

TSDB (17) 7th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:45 24 August 2017

Attendees:

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| Roy Brannen | Chief Executive |
| Bill Reeve | Director, Rail |
| Mike Baxter | Director, FASD |
| Hugh Gillies | Director TRBO |
| Anne Martin | Policy |
| Graham Laidlaw | AMFC |
| Scott Shaw | MTRIPS |
| Kenny Hannaway | Legal |
| Danny Chalmers | TS Comms |
| David Swanson | HR |
| Gavin Boyd | PS/Transport Scotland |
| Andrew Davidson/Stewart Leggett | item 7 |
| Alison Irvine/David Thomson | item 8 |
| Andrew Mackie/Peter Lloyd/Alan Anderson | item 9 |
| HAA & Graeme Edmond | item 10 |

Apologies:

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| John Nicholls | Director, AMFC |
| Donald Carmichael | Director, TP |
| 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 31 July were agreed.

Communications

3. Danny Chalmers provided an update of the current comms and media issues. The transport media items focused on the Queensferry crossing opening, including the Light show on Monday 28 August with FM and the Royal Opening on the 4 September. The Program for Government is being finalised with transport issues on active travel and electric vehicles.

Ministerial & Senior Management Team Feedback

4. Busy over summer. The successful opening of the M8,M73,M74 improvements project was discussed. The preparations for the Queensferry Crossing opening are progressing well. Transport Policy are doing a lot of work for the PfG and Alan Runcie and Bertrand Deiss have done an excellent job co-ordinating the transport PfG returns. Roy met with Mariella Mathieson, the Minister for Transport and the Islands Private Secretary to discuss Transport Scotland support for the Private Office. Mariella happy with the support and talked about staff events to discuss Mr Yousaf's preferences.

KPIs including Finance Director report

5. The routine update on Key Performance Indicators was discussed in detail and noted. There were no new issues, with Directors updating colleagues on the Queensferry Crossing, the M8, AWPR, A9 and EGIP.
6. For the Finance report Mike Baxter provided an update which was discussed and noted.
7. Resourcing – David Swanson discussed sickness levels.

Corporate Statistics & People Survey

8. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered July 2017. Performance in meeting final deadlines were PQs (83%), CE Correspondence received by CEO on time (77%), MCS received by Private office on time (84%), ORs answered (76%) and FOIs answered (86%) FOI Reviews answered(67%)

Payment performance over summer has been good.

People Survey – Four notes going out in the next few weeks in run up to next staff survey. It is open from the 2nd to the 31st October, with results due on the 13th November. A lot of work undertaken already.

ITS Strategy

7. Andrew Davidson and Stewart Leggett attended to provide an update on TRBO Network Operations developing a new Intelligent Transport Systems (ITS) Strategy, initially covering the period from 2017 to 2022. Directors noted this update in respect of the Future ITS Strategy and approved the next steps needed before publication.

Planning Reform

8. Alison Irvine and David Torrance attended to provide an update to the submission on 12 June 2017. Directors noted the update and asked that the Minister for Transport and the Islands should be involved in discussions. Alison said it links to NTS and STPR2 and welcomes responses from Directors to her STPR2 paper sent on the 15 August.

Scotrail / Sleeper Franchise

Andrew Mackie attended to provide an update on the performance of the ScotRail Franchise following completion of Year 2 of the franchise (31 March 2017). Directors noted the update and asked that a meeting with Alex Hynes should be set up to discuss winter resilience of the railways. Hugh Gillies agreed to set up the meeting in the control centre.

Peter Lloyd attended To provide the Directors with a short update on the performance of the Caledonian Sleeper Franchise. The Directors noted the performance and new technology being introduced and thanked Peter for the photographs handed out which provided a visual representation of the equipment being discussed.

HAA – Smarter Working

10. Graeme Edmond was joined by Gill Pritchard, Kirsty Lang , Hugh Anderson and Ian Docherty of HAA Design to provide a presentation on Smarter Workplaces. HAA Design have been working for the last 14 weeks with The Smarter Workplace Team to create an environment based on who you are and what you do. The presentation showed examples of ideas to transform the space in Buchanan House. Directors discussed some of the ideas put forward and looked forward to workshops soon to allow all staff to play their part in the plans.

AOB

Outstanding Fol's

11. FOI performance was discussed earlier in the meeting and Directors would monitor late cases.

Legal issues update

12. Directors were asked if they have any comments on Kenny's update to contact him direct.

NTS update

13. There was no NTS update this month.