

TSDB (14) 3rd Meeting

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

Attendees:

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| 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 Nicholls | Director, AMFC |
| Andrew Maclaren | Head of BICS |
| Danny Chalmers | TS Comms |
| David Swanson | HR |
| Sharon McIlroy | PS/Transport Scotland |
| Michelle Rennie | MTRIPS |
| Joe Griffin | PPS/FM (Item10 only) |
| Andy Pope | APS/FM (Item10 only) |

Apologies:

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| 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 24 February were agreed.

Communications

3. The weekend press coverage was discussed including the First Minister visit to the M8, the new policy on school bus seat belts and A9 developments. The week ahead Graduated Driver Licence debate and a range of media issues about freight transport and the Games and the Ryder Cup.

KPI's

4. The KPI's were discussed and noted. There were no further 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 good performance in January across the organisation on correspondence, PQs and FOI.

Corporate Risk Register

6. The risk register was discussed. There were no major changes from the February report, with some updated text for rail items. The M8 M73 M74 Motorway Improvements Project will be added.

FOI/EIR

7. The Senior Management Team discussed the process for handling FOI and EIR requests and reviews within Directorates.

Finance

8. The Finance report for February was noted.

Constitution

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

FM's Private Office Visit

10. Joe Griffin the First Minister's Principal Private Secretary and Andrew Pope Assistant Private Secretary attend the meeting to provide an insight into the work of the First Minister's Private Office.

PS/Transport Scotland
March 2014