

TSDB (13)10th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 2-E21/2-E22 Victoria Quay, Edinburgh 9.30-12.00 21 October 2013

Attendees:

David Middleton	Chief Executive
Roy Brannen	Director, TRBO
Ainslie McLaughlin	Director, MTRIPS
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
Sharon McIlroy	PS/Transport Scotland
Archie Stoddart	Agenda item 3 only
Katherine Goodwin	Agenda item 9 only
Clare Smith	Agenda item 9 only
Alison Irvine	Agenda item 10 only

Apologies:	Donald Carmichael	Director, TP
	Andrew McLaren	BICS

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 1 October were agreed.

Constitution

3. Archie Stoddart provided an update regarding the current position of the Q&A which was discussed and agreed along with the confirmed date of publication of 26 November for the White Paper.

Communications

4. The weekend press coverage including the AWPR and High Speed Rail was discussed.

KPI's

5. The KPI's including the Scotrail Franchise KPI's were discussed and noted.

Corporate Statistics

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

Corporate Risk Register

7. The risk register was discussed and updates will be made. Directors were asked to review target dates and amend before 4 November.

Finance

8. The Finance report was noted.

Comms 2015

9. Katherine Goodwin and Clare Smith gave a presentation regarding the benefits of effective advertising and communications. It was agreed that a lunchtime seminar for this presentation for all TS staff should be arranged.

Strategic Transport Network Performance

10. Alison Irvine provided an update to the Directors regarding a review of the performance of the strategic transport network.