



tie limited

[PAPER 4]

Minutes of tie BOARD MEETING

In the tie Boardroom, Verity House, 19 Haymarket Yards
@ 10.00 hrs – 12.00 hrs on Monday 24th October 2005

Directors:

Ewan Brown
Gavin Gemmell
Jim Brown
Andrew Burns
John Richards

EB
GG
JB
AB
JR

In attendance:

Michael Howell, tie Chief Executive
Graeme Bissett, tie Finance Director
Susan Clark, tie Project Director, EARL
Ian Kendall, tie Project Director, Tram
Barry Cross, tie Depute Project Director, Tram
Richard Hudson, tie Senior Project Manager, SAK
Heather Manson, tie Central Services
Keith Rimmer, CEC, Head of Transport
Damian Sharp, SE, Head of PTMIT
Neil Renilson, TEL, Chief Executive Designate ||
David Mackay, TEL, Non-Executive Director
James Papps, PUK

MH
GB
SC
IK
BC
RH
HM
KR
DS
NR
DM
JP

Apologies:

Bill Cunningham
Maureen Child
Alex Macaulay, tie Projects Director
Stewart McGarrity, tie Project Finance Manager
Paul Prescott, tie Heavy Rail
Andrew Holmes, CEC, City Development Director
Bill Reeve, Head of Rail Delivery, Transport Scotland

WC
MC
AM
SMcG
PP
AH
WR

Circulation:

as above

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.

<u>Item</u>	<u>Action By</u>
<p>1. MINUTES OF THE MEETING OF 22nd AUGUST FOR APPROVAL AND SIGNING</p>	
<p>The minutes were approved.</p>	
<p>2. MATTERS ARISING</p>	
<p>None</p>	
<p>3. CHIEF EXECUTIVE'S REPORT *</p>	
<p>There was concern that project delays that were not caused by tie were resulting in inevitable cost escalation and that for major projects these extra costs could be considerable. The Board requested that it be kept informed at every meeting on delays that had arisen or could arise and the associated cost impacts and that a letter be prepared for the Minister (to be shown first to DS) making that point and proposing a meeting. (Neither the Chairman nor MH had yet met the new Minister). DS reported that the TSA were reviewing the current delivery program of all committed major projects prior to acceptance of responsibility for their delivery</p>	<p>DS</p>
<p>As newly appointed Head of Rail, Transport Scotland Agency, Bill Reeve had been invited to, and has agreed to attend, future tie Board meetings. He sent his apologies on this occasion.</p>	
<p>4. HEALTH & SAFETY</p>	
<p>The report on "the role of the tie Board with regard to health and safety" was noted. The requirement of the Board to assume accountability for Health & Safety management, on all sites where tie was the principal or client, was noted.</p>	
<p>The Board would assume collective accountability in this context, and delegate it to the Chief Executive, recognising that he is not formally a Director of the Company. No individual Director would be nominated.</p>	
<p>Health & Safety would become a regular item on the Board agenda at future meetings.</p>	<p>MH</p>
<p>5. RISK</p>	
<p>a) <u>Risk Report *</u></p>	
<p>The monthly Risk report was presented and discussed. It would be reformatted so that risks attaching to the tram projects and EARL would be addressed in the first instance by the respective project boards.</p>	<p>AM</p>

An early meeting with Stephen Baxter, the new MD of BAA Scottish Airports, was recommended.

The final SE/ tie operating agreement will be presented for approval at the next tie Board Meeting.

b) SAK

The project progress and financial reports* were noted.

The Asset Protection Agreement had been signed by Network Rail and Clackmannanshire Council.

Delays to the programme not related to tie could give rise to a further cost escalation of up to £2m.

The provision of signage at the site with evidence of tie's involvement in the project is to be progressed.

9. TRAM

a) Progress Report*

The report was presented and noted.

It was indicated by SE that a decision on indexation of funding on the £375m grant would be made before Christmas. It was also indicated that the date for release of funding for utilities diversion was under review. It was noted that the impact of any delay on project cost escalation could be serious.

A formal request for the release of funding required until the end of March 2006 for additional parliamentary activity was requested by SE.

GG provided an update on the first TPB. The proposed timetable of future TPB meetings requires revision.

b) TEL and service integration matters *

MH has been nominated as the tie representative on the TEL Board.

10. OTHER PROJECTS

a) Business Development

The report was noted in Alex Macaulay's absence.

Responsibility for sign-off of the contract between tie and FETA was delegated to the Chief Executive. It was requested that the level of liability insurance be queried.

Action

By

MH

SC

RH

IK

IK

IK

MH

**Action
By**

b) Waverley Railway Bill

It was indicated that, in view of its existing heavy rail experience and public sector non-profit status **tie** would not intend to bid competitively for the Waverley Railway project delivery contract. An early meeting between the **tie** Chairman and the Chief Executive of Borders Council would be sought.

MH

c) Ticketing

It was agreed that consideration would be given to a letter advising the Minister of the importance of a) progress on multi-mode ticketing to aid the growth of public transport usage and b) for a timely introduction of common technical standards in good time for the commissioning of **tie**'s projects.

MH

11.AOB

Pressure on accommodation meant that **tie** was reviewing its office options and would keep the Board informed.

MH

12. Date of Next Meeting

The date of the next meeting is 19th December 2005 at 14:00 hrs – 16:00 hrs at the **tie** office.

HM

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

Ewan Brown (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.*