

TSDB (15) 3rd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 30 March 2015

Attendees:

David Middleton	Chief Executive
Roy Brannen	Director, TRBO
Aidan Grisewood	Director, Rail
Mike Baxter	Director, FASD
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
David Anderson	Acting Director MTRIPS
Andrew Maclaren	Head of BICS
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Juliet Bell	Agenda item 11 only.

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 23 February were agreed.

Communications

3. Danny Chalmers provided an update of the current Comms and media issues. The transport media items last week included the price reduction for remaining CHFS routes and the announcement of £10 million boost for Active travel in Scotland. For the coming week there is media work around the launch of the of both the Caledonian Sleeper and ScotRail franchises.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted. There were no new major issues, with Directors updating colleagues on Borders, M8 and ScotRail franchise. On the operational side, including HR issues, there were no issues to highlight. John Nicholls provided an update on Ferries KPI's.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered January 2015. This was a generally good month for performance in meeting final deadlines with PQs 100%, CE Correspondence (100%), MCS (99%), ORs (89%) and FOIs (79%).

Corporate Risk Register

6. The Corporate Risk Register (CRR) had no major updates. The process for providing updates for the CRR will now be every quarter in March, June September and December. Roy Brannen will now lead on Risk Register. David and the Directors thanked Andrew Maclaren for his contributions to Transport Scotland and clarity of his presentations.

Finance

7. Mike Baxter reported on progress which was noted. The regular written report for the in year 2014-15 position was noted.

Smith Commission Follow Up

8. Donald Carmichael updated colleagues on current Smith Commission follow up.

Trunk Road and Bus Operations - Bi Annual Update

9. Roy Brannen provided an updated from TRBO which was discussed and noted.

Buchanan House Update

10. Andrew Maclaren provided an overview of the works that will take place over the next 18 months – 2 years to replace the cladding on Buchanan House.

Staff Conference/ Corporate Design

11. For the staff Conference Juliet Bell provided the directors with suggestions for the format of the day which they will consider and feedback. Juliet also presented suggestions for the corporate design and it was agreed that directors will meet with Juliet to discuss individual directorate requirements at a later date.

AOB

12. No AOB