



MINUTES OF tie BOARD MEETING
MacAdam Room, Citypoint, Edinburgh
at 10.00 am on Thursday 3rd July 2008

In Attendance:	Directors:	
	Willie Gallagher	WG
	Peter Strachan	PS
	Brian Cox	BC
	Neil Scales	NS
	Cllr Ricky Henderson	RH
	Cllr Gordon Mackenzie	GMac
	Other Attendees:	
	Neil Renilson, TEL	NR
	Duncan Fraser, CEC	DF
	Graeme Bissett, tie	GB
	Colin McLauchlan, tie	CMcL
	Stewart McGarrity, tie	SMcG
	Steven Bell, tie	SB
	Jim McEwan, tie	JMcE
	Julie Thompson, tie	JT
Apologies:	Cllr Allan Jackson	AJ
	Cllr Phil Wheeler	PW
	Kenneth Hogg	KH
Circulation:	As above	



Item

Action by

1. MINUTES OF THE MEETING OF 7th May 2008

The minutes were approved by the Board.

2. EXECUTIVE CHAIRMAN'S OPENING REMARKS

It was noted that no Safety & Environmental Director has been appointed yet and this is now a matter of urgency.

3. SAFETY & ENVIRONMENTAL REPORT

One Ridder accident has now been fully investigated and reported. There were ten recommendations for improvements. Three of these have been closed out and the rest are progressing to conclusion. **tie** hold a safety committee review on progress every four weeks. The HSE are satisfied with the actions taken by both **tie** and its contractors.

There was a false start by InfraCo on the demolition of the Caley Ale House. The sub-contractors' methodology statement was not fully adequate. This will be closed out within the next period and InfraCo need to approve this before work can start.

There were three serious incidents over the period and as a result CEC are looking at implementing 24 hour contracts to avoid the unnecessary disruption as that experienced in Lothian Road.

DF

HSE will be holding a presentation to **tie** and its contractors at the end of July. This will be an opportunity to strengthen relationships.

We are looking to develop and improve the specific safety leadership with InfraCo, Carillion and CEC to ensure consistent improving practice across the board. The process will commence on 10 July with InfraCo.

SB

A Health & Safety Committee is scheduled for 9th July. The Committee will look specifically at CDM regulations as a prelude to reporting to the **tie** Board.

PS



4. TRAM PROJECT

CEC are committed to appointing a dedicated additional resource for the CEC team. CEC

Overhead line design and roads for CEC has also progressed over the last few months. The Board will be updated at the August meeting of any material issues. SB

There is a need to identify the key individuals who need to be retained within the organisation to ensure the success of the project. A discussion paper on the demobilisation of SDS prior to Phase 1b to be presented. SB

The Board were given a presentation on the planned Haymarket Traffic Management arrangements. The Board was also given an update on the TROs. Two surgeries are planned for next week for residents and businesses in the area.

MUDFA Rev 07 programme is being agreed. Update will be given at the August Board. SB

There will be a relaxation of the embargo at 3 footway sites at the East End – 2 in York Place and 1 adjacent but not in front of The Playhouse.

A draft paper on the A8 sewer diversion was presented at the TPB. SB and WG have been appointed as delegated authorities in respect of the final report.

It was noted that the InfraCo mobilisation rate is still too slow with delays on the package contractors. A meeting will be arranged with InfraCo next week to address this issue.

The Board approved the awarding of the contract on the Murrayfield Pitch Relocation to Souter Sports Ltd and delegated contract signature to Steven Bell. SB

5. BUSINESS DEVELOPMENT

There was a verbal discussion on Business Development opportunities.

The Executive Chairman of tie and the Chairman of TEL presented to Senior CEC Management on 25th July.



A presentation by tie, CEC and TEL was made to MSPs on 25th July.

JMcE and KR were part of an All Parliamentary Light Rail Group visit to Germany to assess tram-train.

6. TOP 10 CORPORATE RISKS

A discussion paper was presented to the Board and feedback was requested on its shape and content. A further detailed discussion will take place at the August Board.

JMcE

7. HR & COMMS REPORT

The report was taken as read.

An individual has been identified for the Customer Services Role.

CMcL

8. FINANCE REPORT

The report was taken as read.

An Audit Committee had taken place prior to the Board and it was identified that bespoke training for Audit Committees be arranged for the Committee members and NEXs. This would take place later in the year.

SMcG/GB

08/09 Business Plan was noted and would be presented at the Transport Infrastructure Sub Committee of CEC on 27 July.

Preparation of the Business Continuity Plan was an outstanding issue. This is now being addressed.

CMcL

A retendering process for internal audit services is about to be undertaken. Three firms have been invited to tender along with two of the "Big 6" firms. A recommendation for appointment will be put to the Board later in the year.

SMcG



9. APPROVAL OF ANNUAL ACCOUNTS (on recommendation of Audit Committee)

The Annual Report and Accounts are complete with no significant matters arising. The Board approved the Accounts and authorised the Chairman to sign on behalf of the Board.

Alterations to the existing Bank Mandate signatories were made.

10. PORTFOLIO PROJECTS/EARL/IPR2

The paper was taken as read.

The Board was made aware of a letter sent from the Cabinet Secretary of Finance to the legal representation of John Muir & Sons relating to expenses incurred by Mr Muir objecting to the EARL Bill. We sought and await guidance from Transport Scotland on how to deal with this issue. The Board will be updated in due course.

An approach should be made to the One-Ticket Board for a review of fees for administering the scheme.

SMcG

The Executive Chairman expressed his thanks to David Burns, Project Manager on IPR2 for his excellent contribution to the successful completion of the project.

11. AOB

The Remuneration Committee approved the Executive Chairman's bonus for the first ½ 2008 and the bonus arrangements for the second ½ 2008.

A report on bonus recommendations is to be produced for the Tram Monitoring Officer later in the year.

CMcL

An outline plan of the bonus arrangements for senior staff was approved.

JMcE updated the Board on his meeting with Transport Scotland re; Gogar Interchange. A second meeting is scheduled for 10th July.



12. DATE OF NEXT MEETING

The date of next scheduled meeting is Wednesday 13th August 2008 at 10.00 am

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.*