



TSDB (09)03 Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW
AT 09:30 20 MARCH 2009

Present:	David Middleton (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
	Frances Duffy	Director of Strategy and Investment
	Gillian McCole	PS/Transport Scotland
	Steven McMahon	For agenda item 4&5
	Jerry Morrissey	For Agenda item 4
	Steven Bennett	For Agenda item 4
	Jacqueline Creighton	For Agenda item 6

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 16 January were approved subject to change to agenda item 8. The minutes of the meeting on 20 February were approved subject to clarification to paragraph 9 which should be changed to reflect that Steve McMahon will provide clarification on the status of Network Rail (Network Rail's Articles of Association define NR as a private non-financial corporation).
3. A revised set of minutes has been circulated to the Board for information.

Agenda Item 3 – Action point tracker and matters arising

4. The Board requested that the item on Board Performance be revisited. Richard Scott and David Middleton have had provisional discussions on this and confirmed that a revised paper would be brought to the Board in due course (**Action – Richard Scott to confirm timescale for paper to allow PS/TS to schedule into Board agenda**).

Agenda Item 4 –RAIL ENHANCEMENT PROJECT FUNDING UPDATE – TSDB(09)10

5. Steven McMahon, Jerry Morrissey and Steven Bennett introduced paper TSDB(09)10 which updated the Board on discussions with the Office of Rail Regulation (ORR) and Network Rail on RAB funding for a portfolio of Scottish rail projects and sought guidance on the proportion of funding that should be through the RAB.

6. The Board discussed deliverability, financability and value for money aspects of using the various funding options and agreed that the team could continue their negotiations using up to 100% funding options on the basis that a further paper would be discussed at the May IDM. At that meeting a decision would then be made on the level of RAB funding to be sought. (**Action – Jerry Morrissey/Bill Reeve to ensure that a paper is submitted to PS/TS by 5 May for discussion at 13 May IDM**).

Agenda Item 5 – Governance Procedures for investment decision making and monitoring and review - TSDB(09)11

7. Steven McMahon presented paper TSDB(09)11 which sought the Boards approval for revised Investment Decision Making Board guidance. The Board noted the significant amount of work undertaken to get to this stage and thanked Steve and the team for their work on this.

8. Through discussion the Board agreed that the revised guidance would provide the Accountable Officer with a process that showed projects had appropriate assurance on VFM, fitted with financial commitments and overall policy and strategic

aims, had undertaken a technical assessment of options and contained procurement advice.

9. The remit of the Audit Committee and link to IDM overview was discussed. It was agreed that the Audit Committee should review its role and come back to the Board with a new remit for agreement. Any changes would then be fed into the IDM guidance. **(Action- Jacqueline Redmond to take forward in Audit Committee and inform PS/TS when to schedule for discussion at main Board).**

10. The Board also agreed that FCS should be informed of all IDM decisions and the guidance will be amended to reflect this (Action – Steven McMahon to amend guidance). The Board also discussed the route for approval of programmes such as EGIP which were formed of many individual projects. This would be considered and a recommendation brought to a future Board meeting. **(Action – Bill Reeve, Frances Duffy and Steven McMahon to discuss, update guidance and inform PS/TS when this should be scheduled for Board approval).**

Agenda item 6 - Concessionary Travel Schemes and Integrated Ticketing

11. Jacqueline Creighton presented paper TSDB(09)12 which provided the board with an update on the concessionary fares scheme and the deliverability of the integrated ticketing strategy. The Board discussed the smartcard roll out and the challenges facing the organisation in this. The Board also noted that there was a comprehensive survey and inspection system in place for the concessionary travel scheme and the limits that legislation placed on its operation.

12. Jim Barton informed the Board that the team were looking at the legislation and current position with the scheme and considering the various ways forward. These include and independent audit by a consultant and a gateway review. The Board requested cost details of these and Jim Barton undertook to take this forward. **(Action- Jim Barton to include this information in the next Board paper).** The Board also agreed that a submission should be sent to Ministers to update them on the current situation with integrated ticketing and smartcards. **(Action – Jim Barton to ensure this is submitted by 27 March).**

13. The Board noted that a further paper would be submitted for discussion at the May meeting 9 (**Action – Jim Barton to ensure papers are with PS/TS by 7 May for discussion at 15 May meeting**).

Agenda Item 7 – Transport Scotland Corporate and Directorate Business Planning 2009-10 - TSDB(09)14

14. Richard Scott updated the Board on the current draft of the business plan and that we were on target for publication by 1 April to allow officials to use the document to structure personal objectives in the appraisal cycle. David Middleton thanked all the team for their work on this. The plan should be submitted to ministers for approval early next week (**Action – Richard Scott to ensure minute issued to Ministers by 25 March**).

Agenda item 8 – ICT Strategy

15. Mark Currie presented paper TSDB(09)15 to the Board. The Board noted and approved the areas covered by the strategy and the importance of having an effective internal ICT strategy in place. The Board also discussed other “external” ICT issues.

Agenda Item 6 - Board Pack

16. Richard Scott introduced the Board Pack and the Board discussed the items highlighted under the “progress since February Board” section. Finance was discussed and David Middleton informed the Board that Mr Swinney would be coming to Transport Scotland on 15 April to discuss budgets and to meet staff. Bill Reeve updated the Board on the current situation with Edinburgh trams. Ainslie McLaughlin updated the Board on the M74 extension work.

Agenda Item 7 - AOB

17. Jacqueline Redmond and Iain Docherty expressed their concern that the April Board meeting had been cancelled and the importance of keeping these regular

meetings in the calendar. David Middleton agreed that we should indeed try to keep to the schedule and we would try to ensure that future meetings did not take place over recess periods

PS/Transport Scotland
March 2009