

TSDB (13)9th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 1 October 2013

Attendees:

David Middleton	Chief Executive
Donald Carmichael	Director, TP
John Nichols	Director, AMFC
Andrew Maclaren	Head of BICS
Danny Chalmers	Head of Comms
Sharon Fairweather	Director, FASD
David Swanson	HR
Aidan Grisewood	Director, Rail
Hugh Gillies	TRBO
Raymund Johnstone	MTRIPS
Gavin Boyd	PS/Transport Scotland

Apologies:

Roy Brannen	Director, TRBO
Ainslie McLaughlin	Director, MTRIPS

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 22 July were agreed.

Communications

3. The weekend press coverage including the GARL land sale and Edinburgh Trams was discussed.

KPI's

4. The KPI's were discussed and noted.

Corporate Correspondence Statistics

5. The Senior Management Team discussed and noted the good 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 target dates as some of them had passed.

Finance

7. The Finance report was noted.

Constitution

8. The current position around the transport work stream was noted. It was agreed that the Q&A would be discussed at the next extended meeting.

TS2014

9. The Board discussed the planned events in 2014. Hugh Gillies was asked to speak to directors individually following the meeting concerning staffing arrangements.

First ScotRail Passenger Franchise Report

10. Andrew Mackie attended to provide the Board with an annual update on the financial aspects of the ScotRail Franchise. The paper follows the end of the 2012/13 financial year. The Board noted the paper.

A.O.B.

11. The Board discussed training and development requirements for the upcoming Band B & C promotion Boards.

12. The Board discussed membership of a Prestwick Airport Project Board.

13. The Board discussed travel arrangements and the agenda for the staff conference.

PS/Transport Scotland
October 2013