

## **TSDB (13)8th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 22 JULY 2013**

#### **Attendees:**

David Middleton	Chief Executive
Graeme Dickson	Director General Enterprise, Environment & Digital
Ainslie McLaughlin	Director, MTRIPS
John Nichols	Director, AMFC
Andrew Maclaren	Head of BICS
Danny Chalmers	Head of Comms
Archie Stoddart	TP
Scott Lees	TRBO
Martin McKinlay	Rail
Lee Shedden	FASD
Gavin Boyd	PS/Transport Scotland

#### **Apologies:**

Donald Carmichael	Director, TP
Roy Brannen	Director, TRBO
Aidan Grisewood	Director, Rail
Sharon Fairweather	Director, FASD
David Swanson	HR

#### **Declarations of Interest**

1. No declarations of interest were made.

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

2. The minutes of the meeting of 26 June were agreed.

#### **Communications**

3. The weekend press coverage including a rail fares increase and the upcoming A9 announcement on average speed cameras was discussed.

#### **KPI's**

4. The KPI's were discussed and noted.

#### **Corporate Correspondence Statistics**

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

## **Corporate Risk Register**

6. The risk register was discussed and Andrew MacLaren was asked to review the wording.

## **Finance**

7. The Finance report was noted.

## **Constitution**

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

## **AOB**

9. The Board discussed creating a distribution list for Ministerial submissions. PS/Transport Scotland to action.

10. Graeme Dickson updated the Board on the Business & People Strategy.

11. Stephen Thomson attended to update the Board on the Carbon Management Plan Version 2. The Board endorsed the refreshed Carbon Management Plan and were content with the handling and proposed publication.

PS/Transport Scotland  
July 2013