

Project Delivery Group

Edinburgh, 9 August 2012

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.bruce@edinburgh.gov.uk
Vic Emery	The City of Edinburgh Council	vicemery@
Alastair Maclean	The City of Edinburgh Council	alastair.maclean@edinburgh.gov.uk
Colin Smith	The City of Edinburgh Council	Colin.smith@edinburghtrams.com
Mark Turley	The City of Edinburgh Council	mark.turley@edinburgh.gov.uk
Bob McCafferty	The City of Edinburgh Council	Bob.mccafferty@edinburgh.gov.uk
Ed Foster	The City of Edinburgh Council	Edward.foster@edinburgh.gov.uk
Alasdair Sim	The City of Edinburgh Council	Alasdair.sim@edinburgh.gov.uk
Graham Porteous	Transport Scotland	graham.porteous@transportscotland.gsi.gov.uk

ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	SRO REPORT <p>Vic Emery advised that the Trams website needs updated regularly as this would help with regular issues and management of communications. Alastair Maclean will raise this with Tom Little for action.</p> <p>Colin Smith advised that the Communications meeting this afternoon will be used to stress the importance of the requirements and legislation to the new team. It was agreed that an induction event would be organised to help them build their knowledge, identify clear remits, instructions and procedures. Colin Smith agreed to arrange the event.</p> <p>Colin Smith gave a project update and advised that agreement has been made with Scottish Water with regards to the Leith Walk work being carried out. The Leith Improvement Work will be treated as a separate project and Turner and Townsend are aware of this.</p> <p>Regarding the settlement of payments with Scottish Water, Colin Smith has asked Turner and Townsend to speak to the Council and Scottish Water but not to commit to anything until we have reached a deal about the separation of the gas and water services.</p> <p>Colin Smith will attend the progress meetings for Murrayfield to ensure that Turner and Townsend, Scottish Water and InfraCo work together to progress work.</p>		

ITEM

**ACTION
OWNER**

DEADLINE

Sue Bruce advised that a meeting still needs to be arranged with Carillion. Colin Smith advised that a number of dates have been suggested and that diaries are being coordinated.

Colin Smith advised that the work at Gateway is being monitored to ensure there are no issues arising in this section. Programme dates for laying the track lines over the mains will be identified on 16 August at the Scottish Water Control meeting.

Regarding the insurance claim at Grosvenor Street, Steven Downie at Scottish Water will discuss the claim further with his team.

Colin Smith reported that there has been no change to the time bank remaining at 11 weeks. Feasibility for keeping the Bus Station open is being investigated to determine if this will have an impact.

Both parties have agreed to Valuation 59. Colin Smith is currently working through the comments in relation to Valuation 58. Valuations are now also being minuted due to the debate on topics. These will be used in the Pre-Completion Minute of Understanding being discussed with CAF and Infracore. Rev. 6 is now also being discussed and the Minute of Understanding report in October will cover this range of topics.

Colin Smith advised that he had raised the challenge that the final account be signed off within one month of completion of the works.

Vic Emery advised that a strategy needs to be devised for the meeting Sue Bruce and Colin Smith will have with Bilfinger in September.

ICP will confirm with Bob McCafferty today timescales and shadowing adjustments to the time bank.

Alastair Maclean enquired about any future risks. Alasdair Sim advised that the sewer diversion and abandonment at Edinburgh Gateway is still a potential risk until Network Rail and Scottish Water sign up.

The Network Rail embankment is being monitored daily. Colin Smith advised that this could be a potential cost risk.

ITEM

**ACTION
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Turner and Townsend are preparing the paperwork for the Phase 1a handover.

Further refinement of the assessor's letter regarding business rates at Shandwick Place is required before it is issued.

A request has been made to look into the LOD encroachment at Verity House, Haymarket. Colin Smith advised that they are asking for an opinion on who should be picking up the over cost.

Colin Smith will ask Lothian Buses today for a draft head of terms and timeline for the operating agreement to allow our input. Colin Smith has asked for the finalised documents to be ready by October.

Alastair Maclean asked that the work carried out to install the ticket vending machines be recharged to Lothian Buses. Vic Emery stated that a ticket strategy should also be created for these.

Alasdair Sim provided an update on third parties. Regarding building fixings, Alasdair reported that one has now reached agreement and the two remaining should reach agreement by 17 August.

Agreement regarding the Network Rail Sub-station Lease and Network Rail operating management protocol is due to reach agreement by 17 August. Access arrangements are in place for the existing sewer line and Network Rail is now confirming owner arrangements.

The exchange document is being discussed with Scottish Water regarding Gateway and abandonment of the existing sewer line. This requires input from Network Rail and Alasdair Sim will track progress.

The Council and Scottish Water are in discussions regarding Princes Street and the future responsibility of the twinned mains system put in place.

Discussions are taking place with Network Rail regarding indemnities for trams delaying the running of the rail network. Alasdair Sim welcomed Transport Scotland's support with this.

Compensation is being agreed with First Scotrail

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<hr/> <p>regarding Haymarket work now that we are moving out of this area. This has been budgeted for.</p> <p>There were no red flags discussed other than the Network Rail indemnities and the proposed one day closure of Carrick Knowe Footbridge. Options for the proposed closure are being explored and Colin Smith advised that a report on progress would be provided at the Tram Briefing meeting on 14 August.</p> <p>Colin Smith advised that the decision was taken not to revise the COCP and to continue to deal with any issues as they arise.</p> <p>Decision:</p> <ol style="list-style-type: none">1) Alastair Maclean to raise the regular updating of the Tram website with Tom Little for action.2) Colin Smith to arrange the induction event for the new communications team. <i>Post meeting note: This was further discussed on 9th August 2012.</i>3) Colin Smith to confirm the date for the meeting with Carillion.4) Colin Smith will ask Lothian Buses today for a draft head of terms and timeline for the operating agreement to allow our input. <i>Post meeting note: Request issued</i>5) Installation work for the ticket vending machines to be recharged to Lothian Buses.	Alastair Maclean	
	Colin Smith	
	Donna Rodger	
	Colin Smith	
	Alan Coyle	

2 FINANCE, OPERATIONS AND CHANGE CONTROL UPDATE

2.1 Finance

Ed Foster advised that there were no major issues to report since the update provided by Alan Coyle last week.

2.2 Operations

Ed Foster advised that there were no other issues to raise following Colin Smith's report of Item 1 at this meeting.

ITEM

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2.3 Change Control

Ed Foster advised that there were no major issues to report.

5 AOCB

Ed Foster advised that two enquiries have been received regarding invoices etc from journalists under the Local Authority Accounts (Scotland) Regulations 1985. Chris Highcock is aware of these and legal advice is being sought.

6 DATE OF NEXT MEETING

Project Delivery Group – 16 August 2012 at 8am in the Chief Executive's Boardroom

Turner and Townsend Meeting - 30 August 2012 at 8am in the Chief Executive's Boardroom