

tie Limited

Minutes of Sub-Committee Board Meeting

Date: 13 February 2008

Time: 14.00

Venue: Kingdom Meeting Room, CityPoint II

In Attendance

Willie Gallagher	WG
Graeme Barclay	GB
Steven Bell	SB
Susan Clark	SC
Stewart McGarrity	SM
Tom Condie	TC
Tom Clark	TCL
Mike Connelly	MC
Steve Gorry	SG
Andy Malkin	AM
Steve Hudson	SH
Bill Campbell	BC
Keith Rimmer	KR

Apologies

Colin McLauchlan	CM
SDS	

Circulation

As Above
MUDFA Team

	ACTIONS	ACTION BY	DATE DUE
1.1	[1.1] DKE – element to be addressed as to how utilities gain emergency access to services. This requires SUC involvement and discussions are ongoing. GB to prepare plan to close out – forward to SB.	GB	29.02.08
1.2	[1.5] GB to provide summary checklist for section release; will be complete for next period.	GB	12.03.08
1.3	Worksites; issue of reports being made of worksites with no-one working on them. AMIS state they are not under-resourced but there are circumstances where work cannot be carried out on a particular section. If this is the case then we must be communicating this to the businesses/public. We must ensure Comms team are informed of this; would it be possible to have signs stating reason for suspended works?	GB/MC	12.03.08
1.4	Shandwick Place: There will be major press coverage on the weekend prior to starting work on this section. There will be issues of logistical loading/unloading of		

	deliveries to businesses in that section. We must ensure we have management resources that weekend. We must communicate who is prime contact for that weekend. AM to plan resources and present proposals	GB/AM	22.02.08
1.5	Extended Working Hours – work was stopped last weekend due to excessive noise. . Is it possible to have a signed off process that will prevent this happening in the future? GB to look into this.	JR (Jim Ritchie)	12.03.08
1.6	Design Status: WG would like to see clear issues with design shown section by section in the next report. Current areas of concern are Sections 5C & 1A; GB to email concerns to WG who will then forward to Steve Reynolds. Note: SB raised with SR/JC (SDS) on 14.02.08	JJ GB/WG	12.03.08 29.02.08
1.7	Constitution Street; all TM requirements should be finalised Monday. Meeting to be arranged; a checklist is required to be signed off by all parties confirming agreement. Once agreed SB to discuss with MC: notifications to go out.	MB SB	20.02.08 20.02.08
1.8	Communications: WG would like to see clearer signage out on site. Visual banners/signs similar to what we have at Gogar are required. Steel Panels possibly to be put in place where we can have changeable information put in place. Some research needs to be done as to what is required and the best way to do this; Barry Cross is researching the design and GB will then look at the construction. Signage: we need to be looking at the whole route and preparing for this in advance. SB to liaise with BC. Input required from CEC to ensure we are not in breach of any council legislation.	BC/GB BC/SB	12.03.08 12.03.08
1.9	Reinstatement: must have this commercial issue finalised prior to next meeting.	GB/JC	12.03.08
1.10	A8 Underpass: potential programme gains. GB has request estimate of what the temporary works will be, including programme implications. Information expected Friday.	GB	15.02.08
1.11	Branch Review of the management process at MUDFA to be carried out by Jim McEwan. WG will review upon his return from holiday.	WG	07.03.08

1.12	SDS are not present at all meetings; TE to contact Steve Reynolds to request SDS have representative at the meeting each month.	TE	12.03.08
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