

Minutes of UKTram Owners/Authorities Group Meeting

Held on Tuesday 15TH January 2019

Hosted by TfGM

TfGM, 2 Piccadilly Place, Manchester, M1 3BG

Present:	Tom Beamon– TfGM -	(TB)
	Chris Hopkinson - SYPTE	(CH)
	Danny Vaughan - TfGM	(DV)
	Lorraine George - UKTram	(LG)
	James Hammett (JH) UKTram	(JH)
	Stuart Lowrie – Edinburgh CC	(SL)
	Tom Gifford - WYPTE	(TG)
	Vicki Matthews (VM)	(PA)

ITEM

ACTION

1. Welcome

DV welcomed attendees to Manchester followed by a brief introductions of themselves to the group.

Apologies and Minutes

1.1 Apologies

Steve Tough Nottingham (ST)

1.2 Review of Minutes from previous meeting 02/10.2018

All attendees agreed the minutes were a true and accurate reflection of the last meeting.

Actions from previous minutes:

All actions completed.

2. UKTRAM ACTIVITIES

2.1 Update on UKTram Activities/Business Plan

JH provided the following update

ITEM

ACTION

LRT SSB – UKTram has been supplying administration support, staffing support and utilising our resource expertise and appointing consultants for the LRTSSB work streams. The costs incurred by UKTram are being funded out of the LRSSB setup funding we received from DfT (in August) and any further expenditure or costs will be reimbursed from DfT's next wave of funding to take us until the end of the financial year.

The work undertaken by UKTram Subcommittee 1 continues on recommendations 3-8, recommendations 3 & 4 (Technologies) are being worked on by a team from Ian Rowe associates and their work will pass into SC1. A streamlined SC1 group are met on 26th July to continue work on recommendations 5-8, here it was agreed to revisit the industry questionnaire SC1 had produced and delve deeper into the responses.

This has been worked on between JH and Mike Mabey (SC1 Chair and Chair of LROC), ahead of revisiting all system to gain further detail. All this work will eventually pass to the LRTSSB once it is fully established.

With the LRSSB Business case submitted and agreement and support from all Duty holders on the funding of membership, this was taken to the minister at a meeting on 23rd October (moved back a week from the original date)

The Minister appeared in Parliament this week after the Croydon MP raised a question in regards to the progress following the RAIB recommendations. The Minister advised that they will be giving an answer shortly in regards to funding for the LRSSB and were happy with the progress that the industry had made so far.

The LRSSB WG2 and the Heads of Safety Group have continued to develop the Industry Risk Model. This process was slowed due to awaiting confirmation of funding from the Minister/DfT, but we were able to confirm an agreement with DfT that some of our innovation money could be used to cover the initial work and be reclaimed from the next wave of LRSSB funding.

We therefore were able to appoint Atkins to start the work on the Risk Model. Industry agreed that the TAIR database we had already designed and set-up will become the main feed into the risk model. This was demonstrated and a session with the ORR left them satisfied that the combination of TAIR and the Risk model would successfully address the RAIB recommendation 2.

ITEM

ACTION

Now the structure of the LRTSSB has been agreed by the Shadow Body Steering Group we have appointed the new board of Directors to the LRSSB. The company has been officially registered with Companies House. Peter Cushing has agreed to continue in his role as interim CEO on a longer term basis, whilst the team is set up and the first 12 months completed. The structure of the staffing of the LRSSB has been done in parallel with our restructuring plan to enable best use of staffing and shared resource.

Restructure – The consultation on the formation of the LRSSB came back with fully positive support, so we have established the next steps of the UKTram restructure going forward. The September Summit gave us great feedback and confirmation of the direction and desire of our members for UKTram

From this feedback we have been able to shape the Functional Groups and staffing structure whilst rolling this into the 2019/20 budget.

