

UKTram Executive Meeting Minutes

Meeting 20 - Thursday 24TH January 2019: 11:30 – 15:00
16 Summer Lane, Birmingham, B19 3SD

Present:

James Hammett (JH) – UKTram (Chairman)
Colin Robey (CR) – UKTram
Tim Bilby (TB) – Sheffield Supertram
Colin Robey (CR) - UKTram
Rob Cox (RB) – Manchester Metrolink
Chris Hopkinson (CH) - SYPTE
Steve Firth (SF) - UKTram

Ian Ambrose (IA) - Network Rail
Lorraine George (LG) - UKTram
Geoffrey Claydon (GBC) – Heritage Tramways
Craig O'Brien (COB) – Sheffield Supertram
Gary Scanlon (GS) Ian Rowe Associates
Paul Rowen (PR) - LRTA

Apologies for absence:

Colin Kerr (CK) – Edinburgh Trams
Mark Davis (MD) – London Trams
Danny Vaughan (DV) TfGM
Lee Taylor (LT) – Seaton Tramway
Paul Robinson (PR) – Nottingham Trams
Abdellah Chajai (AC) Keolis Amey Docklands
Simon Coulthard (SC) – Network Rail
Ian Middlemiss (IM) Blackpool Trams

Paul Jarmen (PJ) - Beamish
Jenny Nunn (JN) – Seaton Tramway
Phil Hewitt (PH) – WMCA/TfWM (Vice Chair)
Ian Longworth (IR) – Isle of Man Transport
Robert Lambert (RL) British Steel
Lindsey Smith (LS) British Steel
Donal Thompson (DT) - ABB
Mike Mabey (MM) – Nottingham Trams

ITEM	NOTE	ACTION
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1. WELCOME AND INTRODUCTIONS

1.1 JH welcomed everyone to the meeting and to 16 Summer Lane and explained the safety procedures and house rules.

2. APOLOGIES FOR ABSENCE

2.1 JH tabled the apologies received as listed above.

3. REVIEW OF MINUTES AND ACTIONS

3.1 Minutes of the previous meeting held were tabled and accepted as an accurate reflection of the meeting.

ALL

4. UKTRAM UPDATE

JH provided the following update:

LRSSB Board – The LRSSB board appointed Jonathan Fox (TfL) and Bob Morris (TfGM) representing Owners & Authorities, Carl Williams (MML) and David Nichols (KAM) representing Operators.

Risk Model – The Industry Risk Model work being undertaken by Atkins is progressing well with the trial system KAM.

ITEM**NOTE****ACTION**

Recruitment – Engineering Manager, Operations Manager and Commercial/Marketing Manager post successfully advertised, shortlisted, interviewed and appointed.

Finance – Company accounts successfully filed by 31st December. UKTram expenditure within planned budget. Auditors appointed for 2018/19 on revised schedule.

Subcommittee 1 IRAL report – Research report on available technologies to address RAIB recommendations 3 & 4 of the Sandilands report published for members.

Briefing note – DfT requested at short notice a briefing note for the Minister on the industry progress on Sandilands recommendations. Briefing note submitted within requested deadline.

Test Track – Next phase of ground works at Long Marston have started, this phase is to lay the foundation base for the remaining formation and complete the 'Roadway' to enable traffic to pass over the Innovation track forms.

Relocation - UKTram and LRSSB have now relocated into our own office area within 16 Summer Lane.

Technology – With the move into our new office we have procured and set up video conferencing facilities.

DISC Tour – Successful DISC (Driver Inattention Safety Challenge) Tour and initial project board meeting

Light Rail Conference & Awards – Renewed sponsorship & collaboration with Mainspring, new terms to benefit UKTram members. We will also be helping to host three Engineering Excellence days.

Draft Business Plan – Business plan set incorporating Summit objective outputs, KPI's detailed and budget impact and cost options/scenarios. The draft business plan will be taken to Board on the 31st of January. Once agreed it will then be shared with the Executive group for feedback.

Challenges and Tribulations:

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. Minister detailed a decision/announcement would be made soon. **Update email from DfT on 17.01.19 advised announcement of funding due in the next few weeks.**

DfT – Lack of response and engagement hindering finance, strategy work and work stream delivery. 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 a not on effect of our work allocation. Peter Cushing is limiting his hours, putting the onus back on UKTram team at times.

ITEM**NOTE****ACTION**

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. Unable to utilise consultants as planned due to the above funding issues

Communication – ICT issues and communication within member organisations has not aided us in communicating as well with members and stakeholders at times. ICT issues being resolved, internal membership communications needs work.

The next period sees a real focus on where we are heading in the newly restructured format of the company, but will see some key milestones from 2018-19's plan come to fruition. These are some of the developments we have to look forward to in the coming months:

Expansion – Newly appointed staff members will be starting work with us over the next few months (start dates subject to notice periods).

