



tie limited

**Minutes of tie BOARD MEETING**

Verity House, 19 Haymarket Yards, Edinburgh on  
Monday 23<sup>rd</sup> August 2004 @  
10.00 hrs – 12.00 hrs

**Initials**

Board Members: Ewan Brown (Chairman)  
Maureen Child  
John Richards  
Andrew Burns  
Gavin Gemmell  
Jim Brown

EB  
MC  
JR  
AB  
GG  
JB

In attendance: Michael Howell, tie Chief Executive  
Alex Macaulay, tie Projects Director  
Andrew Holmes, CEC, City Development Director  
Keith Rimmer, CEC, CDD, Transport  
John Burns, CEC, Corporate Finance  
Jonathan Pryce, Scottish Executive  
Martin Buck, PUK

MH  
AM  
AH  
KR  
JB  
JPr  
MB

Apologies: Bill Cunningham  
Graeme Bissett, tie Finance Director  
Paul Prescott, tie Heavy Rail Director

Circulation: As Above +  
Ronnie Hinds, CEC, Head of Corporate Finance  
Ewan Kennedy, CEC, CDD, Transport  
Andy Nichol, SE

**Item**

**1. MINUTES OF THE MEETING OF 26<sup>th</sup> July 2004 FOR APPROVAL AND SIGNING**

The minutes were approved.

**2. MATTERS ARISING FROM MINUTES OF THE MEETING OF 26<sup>th</sup> July 2004**

Item 4 (v) CGEY have been appointed.

Item 6 (c) – Trams (29<sup>th</sup> January 2004):  
Meeting with Patricia Ferguson - she had not been willing to meet.

### 3. CHIEF EXECUTIVE'S REPORT

a) The CE monthly report was tabled for comment

(i) General

Key developments this month included:

- The draft outline business case (draft OBC) for Tramlines 1 & 2 has been submitted to the Scottish Executive by the due date
- Some progress has been made on integration; however governance issues for Transport Edinburgh Limited remain to be resolved.
- The launch of the "Transport Edinburgh" brand had been scheduled for 30<sup>th</sup> August. (later postponed to 9<sup>th</sup> September)
- Progress is being made on the definition of the system structure for congestion charging prototypes.
- Work has started on development of the procurement strategy for EARL.
- Contracts have been drafted for the Stirling –Alloa railway line and a letter of comfort has been received from the Scottish Executive regarding incurred expenditure.
- Approval of the company change of name to **tie** limited has been given by CEC.

(ii) Tram

A model of the alignment along Baird Drive was available for viewing and has been used for demonstration purposes in the consultations with the local objectors.

(iii) Congestion Charging

Development of the system architecture is progressing well.

(ii) Office Accommodation

The relocation to Verity House is now complete and the improved working environment is appreciated by the team. It was proposed and agreed that future **tie** Board meetings be held at the **tie** office.

b) Risk Report

The Risk Management paper was reviewed in detail.

AM confirmed that the strategy on the tram depots for TL1 & 2 has been agreed. The need for a depot for TL3 is yet to be confirmed and will be addressed as part of the work program.

Discussions with BAA on their present objections to Gogar Depot and to TL2 are also progressing.

## 4. ITI

a) Project Progress Reports

The project progress reports were presented with the following comments:

(i) One Ticket

The "One Ticket" project is behind in budget spend with only the administration costs and no commercial costs being incurred by **tie**. It was recommended that the future business strategy and integration with TEL should be assessed together with the Scottish Executive and reported at a future meeting.

(ii) WEBS

Recent bad weather had hampered construction of the guideway. However, the project is still on schedule for completion by November. A revision of some earlier potential savings in the budget, in conjunction with CEC Transport Planning, has allowed the reinstatement of some elements of the project which had been dropped earlier for budget reasons.

(iii) Ingliston Park and Ride

The opening was more likely to be March rather than January.

Preparations are underway for high visibility signage and a communication programme.

