

UKTram Executive Meeting Minutes

Meeting 22 - Thursday 18th July 2019: 13:00 – 16:00
 Room 101, 16 Summer Lane, Birmingham, B19 3SD

Present:

James Hammett (JH) – UKTram (Chairman)
 Ian Middlemiss (IM) Blackpool Trams
 Tim Bilby (TB) – Sheffield Supertram
 Daniel Hill (DH) - UKTram
 Rob Cox (RC) - TfGM
 Mike Crabtree (MC) - Crich
 David Pike (DP) – DfT
 Chris Hopkinson (CH) - SYPTE

Ian Ambrose (IA) - Network Rail
 Mike Mabey (MM) – Nottingham Trams
 Geoffrey Claydon (GBC) – Heritage Tramways
 Simon Coulthard (SC) – Network Rail
 Gary Scanlon (GS) - Ian Rowe Associates
 Carl Williams (CW) – Midland Metro
 Gill Bramham (GB) - DfT
 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
 Lindsey Smith (LS) – British Steel

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
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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. MM proposed this, seconded by IM.

ALL

4. DFT LAND TRANSPORT SECURITY

Due to the sensitivity of the presentation, the DfT are unable to share this with members, but if you would like David to visit your system and discuss the presentation or have any questions, his details can be found below:

**David Pike – Email: David.Pike@dft.gov.uk
 Tel: 020 7944 8196**

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5. UKTRAM BUSINESS PLAN

JH informed the group that the Business Plan is now available on the UKTram website. JH advised that he is currently visiting all MD's and GM's from each system to discuss the business plan, the objectives that came out from last year's Summit and detail how UKTram are supporting each of the Working Groups.

6. BREXIT UPDATE

JH advised that we are no further forward with Brexit. As far as everyone is aware, no one has changed their stance on Brexit. JH advised that we will still be heavily involved with European Standards and BSI have stated that it is business as usual.

MM raised that Ian Rowe has been doing a lot of work with European systems recently. Germany have stated though that if Brexit does go ahead, then they will not work with Ian Rowe Associates going forward. This has resulted in Ian opening another office in Munich.

7. LIGHT RAIL SUMMIT 2019 & INDUSTRY EVENTS

7.1 Update on UKTram Summit 2019

DH advised that the Summit will be taking place on Tuesday 10th September at Birmingham City Football Ground. The agenda and timings are still being finalised but will be issued to all members within the next week. DH requested that if there were any Hot Topics members would like to be discussed on the day in the afternoon workshop, can they let Lorraine or Dan know as soon as possible.

7.2 UKTram AGM/EGM's 2019

JH raised that the next AGM is scheduled to take place in September. This has been moved from the Spring to the Autumn, so the group can receive a six monthly update and so it will take place around the same time as the Board Elections. JH advised that Board nominations will be made available to members shortly.

GBC asked if the voting figures would be published in the meeting and JH confirmed that these would be made available to members.

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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 June in Manchester with a good turnout. The meeting started with a presentation on DriveSmart from Ricardo Rail. Edinburgh are saving 18% on segregated sections and 10% overall on their energy consumption. Steve D has done some work around recruitment processes. Hoping to look at producing a guidance note on best practice
LREG	5	0	2	3	LREG held their last meeting in Crich with a great attendance from members. Following the meeting they setup 4 working groups. 1 – Rail Breaks, 2 – Underrun Protection, 3 – OLE Terminology, 4 – Technical Apprenticeship. Next meeting to take place in September at the Isle of Man.

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<p>OAG</p>	<p>3</p>	<p> </p>	<p> </p>	<p> </p>	<p>Owners held their last meeting in Croydon in a few weeks ago. Due to a low turnout, not much was discussed but Mark David provided the group with a presentation updating them on the work that has been carried out on the Sandilands recommendations</p>
<p>HTC</p>					<p>Young Persons in the workplace slowed by Government processes and Brexit taking up all Legislation time. The group are looking at potentially carrying out Best Practice days for the group discussing hot topics and issues the systems are facing.</p>
<p>Heads of Safety</p>					<p>The group held their last meeting in Dublin on the 25th of April where the group were provided with a technical visit and tour of system. The group continue to work on TAIR and the Risk Model. Sub Committee I has a few action points to be completed, then</p>

ITEM**NOTE****ACTION**

					<p>this can be officially handed over to the LRSSB.</p>
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9. INNOVATION UPDATE

Brecknell Willis are still to complete their project. Due to unforeseen circumstance, BW will no longer be installing their OLE at the Wednesbury depot, but will instead install it at Long Marston, where the ground works have been completed to install a live test track for the industry.

We are also working with the DISC project with Edinburgh trams and the project is progressing well.

10. MEMBERSHIP UPDATE

We are still waiting for several members to respond regarding membership. Almost all the Owners & Authorities have now completed their joint membership applications with the LRSSB, with just a few remaining.

11. ANY OTHER BUSINESS

SC raised that the board have now given approval for 2 new roles in Light Rail at Network Rail.

GBC asked JH if there will be the option for the Heritage Committee to be a member of the LRSSB. JH advised that there will be the opportunity for the Heritage Committee to be members of the LRSSB once the LRSSB is more established.

12. FUTURE MEETING DATES

17th October 2019