduce the items of contention but there would likely be a need to use the established escalation process. Vic Emery agreed that these issues should be escalated if there was a a risk to the project's progress or budget.</p>	
<p><b>3.5</b></p>	<p><b>Scottish Power</b></p> <p>No issues were raised.</p>	
<p><b>3.6</b></p>	<p><b>ScotRail</b></p> <p>Colin Smith advised that there were no major issues</p>	

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	and the protocol arrangement was working well.	
<p><b>3.7</b></p> <p><b>3.7.1</b></p> <p><b>3.7.2</b></p>	<p><b>Edinburgh Airport</b></p> <p><b>Eastfield Avenue</b></p> <p>A comprehensive solution to the pedestrian crossing issue in Eastfield Avenue had been provided by Infracore and the airport had now agreed to the solution. The airport had also agreed to an extension of the red line boundary and to the LV connections.</p> <p>The airport though had not accepted that the road crossing was compliant. Discussions were still going on with regard to this issue but relations were good.</p> <p><b>City Entrance Gateway</b></p> <p>A meeting would be scheduled including CEC, the Airport and Lothian Buses to discuss the airport as a gateway to the city. A sketch of possible proposals had been prepared by the Airport.</p> <p><b>Decision</b></p> <p>That Colin Smith would organise a meeting between CEC, Edinburgh Airport and Lothian Buses.</p>	
<p><b>4</b></p> <p><b>4.1</b></p>	<p><b>Governance</b></p> <p><b>Project Team Payment Application Meetings</b></p> <p>Colin Smith advised that there was still concern over the conduct of Turner and Townsend at application meetings. As reported previously there were instances where Turner and Townsend had revised the figures in a valuation make up after it had been agreed. Application Meetings had begun to be minuted so issues could be escalated if necessary. However, this had recently ceased and this behaviour was compounded by the TCO on the cost engineering not being issued despite an agreement to do so. Alastair Maclean and Colin Smith had met the Chief Operating Officer of T&amp;T, with Martin Foerder and Alfred Brandenburger also attending, to discuss behaviours. The meeting had not been as successful as hoped but in follow up meetings, a seven point recalibration plan had been established. This was now a work in progress to ensure that the behaviours exhibited in regard to</p>	

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	cost engineering and at application meetings were not repeated. Martin Foerder and Alfred Brandenburger agreed that the initial meeting with the senior management of Turner and Townsend had been disappointing but were happy to see what was presented in the future.	
4.2	<b>Certification, Working Decisions and Agreements</b> No issues raised.	
4.3	<b>“22 Week Time Bank” TCO</b> Colin Smith advised that a further eight days of the time bank had been used leaving nine weeks.	
4.4	<b>Cost Engineering ‘Time Bank’ Certification issued by CEC SRO</b> Colin Smith advised that the cost engineering time bank certification had now been issued.	
4.5	<b>SGN</b> No issues were raised.	
5	<b>Edinburgh Gateway</b>	
5.1	<b>Programme</b> Martin Foerder advised that works were progressing well with piling completed and the attenuation tank close to completion.	
5.2	<b>Instructions</b> All instructions were up to date.	
5.3	<b>Access Arrangements</b>	
5.3.1	<b>Scottish Water</b> Scottish Water were looking for an build over agreement at the Edinburgh Gateway. It was stressed that this would be a source of embarrassment if it delayed the Tram project.	

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5.3.2	<p><b>Network Rail</b></p> <p>Raymond Sheridan was doing a good job in keeping component part of the Gateway works away from the Tram Project.</p>	
6	<p><b>Project Threats and Opportunities</b></p> <p><b>6.1 Baird Drive</b></p> <p>A meeting had been scheduled with SEPA, Transport Scotland and CEC to discuss the destination of the material at Pumpherston. The remaining material would be taken to the Avondale facility and SEPA would be asked to endorse this approach.</p>	
7	<p><b>Cost Engineering – Next Review</b></p> <p>Colin Smith confirmed that he would look at possible dates for the next cost engineering session.</p>	
8	<p><b>Programme Review Forum</b></p> <p>The confidentiality agreement was in place in regard to discussions on the programme. Investigations would take place on what opportunities were available between Christmas and March 2013 and this would be taken to the Tram SMT meeting.</p>	
9	<p><b>Report to Council October 2012</b></p> <p>Colin Smith thanked those who had contributed and supported the work undertaken on the report.</p>	
10	<p><b>AOCB</b></p> <p>Colin Smith advised that he had been asked to put together a memorandum of understanding between Transport Scotland and CEC to ensure an escalation process and appropriate dialogue was in place.</p> <p>Colin Smith advised that he was initiating a white board session to be held by CEC. These sessions would capture the large and small issues expected in 2013 and provide a picture of what work needed to be completed.</p>	

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	<p>Colin Smith advised that although the electrification of the tram was due to start to take place at the end of November 2012, CEC would not take ownership until March 2013.</p> <p>It was confirmed that the next meeting was on 21 November 2012. This was the Principal's meeting and there would be a break for the main principals to meet with the Minister at the Parliament.</p>	