

TSDB (17) 11th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING Room 8W02, Buchanan House 10:00 - 12.30 18 December 2017

Attendees:

Roy Brannen	Chief Executive
Hugh Gillies	Director TRBO
Mike Baxter	Director, FASD
Donald Carmichael	Director Policy
John Nicholls	Director AMFC
Michelle Rennie	Director MTRIPS
Frazer Henderson	Rail Directorate
Kenny Hannaway	Legal
Danny Chalmers	(dial in) TS Comms
David Swanson	HR
Anne Martin	Policy Directorate
Gavin Boyd	PS/Transport Scotland

Apologies:

Bill Reeve	Director, Rail
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Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of ?? November were agreed

Communications

3. Danny Chalmers provided an update of the current comms and media issues. The transport media items focused on winter weather, Storm Dillon and rail fares in January.

Ministerial & Senior Management Team Feedback

4. The speed limit changing to 70 mph on the Queensferry crossing was discussed. Also discussed was broadband on trains and it was agreed that a Ministerial Submission was needed to update Ministers. The HIAL Board which Mr Yousaf is attending is later in the day.

KPIs

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

Finance Paper

- 6 For the Finance report Mike Baxter provided an update which was discussed and noted..

Balanced Scorecard

- 7 The Balanced Scorecard was discussed. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered October 2017. Performance in meeting final deadlines were PQs (97%), CE Correspondence received by CEO on time (58%), MCS received by Private office on time (81%), ORs answered (70%) and FOIs answered(87%) FOI Reviews answered(76%) Payment performance was 95%.

Review of the National Transport Strategy Update

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

Public Sector Bidder – Scotrail Franchise

9. State aid compliance issued for a Scotrail Franchise public sector bidder were discussed. A Cabinet paper would be needed in early 2018.

Legal update

10. Kenny Hannaway discussed his update paper..

AOB

11. There was no AOB. The Niall Lothian Sessions – Unveiling the Mysteries of Corporate Finance in the agenda was not discussed.

PS/Transport Scotland
December 2017