



TSDB (09)01 Conclusions

## TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW  
AT 09:30 16 JANUARY 2009

Present:	Malcolm Reed (Chair)	Chief Executive
	Bill Reeve	Director of Rail Delivery
	Ainslie McLaughlin	Director of MTRIPS
	Jim Barton	Director of TRNMD
	Richard Scott	Director of Business Improvement
	Iain Docherty	Non- Executive Director
	Jacqueline Redmond	Non- Executive Director
	Gavin Boyd	PS/Transport Scotland
Apologies	Frances Duffy	Director of Strategy and Investment

### **Agenda Item 1- Declarations of Interest**

1. There were no declarations of interest.

### **Agenda Item 2 - Minutes of previous meeting**

2. The minutes of the meeting on 22 December were agreed subject to a change from Richard Scott to Paragraph 10.

### **Agenda Item 3 – Action point tracker and matters arising**

3. The Board expressed concern that the paper on TS commitments for the Commonwealth Games had missed two deadlines. It was agreed PS/Transport Scotland would add this to the agenda for the February Board meeting.

### **Agenda Item 4 – Planning Reform: Transport Scotland Service Improvement Plan TSDB(09)01**

4. Jim Barton introduced paper TSDB(09)01 updating the Board on the Service Improvement Plan, Transport Scotland's commitment to the planning reform agenda that has been developed in the context of the Transport Scotland Corporate Plan (2008-2011). The Board noted work is ongoing and will be carried out through collaborative working with the other Agencies, Planning colleagues and Stakeholders. The Board agreed that an evidence based, but quicker planning application process would benefit all. This plan would be published on the Transport Scotland website alongside the corporate plan objectives. A copy will also be published on the SG DBE Planning website under the section 'modernising planning'.

#### **Agenda Item 5 –Proposed Format of Annual Report TSDB(09)02**

5. Richard Scott introduced paper TSDB(09)02 seeking the Board's agreement to publish in April a short annual review of our performance over the past year, followed by a more formal Annual Report and Accounts as a Word document later in the year. The advantage would be in issuing a key – point report soon after the end of the reporting year, which would attract a wider audience, while at the same time meeting the formal agreement of laying the Annual Report and Accounts before Parliament.

In discussion a number of members expressed concern that the proposal would detract from the current format of the annual report which was a flagship document for the Agency. It was therefore agreed to continue to publish one document in the same format as previous years, but with an earlier publication date. **(Action Lucy Adamson – Communications team to explore methods of producing the publication earlier)**

#### **Agenda Item 6 - Transport Resilience TSDB(09)03**

6. Roy Brannen and Anne Armstrong introduced paper TSDB(09)03 which provided the Board with an update on the Agency's role as a key partner in delivering a corporate Scottish Government response to civil incidents and emergencies which can affect the operation of the Scottish and wider UK transport networks. The Board were updated on activities and workstreams already underway to improve the transport contribution to resilience:

- Development of a concept of operations document (CONOPS) setting out Transport Scotland's and Transport Directorate's overall approach to preparing for, and responding to, emergencies.
- Criticality assessment - as part of a wider Critical National Infrastructure workstream, gathering evidence to inform what structures across the road network can be categorised as 'critical' and how best to reduce the vulnerability of said critical structures.
- Reviewing and improving the Transport Scotland Business Continuity Plan based on the lessons learned from Exercise Cauld Crow (SG pandemic flu exercise) and other exercises and incidents.
- Developing a series of threat based seminars for transport operators based on the risks including counter terrorism issues; fuel resilience; extreme weather; food resilience; pandemic flu; Scotland's critical national infrastructure; and civil nuclear emergencies.
- Presenting a business case for the classification of Transport Scotland as a Category 2 responder under the Civil Contingencies Act 2004.
- Consider, in conjunction with Network Operations colleagues, how to make best use of the weather information provided by the Met Office to ensure our preparedness and improve our response to extreme weather incidents.

The Board thanked Anne and Roy for the update and commented they have noticed the quality of information the resilience team provide. Iain Docherty and Jacqueline Redmond asked if they could be sent a copy of the Business Continuity Plan. The Board agreed subject to the non Executive Directors accepting this is a Restricted document and should not be viewed by any one other than themselves.

**(Action PS/Transport Scotland to forward copies of the Transport Scotland Business Continuity Plan to the non- executive Directors)**

**Agenda Item 7 - Rail Enhancement Project Funding TSDB(09)04**

7. Jerry Morrissey introduced paper TSDB(09)04 seeking the authority of the Board to initiate discussion with the Board of Network Rail for the funding of rail enhancements in Scotland outside the main regulatory settlement for control period 4 (2009 – 2014). The Office of Rail Regulation (ORR) have provided for the funding of Network Rail to complete the following rail projects in Scotland during CP4:

- Airdrie to Bathgate
- Glasgow Airport Rail Link (GARL)
- Glasgow Barrhead Kilmarnock
- Connection of the new Borders line to the existing network
- £13m for TIER 3 project development
- £20m for small schemes.

This leaves the following projects to be procured through Network Rail that sit outside the CP4 determination:

- Edinburgh to Glasgow Improvement Programme (EGIP), £1.1 billion.
- Ayrshire / Inverclyde Infrastructure Enhancements, £23m.
- Highland Main Line, £90m
- Edinburgh Waverley station steps, £16m.

The Board discussed the feasibility of RAB funding and if Network Rail will be in a position to offer it. The Board agreed that a discussion should take place with Network Rail as soon after the 5<sup>th</sup> February 2009 as is convenient. The Board agreed that the use of RAB should be considered on a portfolio basis rather than project specific. A paper will be submitted to the March 2009 Board on the application of the RAB for those projects above, that sit outside the CP4 determination.

**(Action – Steven McMahon to submit a paper to the February 2009 Board on providing supporting information on the rationale for and use of funding through the Network Rail Regulatory Asset Base (RAB))**

#### **Agenda Item 8 –Mobile Communications on board First ScotRail services TSDB(09)05**

8. Alastair Fyfe introduced paper TSDB(09)05 on the provision of Mobile Communications on board First ScotRail (FSR) services. The Board noted the

contents of the paper and discussed whether to advance the research on this topic by commissioning a specialist report that would give a complete benefit / cost analysis and business case. The Board asked the team to liaise with colleagues in the Enterprise Networks Division to explore possibilities for funding and then return in three months to provide an update. (**Action – Bill Reeve and team to provide an update paper for the April Board**).

### **Agenda item 9 – Board Pack**

The Board noted the contents of the Board Pack.

### **AOB**

The Board thanked Malcolm Reed for his role as Chairman and his contribution to the organisation over the last 3 years and wished him well for the future.

PS/Transport Scotland  
January 2008