

TSDB (13)5th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8w02 BUCHANAN HOUSE, GLASGOW, 10:00-12:30 29 April 2013

Attendees:

Ainslie McLaughlin	Director, MTRIPS
Roy Brannen	Director, TRBO
Aidan Grisewood	Director, Rail
Sharon Fairweather	Director, FASD
Gillian McCole	PS/Transport Scotland
Andrew Maclaren	Head of BICS
Danny Chalmers	Head of Comms
David Swanson	HR

Conference Call:	John Nichols	Director, AMFC
	Donald Carmichael	Director, TP

Apologies:

David Middleton Chief Executive

In attendance: Pauline McMillan, AMFC

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

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

Communications

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

KPI's

4. The KPI's were discussed and noted. David Swanson agreed to provide Directors with absence figures for their Directorates.

Corporate Correspondence Statistics

5. The Senior Management Team discussed and noted the correspondence, PQ and FOI performance across the organisation.

Corporate Risk Register

6. The risk register was discussed and Directors agreed that the Rail and Ryder Cup entries should be updated.

Finance

7. Directors discussed the year end process and noted the deadline for completing their Certificate of Assurance.

Audit Scotland Report

8. The timescales and process for progressing the Audit Scotland report on Scotland's Major Transport Infrastructure Projects were discussed and agreed.

Constitution

9. The current position around the transport work stream was noted.

Transport Scotland Annual Business Plan 2013-14

10. The current draft of the business plan was discussed and Directors agreed to ensure a final check for consistency. It was then agreed that the plan should be submitted to Ministers for approval to publish the document on line. It was also agreed to publish an annual review which Andrew Maclaren would draft in conjunction with Donald Carmichael.

TRBO Bi-Annual Update

11. Directors discussed and noted the TRBO update was a very comprehensive and helpful document setting out the current position across the Directorate.

PS/Transport Scotland
April 2013