Lothian Buses contract is likely to include additional services to the site.

It was confirmed that arrangements are being developed to ensure that there is no Airport parking at the site.

Action  
By

MH

b) Update on Tram draft OBC

Work is in progress to prepare an updated version of the draft OBC for the Scottish Executive, to be signed off on 3<sup>rd</sup> September 2004, which will justify the next stage of funding up to March 2005.

**tie** was also required to submit the separate Financial Cases for Lines 1 and 2 to the Scottish Parliament.

EB requested that directors be kept informed of progress and have sight of documents submitted

AH requested a breakdown of the land acquisition costs and a schedule of the spend.

AB recommended that the draft OBC be presented at the next Council Meeting in September.

c) Update on Service Integration

A progress update on the integration was provided. At a meeting of TEL on 2<sup>nd</sup> July it was agreed that all parties would strive to agree, by 30 September, a detailed programme to address the principal workstreams identified so far. A meeting with the Chairman of Transdev, attended by Donald Anderson, is scheduled for 5<sup>th</sup> October, when a joint programme of activity for the month ahead will be presented.

d) Extension of CPZ

KR confirmed that the extension of the Controlled Parking Zone (CPZ) may have to be postponed for budget reasons.

e) Rapid transit on Edinburgh by-pass

f) KR reported that CEC were pressing the SE Roads Directorate for progress on Rapid Transit on the Edinburgh By-Pass. JPr reported that resources were not currently available at SE to undertake a feasibility study on this project.

**5. GOVERNANCE & FINANCIAL MATTERS**a) Financial Report

The monthly Financial Report was reviewed.

**Action  
By**

**GB**

**GB**

**GB**

**AB**

**AM**

<u>Action By</u>
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b) Audited accounts to 31<sup>st</sup> March 2004

Audited Accounts to 31<sup>st</sup> March 2004 were presented and approved.

c) Company Name Change and Appointment of Secretary

The relevant documents for the official change of company name, amendments to articles and the appointment of D.W. Company Services Limited, as secretary, were tabled and signed by the Chairman and AH, as appointed representative of CEC.

## 6. COMMUNICATIONS

a) ITI Communication Strategy

The communication strategy for the Transport Edinburgh Information Programme was tabled.

b) Transport Edinburgh Launch

The launch of Transport Edinburgh was scheduled for 30<sup>th</sup> August (postponed to 9<sup>th</sup> September). Key speakers include Donald Anderson, Andrew Burns and Michael Howell.

The proposed visit by Ken Livingstone to Edinburgh later in the year requires to be incorporated into the programme.

MH

c) Stakeholder Report

MH and AM are to take a lead in the delivery of the stakeholder programme.

MH/AM

## 7. HEAVY RAIL

a) Progress Reports

(i) EARL

Ministerial support is being sought to launch the public consultation for EARL which is due to start on 13<sup>th</sup> September and run until 29<sup>th</sup> October 2004.

PP

**tie** is working closely with Damian Sharp on the implications of the National Rail and Transport Scotland White Papers for **tie**, and the choice of promoter on the EARL parliamentary bill process.

## (ii) SAK

Royal Assent has been granted to the Stirling-Alloa-Kincardine Railway Bill. This is the first private transport bill to received Royal Assent via the Scottish Parliament.

**8. AOB**

## a) Freedom of Information (Scotland) Act

Comments on the draft publication scheme made by the commissioner were discussed and modifications will be made to ensure **tie** comply with the Act and present a final version of the scheme for approval by the Scottish Information Commissioner by 31<sup>st</sup> August 2004.

## b) Meeting with Adrian Colwell

EB and MH together with AB are meeting with Adrian Colwell, Political Adviser to the First Minister on 1<sup>st</sup> September 2004.

**9. Date of Next Meeting**

The next meeting will be held on Monday 20<sup>th</sup> September 2004 in Dublin

**Action  
By**

**AM**

**MH/EB**