

**TRAM IPG  
ACTION NOTE  
24 JUNE 2009**

**Present:** TNA, JI, DA, DMcG, MT, GL, CM, IR, A Conway, A Coyle, ELM (note);Apologies:MP

Item	Subject		Action
1	<p><b>Action Note – 27 May 2009</b></p> <p><b>Matters Arising</b></p> <p>(a) <u>Winter Festivals (Item 3)</u></p> <p>(b) <u>Audit Scotland</u></p>	<ul style="list-style-type: none"> <li>• Details of critical dates to be circulated to members of IPG.</li> <li>• Outcome of review scheduled to be published in September 2009.</li> </ul>	<p style="text-align: center;"><b>JI</b></p> <p style="text-align: center;"><b>DM</b></p>
2	<p><b>Highlight Report</b></p> <p><b>Financial Contingency Measures and Strategic Options</b></p> <p><b>Report To Council – August 2009</b></p>	<ul style="list-style-type: none"> <li>• Outcome of DTZ review scheduled in next 1-2 weeks. Summary to be circulated to members of IPG.</li> <li>• Ongoing discussion with Forth Ports and other developers on developer contributions. Implications for scale of project of significant shortfall in these.</li> <li>• Further information required from <b>tie</b> on (i) revised cost profiles, (ii) planning information, (iii) timescales and (iv) those elements included in DRP to inform report to Council in August 2009 and to enable effective risk assessment to be carried out.</li> <li>• Importance of DTZ assessment to inform contingency plan in respect of costs, developer contributions, etc.</li> <li>• Full information on these issues required in order to update elected members and identify options available to Council.</li> </ul>	<p style="text-align: center;"><b>A Coyle</b></p> <p style="text-align: center;"><b>DA</b></p> <p style="text-align: center;"><b>A Coyle</b></p> <p style="text-align: center;"><b>A Coyle</b></p> <p style="text-align: center;"><b>A Coyle</b></p>

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	<p><b>Governance</b></p> <p><b>Communications</b></p> <p><b>Statutory Approvals</b></p> <p><b>Building Fixings</b></p>	<ul style="list-style-type: none"> <li>• Information on bonus arrangements to be sought from <b>tie</b> to include (i) benchmarking information in respect of comparative periods, and (ii) basis for payment of these particularly given changed economic and market conditions.</li> <li>• Alignment of key skills with major project milestones required.</li> <li>• Opportunity for Council to influence such issues through Business Plan and through oversight role of Monitoring Officer. Existing powers available to Council in terms of existing operating agreement with <b>tie</b>.</li> <li>• Development of operating agreement with TEL required including alignment of key skills required with major project milestones.</li> <li>• Full transparency required in relation to <b>tie</b>'s budget arrangements.</li> <li>• These issues to be escalated if required through meeting between Chief Executive, Directors of City Development and Finance, David Mackay and Richard Jeffrey. Meeting with Richard Jeffrey scheduled later that day.</li> <li>• No action to be taken meantime on request by <b>tie</b> for budget autonomy given outstanding information required from company.</li> <li>• Governance report currently scheduled for Council meeting on 20 August 2009.</li> <li>• Daily update to be led by CEC Communications staff and not Essential Edinburgh as proposed by <b>tie</b>.</li> <li>• £25,000 allocated by City Development for mitigation measures during Festival period. At least 50% of costs requested from <b>tie</b> with possibility of contribution from Essential Edinburgh.</li> <li>• Report to be included in suite of reports to August Council meeting.</li> <li>• Summary applications scheduled for submission to Sheriff Court in next few weeks. Number of owners likely to proceed to Court Hearing.</li> </ul>	<p><b>JI</b></p> <p><b>MP</b></p> <p><b>MP</b></p> <p><b>CM</b></p> <p><b>MP/DM</b></p> <p><b>TNA/DA/DM</b></p> <p><b>DM/A Coyle</b></p> <p><b>JI</b></p> <p><b>IR</b></p> <p><b>DA</b></p> <p><b>A Conway</b></p> <p><b>CM</b></p>

Item	Subject		Action
	<p><b>Constitution Street – Cemetery Wall</b></p> <p><b>West End Tram Stop</b></p>	<ul style="list-style-type: none"> <li>• Discussions ongoing with Services for Communities to discuss options available given listed status of wall. Rebuilding costs estimated at £300,000.</li> <li>• Discussions ongoing with <b>tie</b> on related costings.</li> <li>• Update to be included in suite of Council reports in August 2009 if information available.</li> </ul>	<p><b>A Conway</b></p> <p><b>DA</b></p> <p><b>DA</b></p>
3	<b>Tram-Related Meeting</b>	<ul style="list-style-type: none"> <li>• Meeting with Group Leaders scheduled for 6 July 2009 to be cancelled in light of absence on leave of a number of elected members and senior officers.</li> <li>• Next IPG to be scheduled in late July 2009 with opportunity for CMT to take strategic overview and to consider draft Council report and contingency plan well in advance of finalisation of report.</li> <li>• Next Tram Project Board scheduled for 8 July 2009.</li> </ul>	<p><b>EM</b></p> <p><b>EM</b></p> <p><b>DA/DM</b></p>
4	<b>Tram Works</b>	<ul style="list-style-type: none"> <li>• Visit to tram works by members of Tram Project Board scheduled for 8 July 2009.</li> <li>• Consideration to be given to visit by members of CMT.</li> </ul>	<p><b>DA/DM</b></p> <p><b>DA/DM</b></p>