



MINUTES OF tie BOARD MEETING
Isambard Kingdom Brunel Suite, Citypoint, Edinburgh
at 11.30 am on Wednesday 7th May 2008

In Attendance:

Directors:

Willie Gallagher
Peter Strachan
Brian Cox
Kenneth Hogg
Neil Scales
Cllr Allan Jackson
Cllr Phil Wheeler
Cllr Gordon Mackenzie

Other Attendees:

David Mackay, TEL
Marshall Poulton, CEC
Graeme Bissett, tie
Colin McLauchlan, tie
Julie Thompson, tie

Apologies:

Circulation: As above

WG
PS
BC
KH
NS
AJ
PW
GMac

DMac
MP
GB
CMcL
JT



<u>Item</u>		<u>Action by</u>
1.	MINUTES OF THE MEETING OF 12th MARCH 2008	
	The minutes were approved by the Board.	
	The Chairman intended to summarise the results of the Non-Executive Directors' appraisals and he thanked them for their participation. These will be incorporated into the Agenda for the proposed Strategy Day.	WG
	The new InfraCo Director, Frank McFadzen, will be joining the company in June. Frank has previously worked with Steven Bell.	
	The dinner with the Minister has been postponed until such time as the current developments on the project are finalised.	
	The Chairman and Neil Renilson will be meeting with Transport Scotland soon to discuss the Gorgarburn Depot and Station.	WG
2.	EXECUTIVE CHAIRMAN'S OPENING REMARKS	
	After a discussion, the current Communications strategy will be looked at as to the most effective way to communicate recent developments on the project.	CMcL
	Concern was expressed as to how tie's reputation would be perceived in general. It was suggested that the public be reminded of what "closure" actually means before the contracts are signed. One suggestion was to have a press conference with all relevant parties attending. Any proposed strategy should be circulated to Board members for comment prior to release.	CMcL
	It was suggested that the Leaders of each political party within the Council met to ratify the contracts and provide tie with the necessary authority to sign. Cllr Wheeler undertook to investigate.	PW
	The Chairman would like a meeting with CEC to gain clarity on responsibilities in connection with the Small Business Support Scheme.	WG/MP
	A meeting should be arranged with the Leith Traders' Association on the TOR process.	tie/CEC



3. HEALTH & SAFETY REPORT

Concerns were raised about some of the performance indicators in the report. In particular, safety tours, audits and NCRs. Peter Strachan (PS) and Steven Bell (SB) had held a meeting to discuss these issues.

Assurances have been given that there is a recovery plan in place and discussions have been held with Carillion. This will need careful monitoring in future.

It was agreed that given SB's new role as Tram Project Director that a new Safety and Environment Director was appointed with a direct line to the Chairman to provide independent safety responses and advice. The new director would become part of the tie Executive.

CMcL

Senior representatives of both Carillion and BBS would be asked to present the next Health & Safety meeting.

SB

A presentation to the next Board on CDM regulations and the Board's responsibilities and how authorities are exercised and monitored would be given.

SB/PS

An unplanned worksite inspection by HSQE had taken place in Shandwick Place and they had been impressed by what they saw.

4. HR AND COMMUNICATIONS REPORT

The report was taken as read.

The Chairman would like to work with an independent company to identify our communication challenges going forward and what the correct solutions may be. He would like this put in place June/July.

CMcL

A request was made for a small sub-committee to be formed to review the results and put forward recommendations to the Board. The sub-committee will consist of Neil Scales, Peter Strachan, Brian Cox and Phil Wheeler.

5. FINANCE REPORT

The report was taken as read.



6. BOARD STRATEGY AWAY DAY

The purpose of this meeting was to take stock of where **tie** is at present and where the business can be developed for the future both within the private and public sectors. The **tie** Board remit and scheduling of meeting would be discussed at the Strategy Day. David Mackay (DMac) and Graeme Bissett (GB) will provide the meeting with a proposal.

Board

DMac/GB

7. ANY OTHER BUSINESS

Legal Services

A motion was passed to appoint DLA to provide ongoing legal services.

It was agreed to explore the possibility of appointing an in-house lawyer on an ad-hoc basis to deal with other issues such as third party advice etc. A candidate had been identified and a more specific approach would be made in due course.

8. DATE OF NEXT MEETING

The date of next scheduled meeting is Wednesday 2nd July 2008 at 11.00 am after the Tram Project Board

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.*