

TSDB (18) 5th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

Room 8W02 , Buchanan House

10:00 – 12:45 29 May 2018

Attendees:

Michelle Rennie (Chair)	Director, MTRIPS
Lee Shedden	Finance
Bill Reeve	Director, Rail
Alan Malone	Ferries
Stewart Leggett	TRBO
Donald Carmichael	Director, Policy
Kenny Hannaway	Legal
Danny Chalmers	TS Comms
David Swanson	HR
James Goodall	Secretariat

Apologies:

Roy Brannen	Chief Executive
Hugh Gillies	Director TRBO
John Nicholls	Director AMFC
Anne Martin	PS/Transport Scotland
Mike Baxter	Director FCAS

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 23 April were agreed subject to a change - "Given time constraints it was agreed that the accessibility discussion would be scheduled for a later date to allow sufficient time given the importance of the topic"

Communications

3. Danny Chalmers provided an update of the current comms and media issues. The Minister for Transport and the Islands is seeking a comms plan on train tourism (steam train). The Greengauge 2021 activity was noted without comment.

Ministerial & Senior Management Team Feedback

4. Roads Orders for the AWPR were discussed and there is also a meeting scheduled with the Cabinet Secretary for Economy, Jobs and Fair Work on A9 dualling work. The Minister for Transport and the Islands has requested to meet with Bill Reeve and Alison Irvine to discuss the Levenmouth Railway.

KPIs

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

Finance Paper

6. Lee Shedden provided an update for the report which was discussed and noted.

Balance Scorecard

7. The Balanced Scorecard was discussed. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered April 2018. Performance in meeting final deadlines were; PQs (88%), CE Correspondence received by CEO on time (63%) with a 46% increase on March, MACCS received by Private Office on time (83%) with a 26% increase on March, ORs answered (97%) and FOIs answered(85%) FOI Reviews answered(77%) Payment performance was 98%.

Risk Register

8. Michelle Rennie attended a meeting with the Audit and Risk external members of the Committee on 26 May, no significant issues to highlight to the committee. Risk register to be updated

Review of the National Transport Strategy Update

10. Donald Carmichael provided an update on the review of the NTS.

Legal update

11. Kenny Hannaway provided an update on the legal issues paper.

People Survey Local Questions and Variable Terms 2018

12. The People Survey was discussed around a variety of options for local People Survey questions, with an aim to clarify ambiguities in the questions' subject matter.

AOB

13. Staffing issues were discussed, including the recruitment process. Attendees were encouraged to process business-critical jobs grading exercise ASAP.