

TSDB (20) 2nd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

7W04, BH

14:00-16:30 24 February 2020

Attendees:

Roy Brannen – Chief Executive (Chair)

Alasdair Graham, Director Major Projects

Alison Irvine, Director, Transport Strategy & Analysis

Bill Reeve, Director, Rail

Danny Chalmers, Head of News

Frances Pacitti, Director Aviation, Maritime, Freight & Canals

Hugh Gillies, Director, Roads

Laura Murdoch, Director, Bus, Accessibility & Active Travel

Lee Shedden, Director, Finance

Sandy McNeil, Directorate for Legal Services

Stuart Greig, Director, Low Carbon Economy

Andy Pope, TS Secretariat

David Swanson, Head of Corporate Services

Joanne Demarco, Human Resources and Learning & Development Manager (Items 1 – 4)

Steven Wyllie, Information Governance Officer (Items 1 – 6)

Apologies:

Minutes and Actions of Previous meetings

1. The minutes of the meeting were agreed.

Action no.	Action	Lead	Deadline	Update
20-1/1	Issue performance for CE and Ministerial Replies to be included going forward.		Completed	
20-1/2	Wording on description of deadlines in title to be revised		Completed	
20-1/3	Provision of project update information to directors to be considered		Completed	
20-1/4	Special meeting of Risk Management Group to take place to insure consistent application of scoring		Completed	
20-1/5	Directors were asked to review and update their risks from the Corporate risk register		Completed	

20-1/6	Progress update on the actions required of Transport Scotland following passing of the Transport Bill to be provided to SMT	Alison Irvine	30-Mar-20	
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Ministerial & Senior Management Team Feedback

2. A summary of recent contact with Ministers was provided. This included recognition of the work taken in response to recent weather events and support for the budget process.

Balance Scorecard

3. The Balanced Scorecard was discussed. Recent performance on PQ's, correspondence and FoI requests were highlighted. 2019 FoI performance, process and improvement work were discussed.

Action 20-2/2: Business Managers to review delays to provision of responses to PO and CEO and provide to Directors (BMs-Directors to review).

Action 20-2/3: Risk Management Group to be scheduled in advance of ARC and Risk updates provided monthly for SMT meetings. (DS – Scheduling of RMG).

Action 20-2/4: RMG to review moderation of scores before directors discuss on 13th March. (DS)

Action 20-2/5: Project updates to be current status only for next meeting. (SW)

Action 20-2/6: From April SMT to get SGIPD system returns to replace project updates. (LS)

Finance Paper

4. The Finance Paper with latest forecast of expenditure against budget for 2019-20 was discussed alongside the expected position for 2020-21.

Grant Management

5. The grant management process and changes to certificates of assurance were discussed.

Action 20-2/7: LS to discuss grant letter format appropriateness for TS. (LS)

Corporate Plan

6. A progress update on the development of the corporate and business plan 2020-2023 was provided. The group were content with the directorate outputs provided. The group approved the revised SMT format and schedule from April.

**Action 20-2/8: Draft document text to be provided to RB by 9 March for review.
AI to provide support on content. (DS/AP)**

BAAT – Six Monthly Update

7. A summary of the last 6 months and a look ahead to the next 6 months was provided.

AOB

8. An update on Covid-19 and transport resilience planning was provided.

Transport Scotland Secretariat
February 2020