

Colin Smith

From: Sandra Elgin [sandra.elgin@edinburgh.gov.uk]
Sent: 01 March 2011 07:38
To: Colin Smith
Subject: RE: SB File - Meeting Arrangements

PS: my email address is sandra.elgin@edinburgh.gov.uk - not sure whether there is another Sandra Elgin at East Dunbartonshire?

Sandra

From: Suzanne Smith [mailto:info@hg-group.co.uk] **On Behalf Of** Colin Smith
Sent: 28 February 2011 17:40
To: Sue Bruce (Chief Executive); sandra.elgin@eastdunbarton.gov.uk
Cc: Suzanne Smith
Subject: SB File - Meeting Arrangements

Sandra / Sue

As agreed, I write to confirm the discussion between Sue and Suzanne this evening.

Further to the meeting held at tie's office today, it has been agreed that a further meeting will be held on Thursday of this week; this would effectively be to agree a final position and items that will be discussed at the meeting are as follows:

- Format / Structure for next week's meetings
- Structure of governance going forward
- Sue's opening statement
- High level risk matrix

Dave Anderson and I talked about having a pre-meeting on Wednesday evening and Dave suggested 5.30pm that day. Donald would like to attend and Vic has indicated that he would be available. The purpose of the meeting would be to provide a briefing for Sue and to ensure that the team are all in agreement on the matters to be discussed at Thursday's meeting.

Sandra - Sue has indicated to Suzanne that she would like this meeting to go ahead, although this may require an existing appointment in her diary to be re-scheduled. Would you be able to send out invitations to Dave, Donald, Vic and myself for the meeting?

The ideal scenario would be that we achieve buy in on Wednesday night in order to present a united team approach on Thursday.

I will try and send through a briefing note/diagrams for Sue over the course of Tuesday/Wednesday.

Regards

Colin

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