

UKTram Executive Meeting Minutes

Meeting 21 - Thursday 18th April 2019: 11:30 – 15:00
16 Summer Lane, Birmingham, B19 3SD

Present:

James Hammett (JH) – UKTram (Chairman)
Ian Middlemiss (IM) Blackpool Trams
Tim Bilby (TB) – Sheffield Supertram
Lea Harrison (LH) Edinburgh Trams
Lee Joyce (LJ) SYPTE
Mike Crabtree (MC) Crich
Steve Firth (SF) – UKTram
Andy Wallace (AW) First Group

Ian Ambrose (IA) - Network Rail
Lorraine George (LG) - UKTram
Geoffrey Claydon (GBC) – Heritage Tramways
Phil Hewitt (PH) – WMCA/TfWM (Vice Chair)
Gary Scanlon (GS) Ian Rowe Associates
Paul Rowen (PR) - LRTA
Mike Mabey (MM) – Nottingham Trams
Steve Duckering (SD) UKTram

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
Chris Hopkinson (CH) - SYPT
Simon Coulthard (SC) Network Rail

Paul Jarmen (PJ) - Beamish
Jenny Nunn (JN) – Seaton Tramway
Steve Firth (SF) - UKTram
Ian Longworth (IR) – Isle of Man Transport
Craig O'Brien (COB) – Sheffield Supertram
Colin Robey (CR) UKTram
Donald Thompson (DT) - ABB

ITEM	NOTE	ACTION
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:	
	UKTram Business – The business plan is currently in draft form awaiting final approval from the Board on the 2 nd of May and will be sent out to everyone shortly after approval.	

ITEM**NOTE****ACTION**

JH advised that he plans to visit each system and outline UKTram's aims, deliverables, industry investment and goals for the year and will provide an ideal time to discuss how UKTram can assist their organisation throughout the year with any hot topics or issues.

Membership renewal forms will be sent out before the end of April.

UKTram/LRSSB Funding – Successful payment of DfT funding for UKTram's operational funds, LRSSB work 2018/19 and additional funds secured £1.75m as opposed to the original £1.5m pledged. We have wrote to the Minister to ask him to clarify whether we will be receiving any further funding for the LRSSB.

LRSSB – The Board has now been appointed with Jonathan Fox (TfL) and Bob Morris (TfGM) representing Owners & Authorities, Carl Williams (MML) and David Nichols (KAM) representing Operators and is currently being chaired by Phil Hewitt.

Peter Cushing will stay as Interim CEO for 12 months and will be visiting all system/operators. The LRSSB have employed their first staff member, Erica Pearson who will be their Admin Manager. They will also be employing two graduates to oversee the Standards library alongside Erica.

Risk Model – The Industry Risk Model work being undertaken by Atkins is progressing well with the trial system KAM. Almost 80% of the work is complete and they will be working with Edinburgh and Sheffield next. JH asked the group to ensure that the Risk Model questionnaire had been sent back to Atkins

Recommendation 3-8 - Due to the delay in funding we had to park some of the work we were doing with Ian Rowe. We are now working on a more detailed report which will include information on testing/laboratory testing. ORR have been advised about the delays and are happy with the progress being made.

The group asked JH whether they could have sight of the initial report, JH agreed and GS offered to answer any queries in regards to the report. **Action: JH to share report**

JH and GS reminded the group that the information contained in the report was commercially sensitive and that NDA had been signed and asked those that received the report to not share the information outside of the industry.

JH went on to discuss Rec 10-15 and asked the group what they have done in regards to those recommendations. The group all agreed that they all had procedures, action plans and policies in place and asked whether everyone could share their fatigue management plans to develop a guide or best practise. **Action: JH to look into this**

International - Successful visits to Australian Light Rail Conference and The Street Car and International Light Rail Conference in America.

ITEM	NOTE	ACTION
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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. New Staff Introductions

6.1 SD introduced himself to the group and advised that he had already met with MM to discuss how they can take the group forward and have been looking at the UKTram business plan and input members gave at the UKTram summit.

SD went on to say that he is keen to ensure that the information gathered at LROC meetings is being captured and utilised to the best benefits.

SD went on to introduce some of UKTram's objectives over the coming months in relation to the consolidation of best practice within the industry which will ultimately lead to the delivery of best practice guides for Light Rail Operators.

SD advised that he will be contacting LROC members via email for feedback and will also be visiting each system in the next few months.

JH went on to say that Jamie Swift, Commercial and Marketing manager started in April and Craig O'Brien will be starting with us in May.

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 and Driving Licences.

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.

Infrastructure – Suppliers, supplies and staffing

Funding from Europe

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 March in Milton Keynes. The group agreed to streamline their meetings to allow time to work on their deliverables/best practise and will now send system updates before meeting to allow time to work on Best Practise topics – At the meeting the group discussed the increase of anti-social behaviour across all systems and ways to resolve issues. He went on to say that operators found the RM3 workshop very informative
LREG	5	0	2	3	LREG held their last meeting in Manchester with a great attendance from members. The group held a BP day covering infrastructure/rolling stock and procurement. The group also

ITEM

NOTE

ACTION

					agreed to produce an assist register.
OAG	3				Owners held their last meeting in Birmingham in April and closed two of their deliverables They are continuing to look 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 where provide with a presentation from GS on hazard perception and are looking to holding Best Practise days on several topics
Heads of Safety					The group held their last meeting January and their next one will be held in Dublin on the 25 th of April where the group will be provided with a technical visit and tour of system. The group continue to work on TAIR and the Risk Model and

ITEM**NOTE****ACTION**

					the group has reached out to members of the Owners Group to ensure that all information is shared.
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9. INNOVATION UPDATE

Brecknell Willis are still to complete their project at Wednesbury depot. We are also working with the DISC project and Edinburgh trams and the project is progressing well.

10. MEMBERSHIP UPDATE/ LR SUMMIT

Membership renewals will be sent out at the end of April. Please take the time to check that your membership form is up to date and has the correct people listed to attend functional group meetings

LG advised that the UKTram summit will take place on the 10th of September and a hold the date invitation will be sent out in April. LG went on to ask members to forward any ideas for topics and speakers for the event.

11. ANY OTHER BUSINESS

IA advised that a meeting was held two weeks ago to discuss information regarding the tram train project. He went on to say that five cities in the UK have shown interest in developing tram train in their city.

12. FUTURE MEETING DATES

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.