

---

**From:** Richard Jeffrey  
**Sent:** 01 May 2009 15:37  
**To:** Graeme Bissett; Stewart McGarrity; Stewart McGarrity; Colin McLauchlan  
**Subject:** FW: OVERVIEW MEETING

Fyi, response sent to Tom A

Regards (and have a good weekend)

Richard

---

**From:** Richard Jeffrey  
**Sent:** 01 May 2009 15:35  
**To:** 'Tom Aitchison'; David Mackay  
**Cc:** Donald McGougan; Dave Anderson; Jim Inch; Sheena Raeburn  
**Subject:** RE: OVERVIEW MEETING

Tom, thanks for your note and suggested agenda, which looks fine to me. I hope we do get time to go through everything as I think there are some pretty key issues to cover.

I also have some initial impressions I would like to share with you and seek your advice. I appreciate being so new into the role my impressions may be a little naive, but perhaps there is value in that.

The main area I would like to discuss, (and I guess it naturally fits under item 3 on your agenda), is the management of commercially sensitive information, finding the balance between keeping council officials and councillors informed without compromising our ability to negotiate the best commercial outcome in any discussions with contractors.

On your general comment about getting onto the front foot, I have identified this as one of my early key priorities, and have already formulated some ideas about how we go about this. I can't promise an instant turn around, but there are a number of key events coming up in the next few months which I believe, if handled properly, we can use as a turning point in the fortunes and reputation of the project. I have to say that I am enthusiastic about our ability to turn this corner and hope that we can galvanise all the key stakeholders around this central idea.

Regards

Richard

---

**From:** Tom Aitchison [<mailto:Tom.Aitchison@edinburgh.gov.uk>]  
**Sent:** 01 May 2009 09:53  
**To:** David Mackay; Richard Jeffrey  
**Cc:** Donald McGougan; Dave Anderson; Jim Inch; Sheena Raeburn  
**Subject:** OVERVIEW MEETING

David/Richard,

## OVERVIEW MEETING

As you know, we are due to meet on Monday 11 May to take stock of a number of issues and set the direction of our joint working over the coming period. I think the meeting is timely given Richard's appointment, the Council debate yesterday, the imminence of a decision on summer working and the like.

There is a lot to discuss when we meet and some specific suggestions are set out below. Perhaps the most crucial issues, however, is how we can tackle the negativity which still exists in many quarters and get onto the "front foot".

This clearly has implications for communications activity in particular.

So, suggested areas for discussion are:

- (i) an update on how well our teams are working together since the changes introduced last November;
- (ii) current position on budget and programme issues;
- (iii) public reporting to elected members (and other stakeholders);
- (iv) communications, marketing and PR issues;
- (v) managing financial, commercial and legal issues;

and, if time permits

- (vi) the business case for tramline 3;
- (vii) governance arrangements for **tie**, TEL and Lothian Buses;
- (viii) **tie** bonus payments; and
- (ix) **tie** office accommodation.

The list looks daunting! Please let me know what you think.

Best wishes.

Tom

Tom Aitchison  
Chief Executive  
The City of Edinburgh Council  
Waverley Court  
4 East Market Street  
EDINBURGH  
EH8 8BG

Tel No: 0131 4 [REDACTED]  
Fax No: 0131 469 3010

\*\*\*\*\*

This email and files transmitted with it are confidential and are intended for the sole use of the individual or organisation to whom they are addressed.

If you have received this eMail in error please notify the sender immediately and delete it without using, copying, storing, forwarding or disclosing its contents to any other person.

The Council has endeavoured to scan this eMail message and attachments for computer viruses and will not be liable for any losses incurred by the recipient.

\*\*\*\*\*