

TSDB (13)11th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 Buchanan House, Glasgow 10.00-12.30 11 November 2013

Attendees:

David Middleton	Chief Executive
Roy Brannen	Director, TRBO
Ainslie McLaughlin	Director, MTRIPS
John Nichols	Director, AMFC
Sharon Fairweather	Director, FASD
Aidan Grisewood	Director, Rail
Donald Carmichael	Director, TP
Andrew Maclaren	Head of BICS
Danny Chalmers	Head of Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Graham Laidlaw	Agenda item 5 only

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 21 October were agreed.

Communications

3. The weekend press coverage was discussed.

KPI's

4. Graham Laidlaw attended to discuss KPI's for ferries. All other KPI's were discussed and noted.

Corporate Statistics

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

Corporate Risk Register

6. The risk register was discussed and updates will be made.

Finance

7. The Finance report was noted.

Constitution

8. The Board noted 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.

Business Planning

9. The Business Plan was discussed was and updates will be made. Directors were asked to review and amend as appropriate.

PS/Transport Scotland
November 2013