

TSDB (19) 8th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

7W04, BH

13:30-16:30 26 August 2019

Attendees:

Roy Brannen Chief Executive (Chair)

Alison Irvine - Director Transport Strategy & Analysis

Andy Pope – Head of Secretariat

Anne Cairns – SGLD

Anne Martin - Head of Constitution and External Affairs – Transport Item 9

Bill Reeve - Director Rail

Chris Wilcock - Director Aviation, Maritime, Freight & Canals

David Swanson - Head of Corporate Service

Donald Carmichael - Director Low Carbon Economy

Danny Chalmers - Comms

Laura Murdoch - Bus, Accessibility & Active Travel

Mike Baxter- Director Finance & Corporate Services Item

Ruth Meyer – Team Leader Item 11

Stewart Leggett - Head of Network Operations

Apologies:

Hugh Gillies - Director Roads

Michelle Rennie - Director Major Projects

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. 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.

Legal update

5. An update on legal issues was provided.

Finance Paper

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

People Survey Update

7. An summary of the changes to the People Survey for 2019 was provided.

Solheim Cup

8. Preparations for the Solheim Cup were discussed.

EU Exit

9. A update on preparations for the UK exiting the European Union was provided.

AOB

10. No other business was raised.

Business Engagement Analysis

11. A presentation on the Scottish Government Business Engagement Analysis process was provided.

Transport Scotland Secretariat
August 2019