

TSDB (13)6th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 28 MAY 2013

Attendees:

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

Apologies:

Ainslie McLaughlin	Director, MTRIPS
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Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 29 April were agreed.

Communications

3. The weekend press coverage 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

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 number of recent developments in respect of the Transport Scotland 2014 team. The Board noted the developing staff resourcing plan.

PS/Transport Scotland
May 2013