

## **TSDB (16) 1st Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 2F-76 Bridge Victoria Quay Edinburgh 10:00-12:30 25 January 2016**

#### **Attendees:**

Roy Brannen (Chair)	Chief Executive
Michelle Rennie	Director, MTRIPS
Mike Baxter	Finance
Aidan Grisewood	Director, Rail
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Bill Reeve	CTITU
Donald Morrison	TRBO
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Shona Adam	Scottish Futures Trust (Item 9 only)

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous meetings**

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

#### **Communications**

3. Danny Chalmers provided an update of the current Comms and media issues. Current items for this week include the A83 taskforce meeting, Bus Stakeholder group meeting, Queensferry Crossing MSP briefing, Queen Street closure MSP briefing, publication of the A9 Average Speed Camera data and FETA giving evidence at the FRB Inquiry.

#### **KPI'S**

4. The routine update on Key Performance Indicators were discussed in detail and noted. There were no new major issues, with Directors updating colleagues on Queensferry Crossing, EGIP, M8, AWPR which are all progressing well.

## **Corporate Correspondence Statistics**

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered December 2015. This was again remained a very good month for performance in meeting final deadlines. PQs (100%), CE Correspondence (92%), MCS (100%), ORs (90%) and FOIs (92%).

## **Corporate Risk Register**

6. Donald Morrison provided an update on the register. Two new entries have been added for managing the asset condition and Rail Sleeper franchise. Borders Rail has been removed.

## **Finance**

7. Mike Baxter reported on progress with 99% on payment performance for December. The directors discussed and noted.

## **Trunk Roads and Bus Operations – Bi Annual Update**

8. Donald Morrison provided an update from TRBO which was discussed and noted.

## **Smarter Offices and Workplace Utilisation**

9. Shona Adam from Scottish Futures Trust attended the meeting to give directors a presentation on Smart Offices and Workplace Utilisation.

PS/Transport Scotland  
January 2016