

## **TSDB (19) 2nd Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING**

**9W01, BH**

**14:00 -16:30 25 February 2019**

#### **Attendees:**

Roy Brannen	Chief Executive (Chair)
Alison Irvine	Director Transport Strategy & Analysis
Andy Pope	TS Secretariat
Anisah Ijaz	Private Secretary to the Cabinet Secretary for Transport, Infrastructure and Connectivity (Item 1 – 3 only)
Bill Reeve	Director Rail
Danny Chalmers	TS Comms
David Swanson	Head of Corporate Services
Donald Carmichael	Director Low Carbon Energy (By Phone)
Hugh Gillies	Director Roads
Laura Murdoch	Director Bus, Accessibility & Active Travel
Laurence Kenney	Low Carbon Economy Directorate (Item 8)
Michelle Rennie	Director Major Projects
Mike Baxter	Director Finance & Corporate Services
Sandy McNeil	TS Legal

#### **Observer**

John Matheson External Chair of Audit and Risk Committee

#### **Apologies:**

Chris Wilcock Director Air Maritime Freight & Canals

#### **Declarations of Interest**

1. No declarations of interest were made.

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

2. The minutes of the meeting of 28 January were agreed.

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

3. The group provided a summary of their various meetings between TS Directors and both Mr Matheson and Mr Wheelhouse. Anisah Ijaz provided feedback on Mr Matheson's briefing and diary preferences.

#### **Balance Scorecard**

4. The Balanced Scorecard was discussed.

FoI performance was 85% compared with the annual target of 95% in January.

### **Finance Paper**

6. The Finance Paper which reflected the position to end of January was discussed and agreed.

### **Legal update**

7. An update on legal issues was provided.

### **Brexit readiness**

8. Directors discussed the latest developments and activities in relation to Brexit and readiness and resilience work.

### **NTS Update**

9. Directors discussed progress in development of the National Transport Strategy.

### **AOB**

11. No other business was raised.

Transport Scotland Secretariat  
February 2019