



TSDB (08)8th Conclusions

## TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW  
AT 09:00 ON FRIDAY 22 August 2008

Present:	Malcolm Reed ( Chair)	Chief Executive
	Bill Reeve	Director of Rail Delivery
	Guy Houston	Director of F&CS
	Ainslie McLaughlin	Director of MTRIPS
	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 for Agenda item 5 only
	Roy Brannen	Substitute for Jim Barton
Apologies	Jim Barton	Director of TRNMD

### **Agenda Item 1: Minutes of Previous Meeting**

1. The minutes of the last meeting were agreed subject to an amendment to paragraph 3, 4 and 6. Revised minutes have been circulated to the Board.

### **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. The Board noted that attendance at Board meetings had been agreed as - Directors, Non Executive Directors, Head of Communications, with attendance by the Board Coach and Richard Scott at the Chief Executive's discretion. In addition it was agreed that Directors could send substitutes in the event they are unable to attend in person.

### **Agenda Item 3: Transport Scotland Audit Committee Chair Report**

3. Jacqueline Redmond reported that the Audit Committee were due to review Transport Scotland's annual accounts at their next meeting and that a full report would be provided at the October Board meeting. **(Action – Jacqueline Redmond to provide paper for discussion at the October Board. PS/Transport Scotland to add to agenda).**

**Agenda Item 4 – Climate Change Action Plan. TSDB (08)31**

4. Jackie McAllister and Neil Garbutt presented paper TSDB (08)31 The Board noted the Agency's progress in meeting its climate change targets and approved the new Climate Change Action Plan. In discussion the Board agreed that the suggested Action Plan format was a useful approach to managing the Agency's climate change response and successfully captured the full range of the Agency's activities. It also enabled the Board to easily link it to the business plan and targets. The Board were also content that the vision, objectives and outcomes identified in the draft Plan were appropriate and reflected the Agency's long-term aspirations and were content for the plan to be published on the Transport Scotland website once the Group were happy with it.

**Agenda Item 5 - Concessionary Fares - Budgets and Forecasts. TSDB (08)32**

5. Gordon Hanning presented Paper TSDB (08)32. The Board noted the update on the latest position with Concessionary Fares scheme and noted the latest position *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

**Transport Scotland Stakeholder Strategy. TSDB(08)**

6. Lucy Adamson presented Paper TSDB (08)33 on the Transport Scotland Stakeholder Strategy. The purpose of the Strategy was discussed and agreed. In addition the Board agreed the corporate stakeholder list and the Relationship Managers. It was also agreed that the new FCS stakeholder manager would take this work forward when in post. The Board will discuss the Stakeholder Strategy and

the next steps as part of the next Board Strategy Day (possibly in November).  
**(Action – Lucy Adamson to facilitate this session at the Board Strategy Day).**

#### **Transport Scotland Corporate Plan TSDB (08)34**

7. Richard Scott presented this paper and the Board formally approved publication of this Report, conditional upon any subsequent Audit Committee views.

#### **Transport Scotland Board Pack**

8. The Board noted the contents of the Board pack *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

PS/Transport Scotland.  
August 2008