



TSDB (09)04 Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW  
AT 09:30 15 MAY 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
	Lucy Adamson	Head of Communications

**Agenda Item 1- Declarations of Interest**

1. There were no declarations of interest.

**Agenda Item 2 - Minutes of previous meeting, Action point tracker and matters arising**

2. The minutes of the meeting on 20 March were approved subject to a minor change to the discussion surrounding the ICT strategy. The action point tracker was discussed and an updated version has been circulated to the Board.

**Agenda Item 3 – FOI Publication Scheme**

3. Anne Martin presented paper TSDB(09)16 to the Board. The Board noted the 6 monthly update and that more information was being published proactively by Transport Scotland. Performance on monitoring FOI requests was now being monitored by Business Improvement Directorate. The Board also noted that David Middleton had accepted the Scottish Information Commissioner's request to assess

the FOI arrangements in Transport Scotland and that we were waiting for his office to provide dates for consideration.

#### **Agenda Item 4 –Concessionary Fares**

4. Jim Barton introduced paper TSDB(09)17 which updated the Board on the current situation with this policy area. A discussion followed and the Board agreed that Jim Barton should provide an update when the current issues were resolved. **(Action – Jim Barton to update the Board under AOB at a future date).**

#### **Agenda Item 5 – Sustainability Review**

5. Graham Edmond, Lesley Stewart and Henry Collin attended for this item. The Board noted the update on progress with the development of a carbon calculator for Transport Scotland, known as the Carbon Management System (CMS), which has been prepared as a key early output from the Transport Scotland Sustainability Review and that the CMS also underpins several outcomes in the agency's (draft) Climate Change Action Plan (CCAP) and Corporate Plan. The Board agreed to proceed to a 6 month piloting stage with the CMS and approved the consultancy fee to support the CMS pilot and prepare an Implementation Plan is estimated in the order of £150,000.

#### **Agenda item 6 - Wi-Fi on Scotrail trains**

6. Alastair Fyffe attended for this item and presented paper TSDB(09)20 which provided the board with an update since the Board meeting in January 2009. In discussion the Board agreed that this was a helpful paper and highlighted the issues to consider and how best to take this forward. **(Action – David Middleton to discuss wider issue with CBI and Scottish Enterprise prior to a submission to Ministers on this issue).**

#### **Agenda Item 7 – Board Evaluation**

7. Richard Scott presented this paper. The Board agreed the proposal for

evaluating its performance by a combination of individual discussions between the Chief Executive and members and a subsequent all member session to discuss Board performance against the criteria set out in the paper. It was also agreed that the all-member discussion take place in the autumn each year.( **Action – Richard Scott to take this forward**).

#### **Agenda item 8 – Board Pack**

8. The Board noted the contents of the Board pack.

#### **Agenda Item 9 - AOB**

9. The Board agreed that the June meeting would take place at the M74 site and the August Board meeting would be held at the Network Rail offices at Edinburgh Waverley station and involve a presentation/discussion with Ron McAulay on Waverley redevelopment and a tour of the station. The Board agreed that meetings from September 2009 would be held on Mondays. (**Action – PS/TS to reschedule**). It was also agreed that the MTRIPS programme would be discussed at a future Board. (**Ainslie McLaughlin to notify PS/Transport Scotland when to schedule discussion**).

PS/Transport Scotland  
May 2009