

Minutes



Client: City of Edinburgh Council
Meeting Title: Notes of discussion on Programme Change
Meeting Date: 29 October 2012
Meeting Location: Edinburgh Park
Meeting No:

Attendees

Colin Smith	City of Edinburgh Council	CEC
Gavin King	City of Edinburgh Council	CEC
Julian Weatherley	Turner & Townsend	T&T
Gary Easton	Turner & Townsend	T&T

Additional Distribution

Signed: J Weatherley

Date: 30 October 2012

Discussion	Action
<p>1 A meeting was held with Colin Smith (SRO City of Edinburgh Council) on 29 October 2012 to discuss the governance arrangements supporting the valuation certification and issue of CEC Change order for £6.45m (Ref tie Change order 620).</p>	
<p>2 T&T are looking to produce a file note which captures the governance arrangements by which the valuation certification and issue the CEC change for £6.45m would be administered. The purpose of this would be to achieve clarity of respective governance arrangements for both CEC and T&T.</p>	
<p>3 CS stated that his authority to issue the change for £6.45m came from the project Senior Management Team which includes Sue Bruce (CEC Chief Executive). This issue had been the subject of multiple discussions with the Senior Management Team at CEC's internal Tuesday and Thursday meetings.</p>	
<p>4 CS referred to the MOU between BBS and CEC (T&T have not had sight of this). This document made reference to potential benefits, which CEC would want back from BBS. CEC intend to work with BBS to releasing these benefits at some future stage of the project. Details of the potential benefits were not provided.</p>	
<p>5 CS confirmed that tie change Order (TCO620), instructing the change of £6,459,810.44 to the contract sum and signed by Colin Smith in his role as Senior Responsible Officer, is valid under the Infraco contract. Further, CS confirmed that the milestone payments contained within BBS letter dated 23 October 2012 had been agreed by the council.</p>	
<p>6 CS acknowledged that a revised format may be required for valuations going forward in order to distinguish between T&T approved sums and CEC or IC approved sums. T&T were invited to propose a format for this.</p>	T&T
<p>7 CS agreed, in his role as Independent certifier, to issue and Independent Certifier's certificate to the value of the milestones approved by CEC in respect of the drawdown of the £6.45m.</p>	CS
<p>8 GE pointed out that the issue of the change would take the Infraco cost forecast above the Infraco contract budget (£500.15m). CS acknowledged that this had been made clear within T&T's advice note on the matter and also within T&T's monthly reporting and presentations. In issuing the instruction, CEC are taking into account the overall project cost forecast against the overall project budget of £776m. This was an issue for CEC.</p>	

Discussion	Action
<p>9 CS had commenced a process of reviewing T&T's existing appointment with a view to providing "more wriggle room" for T&T to advise in the overall interests of the project.</p>	<p>CS</p>
<p>10 GE advised that T&T would wish to formally record the above exchange within a letter to CEC. CS advised that he had no issues with T&T issuing such a letter.</p>	<p>T&T</p>