

Senior Management Team Meeting

TS Corporate Governance

**Tuesday 18th August 2020
10:00 – 13:00**

Attendees:

Roy Brannen – Chief Executive (Chair)
Bill Reeve – Director Rail
David Swanson – Head of Corporate Services
Gary Cox – Aviation, Maritime, Freight & Canals Directorate
Fiona Brown – Transport Strategy & Analysis Directorate
Hugh Gillies – Director Roads
Jo Blewett – Major Projects Directorate
Lee Shedden – Director Finance
Stuart Greig – Director Low Carbon Economy
Steven Wyllie – Information Governance Officer

Lorna Clark – HR
Ewan McCardle – Strategy & Analysis Directorate (observer only)

Jodie Lafferty – TS Secretariat

Minutes

1. General Update – All (20 minutes)

Directors fed in on the latest topical issues within their areas.

2. Read out from DG Assurance – Lee Shedden (10 minutes)

Lee provided a readout from the DG Economy Assurance meeting which focused on Risk, People Resourcing and vacancies.

3. Finance update – Lee Shedden (15 minutes)

Lee provided an a Finance update and it was noted that he has written to Finance colleagues regarding the AO process and how we include it. Lee provided updates on reported pressures on the Air Discount scheme, the Bus Service Operating Grant ongoing support which is required for bus, and the bigger requirements for routine and winter maintenance. Finance are looking again at the rail development budget as not a lot of progress being made due to COVID. Jo looked at the numbers across Major Projects and noted about claims that are now coming in. Bill has looked at network rail proposals and will follow that through

4. Performance – Steven Wyllie

Steven Wyllie provided the Directors with an update on Performance across Chief Executive replies, Parliamentary Questions, Ministerial replies and Freedom of

Information request responses. It was noted there is no current cause for concern and all the responses are sitting within target. FOI responses were highlighted as they are currently at 98% which is a significant improvement, and has taken Transport Scotland into 95% for the year on target which need to maintain due to impact COVID taking the average down. Hoping to roll out next update for MiCase next week, SG guidance will be used to move everyone across

5. Corporate Plan Progress update – David Swanson

David is currently going through the returns to structure the Corporate Plan. He aims to start preparing a draft to go to Roy next week.

6. GDPR – Lorna Clark

Lorna Clark provided a read through of the GDPR paper, and explained that Transport Scotland are in a good place and maintained a good place from last year. It was noted that there is still a requirement that there is someone in between Directors and Scottish Government for the IOA proposal which would be the Finance and Corporate Services Director who has responsibility. All Directors were in agreement with this as it ensures that there is a consistent approach which is needed across the organisation.

- **Directors to promote the GDPR training and the mandatory training to ensure that everyone participates in this**
- **Lorna to speak to comms and work out how can we get more people to complete this training online**
- **Lorna to work with each Director and find out how they are going to brigade this responsibility and record it per Directorate**

7. Deep dive on Risk Scoring across TS – Lee Shedden (45 minutes)

Lee steered the discussion on Risk Scoring across Transport Scotland, focusing on how it was recorded within the Corporate Risk Register and spoke through the current scoring on the top 3 risks for TS that were sent over to DG Economy.

It was noted that there is a need for a more robust system to identify the impact of the risk, which is important as the risks may impact the way that we deliver the objectives so there should be a combined approach to this. Lee reminded Directors that we need to be mindful of the risks that have an impact of the delivery of the agency. Roy highlighted that he wants to engage with NXDs with the useful expertise to ensure that we are on the right track with Audit & Risk.

- **David Swanson to take forward supporting and training that will be supplied to those who are looking at inputting and scoring risks**
- **Directors to think about how their Directorates feed into the Corporate Risk Register and identify whether it is a Director risk or if it is a generic Corporate risk**

8. AOB

- Reminder for Directors that 1:1 bi-annual meetings with NXDs

Papers :

- Balance Scorecard – Item 4
- Correspondence Data – Item 4
- GDPR Update – Item 5

- Corporate Risk Register – Item 6
- Submission to DG Economy with top 3 risks – Item 6

Additional papers :

- Legal update – for awareness