

## TSDB (18) 6th Meeting

### SENIOR MANAGEMENT TEAM MONTHLY MEETING

Room 2E-03, Victoria Quay  
10.00 – 12:15 25 June 2018

#### Attendees:

Roy Brannen (Chair)	Chief Executive
Mike Baxter	Director, FASD
John Nicholls	Director AMFC
Hugh Gillies	Director TRBO
Danny Chalmers	TS Comms
Graham Porteous	MTRIPS Directorate
Andrew Mackie	Rail Directorate
David Swanson	HR
John Matheson	Chair Audit & Risk Committee
Anne Martin	PS/Transport Scotland
Gavin Boyd	PS/Transport Scotland
For Agenda Item 7 Digital Strategy -	
Alex Ramage	FCAS IT
Jim Gordon	Directorate for Digital
Carol Marshall	Directorate for Digital
For Agenda Item 8 BREXIT update -	
Dougie Krestoff	Policy Directorate

#### Apologies:

Donald Carmichael	Director Policy
Bill Reeve	Director, Rail
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 29 May were agreed subject to making it clear Michelle Rennie met with external members of the Audit and Risk Committee.

#### Communications

3. Danny Chalmers provided an update of the current comms and media issues including the Electric Vehicle A9 event in Falkirk and the introduction of the class 365 rolling stock (happy trains) on the rail network.

## **Ministerial & Senior Management Team Feedback**

4. Roy Brannen provided an update on the new Directors joining the Senior Management Team and reminded attendees that agenda items for Mr Yousaf's regular meeting should be sent to PS/Transport Scotland. Andrew Mackie discussed the Hitachi rolling stock.

## **KPIs**

5. The routine update on Key Performance Indicators was discussed in detail and noted.

## **Finance Paper**

6. Mike Baxter provided an update for the report 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 May 2018. Performance in meeting final deadlines were PQs (83%), CE Correspondence received by CEO on time (61%), MCS received by Private office on time (79%), ORs answered (67%) and FOIs answered(79%) FOI Reviews answered(2) Payment performance was 98%.

## **Digital Strategy TS**

8. Alex Ramage, Jim Gordon and Carol Marshall attended to discuss the findings and recommendations of the Discovery phase of work performed by the Scottish Government Digital Transformation Service. It was agreed by the Senior Management Team, that they needed to consider the next steps to this work in light of the ongoing internal transformation activity.

## **Brexit update**

9. Dougie Krestoff attended to provide an update on BREXIT which was discussed and noted.

## **AOB**

10. None