



TSDB (11)10th Conclusions

TRANSPORT SCOTLAND DIRECTORS MEETING BUCHANAN HOUSE, GLASGOW, 19 DECEMBER 2011 10:00-12:30

Attendees	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 Danny Chalmers	Director, Rail PS/Transport Scotland Head of BICS Head of Communications (by phone)
	Alastair Fyfe	Agenda item 7 only
Apologies	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 28 November were agreed.

Comms Discussion

3. The Senior Management Team noted the weekend press coverage and discussed the announcements planned for the rest of the week. The improved processes for weather related incidents was noted to have worked well but Comms and TRBO will continue to monitor and look for ways for any further improvements.

Ministerial and Cabinet Feedback

4. David Middleton outlined the areas covered in his most recent fortnightly project discussion and general catch up meeting with Mr Neil and Mr Brown.

Finance Directors Report

5. Sharon Fairweather outlined the information in the current report and it was noted that payment performance had improved since last month but the proactive measures in place would continue to ensure that this was a sustained improvement.

KPI's

6. The Senior Management team discussed the monthly KPI report and noted that the MACCS reporting suite was still not operational. Sickness levels were at 6.8 days over a rolling 12 month period. This compares to the SG level of 6.3. During discussion it was agreed that Andrew Maclaren and David Swanson would provide a detailed breakdown and background information on sickness levels every 6 months to enable the Board to monitor any ongoing issues.

7. The Employee engagement survey was discussed and it was agreed that in addition to the Directorate plans a corporate action plan would be produced. Directors agreed prioritise early discussions with HR on these plans and there would be a Board discussion on the corporate plan in January.

Scotrail Franchise – 6 Monthly Report

8. Alastair Fyfe attended and presented a paper to the Board. The Board noted the contents of the report and discussed the various performance measures, targets and current areas being taken forward by officials.

Constitution

9. The transport input to the constitutional work was discussed and it was agreed that an official from Constitution Unit should be invite to a future meeting.

NTS Stakeholder Group

10. A discussion took place around this and it was agreed that a submission should be sent to Ministers setting out the proposed way forward.

AOB

11. It was agreed that Stephen Thompson should be invited to a Board meeting in early 2012 to discuss climate change topics.

PS/Transport Scotland,
December 2011