



**MINUTES OF tie BOARD MEETING**  
**Isambard Kingdom Brunel Suite, Citypoint, Edinburgh**  
at 11.00 am on Tuesday 29<sup>th</sup> January 2008

**In Attendance:**

**Directors:**

Willie Gallagher  
Peter Strachan  
Brian Cox  
Neil Scales  
Ricky Henderson  
Kenneth Hogg (part)  
Allan Jackson (part)

**Other Attendees:**

Jim Grieve, CEC  
David Mackay, TEL  
Steven Bell, **tie**  
Susan Clark, **tie**  
Stewart McGarrity  
Graeme Bissett  
Pat Diamond (part)  
Julie Thompson, **tie**

**Apologies:**

Gordon Mackenzie  
Phil Wheeler

**Circulation:**

As above

WG  
PS  
BC  
NS  
RH  
KH  
AJ

JG  
DMac  
SB  
SC  
SMcG  
GB  
PD  
JT

GMcK  
PW



**Item**

**Action by**

**1. MINUTES OF THE MEETING OF 11<sup>th</sup> DECEMBER 2007**

The minutes were approved by the Board.

**2. EXECUTIVE CHAIRMAN'S OPENING REMARKS**

A MUDFA presentation was to be given to the next TEL Board in February.

The main focus of this meeting was tram. There would be a presentation of the programme and an update on work currently underway with BBS. The Board would also be updated on Network Rail and other outstanding issues in particular the third party agreements.

A decision needs to be taken on the future of the smaller projects and where **tie** sees itself going forward. This is expected to be addressed in May 2008.

**3. UPDATE ON EARL PROJECT**

**tie** currently retains its role as Authorised Undertaker and is continuing to discuss with Transport Scotland the likelihood of remaining so going forward. The position will be revisited at the July Board.

The British Geological Society (BGS) has asked if they can retain the core samples that were extracted as part of the EARL Geotechnical investigations. As the project is no longer proceeding TS has been approached with a view to accepting the BGS request.

Following the purchase of Wheatlands House, an inspection has shown that the general décor and interior desire some modernisation. This is being undertaken with a view to letting to a suitable tenant. A budget of £22,000 has been agreed with TS and the property will be actively marketed with a view to a long term let.



#### 4. INFRACO STRUCTURE PROGRAMME

The Board was given a presentation of the Programme of Construction for Line 1a through to opening for revenue source.

A comprehensive series of communication tools was being developed with CEC and Lothian Buses to ensure that all key activities are communicated to both the business community and the public in general.

A key concern was the possible lack of proper resourcing on the overhead line works but BBS believe that this issue is well within their sight. **tie** needs to ensure that this is incorporated and locked-in to the agreement.

**tie** also need to look at optimising the priority for the No 22 bus route once the guideway closed, through the use of appropriate Temporary Traffic Regulation Orders.

**tie** has clear client responsibilities and part of the planning process is to make sure no gaps exist between **tie** and BBS about the methodology and approach to be used.

A request was made that as much information be made available to the Board to ensure that they are fully updated when they attend meetings and presentations to discuss the project. Communications material will made available and be more user-friendly.

#### 5. TRAM PROJECT

Meeting with BBS held mid January. BBS requested the review and then proposed a revised programme to Contract Award. There is a 4 week delay in terms of the position on the contracts being ready to sign. This should now be finalised to award the contracts by end February.

One key concern is that the all the key people required to attend meetings ensure that they are able to attend to bring this to a conclusion.

MUDFA work to date is on programme and on budget. PR and communications work has commenced and sets the scene for major works in first half of 2008.

Consultation meetings have been arranged for the business community and local residents.



With regard to Infraco, the primary areas of negotiation are SDS novation agreement and ensuring the programme comments on the quality of design submissions and approvals process. CEC approval and input is extremely important.

The Employer's Requirements section is being updated and reviewed by BBS.

Tramco Novation has progressed with difficulty but good progress has been made over the last few days and will be completed on programme.

Grant Award letter has now been received by the Council and is ready to be signed off by the Chief Executive.

With regard to 3<sup>rd</sup> party agreements, the Close Report provides a detailed review of the status of all such agreements.

BAA licence has now been signed. There is an outstanding issue on the lease agreement but this is being dealt with prior to CEC acceptance.

With regard to tax and VAT issues, advice has been taken from PwC and we now have a formal report from them addressed to tie, CEC and TEL confirming that contracts and grant arrangements will lead to VAT neutrality. A formal clearance letter from HMRC has also been received.

The minute of governance and delegation of authority from last week's tie meeting was approved by the Board and a copy of this is attached to these minutes.

The Board was asked to give the Chairman delegated authority to sign the suite of contracts and any necessary related agreements. A formal minute recording this effective 29<sup>th</sup> January 2008 is also attached.

**Board**

The Board approved the minutes of 23<sup>rd</sup> January and the tie Operating Agreement, subject to final limited technical amendments.

**Board**

A copy of the CEC/tie Operating Agreements to be issued to the Board and comments to be given to WG or GB.

Transport Scotland's 4-weekly report was taken as read.



**6. SAFETY AND ENVIRONMENTAL REPORT**

The paper was tabled at the meeting.

Since tie became a one-project organisation, the Executive Risk Register has been amended to reflect this change.

**7. HR & COMMUNICATION REPORT**

Steven Bell has now been formally confirmed as Tram Project Director and Matthew Crosse continues to lead the procurement team and negotiations with CAF and BBS.

The Board was given a copy of the proposed Tram Update to be issued to the wider public outlining the utility diversions affecting the city centre.

Brian Cox commented on the excellent work being undertaken with the Evening News in respect of PR and Communications.

**8. FINANCE REPORT**

The report was taken as read.

The appendices attached to the report were being redesigned to reflect "Tram only" reporting.

**9. BUSINESS CASE FY 08/09**

As a condition of the subsisting tie/CEC operating agreement tie must submit an Annual Business Plan which in turn is approved by the full Council. The Board was asked to approve the Business Plan as presented and this was duly done.

**Board**

It was suggested that Alastair Richards of TEL discusses ITSO with NS and how it affects the technology behind ticketing etc.



There will be a Board Strategy Day held in May 2008 and they will revisit the smaller projects and their future within tie.

**10. PROPOSED MEETING SCHEDULE 2008**

The dates will be reviewed again after the May strategy day with regard to future board dates.

**11. ANY OTHER BUSINESS**

Executive Chairman will carry out appraisals of the NEXs and meeting with each individually

**WG**

**9. DATE OF NEXT MEETING**

The date of next scheduled meeting is Wednesday 12<sup>th</sup> March 2008

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.*