



MINUTES OF tie BOARD MEETING
Kingdom Brunel, Citypoint, Edinburgh
at 10.00 am on Wednesday 13th August 2008

In Attendance:	Directors:	
	Willie Gallagher	WG
	Kenneth Hogg	KH
	Cllr Gordon Mackenzie	GMac
	Cllr Ricky Henderson	RH
	Cllr Phil Wheeler	PW
	Cllr Allan Jackson	AJ
	Other Attendees:	
	David Mackay, TEL	DMc
	Andy Conway, CEC	AC
	Frank McFadden, tie (part)	FMcF
	Colin McLauchlan, tie	CMcL
	Stewart McGarrity, tie	SMcG
	Steven Bell, tie	SB
	Gregor Roberts, tie	GR
	Jim McEwan, tie (part)	JMcE
	Keith Rimmer, tie (part)	KR
	Julie Thompson, tie	JT
Apologies:	Brian Cox	BC
	Neil Scales	NS
	Peter Strachan	PS
	Graeme Bissett, tie	GB
	Neil Renilson, TEL	NR
	Marshall Poulton, CEC	MP
Circulation:	As above	



Item

Action by

1. MINUTES OF THE MEETING OF 3rd July 2008

The minutes were approved by the Board.

Traffic Management arrangements across Edinburgh will be covered in the Tram Project Director's presentation. A meeting with TEL/TPB/CEC to see what planning, co-ordination, and control changes are required and be put into place. The budget implications will be reported at the next TPB.

A report will also be presented to CEC at a tie Sub Committee meeting on 23rd September.

SB

Discussion required on the demobilisation of MUDFA and SDS and how the team can be redeployed. A report is to be presented at a future board.

CMcL

CEC to check with City Development Director on the date report is due to the Tram Monitoring Officer. tie will prepare for 31 October in the absence of any additional information.

CMcL

2. EXECUTIVE CHAIRMAN'S OPENING REMARKS

The Chairman advised the Board that there were issues with Carillion, MUDFA and the InfraCo mobilisation that he was concerned with but these would be addressed within the Tram Project Board presentation, including what remedial action was being taken.

3. HEALTH & SAFETY

The Board were given a presentation on tie's CDM (Construction, Design, Management) Obligations. These regulations apply to all projects comprising construction work. tie as the client has duties for all the construction projects within its remit.

The key issues for tie to consider include discharging client obligation, a review of the welfare arrangements prior to construction commencing and Occupational Health. The Health & Safety Executive are wishing to use The Edinburgh Tram Project as an exemplar project.

The Health & Safety Report was discussed in detail.



Carillion have now submitted a revised RIDDOR report which addresses **tie's** comments. Eight out of the ten recommendations have now been closed out. The remaining two are being progressed.

There was one serious incident in the period where a water main was damaged. This resulted in service disruption to water supplies.

Carillion's Health & Safety representative was now in place.

We are still actively recruiting for a senior Health & Safety Director but a new Senior Health & Safety Manager has been identified and will commence work by the end of September.

SB/CMcL

Volume of work has increased considerably so inevitably the reporting of accidents and incidents has risen. This is partly due to much better reporting by our contractors. Further trend analysis and normalisation to be included.

SB

4. TRAM PROJECT

The Board were given a presentation by the Tram Project Director on the current status of the project. Copies of the presentation would be provided to the Board for their information.

JT

On MUDFA, Shandwick Place had reopened to buses, taxis and cycles. The work at Frasers' Corner will be completed by September.

Haymarket readiness for Phase 1 is well advanced prior to commencement of works on 18th August.

There has been a significant problem with the reinstatement of gullies in Shandwick Place and Leith Walk. This was now being addressed as a matter of urgency. The Chairman expressed his deep disappointment that this situation had arisen in the first place.

To have Haymarket completed before Christmas, it may be necessary to work through the embargo but this will be discussed at a future TPB with a recommendation to CEC if this work was deemed necessary.

During the embargo it had been arranged that Shandwick Place would be cleaned on a regular basis to improve the dust and cleaning of roads and pavements.



