



tie limited

Minutes of tie BOARD MEETING

In the **tie** Boardroom, Verity House, 19 Haymarket Yards
@ 10.00 – 12.00 noon on Monday 26 June 2006

Directors: Willie Gallagher (Chairman)
Maureen Child
Andrew Burns
Gavin Gemmell
Phil Wheeler
John Richards

In attendance: Michael Howell, **tie** Chief Executive
Graeme Bissett, **tie**
Andie Harper, **tie**
Andrew Holmes, CEC
Keith Rimmer, CEC
Susan Clark, **tie**
Mark Bourke **tie**
Stewart McGarrity, **tie**
Heather Manson, **tie** Executive Support

Apologies: Bill Reeve, Transport Scotland
Damian Sharp, Transport Scotland
James Papps, PUK
Barry Cross, **tie**
Alex Macaulay, **tie**

Circulation: as above

WG
MC
AB
GG
WG
JR

MH
GB
AHarp
AH
KR
SC
MB
SMCG
HM

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 8 MAY FOR APPROVAL AND SIGNING**

The minutes were approved.

2. EXECUTIVE CHAIRMAN'S REPORT**3. CHIEF EXECUTIVE'S REPORT**

MH confirmed the appointment of Willie Gallagher as **tie**'s new Chairman with effect from 1 June 2006 and recognised the significant progress made to date.

MH confirmed that he will step down as **tie**'s CEO with effect from end July and Willie will assume CEO responsibilities until a replacement is found.

MH commended the excellent work **tie** has done on all projects to date and thanked all concerned for their support during his period with **tie**.

Andie Harper, formerly of London Underground Limited has been appointed interim Tram Director.

It was noted that the results from the Readiness Review on the Tram project confirmed that the full implications of the procurement approach had been thought through and that a procurement sub-group, chaired by WG, has been formed to set a new programme for the procurement activity.

WG will progress any potential governance issues associated with poor co-ordination between all parties to ensure that the risk to potential delays in the Tram project are addressed. AHarp advised that a plan for a schedule of interfaces required between the relevant parties, including resources required, should be available by the end of the week.

WG
AHarp

4. FINANCE & RISK REPORT

The finance reports were noted.

The Tram project funding for 2006 has been approved in principle.

A review of **tie**'s governance and risk management is being carried out as part of the enhancement of **tie**'s internal procedures.

The statutory accounts were reviewed by the Audit Committee on 26 June. Notes will be added to the accounts providing explanations to funding deficits where required. JR noted that a few housekeeping issues were highlighted and are being progressed but overall the report was good.

Action By

5. COMMUNICATIONS REPORT

The report was noted.

6. PRESENTATION ON TRAM PROJECT *

The Executive Summary report was noted.

AHarp made a presentation to the Board on the Tram Project status and program and invited any additions required to the Executive Summary Report.

AHarp

An action plan will be developed by the end of the week from the results of the Readiness Review.

A "Best Programme" is being developed which includes key dates and issues, including resources.

7. PRESENTATION ON EARL PROJECT

The Project Directors report was noted.

SC made a presentation to the Board on the EARL Project status and next stages.

The Preliminary stage evidence in the Parliamentary process concludes on 27 June.

8. PROJECT REPORTS

SAK

The report was noted

Stirling/FETA/Cross Forth Ferry

The reports were noted

Fastlink

The reports were noted

9. TIE'S INTERNAL GOVERNANCE

GB advised of a current review of tie governance processes by which the tie Board fulfils its responsibility to ensure that tie's project teams are fit for purpose and operating as high quality delivery mechanisms.

As a consequence the tie Board meeting will revery back to monthly with effect from 28th August 2006.

10. GOVERNANCE AND INTERNAL CONTROL

GB presented tie’s obligation to implement Financial Reporting Standard 17 and as a result the requirements regarding Pension accounting. The appointment of a Committee to approve the final changes in reporting in the Statutory accounts was given by the Board

11.AOB

12. DATE OF NEXT MEETING

The date of the next meeting is Monday 28th August at 10:00 hrs – 12:00 hrs at the tie office.

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

Willie Gallagher (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.*

**Action
By**

GB