



## TSDB (11)8th Conclusions

### TRANSPORT SCOTLAND DIRECTORS MEETING BUCHANAN HOUSE, GLASGOW, 31 OCTOBER 10:00-12:30

<b>Attendees</b>	David Middleton (Chair) Alastair Wilson	Chief Executive Director, Aviation, Maritime, Freight and Canals
	Ainslie McLaughlin Roy Brannen Donald Carmichael Sharon Fairweather	Director, MTRIPS Director, TRBO Director, Transport Policy Director, Finance and Analytical Services
	Gillian McCole Andrew Maclaren David Swanson Lucy Adamson David Anderson Mick Wilson Katherine Falconer	PS/Transport Scotland Head of BICS Head of HR Head of Communications Agenda item 6 only Agenda item 8 only Agenda item 8 only (by conference call)
<b>Apologies</b>	Frances Duffy	Director, Rail

#### **Declarations of Interest**

1. No declarations of interest were made.

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

2. The minutes of the meeting of 3 October were agreed.

#### **Comms Discussion**

3. The Senior Management Team noted the weekend press coverage and discussed the stories on AWPR, FM's visit to the Middle East, Borders rail and wi-fi on trains.

## **Ministerial and Cabinet Feedback**

4. The Ministers forthcoming parliamentary debate on winter resilience was discussed. It was also noted that a bespoke winter preparedness presentation by our Trunk Road Operating Companies had been arranged for MSPs to ensure that they were aware of the additional measures in place this winter.

## **Finance Directors Report**

5. Sharon Fairweather outlined the information in the current report. Following a general discussion the contents of the report were noted.

## **Strategic Transport Projects**

6. David Anderson attended for this item and provided an update on the current position with the collation and drafting of the report requested by the Cabinet Secretary. The various Scottish routes and options were discussed and it was agreed that David should continue his work, seeking input from Directors, and report back to the November meeting.

## **KPI's**

7. The Senior Management team discussed the monthly KPI report including the format of future HR KPI reports. It was agreed that Transport Scotland should adopt the main Scottish Government KPI for this aspect as staff are governed by SG main HR policies. Reports should show the total TS picture and also be broken down to Directorate level. It was agreed that Andrew Maclaren would discuss the scheduling of the HR KPI discussions with Gillian McCole to agree dates. It was also agreed to continue to examine and discuss the corporate KPIs on a monthly basis to ensure that targets are met and corporate processes are as efficient as possible.

## **RPP**

8. Katherine Falconer and Mick Wilson participated in the discussion on this agenda item. It was noted that they were drafting a paper drawing together the transport position and link this to the wider Scottish Government RPP targets following the Spending Review. It was agreed that drafting should continue and that comments would be sought from Directors in this process.

### **AOB**

9. Andrew Maclaren updated the meeting on the HR review and the position was noted.

10. It was also agreed that the follow up paper on resilience should be tabled in the near future. Roy Brannen agreed to discuss suitable dates for this discussion with Gillian McCole.

PS/Transport Scotland,  
November 2011