

TSDB (17) 3rd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W03 Buchanan House Glasgow 10.00am – 12.00 noon 27 March 2017

Attendees:

Mike Baxter (Chair)	Director, Finance
Hugh Gillies	Director, TRBO
Donald Carmichael	Director, Transport Policy
John Nicholls	Director, AMFC
Bill Reeve	Director, Rail
Alasdair Graham	MTRIPS
David Swanson	HR
Steven Carmichael	TS Comms
Sharon McIlroy	PS/Transport Scotland

Apologies:	Roy Brannen	Chief Executive
	Michelle Rennie	Director, MTRIPS

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

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

Communications

3. Steven Carmichael provided an update on current Comms and media issues. For the week ahead we have a number of items including two appearances for the Minister for Transport and the Islands before the Rural Economy and Connectivity Committee. The commencement of the 'call for evidence' from the National Transport Strategy Review Research and Evidence Working Group on Wednesday and the publication of Road Safety First Annual Report on Friday

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 February 2017. There had been a good performance in meeting final deadlines: PQs 87%, CE Correspondence 86%, MCS 82%, ORs 65% and FOIs 100%.

Corporate Risk Register

6. Mike Baxter presented the latest Corporate Risk Register. The directors was discussed and agreed that this could be presented to the Audit and Risk Committee at their next meeting on 10 April.

Finance & Buchanan House Update

7. Mike Baxter reported on progress with an on target payment performance of 96% for February 2017. Mike also provided an update on the latest position on the façade cladding replacement works at Buchanan House Glasgow.

Review of the National Transport Strategy Update

8. Donald provided an update on the progress of the NTS Review since the last update to SMT on 27 February. The online 'early engagement' survey, on stakeholder views on the opportunities and challenges in transport in the next few years, remains open until 31 March 2017. The first meeting of the body responsible for overall governance of the review, the NTS Review Board, will take place on 30 March chaired by Roy Brannen and with cross SG and external membership.

People Survey Actions

9. David Swanson provided an update on the monthly people survey actions tracker.

Accessibility Framework

10. Graham Thomson provided directors with the current position and key asks for the Accessible Travel Framework following its launch by the Minister for Transport and Islands in September 2016

Scottish Climate Change Adaptions Programme

11. Craig Love attending the meeting to seek approval from the senior management team to submit Transport Scotland's contributions to the Scottish Government's Annual Progress Report for the Scottish Climate Change Adaptation Programme (SCCAP). The directors were content to approve.