**TSDB (15) 6th Meeting**

**SENIOR MANAGEMENT TEAM MONTHLY MEETING**

**8W02 BUCHANAN HOUSE, GLASGOW**

**10:00-12:30 29 June 2015**

**Attendees**:

 Roy Brannen (Chair) Director, TRBO

 Mike Baxter Director, FASD

 Michelle Rennie Director, MTRIPS John Nicholls Director, AMFC Jill Mulholland TP Karen Mackinnon TS Comms

 David Swanson HR

 Steven McMahon Rail

 Gavin Boyd PS/Transport Scotland

 Yvette Sheppard Items 8 & 9 only

**Apologies**:

 David Middleton Chief Executive

 Aidan Grisewood Director, Rail

 Donald Carmichael Director, TP

 Danny Chalmers TS Comms

**Declarations of Interest**

1. No declarations of interest were made.

**Minutes of Previous meetings**

1. The minutes of the meeting of 26 May were agreed.

**Communications**

1. Karen MacKinnon provided an update of the current Comms and media issues. The transport media items last week included the RMT Calmac dispute, the launch of the Fatigue road safety campaign, Winchburgh tunnel closure and the terrorist attack in Tunisia including advice Airports are giving travellers.

**KPI’S**

1. The routine update on Key Performance Indicatorswas discussed in detail and noted. There were no new major issues, with Directors updating colleagues on EGIP, Borders Rail driver training, M8 average speed cameras, AWPR & ScotRail franchise.

**Corporate Correspondence Statistics**

1. Forcorrespondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered May 2015. This was a very good month for performance in meeting final deadlines considering there was a large increase in PQs for AMFC related to Clyde & Hebrides Ferry Services and Calmac pension fund changes. PQs 97%, CE Correspondence (100%), MCS (99%), ORs (86%) and FOIs (100%).

**Finance**

1. Mike Baxter reported on progress with 98% on payment performance for May. The Board discussed and noted.

**Smith Commission Follow Up**

1. There was no update on the Smith Commissionfollow up.

**Historic Scotland - Status Change**

8. Yvette Sheppard joined the meeting and introduced a paper on Historic Scotland joining with the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) to form a new organisation, Historic Environment Scotland. The new body will be a Non-Departmental Public Body (NDPB) rather than a Scottish Government agency. The board discussed the need for a Historic Environment Specialist to assist with the provision of archaeological advice. Subject to Chief Executive clearance the Board agreed to the secondment of a Historic Environment Specialist through an existing Framework Agreement.

 **The Conservation (Natural Habitats etc.) Regulations 1994**

**Habitats Regulations Appraisal/Appropriate Assessment**

9.Yvette Sheppard introduced a paper on proposals for updated sign-off arrangements under the Habitats Regulations Appraisal requirements, in considering potential options with respect to sign off arrangements for the A9 Dualling schemes. The board discussed the paper and agreed a revised sign-off procedure for HRA for A9 Dualling Programme projects whereby the Director of Transport Policy acts as “competent authority” signatory with Director of Aviation, Maritime, Freight & Canals providing sign-off if he is unavailable.

**AOB**

10. The board discussed the recent trawls for Parliamentary Business for Sep-Dec 2015. They agreed to discuss with their team heads for further suggestions.

PS/Transport Scotland

June 2015