



**Minutes of Executive Team**

**held at CityPoint II, Kingdom-Brunel Room**

**at 09.30 on 27 January 2009**

**Present:** Steven Bell, David Mackay, Stewart McGarrity, Graeme Bissett, Alastair Richards, Colin McLauchlan, Bill Campbell, Susan Clark, Duncan Fraser and Julie Smith

**Apologies:** Jim McEwan

		Who	Date
<b>1</b>	<b><u>Apologies</u></b> Noted.		
<b>2</b>	<b><u>Outstanding actions from previous meetings</u></b>  All previous actions are closed apart from the roads realignment programme with SC is progressing with.	SC	03.02.09
<b>3</b>	<b><u>Minutes</u></b>  SMcG reported that he had received cost estimates from Lothian and Borders Police for additional resources running from construction through to and including open for service. It was agreed that this will be discussed at the Change Panel and with Marshall Poulton at the TMRPG. SMcG noted that he will be meeting with Conservative Councillor Iain Whyte next week to provide the cost out turn briefing given to the TPB. The Deloitte internal audit review is still underway and SMcG expects that the report will be delivered the first week in February.  CM advised that there will be another one family session held today. CM stated that 7,000 letters were due to be sent out to residents and business for the Princes St Works. In tandem with this there will be also be 6 public meeting held during the second week in February. The contract for the logistics works is planned to be awarded this week. CM noted that the test of the schools programme is due to take place this week. It was discussed what news stories should be on the website as it is the norm that most companies only display their press releases and given the type of coverage the project receives it may be beneficial to remove the news feeder.  DMac confirmed that a number of high quality applications had been received for the CEO position and this will be discussed further this week.  SB discussed the Project Directors report – which is attached. However it was agreed that he would produce a storyboard presentation for the Dr Keysburg meeting and a flowchart to describe the DRP process.  SC reported that the Mound diversion went well and that the Baltic St closure had	CM  SB	03.02.09  03.02.09

	<p>been implemented on Friday successfully. There are currently plans in creation for the closure of Princes St which will cover logistics, emergencies, traffic management and contingency. These will be circulated once finalised.</p> <p>BC noted that he was progressing with the bus publicity for the Princes St Works and will be advising the Traffic Commissioner of the diversion plans tomorrow. He also advised the Lothian Buses will provide staffing support for the manning of the mock up on Princes St.</p> <p>DF presented his plan for the CEC Ward Room which will be implemented the first week of the Princes St Works and will be a support initiative. He also requested an update on the roads reconstruction process with SB agreed to follow up.</p>	SB	03.02.09
4	<p><b><u>Agenda Items for next meeting</u></b></p> <p>The next meeting will take place on Tuesday 3 February at 08.30. Agenda to be confirmed.</p>		