

TRANSPORT EDINBURGH LIMITED

AGENDA FOR BOARD MEETING

DATE: Monday, 20 March 2006
TIME: 1000 hrs.
VENUE: Verity House, Haymarket
MEETING No. Six

CIRCULATION:

Board Members:	Andrew Burns	AB
	Bill Campbell	BC
	Willie Gallagher	WG
	Ronnie Hinds	RH
	Michael Howell	MH
	David Mackay	DM
	Fred Mackintosh	FM
	Neil Renilson	NR
Other Attendees:	Rebecca Andrew	RA
	Graeme Bissett	GB
	Barry Cross	BCr
	Jim Harries	JH
	Andrew Holmes	AH
	Ian Kendall	IK
	Stewart McGarrity	SM
	James Papps	JP
	Alastair Richards	AR
	Keith Rimmer	KR
	Damian Sharp	DS
	Norman Strachan	NS

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“A” AGENDA – ALL ATTENDEES

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
Draft Minutes of Meeting No. 5 for approval and ratification of decisions
4. **MATTERS ARISING**
5. **TRAM COMMUNICATIONS STRATEGY 2006 – 2007**
 - Two summary papers attached (Full Strategy Document is available from Suzanne Waugh at tie.)
6. **PARLIAMENTARY PROGRESS**
Barry Cross
7. **PROJECT PROCUREMENT AND PROGRESS REPORT**
Ian Kendall
8. **ADDITIONAL PARK AND RIDE SITES**
 - Paper by Alastair Richards
9. **TRAM BUSINESS CASE**
Stewart McGarrity / Graeme Bissett
10. **TEL BUSINESS PLAN**
Stewart McGarrity / Norman Strachan
 - Papers 10(a) through (e)
11. **CORPORATE GOVERNANCE**
Graeme Bissett / David Mackay
 - Papers 11(a) through (i) [(d) to follow]
12. **ANY OTHER BUSINESS**
13. **DATE OF NEXT AND FUTURE MEETINGS**
15 May – Verity House at 1000 hrs.
 - List of meetings for rest of 2006

“B” AGENDA – TEL DIRECTORS ONLY

See separate agenda

- *Denotes paper enclosed*

TRANSPORT EDINBURGH LIMITED

Minutes of Meeting of Board of Directors

Meeting No. 5 – 20 February 2006 – Verity House

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

In Attendance: R. Andrew, G. Bissett, B. Cross, J. Drummond (Company Secretary), J. Harries, A. Holmes, I. Kendall, S. McGarrity, J. Papps, A. Richards, K. Rimmer, D. Sharp, N. Strachan, A. Wood

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<p>06.14 <u>APOLOGIES</u></p> <p>Apologies were received from M. Howell.</p>	
<p>06.15 <u>NOTICE AND QUORUM</u></p> <p>The Chairman reported that due notice of the meeting had been given. The Chairman noted that the meeting was technically inquorate, due to Michael Howell's absence. However, it was agreed to proceed with the meeting, and decisions taken would be subject to ratification at the next Board meeting.</p>	NS
<p>06.16 <u>MINUTES</u></p> <p>The draft minutes of Meeting No. 4 were approved, subject to a minor amendment regarding the timing of the resignation of Andrew Burns as Chairman and appointment of David Mackay in his place.</p>	NS
<p><u>MATTERS ARISING</u></p>	
<p>06.17 Fred Mackintosh requested that Declarations of Interest should be a standing agenda item. The Chairman confirmed this would be done.</p>	NS
<p>06.18 The Chairman instructed that, for all future meetings, Board papers be issued in one set and on time, i.e. seven days in advance.</p>	All
<p>06.19 <u>CORPORATE GOVERNANCE</u></p> <p>Graeme Bissett presented his draft paper, "TEL Governance Structure for the Tram Project", which the Board noted. It was noted that this was an interim paper, and no decision was required at this meeting. The paper would be amended, where required, and presented again in March. During discussion, it was noted that the proposal for an Operating Agreement between CEC and TEL had been cancelled, and a letter of understanding/</p>	

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understanding would be prepared instead. Some adjustment to the CEC / tie Operating Agreement would be required. It was also highlighted that tie would be the counter-party to procurement contracts and tenders.

