

## **TSDB (13)2nd Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 8w02 BUCHANAN HOUSE, GLASGOW, 10:00-12:30 25 FEBRUARY 2013**

<b>Attendees:</b>	David Middleton	Chief Executive
	Ainslie McLaughlin	Director, MTRIPS
	Roy Brannen	Director, TRBO
	John Nichols	Director, AMFC
	Aidan Grisewood	Director, Rail
	Donald Carmichael	Director, TP
	Gillian McCole	PS/Transport Scotland
	Andrew Maclaren	Head of BICS
	Danny Chalmers	Head of Comms
	David Swanson	HR
	Lee Shedden	Finance
	Graham Laidlaw	AMFC (Agenda Item 11)
	Hugh Gillies	TRBO (Agenda item 12)

**Apologies:** Sharon Fairweather      Director, FASD

**In attendance:** Ralph Ord, Chief Operating Officer, Glasgow 2014

### **Declarations of Interest**

1. No declarations of interest were made.

### **Minutes of Previous meetings**

2. The minutes of the meeting of 4 February and the IDM meeting of 12 February were agreed.

### **Communications**

3. The weekend press coverage and items planned for the forthcoming week were discussed and noted.

### **KPI's**

4. The Board noted the KPI's and in particular the improvement in CGCOPE Procurement Capability Assessment which had increased to "Superior Performance".

## **Corporate Correspondence Statistics**

5. The Board discussed the correspondence stats and it was agreed that these should continue to be issued in advance to allow Directors to identify any significant issues within their areas

## **Corporate Risk Register**

6. The Board noted the risk register. The process surrounding the updating of the register was discussed. The Board agreed it would be helpful if changes could be made in track change mode to allow easier recognition of changes from the previous month. In addition it was agreed that a reminder would be issued to Directors in advance of each Board meeting to help ensure they reviewed the document before each meeting.

## **HR/Sickness level discussion**

7. The Board discussed sickness absence across the Agency and noted the position in comparison with SG Main. The reasons for absences were noted and the 11 day trigger breach process was discussed. The Board agreed that a reminder should be issued to all staff outlining the various support mechanisms which are available to help. In addition the Board agreed that the monthly conversations also presented a good opportunity to discuss any issues and provide an agreed way forward with team members. It was also agreed that David Swanson would provide further information to Directors on certain aspects of leave and absences.

## **Finance**

8. The Finance report was noted.

## **Constitution**

9. The current position around transport areas was discussed.

## **Operation Performance – Ferries**

10. Graham Laidlaw attended for this item and outlined the report. The Board noted it had been a very busy period for the ferries team and discussed the various items in the report.

## **Introductory Discussion With Ralph Ord, Chief Operating Officer, Glasgow 2014**

11. David Middleton welcomed Ralph Ord to the meeting and a useful discussion took place surrounding the various transport elements associated with the 2014 Games.