



## **TSDB (12)6th Conclusions**

### **TRANSPORT SCOTLAND DIRECTORS MEETING 8W02 BUCHANAN HOUSE, 14 May 2012 10:00-12:30**

<b>Attendees</b>	David Middleton (Chair)	Chief Executive
	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
	Donna Watson	Communications
	Andrew Maclaren	Head of BICS
<b>Apologies</b>	Alastair Wilson	Director, Aviation, Maritime, Freight and Canals

### **Declarations of Interest**

1. No declarations of interest were made.

### **Minutes of Previous Meeting**

2. The minutes of the meeting of 16 April 2012 were agreed. The minutes of the January and April 2012 meetings of the Transport Scotland Audit and Risk Committee were noted.

### **Comms and FMQ Discussion**

3. The Senior Management Team noted the weekend press coverage, including coverage of the arrival of the caissons for the Forth Replacement Crossing. The event at the Forth Rail Bridge on 18 May, the Northern Isles Ferry Contract and Bus Service Operator Grant issues were also briefly discussed. It was agreed that the standing FMQ notes would be updated as usual.

### **KPI'S**

4. The KPI report was discussed and noted. Aidan Grisewood outlined the current rail issues; Roy Brannen outlined forthcoming Ministerial discussions on the TRBO side. Donald Carmichael and Ainslie McLaughlin also updated the Board on current issues within their Directorates including Blue Badge reform and AWPR.

5. It was noted that payment performance had dipped slightly but this was due to the end of year close down of SEAS and an improvement could already be seen in the current month.

### **Risk Register**

6. It was noted that there had been no significant change to the Corporate Risk Register. During discussion it was agreed that the Climate Change entry should be updated to be consistent with the Emission Reduction Board register. Donald Carmichael agreed to take this forward.

### **Constitution**

7. Donald Carmichael updated the Board on the recent work in this area and Directors agreed to provide updates when necessary.

### **Annual Business Plan 2012-13**

8. The Board noted that the 2012/13 plan is in the same style as SG main. It was also noted that the plan would be published once signed off by Ministers and Directors agreed to provide final updates to Andrew Maclaren to allow him to take this forward..

### **AOB**

9. The new staff forum was discussed and it was agreed that it would be helpful for Donald Carmichael to update staff on the Constitution agenda and for Ainslie McLaughlin to cover the major projects.

10. The date of the next meeting was noted to be 11 June.

