

## TRANSPORT EDINBURGH LIMITED

Minutes of Meeting of Board of Directors

Meeting No. 9 – 24 July 2006 – Verity House

Directors Present: W W Campbell, W Gallagher, D McGougan, D Mackay (Chairman), F Mackintosh, N Renilson

In Attendance: G Bissett, B Cross, A Holmes, A Harper, J Papps, A Richards, D Sharp, N Strachan (Company Secretary), M Thorne, C Williams

### 06.79 APOLOGIES

Apologies were received from Andrew Burns, Jim Harries and Stewart McGarrity.

### 06.80 DECLARATIONS OF INTEREST

No new declarations were noted.

### 06.81 NOTICE AND QUORUM

The Chairman reported that due notice had been given. He advised that he had received confirmation from Tom Aitchison, on behalf of CEC that WG was acting pro-tem as the tie Director while the future board composition was considered.

### 06.82 MINUTES

The draft minutes of meeting No. 8 held on 19 June 2006 were approved.

### MATTERS ARISING

06.83 In the absence of SM, MT confirmed that item 06.74 with regard to presentation on key issues affecting JRC was very much work-in-progress. This would be carried forward to the next meeting.

**Action: SM**

06.84 The minutes of sub-committee Meeting No 4 were noted.

06.85 BC presented an update paper on Potential Additional Park and Ride Facilities, which the Board noted. AH confirmed that he would pursue the issues raised in respect of land and report back at the next meeting.

**Action AH**

06.86 BC presented a paper appraising the Board on progress with tie, CEC and Sestran on Expansion of Ingliston Park and Ride Facility. AH explained the problems in regard to land acquisition. It was agreed that a further short paper detailing the steps required, and the key people to be tasked with delivery of this, be prepared for the next meeting.

**Action: AH**

**06.87 Project Progress**

AHp tabled the tram project progress report, which was noted by the Board. He reported that the project team was being restructured and re-populated. The Chairman requested confirmation from DS and AH that no further approvals for this were required from Transport Scotland and CEC. This was confirmed, subject to the restructuring being funded from existing budget approvals.

It was stressed that timing of tender prices for inclusion within the final business case would be an issue, and the Tramco prices quoted in the business case would not be fixed, and Infraco would be estimates as FBC was to be submitted before Infraco tenders would be returned. DS confirmed that as long as the quantification of costs was within agreed limits he accepted that they could not be guaranteed.

**06.88 Tram Business Case**

MT appraised Board of progress. She confirmed that the draft Business Case would be presented to the TEL Board at the October meeting.

**06.89** The following workstreams were considered and approved by the Board:-

Workstream 9 and 32

Strategic Marketing, Communications and Stakeholder Management.

Workstream 15, 19 and 20 O

Operating costs – Tram Depot Location and Management and Tram System Maintenance and Replacement.

Workstream 16

Operating Costs – Bus.

Workstream 17

Management and Administration Costs.

Workstream 21

Bus Fleet Maintenance and Replacement.

**06.90 Corporate Governance**

GB presented his latest report, detailing the proposed structure which he felt would best serve all stakeholders. The Board noted the report, however DS was still not comfortable with TS role and involvement. It was agreed that DM and GB would pursue this matter directly with Bill Reeves at TS and report back to the next Board meeting.

**Action: GB**

**06.91 TEL Health and Safety Strategy**

GB presented a report prepared by DLA which the Board noted and approved in principle. GB was to prepare a summary report for the next Board, detailing how the strategy would apply in practice for TEL.

**Action: GB**

**ANY OTHER BUSINESS**

**06.92** Property Development Contributions

GB highlighted that this issue was still pending and some clarity was required to allow financial projections to be incorporated into the TEL Business Plan. AH and DMcG were aware of the issue and would discuss with GB.

**Action AH**

**06.93** **DATE OF NEXT MEETING**

21 August 2006 – Verity House 1000 hrs.