



TSDB (12)11th Conclusions

TRANSPORT SCOTLAND DIRECTORS MEETING 8W02 BUCHANAN HOUSE, 8 OCTOBER 2012 14:00-16:30

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
	John Nicholls	Director, AMFC
	Donald Carmichael	Director, Transport Policy
	Gillian McCole	PS/Transport Scotland
	David Swanson	Head of HR
Apologies	Steven Carmichael	Communications
	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 3 September and IDM(12)05 were agreed.

Comms

3. The Board noted the weekend press coverage.

KPI'S, Finance and Corporate Risk Register

4. The KPI report was discussed and noted. The Board discussed current sickness levels within the organisation and were pleased to note a slight improvement. It was also noted that there would be a recruitment exercise for

Engineers to fill current vacancies within both TRBO and MTRIPS.

5. The Transport Scotland Audit and Risk Committee had met earlier today and the external members had thanked the Directors for the useful one to one discussions that had taken place. They had requested further meetings of a slightly longer duration and Finance will be in touch to arrange these. The Board noted the recent changes to the Risk Register.

6. It was noted that Internal Audit would be reporting on Post Project Evaluation this coming year.

7. The Corporate performance stats were discussed and although there had been a slight improvement in performance Directors agreed to continue to encourage their teams to meet the agreed deadlines as performance was still not at an acceptable level. Stats would continue to be discussed on a monthly basis until there was a sustained period of improvement.

8. The content of Finance report was noted.

FOI

9. Internal clearance procedures were discussed and it was noted that while timescales were sometimes challenging we should continue to push to meet the 20 deadline for all cases. David reminded Directors that they should be informed of any sensitive cases as soon as possible

AOB

10. David Watt from the Institute of Directors attended for an informal introductory discussion with the Board.

11. The date of the next meeting was noted to be 5 November.

