



tie limited

Minutes of tie BOARD MEETING
in the Dunedin Room, City Chambers
@ 10.30 – 12.30 hrs on Monday 25th October 2004

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

In attendance: Michael Howell, **tie** Chief Executive
Graeme Bissett, **tie** Finance Director
Alex Macaulay, **tie** Projects Director
Paul Prescott, **tie** Heavy Rail Director
Ian Kendal, **tie** Procurement Director
Andrew Holmes, CEC, City Development Director
John Ewing, Scottish Executive
Kenneth Hogg, Scottish Executive
Ewan Kennedy, CEC, CDD, Transport
John Burns, CEC, Corporate Finance
James Papps, PUK

Apologies: Bill Cunningham

Circulation: As above +
Keith Rimmer, CEC, CDD, Transport
Ronnie Hinds, CEC, Head of Corporate Finance
Andy Nichol, CEC, Leader's Office
Damian Sharp, Scottish Executive
Martin Buck, PUK

Action
By

EB
MC
AB
JB
GG
JR

MH
GB
AM
PP
IK
AH
JE
KH
EK
JB
JP

Item

1. MINUTES OF THE MEETING OF 20th SEPTEMBER 2004 FOR APPROVAL AND SIGNING

a) FOI (S) Act Protocol

The protocol for publishing the **tie** Board Minutes was approved.

b) The minutes of 20th September were approved.

* paper enclosed

2. MATTERS ARISING FROM MINUTES OF THE MEETING OF 20TH SEPTEMBER 2004

Item 6 (b) – A date in January is being progressed for the Ken Livingstone visit to Edinburgh.

Item 3 (a) – AB will progress the re-establishment of the PLG.

3. CHIEF EXECUTIVE'S REPORT *

General

The CE monthly report was tabled with the following comments:

i) Dublin/Rome - Visits

The visit to RPA, the Dublin agency operating the (LUAS) network has proved interesting to the Trams Development Programme in Edinburgh by providing information and experiences from which **tie** can learn before finalising its plans.

A visit to Rome was made by **tie**, as guests of Transdev to review the city's traffic exclusion charging scheme.

ii) Scottish Executive

An OJEU announcement has been published by the Scottish Executive requesting indications of interest from private companies who wish to programme manage Scottish Rail projects.

iii) Trams

The Chairman of Transdev, Philippe Segretain, visited Edinburgh on 6th October.

A subsequent shadow board meeting of Transport Edinburgh Limited proved constructive.

Members of the tram parliamentary committees have visited Nottingham to hear about the trams' recent launch and to try out the tram system for themselves.

iv) Congestion Charging

Work progresses to define the forward plan which will ensure launch of the Congestion Charging scheme as planned in 2006. The board expressed their appreciation to the **tie** Congestion Charge team for their efforts in progressing this programme.

**Action
By**

AB

AB

b) Risk Report *

The Risk Report was discussed.

It was suggested by JE that tie may wish to consider issuing a "Draft" Parliamentary Bill on TL3 as this may allow flexibility in the overall parliamentary programme. AM to consider.

GG made reference to Section 3 "Insurance Advisory Services" and made reference to the inclusion of Marsh UK Limited. Marsh have since withdrawn their tender submission.

4. ITI

a) Project Progress Reports *

The project progress reports were presented.

i) INFRACO

There has been a delay in tie receiving the letter of award for INFRACO from SE. Any further delay on the approval of the procurement will result in a serious risk to the deadline. JE to progress with AM and AM to report to the Board by the end of the week.

The work programme was presented outlining the resource required to deliver the complete procurement programme, however funding has not been committed beyond March 2005 (see 5(b)). MH to provide a monthly update to the Board.

b) Look ahead at Year end – Trams/CC

Noted and covered under 5b)

c) CC Reporter's report

The conclusions from the Public Inquiry have been received by the Council who are preparing their responses for early December.

tie continue to work on the program and the recommendations in the report.

b) T1 & T2 Parliamentary Progress/Objectors report *

A report of the process and progress to date was presented.

**Action
By**

AM

MH

c) Tram Funding and Implementation Update *

A report was presented following on from the submission of the Outline Business Case and the funding to support the procurement and design phase of the tram project.

d) Service Integration

i) Transport Edinburgh Limited ("TEL") -

AB reported that there had been positive progress in the development of strategy for TEL.

ii) One – Ticket *

A paper was presented outlining an update on One-Ticket which makes reference to its future role in the integration process. MH to pursue progression within the scope of TEL.

e) WEBS Launch

Construction of the WEBS project will be completed during the week beginning 22nd November. A launch, involving a leading politician, is planned for early December. Lothian Buses will commence operation of the Service 22 on the guideway on Sunday 5th December 2004.

It is proposed that the WEBS name will be changed to "Edinburgh Fastlink".

5. GOVERNANCE & FINANCIAL MATTERS

a) Financial Report *

The monthly Financial Report was reviewed.

b) tie Business Plan FY05 Outturn Review

The ARUP report to the Parliamentary Committee and the uncertainty of the costs involved from the outcome of the Parliamentary process are presenting difficulties in being able to accurately forecast the outturn for the FY05.

JE will liaise with the Parliamentary Committee to help formalise the process and will refer back to JB with advice in taking things forward.

tie are implementing some changes to the tram project monitoring processes to assist in producing more accurate forecasting of costs given the unpredictable demands of the laborious parliamentary process.

**Action
By**

MH

JE

GB recommended that early planning for the FY05/06 Business Plan would produce a more accurate indication of the financial commitments required. This was welcomed by SE and CEC and AB will progress on behalf of CEC.

**Action
By**

GB/AB

6. COMMUNICATIONS

a) ITI Communication

MH and AM have undertaken a number of engagements this month which have proved successful in addressing general negative publicity and opinion although some groups were less easily swayed than others.

Suzanne Waugh has joined as Communication Manager. CEC have engaged Stan Blackley to advise on the progress of the information programme.

b) Stakeholder Report

Preparation for the next issue of the Stakeholder Newsletter is underway.

7. HEAVY RAIL

a) EARL *

A progress report on EARL was presented. PP advised that BAA were now supporting an open-air station at the Airport. CEC had advised verbally that they would not wish to be promoter of the EARL Parliamentary Bill. KH advised that SE were also considering promoting the Bill. AH advised that he would re-examine the desirability of CEC's assuming the role of promoter.

The public consultation on EARL is scheduled to be launched on 28th October (*since revised to 8th November*)

b) SAK *

A progress report on SAK was presented. KH requested that negotiations with Network Rail on the APA should be co-ordinated through SE.

8. AOB

a) Future Meeting 2005 dates

Proposed dates noted.

b) Procurement Policy *

The policy was approved by the Board and it was suggested that it should be reviewed in more detail at the next OPCOM meeting.

9. Date of Next Meeting

The next meeting will be held on Monday 22nd November at **tie** offices at 10.00 am.

Signed as approved on behalf of **tie** Board by:

Ewan Brown (Chairman)..... Date.....