LRSSB – Formal membership activation and funding of our subsidiary

Risk Model – Test model implementation and Trials at KAM leading to roll out to other all other Tramway systems

Excellence Days – Details and plans for partnership with Mainspring on Industry Excellence days.

Business Plan – Formalisation and sign off of our 2019-20 business plan and the 2019-2022 3 year business plan.

Work streams – delivery of functional group and working group work streams and associated guidance/best practice notes.

RAIB Liaison – Feedback from RAIB 6 monthly liaison meeting.

Test Track – Completion of the groundworks and roadway for testing, project costs/funding requirements for next innovation stages.

Rail Live – Rail live event in Bilbao (5th, 6th & 7th March) where UKTram and LRSSB have been asked to speak on UK developments.

Subcommittee 1 outputs – next steps in taking forward the IRAL research with members – potential testing and trials

ITEM**NOTE****ACTION****5. LIGHT RAPID SAFETY & STANDARDS BODY UPDATE****5.1 LRTSSB/UKTram update RAIB recommendation 1 – Update, options and plan of action**

This topic was covered in item 4

6. STRUCTURE AND CONSULTATION**6.1** This topic was covered in item 4.

GBC asked JH whether after future voting at EGM/AGM's that the voting figures be released to the group. JH agreed.

7. BREXIT IMPACT

7.1 JH advised that he had been informed that there would be no change to the way the UK works with EU and BSI standard, but asked the group about the impact Brexit would have on their organisations/industry.

The group draw up a lists of points that organisations should be looking at:

Staffing – Make sure you know who your EU/Non UK passport staff are, be aware of their employment rights and rights to work in the UK.

Spares/Consumables – Problems with lead time, what are your risk areas, secondary employers.

Fuel – Have you planned for any delays in receiving fuel, Could also impact on how your staff get to/from work.

Exchange Rates – exchange rates could rise for non UK suppliers

Contract Commitments, Consultants, Importing/exporting.

The group went on to ask whether UKTram/QED could provide them with a standard script in regards to the impact on trams which could be used for media requests and ensure that all organisations are on the same page. Action: JH to speak to QED about providing a brief.

ITEM

NOTE

ACTION

8. **FUNCTIONAL GROUPS REVIEW & UPDATE [FUNCTIONAL CHAIRS]:**

8.1 Any RAG status changes/updates on functional objectives

RAG Status and Updates:

	Total	Red	Amber	Green	Comments +/-
LROC	4	0	1	3	LROC's last meeting was held in December in Edinburgh. Due to the changes to UKTram/LRSSB the group took the opportunity to look at making changes to the agenda and how meetings/BP days are run. The group discussed problems with lack of infrastructure, safeguarding children and innovation
LREG	5	0	2	3	LREG held their last meeting in Doncaster with a great attendance from members. Members were provided with a tour of the High Speed Rail College and discussed the group going forward, where hosts will now provide a presentation or have a chance to discuss any

ITEM

NOTE

ACTION

					issues they are facing. The group also organised their BP days for the year and will be looking to address their deliverables at these meetings
OAG	3				Owners held their last meeting in Manchester in January and are close to closing two of their deliverables, but their deliverable on life cycle cost will now be looked at by UKTram as it was a much bigger piece of work than first thought of. They are also looking at developing a working group to look at Owners/Authorities tramway set up and what is the minimum required to support a system
HTC					Young Persons in the workplace slowed by Government processes and Brexit taking up all Legislation time. The group want to look into hazard perception for older/safety critical workers. GS offered to provide them with a presentation at their next meeting in April

ITEM**NOTE****ACTION****9.****INNOVATION UPDATE**

Due to issues with contractors and set backs at a production level, Brecknell Willis are still to complete their project at Wednesbury depot. It was hoped that this would be completed by the end of 2018 but it is now looking that the project will run over to early 2019.

As previously mentioned, if any members have any ideas or aware of any potential innovations that require funding that could benefit the industry, please contact DH to discuss this further. As the LILR competition slowly draws to an end, UKTram want to be involved as much as possible in helping supporting future innovations that could help shape and improve the Light Rail industry.

10. MEMBERSHIP UPDATE/ LR SUMMIT

LG advised that there will be a change to membership due to LRSSB, but those that it will affect have already been informed and have agreed to the changes. Those not involved with LRSSB can still apply for UKTram membership only. Membership renewals will be sent out in April.

LG advised that the UKTram summit will take place in September and a hold the date invitation will be sent out in March. LG went on to ask members to forward any ideas for topics and speakers for the event.

11. ANY OTHER BUSINESS

IA asked what would be happening with the learning updates for tram train as they use to sit within the GSSA group. JH advised that this would now sit within the Centre of Excellence, which is being led by CR.

12. FUTURE MEETING DATES

18th April 2019

18th July 2019

17th October 2019

Unless there is any specific reason/need to change the venue for any particular meeting, these meetings will continue to be held at UKTram Offices, 16 Summer Lane, Birmingham, B19 3SD.