
From: Susan Clark
Sent: 01 April 2009 09:11
To: David Carnegie
Subject: FW: Use of TSS design review resource in budget year 2009/10

From: Tony Glazebrook
Sent: 31 March 2009 14:45
To: Andy Steel - TSS
Cc: Gavin Murray; Lindsay Murphy; Colin Kerr; Frank McFadden; Steven Bell; davidcrawley@ [REDACTED]
Susan Clark; David Carnegie; Hamish Sheppard
Subject: FW: Use of TSS design review resource in budget year 2009/10

Hi Andy,

Further to my earlier email, below, to recognise the commitments of you and your team on other contracts, in each case where we need your input we will advise you of our requirements by email, backed up by text message.

Cheers,

Tony

From: Tony Glazebrook
Sent: 31 March 2009 14:29
To: Andy Steel - TSS
Cc: Gavin Murray; Lindsay Murphy; Colin Kerr; Frank McFadden; Steven Bell; 'davidcrawley@' [REDACTED]; Susan Clark
Subject: Use of TSS design review resource in budget year 2009/10

Hi Andy,

Following the dramatic reduction in the time allocated to you and your associated design review resource w.e.f. tomorrow, this note is to inform you how Engineering Services intends to manage your valuable input in the most effective manner:

- Requests for work by any of Messrs. Steel, Lynch, McQueen and Mosley shall come only from any of me, Gavin Murray, Lindsay Murphy or Colin Kerr.
- Requests for work by David Bateman shall come only from any of me, Gavin Murray, Lindsay Murphy, Colin Kerr or Frank McFadden.
- The working hours budgeted for support to Engineering Services from any of Messrs, Steel, Bateman, Lynch, McQueen and Mosley are as advised to you today by separate email and must not be exceeded.
- Any requests for work by from any source other than as detailed above shall need to be accompanied by a WEN produced by the requester which has been authorised by a nominated **tie** Director.
- Requests for work by you or your team comprising document review, meeting attendance etc shall be accompanied by a "prime needs" statement from **tie** which will seek to minimise the work required.
- To minimise unproductive travelling time, the normal location for this work, unless otherwise advised, shall be at each staff member's "home location" rather than Citypoint.

I trust that this will help us both to keep control!

Best regards,

Tony