GB

06.20 PARLIAMENTARY PROGRESS

The Board were advised that both Bills were progressing on schedule and, subject to addressing some final amendment issues, Royal Assent was expected around the end of March.

Councillor Mackintosh recommended that representations be made to relevant MSP's over the coming weeks to promote progress. The Chairman confirmed that this was well in hand.

06.21 STRATEGIC DESIGN PRINCIPLES

Ian Kendall presented a paper summarising the current status of the Strategic Design Principles and the Tram Project Definition Statement. The Board noted the papers, and some amendments were requested. Fred Mackintosh queried the future proofing of line 3 and enquired if it was possible to change this. Ian Kendall confirmed that he would seek advice and report back to the next meeting. With regard to tram length, Ian Kendall advised that a decision would be required within a few months. The Chairman enquired of lead times for delivery, and Ian Kendall advised that order to delivery was approximately two years. Ian Kendall confirmed that design work so far was based on certain assumptions with regard to, for example, segregated running, traffic signal priority, etc. It was noted these were yet to be approved by the TEL Board. SDS was testing these assumptions, the results of which would be available for review in May. The final agreed parameters would be fed into JRC and the Final Business Case.

IK

06.22 PROJECT PROCUREMENT AND PROGRESS REPORT

Ian Kendall presented three papers – Decisions and Approvals for Authorisation; Future Key Decisions – Next Six Months; and Limits of Authority – all of which the Board noted.

Ian Kendall advised the Board on the appointment of David Thornton as Director of Safety. He would bring a wealth of experience to the project team from his time at the Railway Inspectorate.

Ian Kendall advised that the additional accommodation was progressing as planned.

The Project Director sought approval of the strategic design principles for use in the design work currently under way. These were approved, subject to ratification at the March Board meeting.

06.23 **BUSINESS PLAN**

The Chief Executive tabled the preliminary TEL Business Plan, including the Ocean Terminal to Airport tramline, which the Board approved. The lack of park and ride provision was noted, and Andrew Holmes suggested a request be submitted to him for consideration by CEC, with a view to adding additional park and ride facilities. Some amendments and additions to the Business Plan were suggested. The Chief Executive would incorporate these in the next update.

Stewart McGarrity appraised the Board on progress. He advised that PwC had made a presentation to the Chairman, Chief Executive and other Board members outlining the proposed development of the TEL Business Plan. Copies of the presentation were available.

It was imperative that the Business Plan was complete by October 2006. A paper would be tabled at the next meeting, detailing the work to be completed, with allotted responsibility for delivery within the time-frame.

ANY OTHER BUSINESS

06.24 Willie Gallagher requested an update on the OBC, which he had expected to see tabled at this meeting. Stewart McGarrity advised that it was running a few weeks behind schedule, but would be available shortly. Damian Sharp requested that he receive a copy as soon as possible, as he needed information to submit to the Transport Scotland Board meeting on 22 March to allow continuance funding to be released. The Chairman requested that he be kept fully briefed on the progress of this. Stewart McGarrity confirmed he would ensure this was given priority and keep the Chairman appraised.

06.25 Andy Wood confirmed that this would be his last meeting, as he was moving within Transdev to Melbourne. The Chairman, on behalf of the Board, wished him every success in his new job and thanked him for his valued contribution to the project.

06.26 Jenny Drummond advised that Ronnie Hinds had been appointed to the Board of TEL as CEC representative.

06.27 The Chief Executive advised that he had received a request for future TEL Board meetings not to be on Mondays. It became clear that, as the dates were already diaried for the rest of the year, and key individuals were not available on Tuesdays, Thursdays, or Fridays, the prospect of change in the short term was slight. The Chief Executive would investigate further with the Project Director and report back.

06.28 **DATE OF NEXT MEETING**

Monday, 20 March 2006.

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