

TSDB (19) 9th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

7W04, BH

13:30-16:30 23 September 2019

Attendees:

Roy Brannen Chief Executive (Chair)

Alison Irvine - Director Transport Strategy & Analysis

Andy Pope – Head of Secretariat

Bill Reeve - Director Rail

Chris Wilcock - Director Aviation, Maritime, Freight & Canals

David Swanson - Head of Corporate Service (Items 1-9)

Donald Carmichael - Director Low Carbon Economy

Gillian McCole - Head of Network Administration

Karen MacKinnon – Transport Scotland News and Media (Items 1-2)

Laura Murdoch - Bus, Accessibility & Active Travel

Lorna Clark - Data Protection and Information Governance Manager (Items 1-3)

Michelle Rennie - Director Major Projects

Mike Baxter- Director Finance & Corporate Services Item

Stephen Cragg - Senior Transport Planner (Item 9)

Steven Wyllie – Information Governance Officer (Items 1-3)

Charlie Smith – Scottish Enterprise (Item 10)

Katrine Feldinger - Head of Investment (Item 10)

Stephen Pathirana - Deputy Director of Trade and Investment Delivery Division (Item 10)

Apologies:

Hugh Gillies - Director Roads

Minutes of Previous meetings

1. The minutes of the meeting were agreed.

Ministerial & Senior Management Team Feedback

2. A summary of recent contact with Ministers was provided. Recent work on NIFS was complemented as was the work to work better across the TIC portfolio and preparations for the UK leaving the EU.

An update of the closure of Thomas Cook was provided.

Thanks were given to the team supporting the Solheim Cup. Congratulations were provided for those recognised by the recent #ScottishCivils Awards received by AWPR, Dundee Station and Stirling-Dunblane-Alloa Electrification at the projects recognised at the National Rail Awards.

The Cabinet Secretary for TIC's itinerary at the World Roads Congress on Land Use Planning in Abu Dhabi in October was discussed.

Balance Scorecard

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

Fol response performance was at 100% for August. Arrangements for future handling by the organisation was discussed.

ACTION 2019/9-1 – Fol training for Directors to be reviewed and refresher training to be provided if required.

The GDPR compliance report was presented and discussed.

The outline corporate plan for 2020-2023 was discussed.

ACTION 2019/9-2 – A further update on the corporate plan is to be provided at the next meeting.

Legal update

4. An update on legal issues was provided.

Finance Paper

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

EU Exit

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

AOB

7. No other business was raised.

Data Strategy

8. A presentation on how we currently use data and options for future improvements was provided.

International Trade and Investment

9. A presentation from Trade and Investment Delivery Division was provided.

Transport Scotland Secretariat
September 2019