The significant changes would see the following changes:

- Revised Functional Groups continue to feed into the UKTram Executive. The Executive to feed into and review the LRSSB work streams and topic areas.
- Each functional Group would be assigned a designated Manager from within UKTram who would assist in the work streams, resourcing the works and ensuring it ties in with the LRSSB work and UKTram objectives, by feeding back to the UKTram MD.
- The current, Operators Group (LROC), Engineers Group (LREG), Heritage Group (HTC) would remain but with updates Terms of Reference.
- Heads of Safety Group being stand-alone (no longer feeding into the Guidance and Standards Group) with a new Terms of Reference, but would focus on ensuring compliance within the industry on what is being fed out from the LRSSB.
- Guidance and Standards Group would be disbanded, with members with relevant expertise being assigned into the other relevant Functional Groups.
- Promotions Group to be disbanded, trade members to be assigned into relevant Functional Groups (Engineering, Promoting, etc.)

ITEM

ACTION

- The Owners and Authorities Group to take on the promotional support from the Promotions Group to support the Commercial Manager, whilst pooling resource and expertise to assist the Centre of Excellence.

(The group went on to discuss the pros and cons of having supply trade members attending meetings and felt that they could disrupt the meetings or would be more focused on sales. The group agreed that there may be times when their advice may be welcomed and suggested limiting the number of members and the amount of meetings they attend) Action: JH/DV to discuss further

- Promotions to be managed by Commercial Manager
- ULR/PRT/VLR to be assigned into relevant Functional Groups for field of expertise.
- All Directors to have a link role with designated Functional Group
- UKTram Managers to be assigned to relevant Functional Groups to support Group Chairs, work streams and deliverables. The additional resource UKTram would need (process started and put on hold as previously reported and agreed), alongside the LRSSB recruitment would require and Engineering Manager, Operations Manager and Commercial Manager.

Staff – Our staff continue to work well between the day job and supporting the LRSSB where necessary. The addition of Mark Ashmore as our Safety and Assurance Manager has seen us not only be able to provide our members with more support, but has allowed JH to pass a number of key work items over to allow JH to focus a little bit more on budgets, structuring and strategic elements.

To make a further stepped change and improvement to our working arrangements, we are relocating within 16 Summer Lane. We remain on the ground floor in the annexe, but have our own dedicated office area, that will be shared with the LRSSB. We have also purchased our own office furniture and additional ICT equipment, to give us more working flexibility.

Working Groups – Work has been continuing in these groups, but focus on the key priorities for 2018/19 has changed the priorities of work.

ITEM

ACTION

The top 10 working groups (as ranked by members), have members assigned and are now proceeding with their work.

UKTram are involved in two UITP Light Rail Committee Working Groups, these are the Maintenance Working Group and Track form.

We will also be presented on the newly formed operational aspects for the LRC and were represented at the COST TU1103 Safety update meeting in Dublin 28th-29th November.

Functional Groups – All the Functional Groups have agreed their deliverables for 2018/19 and continue to work on these, with a few exceptions.

The Heads of Safety have been focused on the Risk Model development for the LRTSSB and the integration of TAIR and the Risk Model.

The Guidance and Standards Group held their last meeting on 18th October.

The Promotions Group also held its last meeting on 12th September, where they formally wrapped up two of their work streams

3. Group Work Plan & Activities

3.1 Discussion regarding activities and objectives for 2017/18

The group agreed that their deliverable for 2018 would be the following working groups

3.2 WG27 – Cycles and Tram interfaces

CH apologised as there has been no further progress with the group, but there is not much work to be done and will be asking for feedback on the document.

