

Tram Briefing

Edinburgh, 15 November 2011

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.bruce@edinburgh.gov.uk
Dave Anderson	The City of Edinburgh Council (SRO)	Dave.anderson@edinburgh.gov.uk
Alastair Maclean	The City of Edinburgh Council	Alastair.maclean@edinburgh.gov.uk
Vic Emery		vicemery@ [REDACTED]
Colin Smith	Hg Consulting	csmith@hg-group.co.uk
Bob McCafferty	The City of Edinburgh Council	Bob.McCafferty@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	Alan.coyle@edinburgh.gov.uk
Kelly Murphy	The City of Edinburgh Council	kelly.murphy@edinburgh.gov.uk
Carol Campbell	The City of Edinburgh Council	Carol.campbell@edinburgh.gov.uk
Gavin King	The City of Edinburgh Council	Gavin.king@edinburgh.gov.uk
Ainslie McLaughlin	Transport Scotland	ainslie.mclaughlin@transportscotland.gsi.gov.uk

Apologies:

Nick Smith	The City of Edinburgh Council	Nick.smith@edinburgh.gov.uk
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ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	PROJECT UPDATE		
	Colin Smith provided an update on the Tram Project.		
	Following the update the following issues were highlighted in discussion:		
	<ul style="list-style-type: none">• Work on tram integration was going well with CAF and Iñaki Garin Barrio working efficiently and successfully together.• The opportunity for a publicity event around 16 December 2011 to show a working tram entering the depot.• The health and safety aspects of a VIP visit and a working tram had to be considered.• The depot was set to be handed over to CEC on 16 December and this would include responsibility for insurance and security.• Waverley Steps was scheduled to be opened on 16 December 2011 and would clash with any publicity event held at the depot on 16 December 2011.		

ITEM

**ACTION
OWNER**

DEADLINE

- Upon delivery of any of the 27 trams, ownership was transferred to CEC along with responsibility for insurance and maintenance.
 - An assessment had taken place over different views on dealing with utility conflicts between Infraco and Turner and Townsend. The assessment concluded that a change order was required but that Infraco would provide the simplest and most cost effective solution while continuing to work.
 - Colin Smith had discussed with senior officials from Scottish Water the issue of the inadequate pipe joint in Princes Street. It had failed 16 times due to works undertaken on the Tram Project. Scottish Water had been told they would not have to pay for the remedial works and the recovery of those costs would have to be pursued.
 - If there were further potential water leaks due to faulty pipe joints then these should be investigated immediately.
 - Bob McCafferty tabled a schedule of meetings that listed a proposed report format for each meeting.
 - The communications surrounding the digging up of the temporary surface of Princes Street would have to be managed carefully. In particular, as although the temporary surface material belonged to the contractor it could be used for road works elsewhere in the City.
 - There was a possibility that work may still be required in an area near the Scott Monument during the winter embargo, until 10 December 2011.
 - Bob McCafferty explained that Turner and Townsend had identified a possible need to close Shandwick Place at the start of January 2012, a month earlier than planned. This was to clear utility clashes before Infraco works began in February.
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<ul style="list-style-type: none">• An early complete closure of Shandwick Place would be controversial and would affect local businesses in that area. Alternative methods of completing this work such as partial lane closure should be considered.• Ideas or initiatives such as the early closing of Shandwick Place should be raised in good time to allow for sufficient planning.• There was a requirement for a composite programme to inform decisions, aid scrutiny and assist project planning.• Ainslie McLaughlin and Alex Neil MSP (Cabinet Secretary for Infrastructure and Capital Investment) had recently met with the heads of the utility companies to seek further co-operation on the Tram Project.		
Decision		
1) To investigate and ensure that appropriate levels of security were in place at the tram depot, in particular over the Christmas and New Year period.	Alan Coyle	
2) To produce a document outlining the legal, insurance and emergency contact details surrounding the depot and trams over the Christmas and New Year period.	Alan Coyle	
3) To create an audit of issues and problems arising from existing and past tram works, with photographic evidence if appropriate.	Colin Smith/Bob McCafferty	06.12.2011
4) To agree that the Project Delivery Group would meet at 8am on a Thursday, in a fortnightly cycle and replacing the tram briefing session at that time.	Gavin King	
5) To agree that Tuesday meetings would be minuted.	Gavin King	
6) To ask the contractor whether the materials used for the temporary road surface on Princes Street could be utilised by the Council after it was removed.	Colin Smith	

	ITEM	ACTION OWNER	DEADLINE
7)	To produce a plan for Princes Street outlining any issues, their effects and proposed solutions.	Bob McCafferty	17.11.2011
8)	To arrange a meeting with Turner and Townsend to highlight the requirement for sufficient advanced warning over project initiatives.	Bob McCafferty	17.11.2011
9)	To confirm whether the required work at the depot would be at an appropriate stage by the morning of 15 December 2011 for the publicity event.	Colin Smith	17.11.2011
10)	To produce a communications plan for the proposed publicity event on 15 December 2011.	Kelly Murphy	24.11.2011
11)	To note that Ainslie McLaughlin would arrange a meeting between Sue Bruce and Alex Neil MSP, Cabinet Secretary for Infrastructure and Capital Investment, prior to the Christmas holiday period and that meetings from then on would be quarterly.	Ainslie McLaughlin	
12)	To note that Ainslie McLaughlin would provide a fortnightly exchange of information with Alex Neil MSP, Cabinet Secretary for Infrastructure and Capital Investment.	Ainslie McLaughlin	
13)	To create and retain a register of interests for the tram project and to encourage Council employees involved in the Project to register any hospitality.	Gavin King	
14)	To agree that Graeme Robertson produces a composite programme of the project.	Graeme Robertson/ Colin Smith	
15)	To provide a single point of contact for on site enquiries from utility companies.	Bob McCafferty	

2 DATE OF NEXT MEETING

Client Meeting – 17 November 2011 at 8am in the Board Room

Turner and Townsend Meeting – 24 November 2011 at 8am in the Old Council Chamber