The Chairman updated the Board on meetings he had held with senior directors of Carillion on our concerns over their productivity and performance levels. He expressed to them in no uncertain terms our dissatisfaction with certain members of their team and asked that they provide him with a plan for production and programme solutions. This is currently being prepared by Carillion and is being discussed at Carillion Board level on 14th August. This will then be submitted to tie for review and agreement.

The Chairman has arranged a meeting with Carillion's Civil Engineering Main Board Director on 3rd September to discuss these issues in greater detail.

WG

An internal audit of Carillion quality checks and processes is currently being undertaken and a report will be produced.

JMcE

CAF now signed up as part of the consortium agreement. It will now be known as BSC.

It was agreed that tie/TEL/CEC must work closely together to avoid communication issues. If further resources are required, this would need to be addressed.

The tram mock-up is due to arrive in Edinburgh end October/early November. A decision will need to be taken as to where it should be sited for public viewing.

NR

Prior and technical approvals are generally progressing well with a very constructive approach noticeable but historic delays are still having an impact on the programme.

Roads and drainage approvals remain difficult due to some of the information submitted to CEC but progress being made to resolve high impact locations.

On InfraCo, direct resource mobilisation was well underway. Package contractors had not yet been appointed but several companies were working under letters of intent.

Traffic management was progressing well with a number of schemes now approved.

The InfraCo Director updated the Board on the recent Rheda Trackform and Overhead line site visit to Berlin. He took the Board through what he considered to be the key issues arising from the visit and how we can incorporate these into the project.



The Chairman was asked to write formally to the Director of City Development on behalf of the tie Board to see whether a review of other council projects could be undertaken with a view to seeing what non-critical items could be removed from the critical path to allow free flow of the City and surrounding areas and to offer whatever assistance might be required.

WG

Views from the Board were welcomed with regard to developing the correct Communications Strategy going forward especially in dealing with some of the key "hot spots" i.e A8 Underpass, Haymarket etc.

Board

The Board were given an update on the Traffic Regulation Orders. The Board offered its support to the Council members with approaches from the public on the TROs.

Meetings are to be arranged with the Leader of the Council and the various transport groups to provide them with as much information and support as required.

KR

5. PRESENTATION ON TOP 10 CORPORATE RISKS

The Board were given a presentation on the Corporate Risk Register. A longer detailed session will be held at the September Board.

JMcE

6. HR & COMMS REPORT

The report was taken as read.

The Haymarket diversion will commence on 18th August and a fact sheet and media plan have been developed and implemented. There will be a press release on Friday 15th August with live broadcasts scheduled for Monday 18th August. The Board was advised that the Gogar works would be completed one week early and this should be announced in conjunction with the Haymarket works.

7. FINANCE REPORT

The Report was taken as read.

The Corporate Business Plan was approved by the Council on 29th July 2008 at their Transport, Infrastructure and Environment Committee.



8. PORTFOLIO PROJECTS/EARL/IPR2

As reported on EARL last month, the Cabinet Secretary had suggested that an “ex-gratia” payment be made to the objector. The issue was raised with Transport Scotland. We are expecting a letter from them detailing the process to be followed.

The Board had concerns that by making this payment it set a precedent not only for tie but for all promoters of future transport projects. The Board asked that a letter be written on their behalf to Transport Scotland setting out our concerns.

WG

The cable study on the Forth Bridge is nearing completion. Findings have shown that the corrosion is slower than first anticipated.

9. BUSINESS DEVELOPMENT

A discussion took place on Business Development.

A meeting is due to take place with Transport Scotland on the design for Gogar. TEL will write a letter to Transport Scotland after the meeting to seek further clarity.

DMac

10. AOB

There were no additional items tabled at the meeting.

11. DATE OF NEXT MEETING

The date of next scheduled meeting is Thursday 11th September 2008 at 10.00 am



Signed and approved on behalf of the Board of **tie** limited by:

Willie Gallagher (Chairman).....

Date.....

Declaration:

*Agenda Items marked * indicate that a report or relevant paper on this subject was attached and will be made available under FOI(S)A but will be subject to review under Section 5b of **tie's** publication scheme and The FOI (Scotland) Act 2002. The contents of these minutes will be reviewed by **tie** prior to release and items marked with a (C) may be deemed exempt according to the provisions of The FOI (Scotland) Act 2002.*