3.3 WG28 – TWAO Process Improvement

VM advised that they attending a meeting with the DfT, but due to Brexit and a back log at work they are not able to push through new legislations. In regards to the guidance note that Peter Adams, we haven't received an update, but the group suggested bring Peter back as a consultant to finish the work. **Action: DV/JH to discuss**

3.4

WG14 – Life Cycle Maintenance Costs

DV advised that this is a bigger piece of work than originally planned and that he and JH/CH will be looking at how it can be taken forward. **Action: JH/DV/CH to discuss further**

4. **Sandilands and LRSSB Update**4.1 **System updates on changes implemented or under consideration.****LRSSB Update - JH**

Funding – Response and updates on LRSSB Funding or Op's costs of LRSSB or update on payment date of UKTram Operational funds from has been drawn out. On the 10th December in the House of Commons, the Minister detailed that a decision/announcement would be made in the next few week. This followed a question raised by Sarah Jones MP, Croydon.

DfT – Lack of response and engagement is hindering finance, strategy work and work stream delivery. JH will be meeting with DfT (Steve Berry) in the coming weeks.

Work Programme – The Subcommittee 1 and LRSSB work programme has had to be wound down due to the above funding issues, this in turn has had a knock on effect of our work allocation. Peter Cushing is limiting his hours, putting the onus back on UKTram team at times.

Staffing Resource – With our current resource level we have been unable to field representative's at all desired meeting, events and work programmes, but this is now only a short term issue. We recently interviewed candidates for the Engineering, Operations and Commercial manager's position within UKTram and hope that they will be in post by April 2019.

ITEM

ACTION

MD provide the following update from TfL:

- 1) **Window glazing** – from 14 Jan, after much research, the first tram had its existing 100microfilm scratch resistant glazing replaced with 175microfilm and it is hoped all of the fleet will be fitted by the end of April.

Laminated glass is not being used as this would be too heavy and with other actions the risk of the requirement for containment has been reduced. However, when new trams are procured, laminated glass will be a prerequisite. With this and other measures, MD is happy to share specifications; the glaze is being provided by the firm 'Revitaglaze'.

- 2) **On board emergency lighting** – when the tram was on its side the batteries detached. However, following studies it has been discovered that even if they hadn't, it would not have helped as they were on their side and so would have drained. Pin hole lighting with an independent power supply is being fitted and this will be on all of the time.

- 3) **Physical prevention over speeding** – this is the element that received the most attention. There is a Siemens product used on the underground that can be reprogrammed (similar to that used by CAF for catenary free). The designs will be completed by the summer and installed by the end of 2019.

All design work is being assured which is resulting in a longer time period for measures to be designed and implemented, plus old trams are being retrofitted.

The ORR have made a subtle difference in their recommendation from driver vision devices needing to be sufficient to now needing them to be attached to the braking system. Croydon have reopened the work on this however will not be undertaken. A beacon base system is being installed at tight curves, and this is scalable so can be fitted elsewhere.

Beacons are being installed at 15 critical locations after a risk assessment. MD has offered to have a future meeting in Croydon to show some of the measures. Bombardier have asked Blackpool to trial an auto breaking system but they are struggling to get the reconfiguration.

Dynamic Speed Signage – there have been a few issues with the radar speeds especially those adjacent to Network Rail lines as the trains are picked up, and trams are said to be speeding when they are not. The configuration of the algorithms are set so the signs are not where the speeds are detected and often on curves so can be seen by passengers. They cannot be turned off but they are working to manage the misreporting of them is underway.

Lighting in Tunnels – a cat eye system has been confirmed using white, amber and red lights; lighting that appears like the back of a tram is sufficient to aid orientation.

Other tram systems - SL stated that they are undertaking a DISC (Driver Inattention Safety Challenge) innovation project in Edinburgh. There is a lot of industry interest but nothing has (as yet) been developed. The results will be fed to and through UKTram. In Sheffield, Stagecoach are looking at ideas from their bus fleets. Nottingham's new trams, and tram trains already have systems. Manchester are trialling a speed detection system and have talked to Bombardier about emergency lighting as they are designing new trams.

The Free Fall report on vigilance is looking to test through simulation as this will save fitting out a tram and trialling in between services, as well as having the ability to test all the different vehicles and systems in the UK.

