



TSDB (08)2nd Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW  
AT 09:30 ON FRIDAY 22 FEBRUARY 2008

|                |  |   |
|----------------|--|---|
| Present:       | Malcolm Reed (Chair)<br>Guy Houston<br>Jim Barton<br>Ainslie McLaughlin<br>Bill Reeve<br>Frances Duffy<br>Jacqueline Redmond<br>Iain Docherty<br>Jan Polley<br>Richard Scott | Chief Executive<br>Director of F&CS<br>Director of TRNMD<br>Director of MTRIPS<br>Director of Rail Delivery<br>Director of Strategy and Investment<br>Non- Executive Director<br>Non- Executive Director<br>Board Advisor |
| In Attendance: | Gillian McCole<br>Jim Berryman   | PS/Transport Scotland<br>Corporate Finance  |

**Agenda Item 1: Minutes of Previous Meeting, Action Point Tracker and Matters Arising**

1. The minutes of the last meeting were agreed subject to a minor change in Paragraph 13.

**Matters Arising**

2. Malcolm Reed introduced Richard Scott to the Board and explained that Richard was on assignment to Transport Scotland to help with process and quality control matters.

3. The action point tracker was discussed. The Board received and update on

Action Point 8 (20MPH zones) from Jim Barton who undertook to provide a further update to the March Board once legal advice had been received. **(Action: Jim Barton to report to the March Board)**. The Board briefly discussed the proposed visit to Aberdeen. This was provisionally now planned for April and the Chief Executive's office would speak to each Director for suggestions for meetings. The Board also expressed a wish to visit the South West of Scotland in the summer. **(Action – PS/TS to take forward and report to the March Board on progress with the Aberdeen visit).**

#### **Agenda Item 2 The Role of the Transport Scotland board (Paper TSDB (08)11**

4. Jan Polley introduced paper TSDB (08)11. This set out a draft remit for discussion following the Board Strategy day in February. Following discussion it was agreed that the interface between IDM and the Board should be clarified. The Board also requested that the discussion calendar be updated. It was also agreed that the remit should specify a time for issuing draft minutes for comments. . The Board also discussed how to monitor its own performance. It was agreed that this element needed further examination and Jan Polley agreed take this aspect forward and report back to the Board. **(Action – Jan Polley to update and report to March Board). It was agreed that he finalised remit of the Board would be issued to all staff for information.**

#### **Agenda Item 3 – Climate Change - (Paper TSDB (08)12)**

5. Jackie McAllister and Neil Garbutt presented this paper and updated the Board on the issues surrounding this. The Board agreed that this was a topic of strategic importance to the organisation and that the Chief Executive should lead on this with Guy Houston as his Deputy. The Board agreed that

- There should be Co-ordination of climate change activity across the Agency and that this work is co-ordinated through a Transport Scotland Steering Group, facilitated by Strategy & Investment Directorate with Director level input, with Board updates on a bi-annual basis.
- The paper is shared with Scottish Government climate change officials to seek further input and suggestions.

**Agenda Item 4 – Transport Scotland Corporate Plan - (Paper TSDB (08)13)**

6. The Board discussed the draft plan as presented by Malcolm Reed. It was agreed that each Director should provide information for inclusion in text boxes within the report to show examples of what we have done/ are doing. Discussions should also take place with the Non Executive Directors to ensure they are fully involved in the process. The revised plan will then be discussed at the March Board meeting for sign off and submission to Ministers. (**Action – Directors to provide information to Jim Berryman/Richard Scott**). The draft business plan will also be discussed at the March meeting.

**Agenda Item 5: Risk Register – Paper TSDB (08)14**

7. Guy Houston introduced this paper and the Board noted the position.

**Agenda Item 5: Board Pack – Paper TSDB(08)15**

8. Guy Houston introduced this paper and the Board noted the current position.

PS/Transport Scotland  
March 2008