

**EDINBURGH TRAM PROJECT
BACKGROUND NOTE – GOVERNANCE DOCUMENTATION**

FOR TPB, TEL, TIE BOARDS AND CEC IN DECEMBER 2007

The paper attached addresses the overall project governance and management model and explains the roles of each governance body. There are a number of important matters which require further work and these are highlighted on the face of the note. An updated version will be submitted to meetings prior to the full Council meeting on 20 December 2007, assuming progress has been made on the underlying documents.

The paper acknowledges that there is an element of duplication within the structure, but this is a necessary evil to ensure all stakeholder bodies are properly included and to ensure that adequate informed challenge and guidance is brought to bear.

The attached calendar (Appendix 4 to the paper) sets out the programme of meetings for all the bodies. We will have a 4-weekly cycle of TPB Committee meetings, finalisation of 4-weekly Report, TPB meeting. The tie and TEL Boards comprise substantially the same people and will be held on alternate months. We await a schedule of dates for the Council's Tram sub-committee, but these meetings may usefully be attached to the bi-monthly TEL Board meeting. We also await confirmed dates for the 4-weekly TS / CEC review meetings.

The creation of the schedule has necessitated some changes to the dates for the tie Board circulated recently, partly to place those meetings on an alternate basis with TEL and also to avoid clashes. The dates for July, September and December are now revised to the dates on the attached schedule.

It is obvious that not all parties will be able to attend every session, but the structure should ensure that there is always adequate attendance. When the structure is approved in principle, we will do a round up of availability to ensure any difficult dates are flagged in advance and if necessary changed.

A further note explains the position with the operating agreements between the Council and respectively tie and TEL.

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