



TSDB (11)7th Conclusions

TRANSPORT SCOTLAND DIRECTORS MEETING BUCHANAN HOUSE, GLASGOW, 3 OCTOBER 09:30-11:30

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

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous Meeting

2. The minutes of the meeting of 5 September were agreed.

Comms Discussion

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

Ministerial and Cabinet Feedback

4. The drafting of the future vision for strategic transport projects as requested

by the Cabinet Secretary for Infrastructure and Capital Investment was discussed. This included the suggestion of presenting proposals in map format with supporting text. It was agreed that David Anderson would consider this aspect as he was leading on the drafting process with help when required from the Transport Policy team .

Spending review

5. David Middleton updated the Senior Management Team on the most recent discussions around finance.

Winter Resilience Presentation

6. Stewart Leggett outlined the progress that has been made in respect of winter resilience. The six point plan implemented last year is now embedded within winter service plans. Various new plant and machinery have been purchased including new gritters/spreaders/ploughs and an icebreaker. Other operational preparations include the establishment of barrier crews who can act to enable barrier cross over in extreme weather events, strategic salt depots, storage of alternative de-icers etc. New weather stations and various pieces of equipment have been purchased to allow for better weather/road condition information. The importance of quicker and more accurate information for road users had been identified as a key part of the winter strategy and in addition to the web services available freight help lines are in place to allow HGV drivers to access up to date information. The Senior Management Team noted the preparations and also discussed the success of Exercise Polar Storm.

KPI's

7. The Senior Management team discussed the draft KPI paper which had been drafted following the September meeting. The proposed KPIs were agreed with the possible inclusion of a Ferry, tram and NCT related KPI. Andrew Maclaren would discuss with Directors and amend the paper.

Risk

8. Andrew Maclaren updated the Directors on the current position with the refreshed procedures for managing and reporting risk within Transport Scotland. A revised version of the risk framework had been prepared and a risk management group established (chaired by Andrew Maclaren. Frances Duffy is Director in charge of Risk). The latest version of the Corporate Risk Register was discussed and it was agreed that the relevant Directorates should consider the addition of the Ryder Cup, Trams and Ferries at the corporate level as well as the inclusion of these topics in the individual Directorate risk registers.

Corporate stats

9. Recent performance was discussed and it was agreed it would be helpful if the corporate stats paper would include a column showing the previous month's figures and highlight if performance was better or worse. Reasons should be included on any late issues to help identify any areas where there was a performance issue.

AOB

10. The date of the next extended meeting is 31 October.

PS/Transport Scotland,
October 2011