

## **TSDB (14) 10<sup>th</sup> Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 24 November 2014**

#### **Attendees:**

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Aidan Grisewood	Director, Rail
Sharon Fairweather	Director, FASD
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Andrew Maclaren	Head of BICS
Steven Carmichael	TS Comms
David Swanson	HR
Hugh Gilles	TRBO
Sharon McIlroy	PS/Transport Scotland

**Apologies:** Roy Brannen                      Director, TRBO

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous meetings**

2. The minutes of the meeting of 27 October were agreed.

#### **Communications**

3. There are transport media items in the calendar and work will be taken forward about handling Ministerial media involvement and roles between the new Transport Minister Derek Mackay MSP and our new Cabinet Secretary for Infrastructure, Investment and Cities Keith Brown.

#### **KPI'S**

4. The routine update on Key Performance Indicators was discussed in detail and noted. There were no new major issues, with Directors noting relevant detailed points on our major projects and policies.

## **Corporate Correspondence Statistics**

5. For Correspondence (PQs, MCS, Chief Exec Correspondence, and FOI cases) the figures covered Sept 2014. This was a unique month given the political agenda, and this was reflected in a record low number of PQs, though other parts of our correspondence work did continue at broadly typical levels. Performance in meeting final deadlines was PQs (50% (out of 6 cases)), CE Correspondence (100%), MCS (97%), ORs (97%) and FOIs (80%).

## **Corporate Risk Register**

6. The Corporate Risk Register (CRR) had updates made on rail projects and issues following progress with franchises, and some other minor updates would be pursued.

## **Finance**

7. On Finance, the regular written report for the in year 2014-15 position was discussed and noted. The UK Government Autumn Statement takes place next week.

## **Constitution**

8. The Board discussed the updated position of the transport section of the Scottish Government response to the Smith Commission.

## **Transport Scotland 2014 People Survey**

9. David Swanson provided an update on the 2014 People Survey. There are many positives and other areas to take forward or analyse further.

## **2014 B&C Band Assessment evaluation**

10. David Swanson also provided feedback on the 2014 B&C Band Assessment evaluation undertaken by SG colleagues and on further detailed findings from our own in house work. Some specific actions will be developed drawing on this work and the People Survey results, and we have some initiatives already in place with our TS courses on various management/leadership issues

## **AOB**

11. There was no other business.

PS/Transport Scotland  
November 2014