

TSDB (13)3rd Meeting

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

Attendees:	David Middleton	Chief Executive
	Ainslie McLaughlin	Director, MTRIPS
	Roy Brannen	Director, TRBO
	John Nichols	Director, AMFC
	Sharon Fairweather	Director, FASD
	Donald Carmichael	Director, TP
	Gillian McCole	PS/Transport Scotland
	Andrew Maclaren	Head of BICS
	Steven Carmichael	Comms
	David Swanson	HR
	Steven McMahon	Rail

Apologies:	Aidan Grisewood	Director, Rail
	Danny Chalmers	Head of Comms

Observer: Anne Smith, BICS

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 25 February were agreed.

Communications

3. The weekend press coverage, weather related incidents and items planned for the forthcoming week were discussed and noted. It was noted that good use had been made of social media to help ensure that the public had access to information as soon as possible in addition to our "normal" channels. The Board noted that there had been some inaccurate coverage of the weather related transport incidents in particular about motorists being stranded on A75. All motorists were offered refuge at a local aid centre but some refused to leave their cars and choose to stay there instead.

Ministerial Feedback

4. All fortnightly meetings since January had been held. Aidan and David had seen the Minister with Network Rail although the Thursday meeting had been cancelled due to Parliamentary business.

Several parliamentary committee appearances were discussed including the Public Petitions discussion on Laurencekirk and the discussion at the Infrastructure and Capital Investment Committee.

KPI's

5. The Board noted the KPI report.

Corporate Correspondence Statistics

6. The Board discussed the corporate statistics and noted an improvement in all areas. It was noted that there were several FOI responses due to be issued before recess. The Board agreed that the new reporting format was helpful and should continue.

Corporate Risk Register

7. The Board noted the current information in the risk register and discussed the format of the new covering paper. It was agreed that this was helpful and should continue.

Finance

8. The year-end position and possible UK budget implications were discussed. The Finance report was noted.

Constitution

9. The current position around transport issues was discussed and noted by the Board.

AOB

10. The Board discussed the Audit Scotland report on major capital projects and also the forthcoming Band C board.

PS/Transport Scotland
March 2013