



Minutes of tie BOARD MEETING

In the tie Boardroom, Verity House, 19 Haymarket Yards
@ 10:00 am on Monday 2nd October 2006

Directors: Willie Gallagher (Chairman)
Maureen Child
Ricky Henderson
Allan Jackson
Phil Wheeler
Brian Cox
Kenneth Hogg

In attendance: Keith Rimmer, CEC
Damian Sharp, TS (part)
Neil Renilson, TEL (part)
Graeme Bissett, tie
Barry Cross, tie (part)
Susan Clark, tie (part)
Stewart McGarrity, tie
Steven Bell, tie
Suzanne Waugh, tie (part)
Julie Thompson, tie Executive Support

Apologies: Bill Reeve, Transport Scotland
Andrew Holmes, CEC
Neil Scales
Peter Strachan
John Richards

Circulation: as above

WG
MC
RH
AJ
PW
BC
KH

KR
DS
NR
GB
BC
SC
SMcG
SB
SW
JT

* = paper enclosed (available under FOISA but subject to review under Section 5b of tie's publication scheme and The Act)
(C) = minute exempt under Section 5b of tie's publication scheme and The Act.

ItemAction
By**1. INTRODUCTION AND WELCOME**

The Chairman welcomed the new members of the board to the meeting and gave a short presentation on delivering transport projects in Edinburgh.

The main challenge ahead was “ensuring **tie** continues to be fit for purpose”. The key issue is the need to find experienced and skilled resources to staff all projects and the retention of staff.

It was agreed that it might be beneficial to the new members of the board to visit the proposed tram route.

JPT**2. MINUTES OF THE MEETING OF 28 AUGUST FOR APPROVAL AND SIGNING**

The minutes were approved.

3. EXECUTIVE CHAIRMAN’S REPORT

The report was noted and approved.

The Chairman expressed his thanks to Gavin Gemmell and John Richards, the retiring board members, for their contribution towards **tie**’s success.

The Corporate Plan will be updated going forward and the actions to be undertaken need to be re-examined by the Board.

Board

WG updated the Board on the outstanding issue with Parsons Brinckerhoff. WG is meeting with the CEO of PB on Thursday 5th October.

WG

On EARL the Bill received Preliminary Stage approval from Parliament on 21st September.

Excellent progress continues to be made on SAK.

tie has established a Quality & Risk review process to work across the projects to give the Board comfort that the role of **tie** is being properly exercised. The Board will be informed of the outcome of these reviews on a regular basis.

4. PROJECT PRESENTATIONS AND CURRENT REPORTS.

a) Tram Presentation and report

AH presented his report to the Board.

The MUDFA contract has been awarded to Alfred McAlpine and the contract will be formally signed tomorrow. The decision was ratified by the Board and the Board delegated the authority to sign the contract to the Chairman. This will be formally signed on Tuesday 3rd October.

The Gateway review was held last week and the feedback has been extremely positive. They supported the recommendation for Infracore to proceed. The Chairman congratulated AH and his team for their efforts.

There are still several issues outstanding including one with PB on the delay in completing design deliverables and also with CEC Legal Department and Dundas & Wilson. The legal issue should be resolved by Tuesday 3rd October.

b) TEL Business Plan

The Tram Project Board will discuss the TEL Business Plan in October. This will be followed by delivery of the complete DFBC on 9th November. The DFBC will incorporate the TEL plan. **tie** Board members will be forwarded the material immediately it has been through the Tram Project Board.

PW asked for further abbreviations and jargon to be explained in the Board papers going forward.

d) Tram Project Governance

GB updated the board on Governance.

The **tie** Board is tasked with overseeing the quality control on the projects.

tie Limited will be the contracting party for the principal partners of the project. The **tie** Board has the final responsibility for signing all contracts and for funding requests for the projects.

e) EARL Presentation and Report

BC presented his report to the Board.

EARL was passed at the Preliminary Stage by the Bill Committee and by a majority vote at the Scottish Parliament and is now entering the Consideration Stage.

A visit to the airport to be arranged for the non-execs with the possibility of also visiting the control tower.

The current issues facing EARL are the need to engage with both BAA and Network Rail, the management of objectors and securing and maintaining a supporting communications environment.

The EARL Project Board is to be re-instated.

BC needs to consider the resources of the team to support the Bill process through Parliament.

f) SAK Presentation and Report

Richard Hudson presented his report to the Board.

Further good progress has been achieved in the last period although there are a couple of key issues still to be resolved. The issue with First Nuttall needs to be resolved on the accelerated costs. The issue of retaining experienced staff on the project also needs to be addressed.

**Action
by**

Board

tie

BC

BC

BC

Tavish Scott, The Minister for Transport, visited the site last week and subsequently had a meeting with WG.

g) Portfolio Projects

The reports were noted and approved.

tie has received official notification from CEC to proceed with Ingliston Park & Ride Phase II.

5. FUNCTIONAL REPORTS

a) Organisation

The report was noted and approved.

The Executive Board is committed to continuing to driving forward enhanced project delivery capabilities through "Fit for Purpose" resources and structures, to ensure clarity and direction of leadership at all levels, to provide improved assurance to key strategic stakeholders and to further enhance communication and delivery throughout the **tie** community.

An operational resourcing plan is in development with a new leadership team to identify numbers, roles and responsibilities through to March 2007. A resourcing strategy paper will be presented at a future Board.

b) Health & Safety

The reports were noted and approved.

The corporate health & safety management system has now been approved and will be rolled out over the next few weeks.

A monthly report to the Board to be produced.

c) Communications

The report was noted and approved.

An informal lunch programme for staff to meet and discuss issues with WG was being implemented with the first one being held on 18th October.

Relaunch of **tie** corporate website during the week commencing 2nd October.

The first Transport Scotland and Corporate Communications meeting was held last week.

d) Finance & Risk

The reports were noted and approved.

**Action
by**

CMcL

SC/SB

SB

Coms

SW

The next meeting will be held on Monday 30th October at 10.00 am in the Boardroom at Verity House.

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.*