



## **TSDB (13)1st Conclusions**

### **TRANSPORT SCOTLAND DIRECTORS MEETING 8W02 BUCHANAN HOUSE, 4 FEBRUARY 10:00-12:30**

<b>Attendees</b>	David Middleton (Chair)	Chief Executive
	Sharon Fairweather	Director, Finance and ASD
	Roy Brannen	Director, TRBO
	Aidan Grisewood	Director, Rail
	John Nicholls	Director, AMFC
	Donald Carmichael	Director, Transport Policy
	Ainslie McLaughlin	Director, MTRIPS
	Gillian McCole	PS/Transport Scotland
	Andrew Maclaren	Head of BICS
	David Swanson	Head of HR
	Danny Chalmers	Communications
	Martin McKinlay	Rail (Agenda Item 6)
	Dougie Andrews	Rail (Agenda Item 6)

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous Meetings**

2. The minutes of the meetings of 3 December were agreed.

#### **Comms**

3. The Board noted the recent press coverage including Kessock Bridge, Concessionary Travel and electrification of the Cumbernauld line. The likely press and presentational items for the week ahead were also discussed.

#### **KPI'S, Finance and Corporate Risk Register**

4. The KPI report was discussed and noted. The Board noted that as outlined by Andrew Maclaren last month, FOI training sessions had been arranged for February and March with a good response rate to date.

5. The Corporate performance stats were discussed and it was noted that there had been an improvement in certain areas. The revised format aided discussion but it was agreed to further refine this for the next meeting if possible.

6. The Finance report was noted.

7. The Board discussed the current work being undertaken by Audit Scotland within the Agency and agreed it would be useful to have weekly updates at the Management Team meetings on progress.

8. The Risk Register was discussed and the Board was updated on the outcome of the recent Risk Group discussions.

### **Rail Franchise Report**

9. Martin McKinlay and Dougie Andrews presented the update paper and informed the Board that the Franchise was performing well the impact of the recent alcohol ban and industrial disputes were discussed and the Board noted the position as explained. The use of smartcards was raised and the actions taken by Scotrail to encourage their use were noted. The Board also enquired about the wifi project and noted the positive feedback and results this had provided and the proposals for a further roll out of this technology. The Board asked for further information safety comparisons with other Train Operating Companies and Dougie Andrews agreed to provide this separately.

### **Constitution**

10. Donald Carmichael updated the Board on the recent workshops and plans.

### **Transport Issues and 2014**

11. Hugh Gillies attended and outlined the various high profile events in 2014 and the resources required within TS to adequately address and ensure that areas within our direct control ran as smoothly as possible. The Board noted the position and actions being undertaken.

### **Employee Engagement**

12. Follow up to the recent employee survey was discussed. The feedback from the new format staff forums had been positive and it was agreed that these should continue on a rotational basis between Buchanan House and Victoria Quay. David Middleton also informed the Board that he had been in discussions about developing a new format for the CE bulletin and this would be adopted shortly. The Board agreed to hold an all staff event in 2013 and this would be discussed further as plans were formulated. It was agreed that a note would be issued to all staff outlining the actions being taken forward as a result of the survey.

**AOB**

13. The Board discussed the approach to meeting requests with sponsored bodies and the process for TS staff to obtain SG passes.

14. The date of the next meeting was noted to be 25 February 2013.

PS/Transport Scotland, February 2013