



TSDB (08)5th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN SHELL OFFICES, ABERDEEN
AT 09:30 ON FRIDAY 22 MAY 2008

Present:

Guy Houston	Director of F&CS
Jim Barton	Director of TRNMD
Bill Reeve	Director of Rail Delivery
Frances Duffy	Director of Strategy and Investment
Jacqueline Redmond	Non- Executive Director
Iain Docherty	Non- Executive Director
Malcolm Reed (Chair)	Chief Executive
Ainslie McLaughlin	Director of MTRIPS

Apologies:

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

1. The minutes of the last meeting were discussed.
2. The action point tracker was discussed and an updated version is attached to these minutes.

Agenda Item 2 – Transport Scotland Board Pack

3. Guy Houston led discussions on the board Pack and asked the Board to note the contents of the latest HR stats explaining the need and definition of 49 consultant posts and 54 programme funded posts. Specific reference was made to Annex C containing the results of the latest round of continuous recruitment. Points of interest – the high number of applicants who found the jobs on the TS website and from the 103 applicants ultimately only 11 were offered posts. This leaves 12 posts from the

current campaign still to be filled. The major project status page was also highlighted by Guy Houston and the cost movement in planning assumptions on some road schemes following receipt of latest tender prices. All other parts of the pack were taken as read. **(Action – Bill Reeve to ensure that EGIP milestones are included in the Board Pack).**

Agenda Item 3: Transport Scotland Business plan

4. The Board went through the latest version of the business plan and noted a number of further changes. **(Action: ALL directors to feed final comments to Jim Berryman by 26 May)**

Agenda Item 4 – Transport Centre of Excellence

5. There was no paper provided for this agenda item, and it was therefore agreed that it should be brought forward to the next Board meeting. Gordon Hanning and Anne Martin should co-present. The paper should be shared with senior managers in roads and S&I directorates and a presentation to be given to show what ISO9001 covers. It was agreed that there is a need to raise the understanding of all Directors on what Rail is doing and what benefits it delivers before they can make an informed decision on rolling out across the whole organisation. **(Action – PS/TS to inform Gordon Hanning and Anne Martin of requirements)**

Agenda Item 5 – Stakeholder Survey

6. The paper on Stakeholder strategy was discussed and the following actions and decisions were taken -

- Outcomes of the Directorate stakeholder workshops were noted
- Direction not to be centrally focused, but to take forward the management of the top 12 stakeholders
- Each Director to identify 5-10 stakeholders to take forward as part of the stakeholder strategy in order to consolidate into a total of 12 for the organization.

- Lucy Adamson to take forward the above and once top 12 are identified,:
 - which stakeholders should be subject to an organization-wide approach, and those to be delegated to individual Directorates
 - what the stakeholder strategy should achieve
 - how the stakeholder strategy should be compiled and what role the Management Board will play in deciding its content.

7. During Discussions it was highlighted that the need for the remit of Board advisors / observers to be observed and for attendance to be confined to attendance at relevant points in Board meeting. The Board agreed and PS/TS to ensure attendees are limited to Board members only and advisors / observers called when required.

(Action: PS/TS to review attendee list for Board meetings)

8. The Aggregated Stakeholder listing table was discussed and it was raised that the table was far too messy and not in an appropriate format for Board to identify the top 10-15 stakeholders and hence why each director was now being asked to identify 5-10 from this list in order for these to be consolidated into around 12 for the organization.

9. Part of the next steps to include ensuring that each of these key stakeholders are nominated with an individual from Board of Senior Manager as the relationship manager. When anyone talks to the stakeholder then relationship manager is informed and is aware of all conversations ongoing with key stakeholder. Relationship managers will generally be those who already have the most conversation with stakeholder. **(Action: Lucy to note)**

(Action: ALL directors to pick out their own top 5-10 stakeholders and send to Lucy Adamson who should take this forward and propose next steps. Top 5-10 should also take account of high influence and low interest stakeholders, not just high influence and high interest)

(Action: Lucy Adamson to combine the above to create a top 12 stakeholders for the organization)

(Action: ALL to note the next steps, and the importance of the relationship managers)

(Action: PS/TS to feedback the results of the actions below to Lucy Adamson and ask her to facilitate a session with Board in the next 3 months on this

subject in order to agree on next steps)

Agenda Item 6 – Team Briefing

10. The responses and feedback from the first formal team briefing sessions were discussed. The Board agreed to the following responses to staff and there are to be fed to Howard Hart and onwards to staff using the agreed route.

- Quoted from team briefing feedback form “Can we have a formal presentation on how the Corporate Plan 2008-2011 fits in with other agency and SG strategic documents; how this fits in with everyday work; and the agency’s (management board) commitment to this?” Once the corporate plan is published we will run a number of lunchtime seminars on this topic for staff to fully understand the content and how it affects them going forward. The principal reason for this team brief was to highlight that we are moving from 5 aims to 4 delivery priorities and highlight what those 4 priorities are. The aim of the brief was not to explain the entire content of the document as it is still in draft and awaiting approval by Ministers.
- Quoted from team briefing feedback form “with reference to the four priorities is there to be further guidance on reconciling potentially competing priorities such as reducing emissions and reducing journey times”. Board responded that this is usually an area of tension in all policy issues and no general advice will be issued other than it is accepted that many policies will have competing priorities and it is up to the Directorate to highlight any competing priorities and then work them through in the context of the corporate plan. The STPR process has recognised this and we hope further clarity can be provided when STPR reports later in 2008.
- Quoted from team briefing feedback form “Can the whole business plan process be brought forward in future years to inform branch and personal objective planning?” Yes. Outline timetable will commence in November 2008.
- Quoted from team briefing feedback form “On the matter of good communication can more effort be made to introduce new members of staff to their teams and across the agency?” Our HR team are just putting the finishing touches to a 5-star induction process; much of it is already in place (Induction pack, and introductory DVD, 1st day induction by HR team, before passing to individual directorate induction process). More on this will follow at future lunchtime

seminars.

(Action: PS/TS to feedback all the above to Howard Hart for inclusion in feedback to staff on intranet)

AOB

11. The next Board meeting on 20 June (including the risk workshop is to be held at the Interim Control Centre at Atlantic Quay. **(Action: PS/TS to organise with Roy Brannen).**

GH on behalf of PS/Transport Scotland.
May 2008