

TSDB (17) 1st Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W03 Buchanan House Glasgow 10.00 - 12:30 30 January 2017

Attendees:

| | |
|---------------------|----------------------------|
| Roy Brannen (Chair) | Chief Executive |
| Mike Baxter | Director, Finance |
| Donald Carmichael | Director, Transport Policy |
| Hugh Gillies | Director, TRBO |
| John Nicholls | Director, AMFC |
| Bill Reeve | Director, Rail |
| Michelle Rennie | Director, MTRIPS |
| David Swanson | HR |
| Danny Chalmers | TS Comms |
| Rowan Smith | TS Comms |
| Sharon McIlroy | PS/Transport Scotland |

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 19 December were agreed.

Communications

3. Danny Chalmers provided an update on current Comms and media issues. The week ahead have a number of items including the Minister for Transport and Islands visiting Aberdeen to meet with residents affected by the AWPR and a Ministerial announcement to provide an update on ScotRail's 'free week' offer.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted, with directors updating colleagues on topics such as the Queensferry Crossing, M8/M73/M74, AWPR – B/T, and CP5 enhancements.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered December 2016. There had been a reasonable performance in meeting final deadlines: PQs 82%, CE Correspondence 84%, MCS 76%, ORs 81% and FOIs 88%.

Finance

6. Mike Baxter reported on progress with an on target payment performance of 96% for December 2016. The directors discussed and noted.

Procurement

7. The Directors discussed a potential review of the procurement function within Transport Scotland. It was agreed that this should be given further consideration and discussed again at a later date.

NTS Review

8. Donald Carmichael provided an update on the NTS review. The directors agreed the proposed timing, remit, chair and membership of the NTS Review Working Groups.

Transport Scotland Website Launch

9. Rowan Smith attended the meeting along with Storm ID to provide Directors with the progress and benefits of the new transport Scotland website.

PS/Transport Scotland
January 2017