



tie limited

Minutes of tie BOARD MEETING

In the **tie** Boardroom, Verity House, 19 Haymarket Yards
@ 14.00 hrs – 16.00 hrs on Monday 27th February 2006

Directors:	Ewan Brown (Chairman) John Richards Phil Wheeler Maureen Child	EB JR PW MC
In attendance:	Michael Howell, tie Chief Executive Alex Macaulay, tie Projects Director Graeme Bissett, tie Finance Director Susan Clark, tie Project Director, EARL Ian Kendall, tie Project Director, Tram Barry Cross, tie Depute Project Director, Tram Paul Prescott, tie Rail Director Stewart McGarrity, tie Tram Project Finance Director Bill Reeve, Transport Scotland, Head of Rail Delivery Keith Rimmer, CEC, Head of Transport James Papps, PUK Michael Gerrard, PUK Julie Thompson, tie Executive Support	MH AM GB SC IK BC PP SMcG WR KR JP MG JT
Apologies:	Gavin Gemmell Andrew Burns Willie Gallagher David Mackay	GG AB WG DM
Circulation:	as above	

* = paper enclosed (available under FOISA but subject to review under Section 5b of tie's publication scheme and The Act)
(C) = minute exempt under Section 5b of tie's publication scheme and The Act.

Item

1. MINUTES OF THE MEETING OF 19th DECEMBER FOR APPROVAL AND SIGNING

The minutes were approved.

2. MATTERS ARISING

No matters arising.

3. CHIEF EXECUTIVE'S REPORT *

The report was noted.

[REDACTED]

[REDACTED]

[REDACTED]

4. RISK

a) Risk Report *

The monthly Risk Report was noted.

EB requested that Mark Bourke attend the next **tie** Board and then on a twice yearly basis to update the board on risk.

b) PI Insurance*

The report was noted.

The approach recommended was agreed.

5. FINANCE

a) Board Financial Review *

The review and financial performance reports were noted.

MB

<u>Action By</u>

b) Business Plan 2006/7, Corporate Objectives, tieVision Plans

A committee comprising two of the private sector directors was authorised to approve final form of plan during March.

c) Governance

The report was noted.

EB asked that thanks be recorded to GG for his efforts in chairing the Tram Project Board over the last several months.

Interim Board meeting to discuss tram governance to be convened on Friday 24th March at 2.00pm.

Principles of new tram structure approved, and details would be finally approved on 24th March.

SAK – a paper is required by the end of March. PP to confirm to Chairman as soon as documents signed by all parties.

PP

FETA, Cross Forth Ferry, Stirling Council – two out of the three contracts are now agreed and were approved by the Board. Stirling Council had still to be finalised and authority was delegated to the Chief Executive to sign it when completed..

d) Corporate Safety Transition Plan

The report was noted.

David Thornton, **tie's** new safety advisor, was introduced to the Board. David will be working closely with the Chief Executive and also reporting to the Board regarding all safety matters.

Safety documentation and procedures to be developed by **tie** and TEL must have input into the process. The role of TEL and its responsibilities need to be established. Both parties to progress prior to the next Board meeting.

Safety documentation on EARL will take the lead from Tram and a paper will be submitted to the April Board.

The distinction was made that TEL is the client for Tram, while the **tie** Board, delegating to the EARL Project Board, is the client for EARL.

Action
By

6. PROJECT PROGRESS REPORTS *

The reports were noted.

a) EARL

[REDACTED]

[REDACTED]. A letter would be drafted to Transport Scotland with regard to rolling stock and timescales.

SC

b) Tram

The report was noted and discussed.

IK designated as the alternative director for the TEL Board in MH's absence.

[REDACTED]

IK

Weber Shandwick's contract would be extended for a period of 12 months so that needs of EARL and tram can thereafter be assessed simultaneously.

IK

TEL requested a meeting with Transdev regarding possible changes to the DPOFA contract with **tie**. MH undertook to arrange this.

MH

A vote of thanks was recorded on behalf of Andy Wood's contribution to the project following his transfer to Melbourne.

c) SAK

Review of the developing cost position would be undertaken by the SAK team and implementation would be discussed with the Scottish Executive.

PP/RH

d) Other projects

The reports were noted and discussed.

7. COMMUNICATIONS

a) Communications Progress Report *

The report was noted.

<u>Action</u> <u>By</u>

8. BUSINESS DEVELOPMENT

a) Progress Report

The report was noted.

9. AOB

A special Board meeting to be arranged for Friday 24th March at 14:00 hrs at the **tie** office. This meeting will be for the final approval of governance changes for the tram project, and approval of the business plan.

10. Date of Next Meeting

The date of the next meeting is Monday 8th May at 10:00 hrs – 12:00 hrs at the **tie** office.

Signed and approved on behalf of the Board of **tie** limited by:

Ewan Brown (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.*