

tie Limited

Minutes of tie/Carillion Weekly Progress Meeting - General Actions

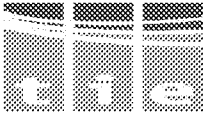
Date: Wednesday 11th March 2009

Time: 10am

Venue: Conference Room, MUDFA

Graeme Barclay	GB
Jim McEwan	JMcE
Colin Happer	CH
John McAloon	JMcA
Michael Blake	MB
Bob Shaw	BS
Damien Sharp	DS
Gordon Christie	GCH
Steven Beattie	SB
Michael Mann	MM
Neil McDonald	NMc
Steven Miller	SM
Stuart Robertson	SR
Graham Mitchell	GM
Gil Clelland	GCL
Ian Forbes	IF

Actions from Previous Meetings				
No	Date Raised	Action	Owner	Date Due
1	18.02.09	SDS Resources: We require a depth of what the resources are (who is covering what?). SDS have still not produced a resource loaded programme for utilities work and it is not clear exactly how much resource Halcrow is deploying beyond one team. This is the team that is	DS	11.03.09



		doing the core work of West Maitland St; Plates 6-10 & the Mound. DS to arrange an urgent meeting for this week to go over all outstanding issues; JMCE to attend.		
2	07.01.09	<p>CCTV Cameras: DF would like to request where possible that advance notice is given of any potential relocation of existing CCTV Cameras. Planning permission can take up to 4 months to be granted which is a huge delay to works if left until the last minute.</p> <p>Meeting required with CEC to go through this. Three meetings have been arranged with CCTV Coordinator, Ross Neill, but he has failed to attend. JMCE has written to CEC in this regard but has not yet had a response. JMCE to contact CEC to finally resolve.</p>	JMcE	18.03.09
3	17.12.08	Work Order Confirmation Notices: 15 no issued by tie. CUS state there are 15 that remain outstanding but tie disagree. Meeting required to resolve this – this should be raised at the commercial meeting on 17 th March – JMCE to attend.	JC	17.03.09
4	25.02.09	<p>BT Ducting</p> <p>BT have given tie a definitive list of all ducting materials delivered to site to date. The information provided shows that there are substantial quantities in excess of what is required. CUS commercial team are still working on this; MM should have the information for tie today.</p>	MM	11.03.09
5	04.03.09	Flash Report: JMCE would like to see a set of monthly targets within the report; flagged up with a traffic light system showing what is on track and what cannot be achieved etc. This will be incorporated into this week's report.	GB/ JMCA	13.03.09
6	04.03.09	MM asked if tie would consider reviewing and consider additional resources for supervision. At the moment tie have agreed 64 number resources. MM to put proposal to tie.	MM	18.03.09
7	11.03.09	Comms Notices: tie/CUS to ensure that these are put out to all staff and issued out on site.	Note	
8	11.03.09	BS/SCL meet each week and put together progress report; BS to issue to Tara Edgar to be included in this meeting.	BS	18.03.09
9	11.03.09	JMcE requested that at next week's meeting all CUS Delivery Managers have a brief of what works were planned for the week and what has been achieved.	SCL/ MMc/ SR/GM	18.03.09
IF YOU ARE UNABLE TO ATTEND THIS MEETING PLEASE ENSURE YOU FORWARD AN UPDATE OF YOUR ACTIONS TO TARA EDGAR NO LATER THAN 3PM TUESDAY.				