

# Notice of meeting and agenda

## Joint Project Forum Meeting

**Wednesday 27 February 2013**

Room 9/42 – City Chambers

### Contact

If you have any questions about the agenda or meeting arrangements, please contact:

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**11.00am to 12:15pm**

**All Attendees**

## **1.0 Previous Minute - 30 January 2013**

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1.1 Submitted for approval as a correct record

## **2.0 Health & Safety**

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2.1 Update

## **3.0 Key Points of Progress**

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3.1 Commissioning & Integration of Trams - 2013

3.2 Third Party Consents / CEC Approvals

3.2.1 Wall fixings

3.2.2 Others on critical path

3.2.3 Sectional Handover

3.3 Network Rail

3.3.1 Work Package Plans

3.4 Scottish Water

3.4.1 Leith

3.4.2 Fortnightly CEC, Scottish Water, T&T Meeting

3.5 ScotRail

3.6 Edinburgh Airport

3.6.1 Eastfield Avenue

## **4.0 Governance**

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4.1 Project Team Payment Application Meetings

4.2 Instructions

4.3 Items of Dispute



## **5.0 Edinburgh Gateway**

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5.1 Programme

## **6.0 Project Threats and Opportunities**

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6.1 Network Rail Immunisation

6.2 ScotRail Corridor

## **7.0 Cost Engineering**

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7.1 Update on Progress

## **8.0 Programme**

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8.1 Infraco/CEC Programme Forum

## **9.0 AOB**

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9.1 Date of Next Meeting

## **INTERVAL**

**12.30pm to 1.15pm:  
CEC / Lothian Buses / Transport Scotland Attendees Only**

## **10.0 Previous Minute – 30 January 2013**

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10.1 Submitted for approval as a correct record

## **11.0 Interim Operating Agreement**

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11.1 Funding

11.2 Section B Handover Risk

## **12.0 Operating Agreement**

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12.1 Issue of Legal Instructions

12.2 Tracker on Actions



## **13.0 Ticketing**

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13.1 Parkeon Update – Fare structure

## **14.0 Communications / Site Visits**

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## **15.0 Staffing / Training**

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## **16.0 Airport Working Party**

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## **17.0 AOB**

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# Joint Project Forum

Edinburgh, 30 January 2013

## Attendees:

Vic Emery (Chair)	The City of Edinburgh Council	<a href="mailto:vicemery@[REDACTED]">vicemery@[REDACTED]</a>
Colin Smith	The City of Edinburgh Council	<a href="mailto:Colin.Smith@edinburghtrams.com">Colin.Smith@edinburghtrams.com</a>
Alan Coyle	The City of Edinburgh Council	<a href="mailto:Alan.Coyle@edinburghtrams.com">Alan.Coyle@edinburghtrams.com</a>
Graham Porteous	Transport Scotland	<a href="mailto:Graham.Porteous@transportscotland.gsi.gov.uk">Graham.Porteous@transportscotland.gsi.gov.uk</a>
Martin Foerder	Bilfinger	<a href="mailto:Martin.Foerder@bilfinger.co.uk">Martin.Foerder@bilfinger.co.uk</a>
Simon Linnemans	Siemens	<a href="mailto:simon.linnemans@siemens.com">simon.linnemans@siemens.com</a>
David Steele	CAF	<a href="mailto:dstele@caf.net">dstele@caf.net</a>

Item No	Subject	Action Owner
<b>CEC/ Transport Scotland, Bilfinger, CAF and Siemens only</b>		
<b>1</b>	<p><b>Previous Minute – 31 October 2012 and 21 November 2012</b></p> <p>Colin Smith advised that the build over agreement with Scottish Water at the Edinburgh Gateway would be signed later that day.</p> <p><b>Decision</b></p> <p>1) To approve the minute of 31 October 2012 as a correct record.</p> <p>2) To note the minute of 21 November 2012.</p>	
<b>2</b>	<p><b>Health and Safety Update</b></p> <p>Colin Smith explained that a report had been received from Stewart Parsons regarding the track/vehicle incident. Stewart Parsons had led a panel including Bob McCafferty and Jim Noblett and the process and report had been independently assessed by Turner and Townsend. There had been no indication of anything foreseen and ignored. The report had not been signed off yet but would be circulated to all parties once signed.</p>	



Item No	Subject	Action Owner
<p><b>3</b></p> <p><b>3.1</b></p>	<p><b>Key Points of Progress –</b></p> <p><b>Commissioning and Integration Of Trams - 2013</b></p> <p>Colin Smith stated that a discussion had taken place in October 2012 on how to best ensure an integrated system, testing the system but also involving the operator. Key personnel had been brought together and a framework had been set. A document was tabled outlining who was responsible for what tasks and who was monitoring these tasks. The process remained a work in progress but had been initially successful.</p> <p>Details were also provided of city centre working groups which were the political and CEC planning forums for post tram activities. Councillor Hinds was driving these forums and they allowed the construction of the tram to be separated from the operational planning.</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 the wall fixing at Harvey Nichols had set off the fire alarm on 29 January 2013. Gordon Drummond had accepted the apology and any developments would be reported when they arised.</p> <p>Vic Emery enquired if there were any other issues with wall fixings. Colin Smith explained that the House of Fraser wall fixing was still outstanding but the discussions were with the tenant rather than the landlord and an agreement was expected in the near future.</p> <p><b>Others on Critical Path</b></p> <p>No issues were raised.</p> <p><b>Sectional Handover</b></p> <p>Colin Smith highlighted that the handover document would be finalised for the Section B handover on 8 March 2013.</p>	



