



TSDB (08)3rd Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW  
AT 09:00 ON FRIDAY 18 APRIL 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
	Richard Scott	CE Office
	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 change in Paragraph 3 in relation to the comments on the timing of the corporate plan.

2. The action point tracker was discussed and all actions were completed. Guy Houston updated the Board on the itinerary for the visitor the North East on 22/23 May. Malcolm Reed undertook to call the Chief Executive's of Aberdeen and Aberdeenshire councils to inform them that the Board will be in the area and request an informal meeting. **(Action – Malcolm Reed to call Aberdeen and Aberdeenshire councils)**. Ainslie McLaughlin will be unable to attend as he will be at a Forth Crossing Peer Review meeting however he will ensure that Jim Vance organises the visit to the AWPR site for the Board. **(Action – Ainslie McLaughlin to ensure that Jim Vance organises visit to AWPR for the Board)**. Jacqueline

Redmond confirmed that she will secure a meeting room at the Shell offices for use by the Board. **(Action – Jacqueline Redmond to confirm accommodation for Board meeting)**. Guy Houston also reported that the Ernst and Young risk management workshop would be included in the June Board meeting with individual interviews with Directors taking place in May.

**Agenda Item 2 – FOI Publication Scheme TSDB (08)20**

3. Anne Martin introduced paper TSDB (08)20. The Board discussed the revised scheme which had been developed with input from all Directorates and the communications team. It was noted that the scheme followed the Scottish Information Commissioners model template and gave a clear overview of the role and work of Transport Scotland and should facilitate a better understanding of the organisation and the information available from us. Once approved the scheme will be published on the Transport Scotland website at the start of June 2008, and will then be regularly reviewed. Minor updates can be carried out on the scheme without approval of the Information Commissioner but major revisions will still need to be cleared by the Commissioner. **(Action - Directors to ensure that all information included in the new publication scheme is on the website by 1 June 2008)**.

4. The Board approved the draft revision of the Transport Scotland FOI Publication Scheme and agreed that it could be submitted to the Scottish Information Commissioner for approval. In addition the Board also agreed that a 6 monthly revision should be carried out. **(Action – Anne Martin to carry out 6 monthly revisions of the FOI publication scheme and report any major changes to the Board)**.

**Agenda Item 3: Transport Scotland Corporate and Business Plan 2008/09 – Paper TSDB (08)17**

5. Richard Scott introduced paper TSDB (08)17. Informal feedback on the Corporate Plan was positive and we are currently waiting for formal feedback. The Board noted that the Communications team were working on the layout and

presentation aspects of the report and that publication was planned for the end of May. Jacqueline Redmond noted that items in the corporate plan do not appear in the business plan, particularly items under the “Greener” category. The Board agreed that the Business plan needs to flow consistently from the Corporate Plan and that Directors would, as a priority, ensure that areas within their portfolios are accurate and consistent. **(Action – Directors to provide SMART targets to Richard Scott by 30 April).**

6. To ensure that there is consistency the Board agreed to hold a separate meeting to “sense check” the business plan and to ensure that objectives are SMART. The Board thanked Richard Scott for his work on both plans. PS/Transport Scotland to schedule a meeting once Richard Scott has indicated that business plan is in final draft format. **(Action – Richard Scott to inform PS/Transport Scotland when meeting should be scheduled).** The Board noted that the plan needs to be published in conjunction with the Corporate Plan at the end of May.

**Agenda Item 4 - Board Pack and performance against 2007 Business plan.**  
**TSDB (08)21**

7. The Board noted the contents of this month Board Pack.

**Agenda Item 5 – Board on European Marketing. TSDB(08)22**

8. Ainslie McLaughlin outlined the current position with this as no paper was provided for this item.

**Agenda Item 6 – Calendar of Board Discussions - TSDB(08)23**

9. Jan Polley introduced this paper. The Board agreed to the revised calendar of annual Board discussions with the inclusion of audit committee chair report and draft corporate plan in February, reviewing the annual report in May and a further audit committee chair report in August . The Board also agreed to discuss the following important topics – STPR in June; Period Review of Rail – June; performance measurement and evaluation (a framework to be provided and Jim Barton to lead on

this with input from Bill) – July, Road space and intelligent transport systems (Jim Barton and Frances Duffy. This schedule will be reviewed in September.

10. The Board also noted that the Board Pack is being revised to focus solely on monitoring performance against agreed targets and that this will be a standing item on every Board meeting agenda.

#### **Agenda Item 7 – STPR**

11. Frances Duffy and David Anderson gave a presentation on STPR to seek the Board views prior to the presentation being delivered to Ministers. The Board suggested a few presentational amendments which Frances and David agreed to make.

#### **AOB**

12. No matters were raised under AOB.

PS/Transport Scotland.  
April 2008