

TSDB (19) 11th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

7W04, BH

14:15-16:30 16 December 2019

Attendees:

Roy Brannen – Chief Executive (Chair)

Alison Irvine, Director, Transport Strategy & Analysis

Andy Pope, TS Secretariat

Bill Reeve, Director, Rail

Claire Smith - Bus, Accessibility & Active Travel

Donald Carmichael, Director Low Carbon Economy

Frances Pacitti, Director Aviation, Maritime, Freight & Canals

Mike Baxter, Director, Finance & Corporate Services

Michelle Rennie - Director Major Projects

Stephen Thomson - Roads

Stuart Greig - Low Carbon Economy

Graham Laidlaw - Aviation, Maritime, Freight & Canals (Item 8)

Apologies:

Hugh Gillies-Director Roads

Laura Murdoch – Director Bus, Accessibility & Active Travel

Sandy McNeil, Directorate for Legal Services

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.

Balance Scorecard

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

The list of correspondents under the Unacceptable Action Policy was reviewed. No changes were made.

Action: Changes to the scorecard to be considered to better show TS and Sg deadline performance

Finance Paper

4. The Finance Paper which latest forecast of expenditure against budget for 2019-20 was discussed alongside the preparations for the Budget.

Legal update

5. The legal update paper was discussed.

Action: Updates to be highlighted in document going forward and item to considered by exception at future meetings.

Corporate Plan

6. A progress update on the development of the corporate and business plan 2020-2023 was provided.

LCE – Six Monthly Update

7. A summary of the last 6 months and a look ahead to the next 6 months was provided.

Ferries KPI's

8. The operational performance of the CHFS and NIFS contracts, including carryings cancellations and customer service was presented and discussed.

People Survey

9. The initial results of the People Survey were circulated and discussed. Further information would be made available at a directorate level in January.

AOB

10. The group thanked Mike Baxter, who is leaving Transport Scotland at the start of January after five years, for his work as Director of Finance and Corporate Services.

Transport Scotland Secretariat
December 2019