



**MINUTES OF tie BOARD MEETING**  
**Isambard Kingdom Brunel Suite, Citypoint, Edinburgh**  
at 11.30 am on Wednesday 12<sup>th</sup> March 2008

**In Attendance:**

**Directors:**

Willie Gallagher  
Peter Strachan  
Brian Cox  
Kenneth Hogg  
Cllr Allan Jackson  
Cllr Phil Wheeler

WG  
PS  
BC  
KH  
AJ  
PW

**Other Attendees:**

David Mackay, TEL  
Neil Renilson, TEL  
Ewan Kennedy, CEC  
Stewart McGarrity  
Colin McLauchlan  
Julie Thompson, tie

DMac  
NR  
EK  
SMcG  
CMcL  
JT

**Apologies:**

Gordon Mackenzie  
Neil Scales  
Cllr Ricky Henderson

GMcK  
NS  
RH

**Circulation:**

As above



**Item**

**Action by**

**1. MINUTES OF THE MEETING OF 29<sup>th</sup> January 2008**

The minutes were approved by the Board.

A performance review of the Non Executives is currently underway and a one-to-one meeting with the Chairman will be arranged to discuss the results.

**WG**

**2. EXECUTIVE CHAIRMAN'S OPENING REMARKS**

The Board wanted to express their thanks to all at **tie** for the hard work which has been put in to date progressing contract negotiations and finalising the procurement process.

The negotiations now need to be completed and the Board will be kept updated on progress. There has been some excellent work recently on Traffic Management and Communications in particular.

There are still challenges ahead including MUDFA and this will need careful monitoring over the coming months.

As there is now a joint Tram Project Board and **tie** Board preceding the main **tie** Board, the main focus of the **tie** Board will be Health & Safety.

The Chairman advised the Board of future appointments and the current recruitment drive to take the project to the next stage. The new Infracore Contract Director has been appointed and will commence shortly.

**3. UPDATE ON EARL PROJECT**

The report was taken as read.

The Chairman is meeting with the Minister towards the end of March and will discuss the situation at Gogarburn with him. The Chairman will stress **tie's** willingness to assist their review in any way we can. The Chairman will then report back to the Board at the next meeting.

**WG**



#### 4. HEALTH & SAFETY REPORT

The Board was given a verbal update on the inaugural meeting of the new Board Health & Safety sub-committee by its Chairman, Peter Strachan.

There has been a zero accident rate to date but we must remain vigilant and exemplary at all times.

The next sub-committee will review the proposed integrated management system.

The sub-committee reviewed the CDM regulations. A presentation on these will be given to the **tie** Board at a future date.

**PS**

A safety tour will be incorporated prior to each meeting and there is an open invitation to the members of the **tie** Board to participate in these tours.

CEC asked that in their client role, they are involved in discussions regarding CDM.

A discussion will need to be held over whether **tie** should pursue ISO accreditation.

Colin McLauchlan was asked to look at the traffic management controls for Atholl Crescent.

**CMcL**

#### 5. RISK REPORT

The report was taken as read.

A comment was made that the report was not user-friendly and that it doesn't add much value in its present format. The comments were taken on board and the format will be revisited for future reports.

**SC**



## 6. HR AND COMMUNICATIONS REPORT

The report was taken as read.

The lessons learned with Shandwick Place are now being implemented on Leith Walk.

The Chairman had had meetings with some of the key retailers in the West End and this was felt to be productive.

Tram construction advisors, TUPE'd from AMIS, had now been on-site for the last month and they were already making an impact.

The Infraco team resourcing was almost complete and the Infraco team will be joining the BBS Infraco team at Gogar as the project offices are developed.

Matthew Crosse will be leaving on 28<sup>th</sup> March but will be available on call-of for sometime after that date.

Geoff Gilbert is also due to leave at the end of April and will also be available for call-of.

A Remuneration Committee is scheduled for for April to review bonus arrangements. A meeting prior to this with the Executive Chairman and the Remuneration Committee Chairman needs to be arranged.

CMcL

## 7. FINANCE REPORT

The report was taken as read.

We are awaiting a letter from Transport Scotland agreeing to a retainer fee for the Authorised Undertaker role on the EARL Project.

## 8. INSURANCE SERVICES TENDER AWARD

The report was taken as read. Heath Lambert had been awarded the tender

## 9. ANY OTHER BUSINESS

A question was asked on the report going to the Council tomorrow about EICC and how **tie** were involved. MUDFA did work on the cores outside the EICC on CEC's request and this amount would be reimbursed to **tie** by CEC.



**9. DATE OF NEXT MEETING**

The date of next scheduled meeting is Wednesday 7<sup>th</sup> May 2008 after the joint Tram Project Board and **tie** Board which commences at 9.00 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.*