



## **TSDB (11)9th Conclusions**

### **TRANSPORT SCOTLAND DIRECTORS MEETING BUCHANAN HOUSE, GLASGOW, 28 NOVEMBER 2011 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
	Frances Duffy Gillian McCole Andrew Maclaren David Swanson Danny Chalmers David Anderson	Director, Rail PS/Transport Scotland Head of BICS Head of HR Head of Communications Agenda item 7 only

#### **Declarations of Interest**

1. No declarations of interest were made.

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

2. The minutes of the meeting of 31 October were agreed.

#### **Comms Discussion**

3. David Middleton welcomed Danny Chalmers to his first meeting as Head of Transport Scotland Communications. It was agreed that Danny should meet each Director to discuss the main issues in each Directorate to ensure he is fully up to speed and aware of any sensitivities.

4. The Senior Management Team noted the weekend press coverage and discussed the announcements planned for the rest of the week. .

### **Ministerial and Cabinet Feedback**

5. The issues raised at the recent Ministerial Comms meeting were discussed and also the fortnightly project discussion with Mr Neil and Mr Brown.

### **Finance Directors Report**

6. Sharon Fairweather outlined the information in the current report in particular the payment performance and the measures being undertaken to improve this. Following a general discussion the contents of the report were noted.

### **Future Transport Priorities**

7. As agreed at the 31 October meeting, David Anderson attended for this item and provided a further update on the current position with the collation and drafting of the report requested by the Cabinet Secretary. The importance of linking the transport elements of the Cabinet Secretary's vision to other areas of work such as the GES and IIP and the utilisation of our existing and well recognised transport models such as STAG were discussed. It was agreed that David Anderson should now finalise the text of the draft and discuss with David Middleton and relevant Directors by the end of December.

### **KPI's**

8. The Senior Management team discussed the monthly KPI report and noted that the MACCS reporting suite was still not operational. Gillian McCole agreed to check the status of this with Business Improvement colleagues responsible for the compilation of the corporate stats. It was noted that the first of the HR sickness reports would be submitted for the December Board. On PQs it was agreed that both policy officials and Ts Comms should monitor general and themed questions to ensure transport comments are picked up at an early stage.

### **Employee Engagement Survey**

9. David Swanson outlined the results of the TS employee engagement survey. It was noted that there was a 59% engagement index which was higher than both SG main and the civil service as a whole. Directors have been issued with individual directorate reports to enable them to draw up their action plans and David Swanson and the HR team are happy to discuss these with Directors.

### **Business Plan Update**

10. Andrew Maclaren updated the meeting on the status of the Business Plan and requested that Directors ensure that the status of commitments is completed and in particular items with a December – March date updated. Directors agreed to update their plans.

### **NTS Stakeholder Group**

11. This item was carried forward to the next meeting.

### **AOB**

12. No issues were raised under this agenda item

PS/Transport Scotland,  
December 2011