

TRANSPORT EDINBURGH LIMITED

Minutes of Meeting of Board of Directors

Meeting No. 10 – 21 August 2006 – Verity House

Directors Present: A Burns, W W Campbell, W Gallagher, D McGougan, D Mackay (Chairman), F Mackintosh, N Renilson

In Attendance: G Bissett, S Clark, A Holmes, A Harper, R Jones, J Papps, A Richards, K Rimmer, D Sharp, N Strachan (Company Secretary).

06.94 APOLOGIES

Apologies were received from Carl Williams and Jim Harries.

06.95 DECLARATIONS OF INTEREST

No new declarations were noted.

06.96 NOTICE AND QUORUM

The Chairman reported that due notice had been given and that the meeting was quorate.

06.97 MINUTES

The draft minutes of meeting No. 9 held on 24 July 2006 were approved.

MATTERS ARISING

06.98 Minute 06.85 and 6.86 – Additional Park and Ride Facilities

AH confirmed that he will progress matters with Clerical Medical re Hermiston Gait Retail Park and is meeting with them shortly to establish the potential for developing a Tram Park and Ride site at Hermiston Gait.

Ingliston Park and Ride is now operating at close to capacity and expansion is urgently required. Several issues which need further investigation, including land availability and EARL requirements. KR advised Sestran funding had been secured. AH confirmed that a plan of the site, identifying the possibilities and recommended design would be prepared for the next meeting.

AH advised that the Saughton House site was earmarked as a potential source of funding by CEC for the project. Use of part of it as a park and ride facility would be an opportunity cost to the project. He undertook to investigate the possibility of a small (100 car) facility on part of the site and report back to the Board.

Action: AH

Minute of Business Planning, Integration and Commercials Sub-Committee (BPIC) and Design, Procurement and Delivery Sub-Committee (DPD) were noted by the Board.

Item 2.46 regarding asset depreciation was discussed. It was agreed that SM would issue a summary paper detailing the remit he has with regard to how the issue of asset replacement and maintenance over the life of the project will be handled in the Final Business Case.

Action SM

Update Change Notices: CNB0006 – Common Ticketing and CNB0005 – Ticket Inspectors and On Board Security. The Board approved these updated change notices. AHp reminded the Board of the process of change notices – they go to the DPD sub-committee for consideration; if recommended at this stage, then get fully reviewed for full financial impact before being recommended to the Board for formal approval.

06.99 PROJECT PROGRESS

AHp tabled a summary project progress report for discussion. He advised that due to the current changes to the governance structure of TEL, his reporting was in a transitional stage. The Board welcomed the proposed improvements to the reporting format, with the Chairman reiterating the need for concise, informative and timeous Board reports.

MUDFA recommendation was not ready, however it was a matter of days away. The updated procurement strategy likewise was not quite ready, however a draft was available for review; it was proposed that the DPD sub-committee would look at the detail of the strategy and recommend implementation to the Board at the next meeting. The change control notices were noted.

Action AHp

06.100 TRAM BUSINESS CASE AND TEL BUSINESS PLAN

SM tabled his progress report which the Board noted. He stressed the importance of the next 2 months in pulling the Tel Business Plan and the Final Business Case together. JRC output was key to this. He confirmed that all main stakeholders were fully engaged in the process via MRSG. Due to the tight timescale it was highlighted that an additional Board meeting would be required after 23 October meeting, to finally approve the Draft Final Business Case. SM would contact attendees to confirm meeting date.

FM noted that the full DFBC would also need a coherent summary in laymans terms for ease of interpretation by councillors. The Board agreed and WG proposed that a working group consisting of himself, SM, NR, AH and SW be established to review this. Additionally GB was to look at different scenarios of line configurations in relation to available capital funding.

SM was requested to arrange a presentation by Steer Davis Gleave on JRC at the next PD sub-committee meeting.

Action SM

06.101 CORPORATE GOVERNANCE

GB gave a verbal update on the current status, confirming that progress had been made with both Transport Scotland and CEC agreeing to a revised governance structure. In principle, a new Board would be created – Tram Project Board, which would sit prior to the TEL Board. This would be a free standing Board; not a sub-committee of TEL. Final details of the revised structure/

Structure would be issued prior to the next TEL Board meeting.

Action: GB

06.102 ANY OTHER BUSINESS

SW had circulated the Hearts and Minds campaign which the Board noted. It was agreed that WG would arrange a meeting with Douglas Alexander, UK Transport Minister, to try and garner his support for the project.

06.103 DATE OF NEXT MEETING

Monday 25 September 2006, Verity House, 1000 hrs.