



tie limited

Minutes of tie BOARD MEETING

In the tie Boardroom, Verity House, 19 Haymarket Yards
@ 10.00 – 12.00 noon on Monday 8th May 2006

Directors: Ewan Brown (Chairman)
Maureen Child
Andrew Burns
Gavin Gemmell
Willie Gallagher
Phil Wheeler

EB
MC
AB
GG
WG

In attendance: Michael Howell, tie Chief Executive
Graeme Bissett, tie
Bill Reeve, Transport Scotland
Andrew Holmes, CEC
Keith Rimmer, CEC
Mike Gerrard, Partnerships UK
Paul Prescott, tie
Susan Clark, tie
Mark Bourke tie
Barry Cross, tie
Stewart McGarrity, tie
Alex Macaulay, tie
Julie Thompson, tie Executive Support

MH
GB
BR
AH
KR
MG
PP
SC
MB
BC
SMcG
AM
JT

Circulation: as above

Note: The Board papers were issued for the meeting only. Observers were required to return all the papers to tie at the end of the meeting. Those in receipt of papers and who did not attend the meeting were required to confirm their copies had been destroyed or returned to tie.

* = 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.

Item**Action
By****1. MINUTES OF THE MEETING OF 24th March FOR APPROVAL AND SIGNING**

The minutes were approved.

2. SUMMARY OF KEY MATTERS**3. CHIEF EXECUTIVE'S REPORT**

The report was noted and the recommendations agreed.

Tram line 2 had received Royal Assent and Tram Line 1 was about to receive Royal Assent.

The new office at Citypoint was now complete and the Tram Project Team was due to move in on Friday 12th May.

Ian Kendall had resigned as Tram Project Director by mutual consent. MH is currently undertaking the role as Acting Project Director and interviews will be held to recruit a suitable replacement, possibly on an interim basis in the first instance.

MH

Readiness Review on the Tram Project will commence on 22.5.06.

Following the necessary approvals from Network Rail, the EARL project has appointed technical and geotechnical contractors.

A 2-day workshop was held with EARL/Transport Scotland/Network Rail to understand the issues concerning all three parties.

Process Improvement – AM is leading a progress review headed up by Nichols Group to integrate the cross-functional activities.

AM**4. RISK REPORT**

The report was noted and the recommendations agreed.

MB was tasked with continuing to report on the key risks to the Board with proposed revised format whilst improving on the involvement of key stakeholders in risk assessments including CEC; reporting further on the potential inherent and incidental risks to procurement strategy on Tram; reporting on the risks arising from objections to EARL; indicating the individuals within organisations responsible for risk mitigation on each Summary Risk Card; and prioritising the reporting of Tram and EARL prior to other schemes.

MB

EB hoped that it would be possible for the new Chairman of **tie** to meet with John Armitt, CEO of Network Rail when he visits Scotland on 14/15 June.

**Action
By**

EB

5. FINANCE REPORT

The report was noted and the recommendations agreed.

It has been agreed with TS that the tram funding approval from last year can be rolled over into the current year. Project funding for 2006 is on the agenda for the TS Executive on 15 May 2006. BR confirmed that from preliminary discussions on the TS Board the biggest issue was over the contribution to the funding package from CEC and how it sits within the overall package. Transport Scotland would be uncomfortable about releasing further substantial sums without clarification that CEC funds will be delivered. AH believed that this was a communication issue and would be addressed. Clarification to be given within the next week and Transport Scotland/CEC to have a further meeting to resolve this issue.

AH

Overdraft facilities had been increased by RBS to £6m. CEC have given approval. **tie** will continue to seek ways of avoiding the expensive use of the facility while meeting obligations to suppliers as they fall due.

The tie Business Plan had been approved by the Council on 4 May 2006.

An Audit Committee meeting will be held prior to the Board meeting on 26th June.

GB

Ingliston Park + Ride's outstanding issue is the possible claim by Borders Construction. Legal advice has advised that **tie**'s case is contractually robust.

6. PROJECT REPORTS

Tram

The report was noted and the recommendations agreed.

EARL

The April EARL board had been cancelled due to the 2-day Workshop in Dunblane with Transport Scotland and Network Rail. This workshop was held to understand the relationship of the respective organisations and their roles in the project. Several action points need to be resolved and agreement should be reached by Summer 2006.

Good progress is being made on the Bill and the consideration phase should be complete by Christmas for Royal Assent early in 2007. The objection period closes on 15th May and to date eight objections had been lodged.

The Outline Business Case needs to be agreed with TS and requires the endorsement of BAA and NR.

Stirling/FETA/Cross Forth Ferry

The reports were noted and recommendations agreed.

Fastlink

The adjudication notice from MCI (now Verizon) was discussed.

Budget projections for this financial year of £120k have been retained. Once all issues have been resolved, the balance will be released.

7. COMMUNICATIONS

The report was noted and recommendations agreed.

A regular summary programme for tram to be built into the Communications Report.

8. READINESS REVIEW

The report was noted and recommendations agreed.

9. AOB

EB raised the subject of the letter from Tom Aitchison sent earlier in the year regarding the composition of the **tie**/TEL boards and that a key governance sentence, which was in the version approved by the Board in March, was missing from this. This is now to be incorporated. AH agreed to raise directly with TA.

The search for the new Chairman of the **tie** Board was progressing. It was hoped that the new Chairman would be in place for the June board.

MH raised a vote of thanks to EB on behalf of the Board for the work he has carried out on their behalf and wished him well for the future.

**Action
By**

AM

**BC/
SW**

AH

10. DATE OF NEXT MEETING

The date of the next meeting is Monday 26th June at 10:00 hrs – 12:00 hrs at the **tie** office.

Signed and approved on behalf of the Board of **tie** limited by:

Ewan Brown (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.*