



TSDB (12)4th Conclusions

TRANSPORT SCOTLAND DIRECTORS MEETING 8W02 BUCHANAN HOUSE, 19 MARCH 2012 09:30-11:30

Attendees	David Middleton (Chair)	Chief Executive
	Alastair Wilson	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
	Aidan Grisewood	Director, Rail
	Gillian McCole	PS/Transport Scotland
	David Swanson	Head of HR
	Danny Chalmers	Communications
	Andrew Maclaren	Head of BICS
	Frazer Henderson	Rail - Agenda item 7 Only
	Gordon Hanning	TRBO – 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 20 February 2012 were agreed.

Comms and FMQ Discussion

3. The Senior Management Team noted the weekend press coverage, including FRC and BSOG articles. Announcements currently planned for the week ahead were discussed and it was noted that there was a Labour Party business debate on Ferries scheduled for the week ahead. It was agreed that the standing FMQ notes

would be updated as usual.

KPI'S

4. The KPI report and Finance Directors report were discussed and noted. It was agreed that the form of this part of the Board discussion would be revised to ensure that each Director updated the Board on any areas of concern on a monthly basis.

Constitution

5. A general discussion took place around the constitutional agenda and the various Ministerial discussions that had taken place in relation to Transport matters. The general narrative was discussed and it was agreed that there was a need to ensure that the relevant resources were in place to take this forward.

Corporate Plan

6. Andrew Maclaren outlined the current draft of the Corporate Plan and it was agreed that once Directors had finalised their text this could then be submitted to David Middleton for final clearance before submitting to Ministers for approval to publish

Smart and Integrated Ticketing Update

7. Gordon Hanning and Frazer Henderson attended for this item. A general discussion took place about the differences between smart ticketing and integrated ticketing and the Board noted that the general trend is now towards “smart” ticketing which allows the user more flexibility. Rail are involved in discussion at a UK level on ITSO compliancy. It was noted that on the bus side there was no general appetite from the industry to take forward “smart” ticketing and as it was a deregulated industry there was a limited ability for the Scottish Government to influence this aspect.

Staffing

8. The staffing reports were discussed and the Board noted that while TS was below the agreed sickness target it was important to highlight to staff the various support mechanisms available if needed e.g. the Employee Assistance Programme. David Swanson informed the Board that arrangements were already in place to hold staff awareness sessions and the Board welcomed this plan. It was also noted that is linked to the employee survey and any other action should be linked to the repose and actions to this.

9. It was agreed that future reports should contain a breakdown of the short and long term absences and be provided to the Board on a quarterly basis.

AOB

10. Nothing was raised under this agenda item. The date of the next meeting was noted to be 16 April.

PS/Transport Scotland,
March 2012