

Senior Management Team Meeting

COVID-19 Transport Programme

Tuesday 14th July 2020

10:00 – 12:00

Attendees:

Roy Brannen – Chief Executive (Chair)
Alasdair Graham – Director Major Projects
Alison Irvine – Director Transport Strategy & Analysis
Bill Reeve – Director Rail
David Swanson – Head of Corporate Services
Frances Pacitti – Director Aviation, Maritime, Freight & Canals
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

Each Director provided an update on their individual Directorate meetings. While feedback overall was positive, concerns continued to be raised on the IT provisions however this was noted as a wider Scottish Government issue. There was also an increase in the discussions around resourcing and any return to working from TS and Scottish Government buildings. Directors agreed to continue to engage and continue to focus on staff wellbeing.

2. Balance Scorecard

Summary information for TS was provided from the Balance Scorecard. This highlighted the difficulties in reporting due the hub model, COVID19 timescales and limitations and staff displacement. It is hoped that this will improve over the next few months. It was highlighted that there is an ongoing difficulty occurring around trying to allocate correspondence and parliamentary questions.

Steven Wyllie provided an update on the current position on FOIs and PQs. While performance numbers are lower so are the total volume which is leading to a similar number of late cases having a more significant impact.

3. Finance update

Lee provided a summary of the Bi-lateral meeting between the Cabinet Secretary for Transport, Finance and Connectivity and the Cabinet Secretary for Finance on the Capital Spending Review, highlighting the figures and update that Directors should be aware of.

4. Corporate Plan update and progress

David provided an update on the Corporate Plan, highlighting that there is a suggestion for the Corporate Plan to cover up until end March 2021, and the main elements will be based around the 4 key areas of the National Transport Strategy, with an additional element of corporate information. There was a discussion with policy colleagues in TS Strategy & Analysis and agreed a central trawl for info that would feed the NTS Delivery Plan and the Corporate Plan, which will aim to be published end September 2020. It was noted that there will be work starting on the next longer term Corporate Plan at the turn of the year, with it being published after the next Scottish Election in May 21.

Roy is content with short plan for 2020/21 followed by longer term plan thereafter. There were no comments from Directors except agreement that this was a sensible approach.

5. Internal Audit check list

David provided an update and reminder to Directors about the Internal Audit check list. NXDs have been sent this check list and the Audit and Risk Committee are looking at this in September so it should be completed and cleared before then.

6. Check in ahead of DG Economy People and Finance

Directors had no issues to raise. It was noted that Lee will support Roy on the call, and briefing will be provided by Lee and David to cover the Finance and HR issues.

Papers

- Balance scorecard – item 2
- Bilateral minutes – item 3
- Internal Audit check list – item 5
- Legal update – for awareness only