

Senior Management Team Meeting

TS Corporate Governance

Tuesday 20th October 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

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

Jodie Lafferty – TS Secretariat

Minutes

1. General update – All

Directors provided an update of important issues within their Directorates, focusing in on the wellbeing of staff and how the Senior Management Team can provide support by regular check ins formally and some interactive catch ups. There was a discussion around what Directors current priorities are just now, the People Survey, thoughts for festive period cover and the issues around flexi and annual leave accrued balances.

2. Risk Assessment – David Swanson

David reminded everyone of the process for Risk Assessments for work based visits, no new Risk Assessments were noted.

3. Finance update – Lee Shedden

Lee reported on the current finance position across the organisation, highlighting areas of underspend and overspend and the underlying reasons. There was a discussion around the Scottish Budget, and Lee provided background of the key risks and issues, COVID19 budget impacts still remain a high risk going forward

Lee invited the Directors thoughts about the Directorate reports on the allocation of admin expenditure. It was noted that the 21/22 budget process will require careful consideration given the uncertainty we will continue to face. There was a discussion around staffing and vacancies and how this was recorded within the budget and the approach that would be taken going forward.

Lee highlighted the AO approvals position.

4. Performance – Steven Wyllie

- FOI
- Correspondence
- PQs

Steven Wyllie provided an update on the current FOI, Correspondence and PQ performance, it was noted that FOI is back at 100% and hopefully fully recovered from the impact of COVID. There are no current causes for concern across this month's performance, except the Ministerial Response redrafts which Director's Business Managers are already aware and are currently working with Steven to ensure that the reason for redraft is recorded correctly.

There was a discussion around what is being measured and recorded within the Balance Scorecard and Correspondence Data to ensure it accurately reflects performance.

Steven to review the information presented. (TS201020-01)

Papers :

- Finance Report – Item 3
- Balance Scorecard – Item 4
- Correspondence Data – Item 4

Additional papers :

- Legal update – for awareness