
From: Andy Conway
Sent: 08 April 2009 15:57
To: Marshall Poulton; Alan Coyle; Nick Smith; Colin MacKenzie; Gill Lindsay; Max Thomson
Subject: Action Note from today's 'Commando' meeting

Dear all,

Please find below a note of the pertinent action point from today's meeting:

Council Report to full Council on 30 April (Alan Coyle leading)

- Draft report to be prepared by lunchtime on Tuesday 14 April and given to Tom Aitchison.
- Following consultation with Tom the 2nd draft is to be finalised by **close of business on Tuesday 14 April**.
- Alan Coyle to review wording around the governance and claims text (input from Nick and Colin required).
- The draft is to be given to **tie** and Corporate Comms for comments before Tuesday (we can determine later if we want to take **tie's** comments on board once we've seen them).

An interim response is to be provided to Tom Aitchison regarding the issues below by **lunchtime on Tuesday 14 April**.

- **Strategic Options**
Alan Coyle has a draft paper in hand. It is suspected that this will not be fully complete by Tuesday and an interim position should be provided to Tom at the same time as the draft Council report.
- **Current & Future DRPs**
As above, Nick and Colin have this in draft, and an interim position should be provide to Tom. Gill has requested that DLA be asked to provide their opinion and Colin and Nick are to forward their papers to Gill tomorrow to allow DLA to provide their input. DLA's advice may not be available for Tuesday, but they will be asked to meet this timescale.
- **Technical Issues & Contractual Management**
Max and Marshall will prepare a draft paper by close of business on tomorrow (9 April) for circulation.

Other General Points to Note

Marshall is going to speak to **tie ltd** to attend the Project Management Panel to obtain better visibility of the ongoing difficulties.

Max and I will prepare the single page report for the Councillor's Briefing on Tuesday. It will be prepared by lunchtime on Tuesday 14 April. Corporate Comms to be consulted in its preparation. Marshall will speak with Tom Aitchison to ensure that he's happy with it being handed out.

The report to Council on the 30 April 2009 regarding the impacts of the Princes Street Diversion will be updated to reflect that a final decision for the Festival events will be made at the Policy and Strategy meeting on 12 May. I've already updated that report and send it over to Dave Anderson.

Regards

Andy Conway

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