
From: Willie Gallagher [Willie.Gallagher@tie.ltd.uk]
Sent: 24 July 2007 20:34
To: Reeve W (Bill); David Mackay; Tom.Aitchison@edinburgh.gov.uk
Cc: Graeme Bissett; Sharp DP (Damian); Matthew Crosse
Subject: Tram Governance

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Bill,

Thanks you for your time this morning. We discussed your proposed involvement to the Tram Project which I have summarised:

Governance

TS will adopt a very light touch approach to project monitoring, restricted to :

1. Submission of the normal 4-weekly report
2. Monthly meeting with CEC (attendees to be determined, but thrust is of a senior stakeholder "big issue" session, not detailed interrogation of project progress and issues)
3. Quarterly meeting between Malcolm Reed and Tom Aitchison

TS will withdraw from TPB and all committee activity and will take no formal role in Gateway reviews.

The grant award conditions will also reflect :

1. A complete Final Business Case endorsed by CEC, timing to be determined
2. OGC Gateway 3 Review executed and confirmation that all serious "red, hold" issues have been resolved

I have probably missed out some of our discussion, but hopefully not anything important. I have asked Graeme to contact Damian to make progress on this matter whilst we are both on holiday. The target must be for agreed exchange of letters prior to the Transport Scotland Investment Board and the Tram Project Boards, early August.

Kind Regards,

Willie

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