



## **TSDB (11)6th Conclusions**

### **TRANSPORT SCOTLAND DIRECTORS BOARD MEETING BUCHANAN HOUSE, GLASGOW, 5 SEPTEMBER 10:00-12:30**

<b>Attendees</b>	David Middleton (Chair) Alastair Wilson	Chief Executive Director, Aviation, Maritime, Freight and Canals
	Ainslie McLaughlin Sharon Fairweather	Director, MTRIPS Director, Finance and Analytical Services
	Donald Carmichael Andrew Maclaren Gillian McCole Lucy Adamson David Swanson	Director, Transport Policy Head of Business Improvement PS/Transport Scotland Head of Communications Head of HR
<b>Apologies</b>	Frances Duffy Roy Brannen	Director, Rail Director, TRBO

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous Meeting**

2. The minutes of the meeting of 11 July were agreed.

#### **Comms Discussion**

3. The Board noted the weekly communications grid and discussed the transport related items covered in the weekend media including trams, AWPR and winter related activity.

## **Ministerial and Cabinet Feedback**

4. The Board discussed recent Cabinet and Ministerial discussions.

## **Spending review**

5. Sharon Fairweather updated the Board on the most up to date position on the Spending Review work. Figures would be sent to Directors once finalised and it was agreed that a Comms Strategy should be prepared, including stakeholder engagement, for the Transport Scotland aspects of the budget. Sharon Fairweather and Lucy Adamson agreed to discuss and then commission the relevant information from Directors.

## **Corporate Plan Update**

6. Andrew Maclaren outlined the proposed timing of the various stages of the Corporate Plan process. The Board agreed the proposals and that the plan should be published by the end of February 2012.

## **KPI's**

7. The Board discussed the need for clear KPI's in view of the recent comments from Internal Audit. It was agreed that it was important to have clear processes and timings on this and the standing items previously contained in the calendar of Board discussions would be included in a refreshed list of KPI's. These cover areas such as the First Scotrail passenger rail franchise, road maintenance as well as the standing monthly items on corporate performance stats. David Middleton and Sharon Fairweather agreed to take this forward.

## **Headcount**

8. David Swanson outlined the current position following the latest meeting with Directors. Following discussion it was agreed that David Middleton and David Swanson would discuss further and a note would be sent to Directors outlining the

way forward. PS/TS to arrange this meeting. It was also agreed that the C3 TRBO post should be advertised without any further delay. David Swanson agreed to take this forward with TRBO colleagues.

### **First Scotrail Passenger Franchise Report**

9. Martin McKinlay presented this paper which focused on the financial aspects of the franchise as per the calendar of Board discussions schedule. The Board noted the commercially sensitive nature of the information contained in the paper, discussed various aspects of that information and thanked Martin for a good report. It was agreed that a submission should be sent informing Ministers of the franchise performance as per usual procedure. Martin McKinlay agreed to take this forward.

### **AOB**

7. The Board noted the July corporate stats and that ISIS were still working in the issues with the Ministerial correspondence part of the MACCS reporting suite.

8. It was agreed that the M74/M80 teams should be nominated under the "Government Opportunities" process. Ainslie McLaughlin agreed to take this forward.

9. The date of the next extended meeting is 3 October.

PS/Transport Scotland,  
September 2011