There has been a change of culture regarding fatigue in Croydon following the Guardian system on trams as this has detected underlying medical conditions. MD offered to hold an Owners meeting in Croydon to allow members to see the changes in place. The group agreed and suggested the 3rd of July.

5. Tram Train Update

5.1 Update on Sheffield Rotherham Project

The line opened on 25 October 2018 but was overshadowed by a RTA with a lorry and a tram train vehicle that evening. There has since been another RTA with another tram train vehicle at the same junction.

Sheffield Council announced last week that they consider a study needs to be undertaken as there is a general issue at this junction with drivers going over red lights.

The line is running well and a passenger satisfaction survey is going to be commissioned. Although the P&R is small it is thought that it would be well used if expanded. CH has invited a future meeting to be held in Sheffield to see the system.

6 Scheme Updates

6.1 DV/TB – TfGM

GMCA have published draft documents relating to the GM Spatial Framework with the projected population increase over the next 20 years from 2.7M to 3+M which includes a Transport Delivery Plan covering the first five years.

There is some rapid transit within it including extending Metrolink to connect to the 1 billion package of works at the Airport. There are a number of tram train routes included to improve underperforming suburban rail services for example Glossop and Marple; 3 are being considered in discussions with NR.

Tram train is gathering momentum at a political level as the DfT are bringing NR to the table and wanting to talk. Looking ahead to the generation of Metrolink trams, they would be (26) tram train vehicles, double units (10% above the number catered for in the coupling of trams in operation at the moment) and they are also looking at batteries etc.

Passenger numbers have not quite risen by 10% and a new price and zonal fare structure commenced this week which has enabled contactless payment. The Trafford Park extension is expected to open in March 2020; 27 new trams arrive in February 2020.

Reliability is up as the operator has been able to spend time addressing issues as there have been no new timetables or other changes in 12 months. The early bird ticketing trial will be reintroduced in a more substantive way as it did not have a massive impact on revenue.

SL - Edinburgh

RAIB – Follow up visit as part of investigation into our fatal accident taking place 28th January. (I can follow up on conclusion of this visit in due course).

New Governance Arrangements – Moving to an Operate and Manage arrangement with Edinburgh Trams. They will take responsibility for maintenance contract management and incorporate associated costs within their operational costs. This removes the need to pay tax on operating 'profit' and should bring additional efficiency savings.

SL ask the group if they can provide copies of their Operating Agreements or any items that they would include or exclude if renewing these agreements. He went on to ask if the group could share copies of their structures, job descriptions and governance arrangements. Discussion then followed suggested this could be a useful topic for a Working Group

CH – Sheffield

Work continues on the Outline Business Case to Government for Supertram renewals. Work currently ongoing around the impact of Northern Powerhouse Rail and HS2 on Sheffield station some of which might have wider implications on the tram system.

Over the past year Supertram has suffered a significant number of rail breaks. CH queried if other systems were having issues.

TG - Leeds

There has been a lot of work looking at future connection needs looking at corridors and the role of rapid transit; maps have been published and consultation has commenced. Over the next 12 months they are looking at assignments and technology e.g. types of propulsion and cat free and any help and support will be welcome (they have been in touch with WMM). In addition, they are seeking to educate leaders.

7. **Any Other Business**

TB asked what evaluation has been undertaken by everyone in terms of funding new schemes as TfGM are talking with Steve Berry. Edinburgh are undertaking some but it is related to the justification of the £500M cost of construction. All to consider and feedback.

Discussion on the disbanding of the Promotions Group and those who may come into the Owners Group – most recognised the benefit in principle but do not want to lose the openness at the meeting. JH confirmed any membership would be run past the chair.

Changes to Terms of Reference – JH will circulate a note for comments.

8. **Future Meeting Dates**

16th April – TBC

3RD July – Croydon

1ST October - TBC