



## **TSDB (12)5th Conclusions**

### **TRANSPORT SCOTLAND DIRECTORS MEETING 8W02 BUCHANAN HOUSE, 16 April 2012 10:00-12:30**

<b>Attendees</b>	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

#### **Declarations of Interest**

1. No declarations of interest were made.

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

2. The minutes of the meeting of 19 March 2012 were agreed.

#### **Comms and FMQ Discussion**

3. The Senior Management Team noted the weekend press coverage, including coverage of bus and ferry issues. AWPR coverage and the next steps were also discussed. It was agreed that the standing FMQ notes would be updated as usual.

#### **KPI'S**

4. The KPI report was discussed and noted. It was noted that payment performance was at 97%. The Board also discussed the corporate performance statistics and noted that they showed a typical number of cases and that some areas had a large amount of correspondence with a small number of officials actually

drafting replies. In view of this the Board were satisfied with the level of performance but agreed that Directors should continue to ensure that this are received suitable attention and that deadlines were met.

### **Constitution**

5. A general discussion took place around the constitutional agenda and Donald Carmichael outlined the next stages in the process and the deadlines for submitting returns to him for consideration.

### **Risk Register**

6. It was noted that there had been no significant change to the Corporate Risk Register. The Board agreed that even although the Risk Management Committee examine the Directorate Risk Registers in detail it was important that the Board should also discuss this in detail on a monthly basis. During discussion it was agreed that Concessionary Fares and Climate Change should be added to the register.

### **Climate Change Workshop**

7. It was agreed that attendance at this workshop would be David, Roy, Aidan and Jonathan Dennis. Alastair Wilson also expressed his wish to attend subject to diary commitments. PS/TS to inform DG of attendees.

### **AOB**

8. It was agreed that the staff conference would be a biannual event and the next one would be scheduled for autumn 2013. It was noted that the Corporate Plan would be discussed at the next meeting with the aim of submitting to Ministers for agreement at the end of May. The date of the next meeting was noted to be 14 May.

PS/Transport Scotland,  
April 2012