

TRANSPORT EDINBURGH LIMITED

AGENDA FOR BOARD MEETING

DATE: Wednesday 9 January 2008

TIME: 1000hrs (combined briefing with TBP, to be followed by TEL Board)

VENUE: Brunel Suite, Citypoint

MEETING No. Twenty-five

CIRCULATION

Directors:	Bill Campbell	WC
	Willie Gallagher	WG
	Ricky Henderson	RH
	Allan Jackson	AJ
	Donald McGougan	DMc
	David Mackay	DM
	Neil Renilson	NR
	Phil Wheeler	PW
Secretary:	Norman Strachan	NS

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1. **APOLOGIES**

2. **MINUTES**

- Draft Minutes of Meeting No. 24 for approval

3. **MATTERS ARISING**

4. **TRAM PROJECT BOARD UPDATE**

5. • **DESIGN MANUAL - FOR APPROVAL**

6. **ANY OTHER BUSINESS**

7. **DATE OF NEXT MEETING**

Wednesday 23 January 2008 – Citypoint at 1245hrs.

- *Denotes papers enclosed*

TRANSPORT EDINBURGH LIMITED

**Minutes of Meeting of Board of Directors
Meeting No. 24, 19 December, 2007, Brunel Suite, Citypoint**

Directors Present

D Mackay (Chairman)
D McGougan
W Gallagher
P Wheeler
N Renilson

In Attendance: N Strachan
S McGarrity

07.056 **APOLOGIES**

W Campbell, A Jackson and R Henderson. The Chairman, on behalf of the Board, wished Councillor Henderson a speedy recovery from his current incapacity.

07.057 **MINUTES**

The draft minutes of meeting Number 23 held on 31 October 2007 were approved.

07.058 **MATTERS ARISING**

The Chairman advised the Board that the project team continued to work with SPOKES re the various issues concerning the interface between cycles and trams, and confirmed that the Board would continue to look positively at the issue.

07.059 **TRAM PROJECT BOARD UPDATE**

WG provided a high-level overview of the issues discussed at the Tram Project Board (Minutes of this meeting would be issued to TEL members when available) including the status of the MUDFA and INFRACO projects. He also updated the Board on the delivery programme.

DM appraised the Board on the progress of the TEL and tie operating agreements and noted that they were still very much “work-in-progress” and would not be finalised until January.

S McGarrity updated the Board on project funding advising that funding and price were still aligned.

The issue of traffic management was discussed and WG stressed that from February 2008 roadworks and traffic disruption would be considerable and the pressure on all stakeholders would increase markedly from current levels. It was important that communications in advance of the disruption were effective as they were a key feature in managing this crucial next stage.

07.060 **ANY OTHER BUSINESS**

NR updated the Board on the amendments required to the Articles of Association to allow additional directors to join the Board and to remove the current problems with achieving a quorum. This would require an Extraordinary General Meeting which would be organised to coincide with the February Board meeting. The Company Secretary was to write to the Chief Executive of The City of Edinburgh Council advising of the changes that would be made.

07.061 **DATE OF NEXT MEETING**

The next scheduled meeting was planned for 9 January 2008, City Point at 1245hrs.

Dates for future 2008 meetings were issued, however it was requested that they be reviewed and re-issued at the next meeting.