

## **TSDB (19) 10<sup>th</sup> Meeting**

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

**7W04, BH**

**13:30-16:30 28 October 2019**

#### **Attendees:**

Roy Brannen Chief Executive (Chair)

Alison Irvine - Director Transport Strategy & Analysis  
Allan Anderson - Scotrail Franchise Team Leader Item 9  
Andrew Mackie - Head of Rail Franchising – Item 9  
Andy Pope - Secretariat  
Bill Reeve - Director Rail  
David Swanson - Head of Corporate Service  
Dominic Murphy – Major Projects  
Donald Carmichael - Director Low Carbon Economy  
Hugh Gillies - Director Roads  
Martin Ritchie - Head of Ports, Shipping, Freight and Canals  
Mike Baxter - Director Finance & Corporate Services  
Peter Lloyd - Caledonian Sleeper Franchise Manager – Item 9  
Sinead Wylie - Head of Corporate Communications  
Steven Carmichael - Communications  
Steven Wyllie - Information Governance Officer

#### **Apologies:**

Frances Pacitti - Director Aviation, Maritime, Freight & Canals  
Michelle Rennie - Director Major Projects

#### **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. The Cabinet Secretary's attendance at the Transport Scotland Staff Conference was discussed and SMT committed to displaying memorabilia of any recent successes at the event.

An outline of COP26 was provided and the initial arrangements being made.

#### **Balance Scorecard**

3. The Balanced Scorecard was discussed. Recent performance on PQ's, correspondence and FoI requests were highlighted. An update on development of the corporate plan for 2020-23 was provided.

#### **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. An update on preparations for the UK exiting the European Union was provided.

### **NTS**

7. A progress update on the NTS was provided with the key dates discussed.

### **Rail Franchise Annual Board Paper**

8. Updates were provided on the rail franchises and recent performance discussed.

### **FCS 6 Monthly Update**

9. A summary of the last 6 months and a look ahead to the next 6 months, including the spending review and budget was discussed.

### **Roads 6 Monthly Update**

10. Roads performance was discussed. An outline of COP26 was provided and the initial arrangements being made.

### **AOB**

11. No other business was raised.

Transport Scotland Secretariat  
October 2019