

TSDB (14) 4th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 22 April 2014

Attendees:

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Donald Carmichael	Director, TD
Aidan Grisewood	Director, Rail
John Nicholls	Director, AMFC
Steven Carmichael	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Lee Shedden	Finance
Graham Edmond	TRBO
Ewen Milligan	Transport policy
Ian Craig	Item 11 only

Apologies:	Roy Brannen	Director, TRBO
	Sharon Fairweather	Director, FASD
	Andrew Maclaren	Head of BICS

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 24 March were agreed.

Communications

3. The weekend press coverage was discussed including the A9 petition, School Transport, Edinburgh City Car club and for the week ahead, Pedal on Parliament and Green Fleet Electric Vehicles event.

KPI's

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

Corporate Correspondence Statistics

5. The discussed and noted the increase in good performance in February across the organisation on correspondence, PQs and FOI.

Corporate Risk Register

6. The risk register was discussed. There were no major changes from the March report. Edinburgh Trams should now be removed.

Finance

7. The Finance report for March was noted.

Constitution

8. The current position and progress of the transition plans and cross cutting plans were noted and necessary changes were discussed.

Integrated Transport

9. Ewen Milligan provided an update to the Senior Management Team regarding Integrated Transport within Scotland.

Flexible working Options

10. David Swanson provided an outline to the Senior Management Team of the flexible working options that could be available for staff working during major events taking place in 2014.

Presentation from Ian Craig, Chief Executive of Lothian Buses

11. Ian Craig gave a presentation to the Senior Management Team about the creation of the group company Transport for Edinburgh providing an overview of its composition, aims, and values.

PS/Transport Scotland
April 2014