

TSDB (14) 2nd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 24 February 2014

Attendees:

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Roy Brannen	Director, TRBO
Sharon Fairweather	Director, FASD
Donald Carmichael	Director, TD
Aidan Grisewood	Director, Rail
John Nichols	Director, AMFC
Andrew Maclaren	Head of BICS
Steven Carmichael	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Raymund Johnstone	MTRIPS (Agenda item 8)
Archie Stoddart	TD (Agenda item 9)

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 27 January were agreed.

Communications

3. The weekend press coverage was discussed including A9 Safety Cameras, Rest and Be Thankful Landslide and Forth Road Crossing. The likely press and presentational items for the week ahead were also discussed including the Westminster and Scottish Cabinets to be held in Aberdeen this week, A9 Overtaking Campaign, the publication of Scottish Transport Statistics, Borders Rail fares, and Commonwealth games rail links.

KPI's

4. The KPI's were discussed and noted. There were no additions required. All major projects remained in line with planned dates and milestones.

Corporate Correspondence Statistics

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

Corporate Risk Register

6. The risk register was discussed and noted. All entries were up to date.

Finance

7. The Finance report for January was noted.

Transport Scotland Procurement Strategy

8. Raymund Johnstone presented a paper to the Board for the Transport Scotland Procurement Strategy which was approved, subject to some minor amendments. This will now be published on the Transport Scotland website

Constitution

9. The current position and progress of the transition plans were noted and necessary changes were discussed.

AOB

10. There was a discussion regarding the Integrated Transport across Scotland which highlighted that there are many examples across Scotland.

PS/Transport Scotland
February 2014