



DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW AT 10AM ON MONDAY, 16 OCTOBER 2006

Present:	Malcolm Reed	Chief Executive
	Jim Barton	Director of Trunk Roads Network Management
	Frances Duffy	Director of Strategy & Investment
	Guy Houston	Director of Finance & Corporate Services
	John Howison	Director of Trunk Roads: Infrastructure & Professional Services
	Lucy Adamson	Head of Communications
	Iain Docherty	Non-Executive Director
	Jacqueline Redmond	Non-Executive Director
	David Binnie	Head of Rail Performance
In Attendance:	Angus Macleod	PS/Transport Scotland
	Claire Dunbar-Jubb	F&CS: Corporate Finance (<i>For Agenda Items 2-4 only</i>)

Agenda Item 1: Minutes of Previous Meeting and Matters Arising

1. The minutes of the meeting held on 20 September (TSDB(06)10th Conclusions) were approved following a change in line 4 of paragraph.

Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.

Matters Arising

Travel Survey

2. **The Board noted** that a draft travel survey would be sent to Directors for clearance by the end of October and the final version circulated to staff in early November.

Scottish Executive pay delegation

3. *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

Agenda Item 2: Finance Report (Paper TSDB(06)12)

(a) Claire Dunbar-Jubb introduced paper TSDB(06)12 which provided the Board with an update on key financial matters to the end of September. *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

Agenda Item 3: Board Pack: update (oral item)

4. Claire Dunbar-Jubb said that a competitive tendering exercise had taken place in September for external consultants to develop a board reporting pack. Twelve responses had been received and the contract had been awarded to Symbia Ltd. The first board pack would be produced for the December meeting for Directors to comment on and approve.

5. **The Directors' Board noted** that consultants had been appointed to develop the board pack in time for the December meeting.

Agenda Item 4: Agency administration costs (Paper TSDB(06)13)

(a) Claire Dunbar-Jubb introduced paper TSDB(06)13 which provided the board with an update on administration costs to the end of September 2006. *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

6. **The Directors' Board agreed** that there should be a further update on administration costs at the next meeting. **(Action: Guy Houston and Finance and Corporate Services)**

Agenda Item 5: Sub-delegation of purchasing authority and other procurement issues (Paper TSDB(06)14)

7. John Howison introduced paper TSDB(06)14 which briefed the Board on the work to establish a procurement framework within the agency. There were 3 basic milestones: the nomination of Procurement Liaison Officers; the creation of a contract register; and the creation of an approved list of delegated purchasers within the Directorates. Success in achieving the milestones had been mixed and Directors would need to ensure their directorates co-operated fully with the officials leading on this work.

8. In discussion the following points were made:

(a) Most directorates had submitted the necessary information, but the quality of some of the responses was poor;

(b) Progress had been made and the situation was better than it had been in April when the Board last discussed procurement, however there was still a lot of work to be done.

9. **The Directors' Board noted** the progress made on setting up a contracts register and establishing a Procurement Liaison Group and **agreed** that:

(a) The schedule of nominated staff for delegated purchasing authority be submitted by 2- October; (**Action: all Directors**) and

(b) There should be a further update on procurement issues at the next meeting. (**Action: John Howison and PS/Transport Scotland**)

Agenda Item 6: Communications update (Paper TSDB(06)15)

10. Lucy Adamson introduced paper TSDB(06)15 which updated the Board on media and communications events. The paper would become a standing item on the agenda for Board meetings.

11. In discussion the following points were made: *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

Agenda Item 7: Any Other Business

Transport Scotland calendar

12. John Howison said that TR:IPS Directorate was proposing to produce a desk calendar for 2007. **The Directors' Board agreed** that TR:IPS and the Communications team should investigate the value in producing a Transport Scotland calendar as part of the communications strategy. (**Action: Communications and TR:IPS Directorate**).

Future staff needs

13. John Howison had drafted a submission to the Minister asking for permission to recruit and train graduate engineers, which would be in addition to the agreed staff number of 287 individuals. *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

October 2006