



TSDB (11)4th Conclusions

**TRANSPORT SCOTLAND DIRECTORS' MEETING BOARD
(Including IDM discussion)
BUCHANAN HOUSE, GLASGOW
13 JUNE 10:00-12:30**

Attendees	David Middleton (Chair)	Chief Executive
	Richard Scott	Director, Business Improvement
	Ainslie McLaughlin	Director, MTRIPS
	Frances Duffy	Director, Rail
	Sharon Fairweather	Director, Finance
	Donald Carmichael	Director, Transport Policy
	Roy Brannen	Director, TRBO
	Alastair Wilson	Director, Aviation, Maritime, Freight and Canals
	Gillian McCole	PS/Transport Scotland
	Lucy Adamson	Head of Communications
	Kenny Hannaway (for agenda item 8 only)	TS Legal Services
	David Swanson (for agenda item 9 only)	Head of HR

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous Meeting

2. The minutes of the meeting of 16 May 2011 were agreed.

Comms Discussion

3. The Board noted the weekly communications grid and discussed the transport related items covered in the weekend media.

FMQs

4. It was agreed that updated notes should be drafted.

Ministerial and Cabinet Feedback

5. David Middleton updated Directors on the recent Cabinet and Ministerial discussions. Strategy days were being arranged for each portfolio and further information would be circulated once available.

Stakeholder Database Submission

6. Lucy Adamson outlined the request for information and the proposed response. After discussion it was agreed that Lucy would redraft the list and submit to the centre.

Corporate Stats

7. Gillian McCole outlined the current performance on PQ's and FOIs and it was noted that there were still issues with the MACCS reporting suite which prevented any accurate management information being provided and that ISIS were taking this forward.

Legal Services to Transport Scotland

8. Kenney Hannaway presented a paper outlining the current and proposed strategic approach to legal services within Transport Scotland. During discussion it was agreed that efficient and effective legal services were key to TS business and it was important for officials to be aware of the role they play within TS. Kenny Hannaway informed Directors that he and his team were happy to attend team meeting etc to raise the profile of their role.

HR Review

9. Please note that parts of the record of discussion are considered exempt from publication and have been redacted.

AOB

10. The date of the next extended meeting is 11 July.

PS/Transport Scotland
July 2011