

TIE / TSS Monthly Review Meeting

C.O.S.L.A centre, Rosebury House

On Thursday 14th September 2006 at 9:00am – 10.00am

In attendance Tie: Geoff Gilbert GG

TSS: Mark Jackson, Douglas Leeming, Gordon MJ, DL, GL

Lindsay

Apologies

Circulation Attendees

No.	ltem	Action
1	Scott-Wilson Issues	
	Management of Service Provision (2)	
	 Service Provision – effectiveness and efficiency (1) 	
	Governance and Reporting (3)	
	Protocols for bringing resources onto Project (4)	
2	Introduction	
	TC – Point of Contract. PM for TSS	
	Geoff Gilbert – Commercial Manager for TSS	
3	Future Meetings	
	2 nd Thursday of Month	
	Both 1½ hours	
	Attendance: GG, Trudi Craggs, Andie Harper, DL. MJ, GL	
4	Agenda for Future Meetings	
	Review of previous actions	
	Resources currently being used and future requirements	
	Payments	
	Performance	
	Other highlights from Report	
	Early Warning of Future Requirements	
	• AOB	



5	Future Arrangements	
	 Service Provision Flexibility of Resourcing Definition of Service Body Shop - ******* capability Cultural Shift to be achieved Expectation of team working approach Education of tie team to outline arrangement Objectives for each workstream Administration of TSS contract Use TSS contract template Staff appraisals Timesheets on weekly basis to Trudi Craggs Matrix of ***** *** - finalise and pass to SW Val Clementson to administer day to day Personnel absent are reminded to advise workstream leader of whereabouts. 	
6	Future Reports	
	Structure	
	Advised structure as ***** ****	
7	AOB	
	No issues	