



TSDB (12)3rd Conclusions

TRANSPORT SCOTLAND DIRECTORS MEETING VICTORIA QUAY, 20 FEBRUARY 2012 10:00-12:30

Attendees	David Middleton (Chair)	Chief Executive
	Alastair Wilson (Agenda item 1-4)	Director, Aviation, Maritime, Freight and Canals
	Ainslie McLaughlin	Director, MTRIPS
	Roy Brannen	Director, TRBO
	Donald Carmichael	Director, Transport Policy
	Sharon Fairweather	Director, Finance and Analytical Services
	Frazer Henderson	Rail Policy
	Gillian McCole (Agenda Item 1-4)	PS/Transport Scotland
	David Swanson	Head of HR
	Steven Carmichael	Communications
	Andrew Maclaren	Head of BICS

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous Meeting

2. The minutes of the meeting of 30 January 2012 were agreed.

Comms and FMQ Discussion

3. The Senior Management Team noted the weekend press coverage and discussed the announcements currently planned for the week ahead. It was noted that there were 2 transport debates this week and the arrangements that would need to be put in place for briefing. It was agreed that standing FMQ notes would be

updated as usual.

KPI'S

4. The KPI report and Finance Directors report were discussed and noted. Payment performance was still at a good level and Directors were asked to ensure that this continued over the end of year SEAS shut down period. Sickness reports would be available for the meeting on 19 March and a forward looking discussion on this aspect would also be arranged in conjunction with a discussion on the employee engagement plan. It was also noted that Directors were meeting in the near future to discuss headcount.

Corporate Plan

5. Andrew Maclaren outlined the proposal to have a shorter more focussed Corporate Plan with the Annual business Plans containing the more detailed information. The Board agreed with that direction and that a further discussion would take place at the next meeting.

Constitution

6. A general discussion took place around the constitutional agenda and the processes that would need to be in place.

Managers Forum

7. The current format of the managers' forum was discussed. It was agreed that this needed to be revamped to take into account the feedback from the employee survey and provide greater opportunities for staff of all grades to participate in open discussion with all Directors present. It was agreed that the Managers Forum should be renamed, held on a quarterly basis and opened up to all staff to book through the on line system. Action – Andrew Maclaren to take this forward with David Swanson and PS/TS. Directors to ensure that they attend these new forum dates.

8. David Middleton suggested that he should also attend one of the already arranged events in each Directorate to meet staff. Action – David Swanson to collate information on the events arranged and PS/TS to schedule DM attendance at the events.

9. Other suggestions included an on line question and answer session with David. PS/TS and David Swanson to take this aspect forward and discuss with DM.

PS/Transport Scotland,
February 2012