

Senior Management Team Meeting

TS Corporate Governance

Tuesday 10th November 2020
10:00 – 13:00

Attendees:

Roy Brannen – Chief Executive (Chair)

Alasdair Graham – Director Major Projects

Alison Irvine – Director Transport Strategy & Analysis

Bill Reeve – Director Rail

Frances Pacitti – Director Aviation, Maritime, Freight & Canals

David Swanson – Head of Corporate Services

Hugh Gillies – Director Roads

Laura Murdoch – Director Bus, Accessibility & Active Travel

Lee Shedden – Director Finance

Stuart Greig – Director Low Carbon Economy

Steven Wyllie - Information Governance Officer

Andy Pope – TS Secretariat

Jodie Lafferty – TS Secretariat

Minutes

1. General Update – All

Directors provided an update of important issues within their Directorates. The main update was around COVID19 from across Directors including read out from their calls, update on international travel restrictions and trends. Other issues discussed: Annual Accounts, A9 dualling and the Bus de-carbonisation Task Force.

2. Risk Assessment – David

No new Risk Assessments to report

3. Corporate Updates – David

David provided an update on the current vacancies, including NXD recruitment. David explained the work ongoing with Directors to better understand current resourcing needs with the previous agreed position. David also provided an update on the property position and the different options currently in scope.

Andy provided a summary of Microsoft Teams and other systems that are in use.

Roy asked Directors to ensure their entries for leave/interests etc are up to date on eHR (TS201110-01)

4. Finance Update – Lee

Lee reported on the current finance position across the organisation, and gave an update on the ongoing work with SG Finance on the submissions. There was a discussion around the Resource Budget, key issues and commitments for TS.

5. Audit & Risk Committee Agenda – Lee

TS Directors were content with ARC agenda.

6. Performance – Steven

- PQs
- FOI
- Correspondence

Steven Wyllie provided an update on the current FOI, Correspondence and PQ performance. It was noted that there was no concerns on performance levels, as 100% of Chief Executive replies were issued within the final deadline, FOI returns were sitting at 96% for the year and 90% of PQs were issued on time with 10% being returned for redraft but no major issues reported.

David explained the new process around the measures and targets which will now get put to Directors. Steven will be discussing with BMs to get a level of understanding of what processes are in place in each Directorate.

It was noted that MiCase comes with a dashboard which will alert deadlines for specific cases, to prevent late cases for correspondence

Steven and David to produce MI information in a similar format to DGE within the SMT cycle (TS201020-02)

7. EU Exit – Hugh & Alison

- Update on the current resourcing across the board
- Need to prepare groundwork now and have resilience arrangements set up shortly
- Update on the PA recruitment and wider BMs process starting soon

TSS to circulate the EU Exit PDF (TS201020-03)

TSS to put Brexit on SMT cycle as reoccurring item (TS201020-04)

Papers :

- Audit & Risk Committee draft agenda – Item 5
- Correspondence Data – Item 6
- Balance Scorecard – Item 6

Additional Papers :

- Legal Paper – for awareness