
From: Dorothy Gray [Dorothy.Gray@edinburgh.gov.uk] on behalf of Marshall Poulton [Marshall.Poulton@edinburgh.gov.uk]
Sent: 02 March 2009 15:14
To: Steven Bell
Subject: RE: Private and Confidential: Update for Tram Monitoring Officer 2/3/09
Sensitivity: Confidential

Steven

Thanks very much for the information you provided me with this morning. I have had the opportunity to speak to Tom Aitchison and whilst we are happy with you providing daily updates in bullet form, I would suggest that we focus on a spreadsheet based on the following points:

Previous Day

What meeting took place, who attended, purpose of the meeting and outcome

Current Day

Highlight meetings that will take place that have anything to do with DRP or significant issues/decisions required regarding Tram

It would be helpful if you could get the spreadsheet sent to me by 9am every morning and I will turn it around to ensure that the Chief Executive and Leader get these by 9.30am every morning. It is my intention to run with this process until the end of March at which time we will review the situation.

Please don't hesitate to contact me if you have any suggestions to add value to this reporting.

Best regards

Marshall

From: Steven Bell [mailto:Steven.Bell@tie.ltd.uk]
Sent: 02 March 2009 09:14
To: Marshall Poulton
Subject: Private and Confidential: Update for Tram Monitoring Officer 2/3/09
Importance: High
Sensitivity: Confidential

Marshall,

As discussed by telephone, I would propose a brief daily update to you along the following lines.

I will highlight if specifically confidential and aim to deal with material / significant issues or items rather than absolutely everything.

- Instruction to continue work on Princes Street given to BSC on 26/2/09
- TM review on 2/3/09 at 0900 with Marshall Poulton with view to lifting contingency Bus lane requirement by 12.00 on 2/3/09
- Trial holes, surveying and setting out underway at Princes Street and expected to continue w/c 2/3/09
- Evidence of continued briefing by Richard Walker of BB including Phil Wheeler (D Mackay & S Bell to speak to Phil at 1400 on 2/3/09)

- Event arrangements in place for Scotland Italy Rugby Event
- Planned Infraco works expected at Depot, Gogarburn, Edinburgh Park, Haymarket (Verity House) and other Off street locations plus some minor kerb and drainage work at Leith Walk w/c 2/3/09
- DRP Position Papers (2No.) in draft form ready for exchange on 2 March 2009. (Strictly Confidential)
- Further potential DRP items being prepared for use in the short term on key progress / commercial related items: Update on approach to be provided tomorrow (Strictly Confidential)
- Planned meeting 1-2-1 with BB Principal from Germany on 2/3/09 for D Mackay. (Strictly Confidential)

Comments welcome, and please lift the phone for any further clarification.

Regards

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