

TSDB (19) 7th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

7W04, BH

13:30-16:30 30 July 2019

Attendees:

Roy Brannen Chief Executive (Chair)

Alison Irvine - Director Transport Strategy & Analysis

Andy Pope - Secretariat

Chris Wilcock - Director Aviation, Maritime, Freight & Canals

Danny Chalmers - Comms (Items 1 - 4)

David Swanson - Head of Corporate Services

Ed Thomson - Low Carbon Economy

Elaine McAtamney - Finance & Corporate Services

Frazer Henderson - Rail

Graham Edmond - Roads

Laura Murdoch – Director Bus, Accessibility & Active Travel

Michelle Rennie - Director Major Projects

Stephen Rees – SGLD

Joanne Boyle – (Observer)

Apologies:

Bill Reeve - Director Rail

Donald Carmichael - Director Low Carbon Economy

Hugh Gillies - Director Roads

Mike Baxter - Director Finance & Corporate Services

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting were agreed.

Ministerial & Senior Management Team Feedback

3. Expected impacts of the change in UK Prime Minister were discussed. A summary of recent contact with Ministers and progress on Programme for Government were provided.

Balance Scorecard

4. The Balanced Scorecard was discussed. Recent performance on PQ's, correspondence and FoI requests were highlighted.

A summary of staff turnover, absence and sickness was discussed.

Finance Paper

5. The Finance Paper which latest forecast of expenditure against budget for 2019-20 was discussed.

Legal update

6. An update on legal issues was provided.

NTS update/Draft Strategy paper

7. An outline of the NTS consultation process was provided.

Rail 6 Monthly update

8. An update of work completed over the past six months and expected work over the next six months was provided and discussed.

Ferries KPI's

9. A update of performance was provided for the previous six months.

AOB

10. The arrangements for the TS SMT development day were discussed.

Transport Scotland Secretariat
July 2019