

TSDB (17) 4th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING VQ 2nd Floor Meeting Room 2-F76 (Bridge) 10.00am – 12.30pm 24 April 2017

Attendees:

Roy Brannen (Chair)	Chief Executive
Michelle Rennie	Director, MTRIPS
Hugh Gillies	Director, TRBO
Donald Carmichael	Director, Transport Policy
John Nicholls	Director, AMFC
Bill Reeve	Director, Rail
David Swanson	HR
Danny Chalmers	TS Comms
Sharon McIlroy	PS/Transport Scotland
John Galilee	FCAS
Judith MacDonald	MTRIPS

Apologies: Mike Baxter Director, Finance

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 27 March were agreed.

Communications

3. Danny Chalmers provided an update on current Comms and media issues. This morning the M8 westbound from Newhouse to Baillieston opened to traffic. For the week ahead we have a number of items including Mr Yousaf attending the Cold Comfort Conference on Thursday and the opening of the M8 eastbound from Baillieston to Newhouse next week.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted, with directors updating colleagues on topics such as the Queensferry Crossing, M8/M73/M74, AWPR – B/T, and CP5 enhancements.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered March 2017. There had been a good performance in

meeting final deadlines: PQs 89%, CE Correspondence 77%, MCS 89%, ORs 75% and FOIs 98%.

Review of the National Transport Strategy Update

6. Donald provided an update on the progress of the NTS Review since the last update to SMT on 27 March. Over 600 responses were received by the deadline of Monday 3 April. The survey responses are being analysed and the final report is due on Friday 5 May. The Call for Evidence was issued on Wednesday 5 April and cascaded through members of the NTS internal and external groups, the ScotTAG network, and academic distribution lists. The next Partnership Group meeting will take place on 25 April.

Prioritisation of Spending

7. John Galilee and Judith Macdonald attended the meeting to update directors on the final report of Transport Scotland's Contribution Spending to Economic and Social Outcomes. The report outlines the proposed method to inform prioritisation, building on existing approaches already used in transport, including the Strategic Transport Projects Review (STPR) and Scottish Transport Appraisal Guidance (STAG) and approach used by Transport for London.

People Survey Actions

8. David Swanson provided an update on the monthly people survey actions tracker. It was agreed that the next update will be provided on 22 August.

PS/Transport Scotland
April 2017