



TSDB (12)10th Conclusions

TRANSPORT SCOTLAND DIRECTORS MEETING 8W02 BUCHANAN HOUSE, 3 SEPTEMBER 2012 10:00-12:30

Attendees	David Middleton (Chair)	Chief Executive
	Ainslie McLaughlin	Director, MTRIPS
	Sharon Fairweather	Director, Finance and Analytical Services
	Roy Brannen	Director, TRBO
	Aidan Grisewood	Director, Rail
	Danny Chalmers	Communications
	David Swanson	Head of HR
	Gillian McCole	PS/Transport Scotland

Apologies

Donald Carmichael	Director, Transport Policy
Andrew Maclaren	Head of BICS

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous Meetings

2. The minutes of the meetings of July, August and IDM(12)03 and (04) were agreed.
3. The Minutes of the Audit committee were noted.

Comms

4. The Board noted the weekend press coverage.

KPI'S, Finance and Corporate Risk Register

5. The KPI report was discussed and noted. In particular the Board were keen to address the dip in performance across the various corporate processes. It was agreed that the stats should be considered on a monthly basis until the end of the year and Directors should remind their teams of the importance of meeting the deadlines for these items.

6. The content of Finance report was noted.

7. The Risk Register was discussed and it was agreed that the up to date register should be sent to David Middleton 1 week in advance of meetings to allow him to consider any issues. The Board also agreed that the Climate Change entry should be revised and individual items included within the other relevant categories. Concessionary travel should be added to the register. The Board asked that Andrew Maclaren take this forward.

TRBO Update

8. Roy Brannen presented this paper to the Board and highlighted the main issues within the report. He also informed the Board that he had recently met with the Minister and discussed various road matters with him.

HR and Employee Engagement

9. David Swanson outlined the actions being taken across Directorates as a result of the staff survey. Particular attention had been placed on improving visibility of Directors within their areas and this was being done in a variety of ways. Further details on this will be discussed at the staff forum to help ensure that the messages are further cascaded.

AOB

10. The Board noted their thanks to Alastair Wilson and wished him well in his new post.

11. The Board requested that all papers be circulated 1 week in advance of meetings and Directors were asked to ensure that all contributions were submitted in a timely fashion to allow this to happen.

12. The date of the next meeting was noted to be 8 October.

PS/Transport Scotland,
September 2012