



TSDB (11)1st Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING BUCHANAN HOUSE, GLASGOW 21 FEBRUARY 2011 10:00-12:30

Attendees	David Middleton (Chair)	Chief Executive
	Richard Scott	Director of Business Improvement
	Ainslie McLaughlin	Director of MTRIPS
	Frances Duffy	Director of Rail
	Sharon Fairweather	Director of Finance
	Donald Carmichael	Director of Transport Policy
	Jim Barton	Director of TRBO
	Alastair Wilson	Director of Aviation, Maritime, Freight and Canals
	Gillian McCole	PS/Transport Scotland
	Campbell Docherty	Communications
	David Swanson	Head of HR
	Jim Berryman (for agenda item 6&7)	Finance
Apologies	Lucy Adamson	Head of Communications

Declarations of Interest

1. No declarations of interest were made.
2. David welcomed the Management Team to the first Board meeting of 2011 and provided an update on the Cabinet Secretary and Ministers agreement on the new format of the Board given the existing accountability and governance processes in place. Ministers had decided that not to reappoint non executive directors to the Board but that the Transport Scotland Audit Committee should continue to have 3 external members. The Board noted that Alex Smith had agreed to chair the Transport Scotland Audit Committee.

Communications Grid

3. The Board noted the weekly communications grid and discussed the transport related items covered in the weekend media. It was noted that David Middleton

would attend the Public Audit Committee on 2 March to discuss the Edinburgh Tram project. The Board also discussed the Minister for Transport and Infrastructure's attendance at the Transport, Infrastructure and Climate Change Committee on 8 March where Jim Barton and Frances Duffy would attend in support. The imminent Winter Tyre Summit was also discussed.

FMQ's

4. It was agreed that FMQ briefing should be prepared on the Audit Scotland Review of Roads and an updated Forth Replacement Crossing submitted.

HR

5. The Board discussed the updated headcount figures and the early exit scheme.

Finance Report

6. Sharon Fairweather outlined the main aspects currently around finance and it was agreed that Transport spending should be on the agenda for the next Board meeting. Sharon Fairweather will provide papers and lead on this.

Transport Scotland Audit Plan

7. Jim Berryman attended for this item. Following discussion it was agreed that internal audit should be asked to take forward work around the Transport Scotland Financial Standing Instructions. Sharon Fairweather would take this forward.

Corporate Risk Register

8. Jim Berryman attended for this item. The Board discussed the Directorate risk registers and how they linked into the Transport Scotland wide corporate risk register. It was agreed that Director involvement in the risk committee was essential and for the next meeting all Directorate plans must be updated to enable a fuller discussion at the next Board meeting. Jim Berryman to take this forward and PS/Transport Scotland to ensure that this is on the agenda.

AOB

9. Business planning was discussed and it was agreed that Richard Scott would

lead on drafting the new business plan, with assistance from Andrew Maclaren. This would be completed by 1 April. Further discussion on the format of the Directors meeting should also take place at the next scheduled meeting.

PS/Transport Scotland
February 2011