



TSDB (08)9th Conclusions

## TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW  
AT 09:00 ON WEDNESDAY 10 SEPTEMBER 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
	Jim Barton	Director of TRNMD
	Iain Docherty	Non- Executive Director
	Jacqueline Redmond	Non- Executive Director (by telephone)
In Attendance:	Gillian McCole	PS/Transport Scotland
	Stuart McKay	For agenda item 1 only

### **Agenda Item 1: Edinburgh- Glasgow Improvement Programme (EGIP) presentation**

1. Stuart McKay presented this item to the Board. The Board noted that this project was an example of where Transport Scotland has made a difference. The range of projects and outcomes would not have been as diverse or effective without our intervention. The Board also noted that the baseline for the project would be set in October once the EGIP team had received all the GRIP2 reports from consultants. The Board agreed that as Malcolm Reed is the Accountable Officer and Transport Scotland the funder and specifier, it was appropriate for the Board to approve any suggested baseline. To enable them to do so it was agreed that Mary Grant of Firstscotrail and Ron McAuley of Network Rail should be invited to the Board for this discussion. **(Action- Bill Reeve to inform PS/TS if this should be discussed at the November or December Board)**. In addition the Board directed that a lunchtime seminar should be held on this project. **(Action – Bill Reeve and Stuart McKay to**

discuss with David Swanson).

**Agenda Item 2 – Minutes of Previous Meeting, Action Point Tracker and Matters Arising**

2. The minutes of the last meeting were agreed subject to an amendment to paragraph 8. Revised minutes have been circulated to the Board. The action point tracker was discussed and an updated version is attached to these minutes for reference. The Board requested a position paper from Frances Duffy on Climate Change, focussing on the measurement of projects which have already commenced. **(Action - Frances Duffy to provide a paper for the October 2008 Board meeting).**

**Agenda Item 3 – AOB**

3. The Board noted the statistics provided on Chief Executive Correspondence and the percentage of correspondence missing deadlines. Directors agreed to look into this within their own areas and would discuss at the next Board meeting. CE correspondence stats will be included in the Board pack as a matter of course. The Board also agreed that standard letters on eligibility for concessionary fares should be dealt with as Official Replies. In addition, the Board requested that a standard factsheet be produced to enclose with such letters.

**(Action – Guy Houston to discuss CE procedure for OR's and to ensure Concessionary Fares Team produce a factsheet).**

4. Guy Houston updated the Board on the financial position and implications for projects after recent discussions with the Cabinet Secretary.

5. The Board noted that the next meeting was on 16-17 October in Stranraer and requested that a draft agenda be produced for them to consider well in advance.

**(Action PS/TS to produce and circulate draft agenda for comments).**