

TSDB (19) 11th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

7W04, BH

13:30-16:30 25 November 2019

Attendees:

Alison Irvine, Director, Transport Strategy & Analysis
Andy Pope, TS Secretariat
Bill Reeve, Director, Rail
Debbie Blair, Directorate for Legal Services (Item 5)
Declan Boyle, TS Secretariat
Donald Carmichael, Director Low Carbon Economy
Frances Pacitti, Director Aviation, Maritime, Freight & Canals
Hugh Gillies, Director, Roads
Jill Mulholland, Bus, Accessibility and Active Travel
Karen McKinnon, Communications (Items 1-3)
Mike Baxter, Director, Finance & Corporate Services

Apologies:

Danny Chalmers, Communications
David Swanson, Head of Corporate Service
Laura Murdoch, Director Bus, Accessibility and Active Travel
Michelle Rennie - Director Major Projects
Roy Brannen, Chief Executive
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.

Thanks were recorded for the work on the TS Staff Conference.

Issues highlighted by UK General Election Manifestos were discussed.

Initial arrangements for COP26 planning and impact on staff resources were discussed.

The potential impact of the climate change plan was discussed.

Balance Scorecard

3. The Balanced Scorecard was discussed. Recent performance on PQ's, correspondence and FoI requests were highlighted. The group agreed to continue to monitor closely and identify the causes of any delays and quality issues.

Due to the timing of the next meeting a reduced balanced scorecard would be provided.

Finance Paper

4. The Finance Paper which latest forecast of expenditure against budget for 2019-20 was discussed alongside the impact of the UK General Election and budget on the timing of the Scottish Budget.

Legal update

5. An update on legal issues was provided.

NTS

6. A progress update on the NTS including the a summary of respondents and the key dates discussed and Director action required.

EU Exit

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

AMFC 6 Monthly Update

8. A summary of the last 6 months and a look ahead to the next 6 months, including expected action on Prestwick Airport, vessel procurement and contract awards.

Major Projects 6 Monthly Update

9. A summary of project progress and expected progress over the next 6 months was provided..

AOB

10. No other business was raised.

Transport Scotland Secretariat
November 2019