

Senior Management Team Meeting

TS Corporate Governance

Tuesday 8th September 2020

10:00 – 13:00

Attendees:

Roy Brannen – Chief Executive (Chair)
Alasdair Graham – Director Major Projects
Alison Irvine – Transport Strategy & Analysis Directorate
Bill Reeve – Director Rail
David Swanson – Head of Corporate Services
Frances Pacitti – Director Aviation, Maritime, Freight & Canals
Hugh Gillies – Director Roads
Lee Shedden – Director Finance
Stuart Greig – Director Low Carbon Economy

Andy Park – Transport Strategy & Analysis (item 6)

John Matheson – Non-Executive Director

Andy Pope – TS Secretariat
Jodie Lafferty – TS Secretariat

Minutes

1. General Update

Directors provided an update on current key issues in particular the position at Stonehaven and Polmont, the A83 and A68, and COP26 delivery.

2. Preparation for the Audit & Risk Committee

Lee provided the draft Audit & Risk Committee agenda, there were no comments on this with everyone stating they were content with the draft agenda. The finalising view of the Annual Accounts is underway, Lee provided thanks to NXDs for their feedback on this. Certificates of Assurance have been cleared.

3. Finance update

Lee provided feedback on the current overspends and where they are currently sitting. There was a reminder to Directors to keep a close oversight of budgets associated with their ongoing / proposed projects, and that it is important to ensure forecast spend to budget remains on track to the end of the year. Directors will be asked to explain how they plan to achieve the forecast spend, what the timescales etc. are.

4. Performance

Andy Pope provided an update on the current FOI, Correspondence and PQ performance. While performance numbers for FOI is back at 100% and fully recovered from COVID, it was noted that Ministerial replies and Parliamentary Questions have taken a dip. Directors provided feedback on this and it was agreed that this was mostly down to the responses being live issues so changing regularly and sent back for redrafts. Transport Scotland Secretariat are working with MiCase team to move over to using the new system this month and looking at training options.

Directors to work with their business managers to make sure that the process around Ministerial Replies and Parliamentary Questions can be picked up, and to ensure that Staff Directory entries is up to date throughout their Directorate.

5. Corporate Plan Progress update – David Swanson (10 minutes)

David provided an update on the draft Corporate plan which is currently sitting with Roy for review, it covers all the key elements and what we are committed to do over the course of this year. David agreed to send the current draft to Directors.

6. Public Transport Futures – Alison Irvine/Andy Park (50 minutes)

Alison Irvine and Andy Park presented a paper on the Public Transport Futures. SMT discussed the following in relation to the paper:

- Objectives, scope and timescales
- Affordability, financial sustainability and value for money
- Changes in demand, usage patterns and patronage
- Modal impact and delivery efficiently
- Role of Government, Governance of public transport and social responsibility.

It was noted that there needs to be well thought out with a vision of what is deliverable and a need to manage expectations and cost. It also needs to be something that will allow us to move along a path and let us look in, in an agile way but keeps a clear vision at the end

Alison and Andy found the feedback helpful with useful points being taken on, the aim is to come up with a sustainable transport system that we can afford, and there will be a focus on the next steps should be.

Alison passed her thanks to colleagues for helpful discussion and noted that this will be brought back to SMT once there is more thought on how it is developing.

7. AOB

Alison Irvine reminded Directors that she was still awaiting IIP feedback.

Papers :

- Audit & Risk Committee draft agenda – Item 2
- Correspondence Data – Item 4
- Balance Scorecard – Item 4
- Covid 19 – Public Transport Futures – Item 6
- Legal Paper – for awareness