

Graeme Greenhill

From: Dick Gill
Sent: 14 June 2007 10:34
To: Graeme Greenhill

Dear Bill

As you know Graeme Greenhill and I are scheduled to meet you today at 4pm. Our aim when we meet is to get your views on the main issues in our terms of reference for both projects (available here <http://www.audit-scotland.gov.uk/audit/summer.htm>). I thought you would appreciate a little advance warning of the main ground we aim to cover.

Your colleagues and tie have been extremely helpful with supporting our work. We have learned a lot about both projects over the last few days

We would like to focus firstly on a broad point common to both projects:

- An overview of transport Scotland's role & remit with regard to major investment decision making for the Earl & Tram projects

We would then like to focus on the following specific issues relating to each project: Earl

- Project budget & funding - how will Earl be afforded, who has the budget, and expectations around BAA and Network Rail's contribution
- Project governance - involvement of BAA and Network Rail as key stakeholders, operation of the project board, tie's role & responsibilities, who is the ultimate client?
- Project risk - the main risks that the project now faces
- Programme - current status, achievability of the target to complete by end 2011
- Procurement - the strategy, timescales, market capability & appetite
- Finance - spend to date (project and non-project spend including Bill preparation etc), funding of spend in 2007-08

Tram

- The status of Scottish Executive/Transport Scotland funding for Phase 1b of the tram project
- Progress with developing a financial agreement between Transport Scotland and the City of Edinburgh Council governing the funding of the tram project

We look forward to meeting you at 4pm

Sincerely

Dick

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*Financial responsibility
TS with BAA ✓*