



TSDB (11)3rd Conclusions

TRANSPORT SCOTLAND DIRECTORS' MEETING BOARD BUCHANAN HOUSE, GLASGOW 16 MAY 2011 10:00-12:30

Attendees	David Middleton (Chair)	Chief Executive
	Richard Scott	Director, Business Improvement
	Ainslie McLaughlin	Director, MTRIPS
	Frances Duffy	Director, Rail
	Sharon Fairweather	Director, Finance
	Donald Carmichael	Director, Transport Policy
	Roy Brannen	Director, TRBO
	Alastair Wilson	Director, Aviation, Maritime, Freight and Canals
	Gillian McCole	PS/Transport Scotland
	Lucy Adamson	Head of Communications
	David Swanson (for agenda item 5 only)	Head of HR

Please note that parts of the record of discussion are considered exempt from publication and have been redacted.

Declarations of Interest

1. No declarations of interest were made.

Post Election Activity

2. It was noted that FM was still considering the Cabinet structure and it was expected that announcements would be made by the end of the week. Once the Minister for Transport was appointed it was agreed that it may be helpful for the Mgt Team to meet the Minister on a more regular basis. **PS/TS to discuss this with David Middleton and then PS/Minister.**

Comms Discussion

3. The Board noted the weekly communications grid and discussed the transport related items covered in the weekend media.

Enhancing Transport Resilience Capabilities – TSDB(11)01

4. Roy Brannen presented paper TSDB(11)01 and a discussion followed on the initial lessons learned from the TS handling of the winter weather and proposals for the way forward to strengthen TS resilience. It was agreed:-

- It was crucial to increase the pool of TS staff trained from across the Agency to deal with significant and prolonged disruptions.
- Guidance on individual team roles and responsibilities should be developed
- That an incident escalation process should be developed and agreed
- A formal resilience rota would be drawn up
- Directors would once trained, be on the rota as the Senior Strategic Lead.

Roy Brannen would take these forward and report to a future Management Team meeting.

Restructuring and HR Update

5. David Swanson attended for this item. The S&I restructuring was discussed and David Middleton thanked all involved in the process. There would be no formal review of BICS, other than the HR and winter comms reviews. Richard Scott will be retiring in the summer. The new role would be corporate and include items such as the Corporate Plan, Business strategy, Annual Report and Risk Register.

6. It was agreed that Frances Duffy would be the Director in charge of Risk and be responsible for the Risk Committee and associated tasks.

Finance Report

7. Sharon Fairweather reminded Directors to complete their efficiency plans. It was also noted that Directors were meeting the TS Audit Committee Members to ensure they were aware of the key issues in each area.

AOB

8. David Middleton would attend the Commonwealth Games Organising Committee meetings with policy and support being provided by David Anderson and Raymond Convill.

PS/Transport Scotland
May 2011