

## **TSDB (17) 6th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING CEO Office Buchanan House Glasgow 10.00 – 12.00 31 July 2017**

#### Attendees:

Hugh Gillies(Chair)  
Anne Martin  
Allan Brown  
Chris Wilcock  
Terry Holmes  
Alasdair Graham  
Danny Chalmers  
David Swanson  
Gavin Boyd

Apologies: Michelle Rennie  
John Nicholls  
Roy Brannen  
Bill Reeve  
Mike Baxter

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous meetings**

2. The minutes of the meeting of 30 May were agreed.

#### **Communications**

3. Danny Chalmers provided an update on current Comms and media issues. The month ahead included the official opening on the 14<sup>th</sup> of August of the M8,M73,M74 Improvements Project.

#### **KPI'S**

4. The routine update on Key Performance Indicators was discussed in detail and noted, with attendees updating colleagues on topics such as the Queensferry Crossing, EGIP, 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 June 2017. There had been a fair performance in meeting final deadlines: PQs 66%, CE Correspondence 74%, MCS 89%, ORs 96% and FOIs 85%. Payment Performance 95%. Hugh Gillies noted that we did not have an extended meeting in June to look at May's figures. Performance payment and stats were good for May considering the decant from Buchanan House.

## **Finance**

6. Terry Holmes reported on progress which was discussed and noted.

## **AOB**

7. There was no further business

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July 2017