



TSDB (08)7th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW
AT 09:00 ON FRIDAY 18 JULY 2008

Present:	Bill Reeve (Chair) Guy Houston Jim Barton Jacqueline Redmond	Director of Rail Delivery Director of F&CS Director of TRNMD Non- Executive Director
In Attendance:	Gillian McCole Richard Scott	PS/Transport Scotland CE Office for Agenda item 5 only
Apologies	Malcolm Reed (Chair) Ainslie McLaughlin Frances Duffy Iain Docherty	Chief Executive Director of MTRIPS Director of Strategy and Investment Non- Executive Director

Agenda Item 1: Minutes of Previous Meeting

1. The minutes of the last meeting were agreed subject to an addition to paragraph 7 in respect of the role of ITS in delivering Government objectives. The paragraph should now read "That any early interventions regarding bus priority that are considered must also consider the potential unintended consequences of displacing rail passengers to bus and the risk of generating additional road mileage from car users who previously have used park and ride schemes and then public transport."

Agenda Item 2 – Action Point Tracker and Matters Arising

2. The action point tracker was discussed and an updated version is attached to these minutes for reference.

Agenda Item 3: Transport Scotland Board Pack - Paper TSDB (08)28

3. Guy Houston introduced the Board Pack and informed the Board that an Executive

Summary will be included in future packs to show key issues the Board may wish to consider. The Board pack will be built from individual Directorate packs where Directors will have more detailed packs designed to be more forward looking. This will commence once the review of Finance and Corporate Services is completed and the new team structure in place. A parliamentary interest column will also be included in the summary. The Board were content with these proposals. Key dates highlighted in the discussion were the rail franchise in September, A80 preferred bidder announced end of July and STPR will go to Cabinet in August.

4. Bill Reeve reported that Audit Scotland had enquired about the Board's monitoring of the Franchise Agreement as it's our biggest contract. The Board agreed that it would like an annual report on this and agreed that Bill Reeve and David Binnie should take this forward. **(Action – Bill Reeve to ensure the board receives an annual update on the rail franchise).**

5. Jim Barton agreed to provide reports to the Board in June and December on the Road Maintenance Contracts. **(Action – Jim Barton to ensure the Board receives updates in June and December on Road Maintenance Contracts).**

6. In addition to the above statistics on corporate issues such as MCS, PQ and CE Correspondence performance will be included in the Board pack and the Board noted that performance on these had dropped to an unacceptable level.

7. Directors were reminded that all Board papers should be categorised before submissions PS/Transport Scotland. The categories are - Leading Strategic Direction, Managing Risk and Measuring performance. **(Action – Directors to ensure that all Board papers are categorised prior to submission to PS/Transport Scotland).**

8. Guy Houston updated the Board on the key dates for the Forth Replacement Crossing;

- Peer Review - 23 May
- Gateway Review – 26 June
- July 2008 - Ground and marine investigations are nearly complete and expected to finish at the end of July
- September 08 - The Governance structure is to be kept under review and a paper is to be brought to the Board.

- September 2008 - The road alignment has now been agreed and will go to Cabinet for approval.
- October 2008 - The finance workstream is on going and should be completed in time for the Cabinet paper in October 2008.
- December 2008 - The bridge design has still to be finalised and will go to Cabinet in December 2008.
- August 2009 - Cabinet have agreed on a Bill process which will be introduced to Parliament in August 2009

9. The Board noted the update and asked that the project page of the Board pack be updated to reflect the above dates. **(Action – Jim Berryman to update the Board pack in advance of the next Board meeting).**

10. Bill Reeve sought clarification from the Board on the reporting of the Edinburgh Glasgow Improvement Project (EGIP). The Board agreed that a presentation on the project should take place in September and the Board will decide upon reporting mechanisms at that time. **(Action – Bill Reeve to give a presentation on EGIP at the September Board).**

Agenda Item 4 – Scottish Landslides Study – Forward Proposals. TSDB (08)29

11. Jim Barton presented paper TSDB (08)29 on the Scottish Landslides Study to the Board. Whilst the Board noted the content of the report, management processes in place and were content to approve the proposed course of action, concern was raised about any liability under corporate manslaughter legislation and Jim Barton agreed to seek legal advice and report back to the Board. **(Action- Jim Barton to take forward and report back to the August Board).** The Board also noted that the report had been discussed with Civil Contingencies within the Scottish Government to disseminate as appropriate.

12. Jim Barton also provided an update on the landslip on the A7.

Agenda Item 5 – Transport Scotland Annual Report. TSDB(08)30

13. Richard Scott outlined the current position with the annual report and Directors agreed to submit all further contributions to Richard by 25 July. **(Action – Directors to submit contributions to Richard Scott by 25 July).** The Board noted that the Annual Report must be published in advance of the staff conference in September and will be put

before the Audit Committee on 22 August for approval.

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14. Gillian McCole provided an update on Transport Scotland's performance on PQ, MCS, and CE Correspondence. The Board noted the position and agreed that these items should be included in future Board Packs.

15. Guy Houston presented the Board with a draft visit programme for the proposed visit to the South West of Scotland in October. The Board approved the draft programme with the inclusion of a presentation from Bill Reeve on rail improvements in the South West of Scotland at the Board meeting and the following actions; - **(Action – Bill Reeve agreed to investigate the options for purchasing train tickets and will report back to the August Board. Claire Keggie to provide contact details for freight hauliers in the area to invite to the Stakeholder lunch. Malcolm Reed to consider if a presentation from Stena on rail and road connections at ferry terminal would be appropriate. Jim Barton to provide contact details for representative of Amey to invite to Stakeholder lunch).**

PS/Transport Scotland.
July 2008