

**TRAM IPG
ACTION NOTE
29 April 2009**

Present: TNA, JI, DMcG, DA, MP, ACoyle, AConway, LM, CM, BL (note)

Apologies: MT, GL

| Item | Subject | | Action |
|------|---|---|--|
| 1&2 | Action Note 25 Mar Matter Arising | <ul style="list-style-type: none"> • Agreed as accurate • Follow up from meeting with business community on 28 April ACTION MP/AConway revise draft report for Policy and Strategy on 12 May to identify issues requiring mitigation, action plan will be developed, draft to stakeholders asap • Proposed workshop to be held mid May to inform report to P&S Committee in June ACTION DA to circulate draft list of workshop members to IPG for comment | <p>MP / AConway</p> <p>DA</p> |
| 3 | Highlight report DRP and Strategic Options | <ul style="list-style-type: none"> • Project Management Panel met on 17 April, positive outcome • DRP - seven of the eight disputed issues remain live • tie proposing £900k “without prejudice” settlement for minor changes • Preliminaries for Princes Street- Elaine Carroll appointed as mediator. Expected to go straight into adjudication. • Princes St – good progress being made, drainage remains issue • Leith - civils work due to be completed by July, BT work by September • Improvements in working relations between CEC and tie at senior level, though still difficulties and perception of interference at operational level • Communication- links with tie need to be strengthened, changes anticipated • Legal- good relationship with Andrew Fitchie, though tie less cooperative. CEC not party to contract so kept on periphery • Meeting to be set up between CEC and tie (Richard Jeffrey, Dave Mackay, Steven Bell) to address relationship building and other issues ACTION DA/MP to draft agenda • FCL group- ACoyle has spoken with Graeme Bissett in effort to improve effectiveness of group. This group could be used to report back to IPG from PMP • Senior Counsel opinion expected in May ACTION CM to follow up • Examination of postponement costs ACTION ACoyle to follow up • Review of costs across all activity, needs to be raised with Dave Mackay ACTION | <p>DA/MP</p> <p>CM ACoyle ACoyle</p> |

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| | | <p>ACoyle to define milestones, timescales, lead responsibilities</p> <ul style="list-style-type: none"> • Report on Lothian Buses 12 May Policy & Strategy- additional para required to report, with commitment to bringing forward further report with more definite arrangements • Governance arrangements ACTION JI to meet with CM and Steve Renwick • Scope and funding options- contingency options need to be developed in the event the project can't be delivered within the £545m funding envelope. May be better placed to develop these options once commercial programme agreed at end of June • Piccardy Place- Cardinal Keith O'Brian satisfied with assurances that full consultation will take place before any decision regarding the relocation of the Thistle Hotel | JI / CM |
| 4 | Communications Update | <ul style="list-style-type: none"> • Preparation for release of report on embargo works on 5 May • Plans for tram mock-up to eventually move to Airport, should help dispel myths about tram route stopping short • Leith marketing ongoing, Leith businesses to be surveyed • Scope to work with NCP on joint initiatives for the Christmas period • Suggestion of daily progress board sited in Princes Street | |
| 5 | Council Reports | <ul style="list-style-type: none"> • Better forward planning of reports required ACTION DA and MP to report forward plan for key reports/committees to Tram IPG meeting on 27 May | DA / MP |
| 6 | Statutory Councils Approvals and Consents | <ul style="list-style-type: none"> • 84% approvals complete • Programme awaited from tie to plan completion of remainder, delays in this though due to BSC focus on DRP. Unresolved matters could start to impact on Princes St in around eight weeks | |
| 7 | Financial update | <ul style="list-style-type: none"> • No recent change to Council contribution • DTZ to refresh 2007 work on developer contributions • Bonuses- vital that CEC fully engage with tie about bonus plans. Philip Barr preparing material on salaries, with recommendations. Some information from tie remains outstanding ACTION JI to follow up | JI |
| 8, 9 & 10 | Progress Update MUDFA, Infraco, Tramco | <ul style="list-style-type: none"> • Mudfa works now 74% complete • Tramco ahead of programme | |
| 11 | TMO Update | <ul style="list-style-type: none"> • Regular briefings to group leaders on progress/costs/timescales | |
| 12 | Third party arrangements | <ul style="list-style-type: none"> • ACTION CM producing paper for MP on rail bridge issues with Network Rail for next Transport Scotland quarterly review meeting | CM |

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| 13 | CEC Resources | <ul style="list-style-type: none">• Continuing to explore ways to reduce costs, some savings already made through procurement• Duncan Fraser now formally seconded to tie | |

Next Meeting : 29 April 8:30