

TSDB (14) 8th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 22 September 2014

Attendees:

David Middleton	Chief Executive
Aidan Grisewood	Director, Rail
Roy Brannen	Director, TRBO
Sharon Fairweather	Director, FASD
Andrew Maclaren	Head of BICS
Danny Chalmers	TS Comms
David Swanson	HR
David Anderson	MTRIPS
Graham Laidlaw	AMFC
Archie Stoddart	TP
Gavin Boyd	PS/Transport Scotland

Apologies:	Ainslie McLaughlin	Director, MTRIPS
	John Nicholls	Director, AMFC
	Donald Carmichael	Director, TP

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 11 August were agreed.

Communications

3. The weekend press coverage was discussed and there had been media coverage of the A82, A96 exhibition, ferries to Mull, and the Ryder Cup where Ministers have various engagements, and colleagues are closely involved.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted. There were no major issues, with Directors noting relevant detailed points on our major projects and policies. On the operational side, including HR issues, there were no issues to highlight.

Corporate Correspondence Statistics

5. For Correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered July 2014, and despite July including the recess and busy build up and part of the actual Games period, performance was again very good in most areas. The number of PQs (10) was much lower than normal levels. Performance in meeting final deadlines were PQs (100%), CE Correspondence (100%), MCS (96%), ORs (98%) and FOIs (90%).

Corporate Risk Register

6. The Corporate Risk Register (CRR) had the Commonwealth Games removed from the previous version, and some other minor changes. There was some updating required for the entry on major weather impacts, to reflect preparation for the coming winter.

Finance

7. On Finance, the regular written report for the in year 2014-15 position was discussed and there were several changes to the expenditure profiles. Planning was underway for the 2015-16 budget. The Board also discussed the publication of detailed information required under the Public Service Reform Act and on the overall cost of our Public Relations, overseas travel, hospitality/entertainment, and external consultants.

Constitution

8. The Board discussed the referendum vote and work needed for further devolved powers.

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AOB

9. There was no other business.

PS/Transport Scotland
September 2014