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Sent: 04 October 2007 13:44
To: Donald McGougan; Andrew Holmes
Cc: Duncan Fraser; Andy Conway; Rebecca Andrew
Subject: Highlights of OGC review 4 October 2007

Highlights of OGC review 4 October 2007.

Attended by OGC Team, TA,DMcG, AH, DMF, and Susan Clark

1. Draft report to be available tonight
2. Infraco
 - is critical in terms of time, VfM, Budget
 - time of concern between now and financial close hence vital that due diligence process is closed out
3. Out comes of due diligence and Risk transfer may or may not be met-
Action : Micro management through planned delivery and close out of all issues by deadline
4. Management Controls
 - Tram Director must be empowered
 - Chair and Board must support not hinder progress
5. Contract Management
 - Change of structure and staff proposed within tie
6. Stakeholder Support
 - £500m confirmed
 - Funding for 1a and 1b
 - Letter from TS expected within 7 daysAction : meeting of Directors to confirm terms of grant award and will require letter of comfort to bidders
7. Delivery of Strategy
 - Reduction of TSS role with more of a role for tie
 - Co-location of CEC staff assisting with planning process
 - Governance- clear role now for CEC, with TS only acting as a funderAction : Define Governance within tie and CEC with clear lines for decision making and simplicity thus avoiding duplication or unnecessary delay.
8. Adequacy of Plans
 - Risk recording rather than management
 - Risk to CEC rather than project
 - Risk to be addressed specifically by TPB and not embedded into other agenda topics
9. Other Matters
 - OGC to prepare costed risk assessment
 - OGC report usually confidential and excluded from FOI but agree it can be released post financial close

Duncan Fraser 4 Oct 2007