



TSDB (09)10 Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING 8W02 Buchanan House 14 December 2009 14:00-16:00

Present:	David Middleton (Chair)	Chief Executive
	Bill Reeve	Director of Rail Delivery
	Jim Barton	Director of TRNMD & CFITU
	Richard Scott	Director of Business Improvement
	Sharon Fairweather	Director of Finance
	Ainslie McLaughlin	Director of MTRIPS
	Gillian McCole	PS/Transport Scotland
	Jacqueline Redmond	Non- Executive Director
	Iain Docherty	Non- Executive Director
Apologies	Frances Duffy	Director of Strategy and Investment

The Board met informally prior to this meeting to discuss dates, format and content of future meetings. A separate note covers these points.

Agenda Item 1- Declarations of Interest

1. No declarations of interest were made.

Agenda Item 2 - Minutes of previous meeting, action point tracker and matters arising

2. The minutes of the meeting on 23 November were agreed subject to an amendment to agenda item 6. A revised set of minutes will be forwarded to Board members.
3. The action point tracker was discussed and the current position noted.

Agenda Item 3 – FOI - TSDB(09)38

4. Richard Scott presented paper TSDB(09)38 which was an updated the board on the status of the FOI publication scheme. It was noted that a representative from OSIC was scheduled to attend Transport Scotland in February 2010 to see our FOI systems in operation to ensure that we are conforming to current good practice. Richard Scott and BICS are leading on this. FOI performance in November 2009 was 70-80% so there was still room for improvement. There had been issues with the number of reviewers but this had now increased and specific training was being arranged on this aspect. The Board asked for information on how TS performance compared to other SG Departments and Agencies and Richard Scott agreed to provide figures on this. (**Action – Richard Scott to provide figures on FOI performance**).

Agenda Item 4 –9 Board Pack Paper – TSDB(09)39

5. Richard Scott and Sharon Fairweather presented papers TSDB(09)39 which provided the Board with a proposed new lay out for the monthly Board pack. The Board agreed that the new format should allow for fuller focused discussion and that this item should be placed at the top of the meeting agenda. Any issues on the summary sheet should coincide with the background paper and contentious issues in the comms grid should be highlighted in red text. In addition it was agreed that the Business plan should be discussed once per quarter. (**Action – Richard Scott to inform PS/TS when to schedule these discussions**).

Agenda Item 10 - AOB

6. The Board noted that the Annual Report had been signed off and would be laid before Parliament on 15 December.

7. David Middleton thanked the Board for their contributions in 2009 and looked forward to working together in 2010.