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<p><b>3.3</b></p> <p><b>3.3.1</b></p> <p><b>3.3.2.</b></p>	<p><b>Network Rail</b></p> <p><b>Work Package Plans</b></p> <p>Colin Smith advised that Network Rail had been encouraged to downsize in line with the progress made in the Project. They had responded accordingly and it was important to ensure that all Network Rail consents were completed as much as possible as they would not be able to respond as quickly as previously. Raymond Sheridan had in particular been very helpful and he was leaving the Project within a few days.</p> <p>Colin Smith asked that B&amp;S and CAF look into their files and let him know if there were outstanding issues involving Network Rail.</p> <p><b>Gateway and EGIP</b></p> <p>It was agreed that this agenda heading would be removed for future meetings.</p>	<p><b>MF/SL/DS</b></p> <p><b>CS/GK</b></p>
<p><b>3.4</b></p> <p><b>3.4.1</b></p>	<p><b>Scottish Water</b></p> <p><b>Leith</b></p> <p>Colin Smith explained that last year meetings were established with Scottish Water. The first was a technical clearing house which addressed a 50 point list of issues. The second was a meeting with Mark McEwen which dealt with the contentious issues. These issues had all now been worked through and the key item which was a £2m worth of work requested by Scottish Water had now been acknowledged as a set of work costing £450k. This work would commence on 18 February 2013 and had been a significant piece of work to agree.</p>	
<p><b>3.5</b></p>	<p><b>ScotRail</b></p> <p>Colin Smith advised that the protocol with ScotRail was being adhered to. There were some emerging issues with the boundary not being where it should be and this would be explored further.</p> <p>Martin Foerder advised that ScotRail had built assets out with the boundary that had been agreed and signed by ScotRail. This had resulted in two further retaining structures being constructed. A visit was taking place</p>	



Item No	Subject	Action Owner
	<p>on 31 January 2013, to be attended by Martin Foerder and Colin Smith, and it would be explored who was liable for the cost of these additional structures.</p> <p>Vic Emery enquired whether this would have an impact on the programme. Martin Foerder stated that it was a commercial issue and would not affect construction.</p> <p>Vic Emery enquired whether there were any issues with the cracked floor and road access at the ScotRail depot. Colin Smith stated that it was still being monitored but the cracking had not increased.</p>	
<p><b>3.6</b></p>	<p><b>Edinburgh Airport – Eastfield Avenue</b></p> <p>Details were given on a near miss involving a driver failing to adhere to a stop-go sign at Eastfield Avenue. The driver had overtaken queued traffic at a controlled junction. There had been no injuries and the police had been notified. Colin Smith highlighted the success of the systems in place, with the driver notifying the control room, the cameras recording the incident and the control room contacting the police. The driver and the banksman at the junction had also acted impeccably in performing their duties.</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 had previously advised of 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. These minutes had ceased for a period but had now been reinstated. The issues often discussed were of a very small nature and it had now been agreed that if there was not common agreement at application meeting then the matter would be passed to Colin Smith for direction. This would then be brought to the Tram SMT meeting. Vic Emery agreed with this approach and asked that Alan Coyle ensure that this matter and its impact were captured in the cost report.</p> <p>Colin Smith explained that Turner and Townsend had been advised that they were expected to carry out the detailed work in regard to the final accounts but in the final instance it would be the client negotiating with</p>	<p><b>AC</b></p>



Item No	Subject	Action Owner
	CAF and Infraco. All parties agreed with this approach.	
4.2	<p><b>Certification, Working Decisions and Agreements</b></p> <p>No issues were raised.</p>	
4.3	<p><b>Items of Dispute</b></p> <p>No issues were raised.</p>	
5 5.1	<p><b>Edinburgh Gateway Programme</b></p> <p>Colin Smith stated that work was progressing well and Martin Foerder added that there were no current major concerns.</p>	
6	<p><b>Project Threats and Opportunities</b></p> <p>The Baird Road matter could now be closed. SEPA had sent a final letter and this had been archived.</p> <p>Colin Smith advised that politicians had asked the Project Team to explore an additional left turn from Lothian Road into Queensferry Street for buses; this was not included in the original design and would carry an additional cost. Colin Smith advised that his general advice would be for major projects to be completed and for alterations to only be considered after 3 years as a holistic review rather than an investigation into one specific issue. Infraco were investigating costs and following this Colin Smith would report to the Tram SMT.</p> <p>Graham Porteous stated that Transport Scotland would be of the view that changes should not occur during the construction project.</p>	CS
7	<p><b>Cost Engineering – Next Review</b></p> <p>Colin Smith confirmed that a cost engineering meeting had taken place that had considered 16 items. A tracker had been created on the items to be pursued. One of the main cost engineering items was demobilisation and this was being taken forward.</p>	



Item No	Subject	Action Owner
8	<p><b>Programme – Infraco/CEC Programme Forum</b></p> <p>The next Programme Forum was on 12 February 2013 and would look at the Rev 5c programme. The current client target programme was tabled, highlighting the changes made by Infraco. The Council's All Party Oversight Group had asked that this not be published and it would be revisited in March 2013.</p>	
9	<p><b>AOCB</b></p> <p>Colin Smith advised of changes to the personnel involved at Turner and Townsend. Julian Weatherley, Martyn Ayres and Steven Lewcock had left the project. Rob Leech had taken over the lead role from Julian Weatherley and Andy Scott would replace Shirley Mushet in her senior manager role.</p> <p>The date of the next meeting was 27 February 2013.</p>	