



**MINUTES OF tie BOARD MEETING**  
**MUDFA Site Office, Western Harbour, Leith Docks**  
at 2.30 pm on Monday, 26<sup>th</sup> February 2007

**In Attendance: Directors:**  
Willie Gallagher (Chairman)  
Allan Jackson  
Phil Wheeler  
Brian Cox  
Kenneth Hogg  
Neil Scales  
Ricky Henderson  
Maureen Childs

**Other Attendees:**  
Ewan Kennedy, CEC  
Bill Reeve, Transport Scotland  
Neil Renilson, Lothian Buses/TEL  
Steven Bell, **tie**  
Graeme Bissett, **tie**  
John Boyle, **tie**  
Matthew Crosse (part), **tie**  
Julie Thompson, **tie**  
Stewart McGarrity, **tie**  
Colin McLauchlan, **tie**  
Barry Cross (part), **tie**  
Susan Clark (part), **tie**

**Apologies:** Peter Strachan

**Circulation:** As above

WG
AJ
PW
BC
KH
NS
RH
MC
EK
BR
NR
SB
GB
JB
MCr
JT
SMcG
CMcL
BC
SC
PS



**Item**

**Action**  
**by**

**1. MINUTES OF MEETING of 23<sup>rd</sup> January 2007**

It was noted that Cllr Maureen Child had attended part of the last Board meeting. The minutes were amended to show this. Otherwise the minutes of the meeting were approved.

**2. EXECUTIVE CHAIRMAN'S BOARD REPORT**

The report was noted and approved.

Transport Scotland has now received a copy of the draft **tie** Business Plan for 2007-2008 which will be presented to the Council for approval on 8th March. The only substantive change from the draft plan presented to the Board in December 2006 is the inclusion of Ingliston Park & Ride Phase II which is being separately funded by SESTRAN via CEC.

Copies of the final draft **tie** Business Plan were available for Board members at the meeting.

A programme is being developed to continue the improvement of **tie's** Integrated Business Management Systems during 2007 and will be presented to the Board in due course.

**SMcG/  
SB**

Transport Scotland has agreed to underwrite **tie's** obligations in taking on a lease of the 2<sup>nd</sup> floor at Citypoint. This will ensure that all parties involved in the Tram project will be able to work together more effectively.

Graeme Barclay appointed as Construction Director (Utilities) on the Tram project and commences in March.



### 3. PROJECT REPORTS

#### a) TRAM

The report was noted and approved.

MCr took the Board through the changes that had taken place since he joined **tie** and the key workstreams for managing the project going forward.

SDS have now appointed Steve Reynolds as their project manager and the various teams are now working towards the effective delivery and approval of detailed design. A refocused engineering group has been in the **tie** team under the leadership of David Crawley as Engineering Assurance and Approvals Director.

A design steering group has been created to work closely with SDS to anticipate any problems which may occur. CEC and TEL will be involved in this group. The MUDFA sub-committee of the Tram project Board has now been established and is chaired by WG.

The shortlist for the tram vehicles supply and maintenance contract (Tramco) is due to be reduced from 4 to 2 within the next few weeks.

An additional trip for the Board to visit the tram route from Haymarket to the Airport will be organised for after the 26<sup>th</sup> March Board meeting.

**NR**

#### b) EARL

The report was noted and approved.

Relationships with BAA and NR are now leading to rapid progress in developing an agreed delivery model. The programme remains to issue OJEU by the end of May 2007.

NS offered assistance with any tunnelling issues which might arise in the future.

The final stage Parliamentary debate is scheduled to take place on 14<sup>th</sup> March. A copy of the draft MSP briefing paper was tabled.



c) SAK

The report, presented by SB, was noted and approved.

A major issue had arisen with regard to progress on signalling design by the contractor and the impact that may have on the programme for the completion of the project. SB has asked the contractors to respond to **tie** by the end of this week on what resources, etc are required to allow finalisation of the project in accordance with the current programme. Meetings will be held with the contractor on 5<sup>th</sup> March and with the contractor plus Transport Scotland on 6<sup>th</sup> March to discuss this issue.

The Board will be updated at the next meeting on the progress made on this issue.

**SB**

**tie** will examine the lessons which have been learned on this project to avoid similar situations arising on other projects in the future.

d) Portfolio Projects

The report covering FETA, Cross Forth Ferry & Stirling Waste Management was noted and approved.

e) Fastlink (WEBS)

The report was noted and approved.

f) Ingliston Park & Ride Phase 1 and Phase 2

The report was noted and approved.

We have now entered into adjudication with Borders Construction. This will take place at the latter part of this week and into early next week and we hope to have a ruling by the end of March.

A paper on the flooding and canopy issues will be presented to the next board.

**SC**

TSS has commenced design of Phase 2. AMIS will commence work on the temporary extension to the IPR facility within the next 2 weeks.



#### 4. FUNCTIONAL REPORTS

a) Health and Safety

The report was noted and approved.

b) Risk

The report was noted and approved.

c) Human Resources

The report was noted and approved.

The formal adoption of the **tie** Accord agreement with the Edinburgh Construction Academy and Edinburgh Waterfront Recruitment Centre is scheduled for 5th March.

It was noted that the Remuneration Committee had approved the recommended 2006 bonus awards. These are within the budgeted figures for 2006.

d) Communications

The report was noted and approved.

e) Finance & Performance

The report was noted and approved.

It was noted that the Audit Committee had approved the following (subject to minor amendments):

- Audit fees and terms of engagement of Geoghegan & Co as the Company's external auditors.
- Updated **tie** corporate Delegated Authority Rules.



**5. AOB**

There was no other business.

**6.** The date of the next scheduled meeting is Monday, 26<sup>th</sup> March at 9.30 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.*