

## **TSDB (13)7th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 2D-46 VICTORIA QUAY, EDINBURGH 10:00-12:30 24 JUNE 2013**

#### **Attendees:**

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Roy Brannen	Director, TRBO
Aidan Grisewood	Director, Rail
Sharon Fairweather	Director, FASD
Donald Carmichael	Director, TP
Gillian McCole	PS/Transport Scotland
Andrew Maclaren	Head of BICS
Danny Chalmers	Head of Comms
David Swanson	HR
Graham Laidlaw	AMFC

**Apologies:** John Nichols Director, AMFC

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous meetings**

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

#### **Communications**

3. The weekend press coverage including the Audit Scotland report on Major Capital Infrastructure Projects was discussed. The main focus of the forthcoming week would be the Forth Replacement Crossing Naming Ceremony and it was noted that briefing was being updated for FMs attendance. It was also noted that the Westminster Spending Review statement would be on Wednesday 26 June and that the Scottish Parliament Public Audit Committee would be discussing the Audit Scotland Report on the same day.

#### **KPI's**

4. The KPI's were discussed and noted. It was agreed that Analytical Services should be invited to present on emerging analysis and information relating to transport outcomes at the meeting on a 6 monthly basis. This should co-incide with the publication of the transport statistics or other key annual publications.

#### **Corporate Correspondence Statistics**

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

### **Corporate Risk Register**

6. The risk register was discussed and Directors agreed that the Rail entries should be checked and updated following the recent risk management group meeting.

### **Finance**

7. Directors discussed the possible spending review process and noted that Audit Scotland was currently undertaking their annual year-end review of the Transport Scotland accounts.

### **Constitution**

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

### **Business Continuity Plan**

9. The recent activation of the plan was discussed and it was agreed that Andrew Maclaren would provide reflections on how this was carried out and if any improvements could be made. It was also agreed that Directors should highlight the BCP to all staff to ensure they were aware of the actions required if the plan was activated.

### **AOB**

10. Future meetings should include a specific agenda slot for "2014" to allow Directors to be informed of the current input across TS. It was agreed that the August meeting should include a visit to various TS projects providing Directors were able to commit to Monday 19 August as a potential night away. **Action** – Directors to confirm to PS/TS as soon as possible their availability for 19 August.
11. David Middleton noted that this would be Gillian McCole's last extended meeting in her role as PS/TS and secretary to the senior management team meeting. Gillian had made a great contribution to the development of Transport Scotland since she had taken up post in 2006. All Directors offered their congratulations to Gillian for her contribution and her promotion to C1 within TRBO.

PS/Transport Scotland  
June 2013