
From: Sharp DP (Damian)
Sent: 28 February 2007 08:10
To: PS/Transport Scotland
Cc: Reeve W (Bill); Spence M (Matthew); Davis L (Lorna); Press Transport Scotland; McShane N (Natalie)
Subject: Edinburgh Trams - Draft letter from Malcolm Reed to Tom Aitchison
Attachments: Edinburgh Tram - MR to Tom Aitchison.doc
Importance: High

Malcolm

As discussed I attach a draft letter for you to send to Tom Aitchison, Chief Executive, City of Edinburgh Council to coincide with a Trams announcement. It is part of a suite of letters relating to the announcement.

I am in the process of clearing a grant offer letter with colleagues and will then turn my hand to a letter from the Minister to the leader of the Council intended for public consumption. Your letter is intended to:

- acknowledge the contribution Tom Aitchison and his senior team have made in the past year & encourage continuing personal attention
- set out a bit more about how the challenge increases over the next months to FBC and then on into main construction
- set out clearly the principal conditions Ministers and Transport Scotland expect to see the Council deliver on – putting them in context

I would be grateful for urgent clearance or any comments/amendments

I would also be grateful if your team could put the text onto your approved letterhead as I couldn't find it to hand when writing this.

Damian

PS – with attachment this time!