

Senior Management Team Meeting
Corporate Governance, People and HR

Tuesday 27th April
1000 - 1230

Attendees:

Roy Brannen - Chief Executive (Chair)

Andy Park - Transport Strategy & Analysis Directorate

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 Manager (item 3)

Isabel Conway - Bus, Accessibility & Active Travel Directorate (item 2)

Tom Davy Bus - Accessibility & Active Travel Directorate (item 2)

David Jamieson - Bus, Accessibility & Active Travel Directorate (item 2)

Sandy McNeill - For awareness

Andy Pope - TS Secretariat

Jodie Lafferty - TS Secretariat

Minutes:

1. General Update - Roy Brannen

Directors covered majority of their items on the Monday morning check in, so Roy asked that this was short updates only as there was a pressing issue after the SMT meeting.

2. Recovery Funding for Bus - Laura and Isabel

Laura and Isabel presented the Recovery Funding for Bus paper including a discussion on the financial funding of the sector and what transitioning to a new future transport model would potentially involve. There was a discussion around the fares policy and governance to support this.

TS SMT agreed on the emergency funding arrangements and the need to develop a recovery funding proposal. TS SMT also discussed the short, medium and long term outlook, network contraction issues, profit and investment, and the role of local transport authorities.

It was noted that the initial step will be to discuss this with incoming Ministers as a matter of urgency.

3. Performance (PQs, FOI, Correspondence) - Steven Wyllie

Steven presented the Balance Scorecard and Correspondence data to TS SMT, there was nothing concerning that was flagged. It was highlighted that the Chief Executive replies were sitting at 100% on time and PQ responses were at 94% on time.

It was noted that the top DG Economy risks remain the same, with no change. The risks in the TS Organisational Risk Register have been amended as appropriate.

Roy has asked Directors to ensure that they are reviewing regularly and the most accurate information is being presented and continue to work with their teams to ensure the risks are being updated, with Steven managing this.

4. HR Management Information/Corporate Update - David Swanson

David presented the quarterly HRMI information to TS SMT, providing an update on staffing figures, vacancies, annual and flexi leave, and the overall sickness and attendance.

David provided a further update on the current property position. There was a discussion with TS SMT around the process on return to office including site visits.

5. Finance - Lee Shedden

Lee provided an update on the current financial position. There was a follow up discussion around the capital underspend difference from the March report.

6. Risk Update - Lee Shedden

Lee took TS SMT through the latest Corporate Risk Register escalation of risks from Directorate risk registers to the corporate risk register should be highlighted through the risk oversight process. Lee asked TS SMT to encourage Risk Champions to update this to ensure there is a robust system on risk.

TS SMT noted the TS Risk Management Group Meeting minutes.