

TSDB (17) 8th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

Room 1-F57/58/59,VQ

10.00 - 12.30 30th October 2017

Attendees:

| | |
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| Roy Brannen | Chief Executive |
| Bill Reeve | Director, Rail |
| Hugh Gillies | Director TRBO |
| Donald Morrison | TRBO Item 9 |
| Donald Carmichael | Director Policy |
| John Nicholls | Director AMFC |
| Michelle Rennie | Director MTRIPS |
| Shazia Razzaq | Legal |
| Danny Chalmers | TS Comms |
| David Swanson | HR |
| Lee Shedden | FASD |
| Gavin Boyd | PS/Transport Scotland |
| Kasia Mozden | DPAIT Item 10 |
| Helen Findlay | DPAIT Item 10 |

Apologies:

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| Mike Baxter | Director, FASD |
| Kenny Hannaway | Legal |

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 26 September were agreed

Communications

3. Danny Chalmers provided an update of the current comms and media issues. The transport media items focused on the Winter Comms Plan, A82 delays and Scotrail performance.

Ministerial & Senior Management Team Feedback

4

The World Roads Association Conference was discussed and Roy Brannen's term as First Delegate finished. Roy also updated the meeting that Michelle Rennie will become the Chief Roads Engineer. John Nicholls provided an update on meetings with his Directorate attended by the Minister for Transport and the Islands, Humza Yousaf MSP.

Finance paper

- 5 For the Finance report Lee Shedden provided an update which was discussed and noted. He also discussed the Budget Process in November.

KPIs

- 6 The routine update on Key Performance Indicators was discussed in detail and noted. There were no new issues.

Balanced Scorecard

- 7 The Balanced Scorecard was viewed as a power point presentation. It was agreed that we should return to hard copies as it's easier to review and discuss. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered September 2017. Performance in meeting final deadlines were PQs (94%), CE Correspondence received by CEO on time (70%), MCS received by Private office on time (85%), ORs answered (98%) and FOIs answered (86%) FOI Reviews answered(75%) Payment performance was 94%.

Review of the National Transport Strategy Update

8. Donald provided an update on the progress of the NTS Review

TRBO 6 monthly update report

9. Donald Morrison attended to provide an update on TRBO issues over the last 6 months. They were discussed in detail and noted.

Data Protection and Information Assets Team (DPAIT) presentation

10. Kazia Mozden and Helen Findlay attended to give a presentation on two parts to the EU data protection reform package, the General Data Protection Regulation and the accompanying Directive that addresses the processing of personal data for law enforcement purposes. The presentation was discussed and it was agreed given the amount of staff Transport Scotland have that we should have our own Data Protection Officer.

AOB

11. No other Business

PS/Transport Scotland
October 2017