



# tie Limited

## Minutes of the Edinburgh Tram Project Board – meeting no 3.

**Date:** Monday 19<sup>th</sup> December 2005

**Time:** 09.00am – 11.00am

**Venue:** The Boardroom, tie’s offices  
Verity House, Haymarket Yards

For brevity, the attendees will be referred to in the minutes by the abbreviation listed below. The Board itself will be referred to as the ‘**TPB**’, to distinguish it from the **tie** Board.

In attendance	Gavin Gemmell – for <b>tie</b> Ltd	GG
	Damian Sharp – Scottish Executive	DS
	Michael Howell – for <b>tie</b> Ltd	MH
	Ian Kendall – for <b>tie</b> Ltd (Tram Project)	IK/TPD
	Graeme Bissett – for <b>tie</b> Ltd	GB
	Barry Cross – for <b>tie</b> Ltd	BC
	David MacKay - TEL	DMcK
	Andrew Holmes – For CEC	AH
	Neil Renilson – TEL / Lothian Buses	NR
	James Papps – for Partnerships UK	JP
	Jim Harries - for Transdev UK	JH
	Howard Elwyn-Jones	HEJ
	Andy Wood – for Transdev UK	AW
Apologies	William Gallagher - TEL	WG
	Keith Rimmer – for CEC	KR
Circulation	As above	

### ACTION BY

1. **Apologies**
  - As Above
2. **Previous Minute / Matters Arising**
  - It was noted that the minutes from the previous meeting of the board were excessively detailed. A preference for a concise list of issues and action points was generally indicated.
3. **Tram Project Director’s Report**
  - The structure of this report was complemented and a need to refine this format in conjunction with other organisations such as TEL was seen to be desirable.

HEJ



**Project Director's Key Issues and Decisions:**

- **1 - Project Governance** –The TEL migration plan was identified as essential in understanding roles and responsibilities going forward. CEC request to see and sign off this plan ASAP. NR/DM
- **2 - Funding/Delay** - DS will meet with the Transport Minister to define the scope of a possible funding agreement, prior to a decision being made. Progress to be updated at the next meeting with an announcement expected from the Minister mid January. DS
- **3 - MUDFA** – The tender release date for MUDFA will be confirmed once a clear decision on funding has been reached by CEC and the Executive. DS/AH/IK
- **4 – OJEU for INFRACO** - a 'third way' using a partial PFI mechanism for funding is to be fully investigated. A clear direction from CEC, The Scottish Executive and Financial Planning Unit on this critical funding issue must be taken swiftly, prior to issuing the OJEU for INFRACO. DS/FPU
- **5 – JRC and Financial Modelling** – Numerous benefits were identified in the acceleration of the JRC modelling programme. The board were happy to authorise acceleration costs of up to £250k to facilitate this process. IK
- **6 – Tram Project Accomodation** – The Board were informed of work presently underway to ensure adequate office space over the life of the project, including costs and proposed locations for any required expansion. Regular updates will be provided. IK

**4 Parliamentary Process Update**

- Strong progress has been made since the last Board meeting, notably with the production of the Line 2 Parliamentary Committee's report. Final amendments are in hand, but it is anticipated that development will progress in line with expectations. IK
- All activity is still in line with the predicted programme with the Tram Line One Committee report anticipated in the first quarter of 2006. BC/DS
- Owing to the short timescales afforded for the consideration of amendments, BC undertook to streamline information exchange with the Executive in this area. BC



- The excellent work carried out by the Parliamentary Team to date was noted.

#### **5 Tram Progress Report**

- Strong progress was noted this month with the conclusion of the SDS Requirements Definition Phase.
- Preliminary design will commence following review of the Requirements Definition outputs anticipated during January. IK
- The project team are ready to release the OJEU for INFRACO pending key decision 4. above. IK
- Contractor evaluations are complete (recommending Alfred McAlpine, Balfour Beatty, Morgan Est and United Utilities) for the MUDFA contract, but the tender will not be released until key funding issues (CEC Contribution & indexation) are agreed in principle. TPB accepted TPD's recommendation. DS/AH

#### **6 TEL Business Plan and Financial Model – Progress**

- Strong progress was reported with a High Level Review being conducted of the proposed route from Ocean Terminal to the Airport NR/IK
- An operations-view paper will be produced in January for consideration with the initial output of the JRC model NR

#### **7 AOB**

- Gavin Gemmell reminded the Board that in his absence at the next meeting, an alternate chair will be required.

#### **8 Date of next meeting**

**Monday 23<sup>rd</sup> January 2006; tie offices, Verity House**