

TSDB (14)5thMeeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-11:30 19 May 2014

Attendees:

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Donald Carmichael	Director, TD
Sharon Fairweather	Director, FASD
Andrew Maclaren	Head of BICS
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Steven McMahon	Rail
Graham Laidlaw	AMFC
Stephen Thomson	MTRIPS (item 7 only)

Apologies:

John Nicholls	Director, AMFC
Aidan Grisewood	Director, Rail
Roy Brannen	Director, TRBO

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 22 April were agreed.

Communications

3. The weekend press coverage was discussed including the Caledonian Sleeper Service franchise and for the week ahead FRC steel sections arriving at Rosyth, EGIP rail project progress, the progress on Kessock Bridge and completion of the works at Erskine Bridge and inaugural flights for new air services to the USA, Edinburgh to Chicago and Edinburgh to Philadelphia.

KPI's

4. The KPI's were discussed and noted as making good progress. AWPR to be updated.

Corporate Correspondence Statistics

The Senior Management team discussed performance in March. The performance was noted as very good as there had been an increase in performance across the organisation.

Corporate Risk Register

The risk register was discussed. There were no major changes from the April report, with some updated text for rail items and the Games, and it was agreed to remove completed projects

Finance

5. The end year accounts arrangements are being prepared for clearance of the final accounts.

Constitution

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

Low Emissions Strategy for Scotland

7. Stephen Thomson provided an update to the Senior Management Team about work underway to prepare a Low Emission Strategy for Scotland due for publication next year.

Flexible working Options

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

Annual Business Plan 2013-14 End Year Review

9. The 2013-14 Annual Business Plan was discussed with an end year assessment and the overall position was noted as positive.

PS/Transport Scotland
May 2014