



TSDB (08)3rd Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW
AT 09:30 ON THURSDAY 20 MARCH 2008

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

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 7 in relation to Risk Management. Guy Houston reported that Ernst and Young have a 6 week improvement programme including a Risk workshop and he would examine the full proposal and report back to Directors. **(Action – Guy Houston to provide verbal update at next Board meeting).**

2. The action point tracker was discussed and all actions were completed with the exception of the organisation of the Board strategy day in Aberdeen which Guy Houston and his PA were now taking forward. A further update would be given to the Board at the April meeting. **(Action - Guy Houston to update Board on progress at April meeting).**

Agenda Item 2 - Transport Scotland Corporate Plan 2008-2011 TSDB(08)16

3. Richard Scott introduced the draft Corporate Plan. Paper TSDB(08)16. The Board discussed the timing of submission of the draft to Ministers and agreed that Directors must give this priority to ensure deadlines are met. Both Non Executive Directors expressed concern at the plan being shared at this time given the importance of this task. It was also important to ensure a draft report was in plain English. The Board agreed and gave reassurance that this task would be a priority. A full discussion took place on the content of the draft plan and Directors agreed to submit any further changes to Richard Scott and Jim Berryman to allow the 31 March deadline to be met. In addition Directors should consider alignment of the new priority areas with the tasks set out in the draft business plan to ensure they are covered in the correct topic area.

Agenda Item 3: Board Pack – Paper TSDB(08)17

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

PS/Transport Scotland.
April 2008