



TSDB (12)13th Conclusions

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

Attendees	David Middleton (Chair)	Chief Executive
	Sharon Fairweather	Director, Finance and ASD
	Roy Brannen	Director, TRBO
	Aidan Grisewood	Director, Rail
	John Nicholls	Director, AMFC
	Donald Carmichael	Director, Transport Policy
	Ainslie McLaughlin	Director, MTRIPS
	Gillian McCole	PS/Transport Scotland
	Andrew Maclaren	Head of BICS
	David Swanson	Head of HR
	Danny Chalmers	Communications

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous Meetings

2. The minutes of the meetings of 5 November were agreed.

Comms

3. The Board noted the weekend press coverage, including that on the process and suggestions for naming the Forth Replacement Crossing, the Aberdeen Western Peripheral Route and the outcome of the RMT ballot. The likely press and presentational items for the week ahead were also discussed.

KPI'S, Finance and Corporate Risk Register

4. The KPI report was discussed and noted. Following last months discussion on FOI, Andrew Maclaren reported that that training sessions would be arranged for early in 2013.

5. The Corporate performance stats were discussed and it was agreed that monthly monitoring would continue and a revised format of report provided for the next meeting. In respect of late PQ's and redrafts these should be included in full in the background information to allow Directors to see the reasons.

6. The Finance report was noted.

7. The Risk Register was discussed and it was agreed that it should be updated to reflect the current position with Borders Rail and Edinburgh trams.

Rail Franchise

8. Aidan Grisewood updated the Board on the current position with the Scotrail Franchise, the various reviews of the WCML franchise currently being undertaken by DFT and the potential implications on franchise policy.

Annual Business Plan Update

9. Andrew Maclaren presented a paper outlining the current position on the commitments in the Annual Business Plan. The Board noted that there were several Amber entries but that actions are in place to take these forward. In addition the areas of good progress were discussed.

Constitution

10. Donald Carmichael updated the Board on the current situation and timescales for going forward.

AOB

11. The Board discussed the results recent Employee Engagement survey. It was agreed that HR should hold discussions within each Directorate and proceed in the same way as last year as this had been an effective process.

12. The date of the next meeting was noted to be 21 January 2013.