

TSDB (15) 2nd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 23 February 2015

Attendees:

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Aidan Grisewood	Director, Rail
Mike Baxter	Director, FASD
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Roy Brannen	TRBO
Andrew Maclaren	Head of BICS
Danny Chalmers	TS Comms
David Swanson	HR
Gavin Boyd	PS/Transport Scotland

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 19 January were agreed.

Communications

3. Danny Chalmers provided an update of current Comms news and media issues. The Board discussed the Minister's interview with the Scotsman/Scotland on Sunday, plus coverage of speed limits, A9 and the Forth Road Bridge. For the coming week there was media work around an Audit Scotland report on Prestwick, a debate on Infrastructure in Parliament and our annual Transport Statistics publication. Looking further ahead the Scottish Government Cabinet meets in Alloa next week.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted. There were no new major issues, with Directors updating colleagues in particular on FRC, EGIP, Borders Rail opening due this year, M8, AWPR, rail franchise and performance, and ferries contracts where the CHFS contract process has now begun. 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 December 2014. This was a generally good month for performance in meeting final deadlines with PQs (96%), CE Correspondence (100%), MCS (96%), ORs (89%) and FOIs (79%). On FOI Andrew Maclaren reaffirmed the targets which are now being introduced across the SG with an 85% target on FOI cases, and 80% for reviews to be on time. This has been agreed with Ministers and the FOI Commissioner. We will adjust our reporting table to add in a year to date position against these targets to monitor progress.

Corporate Risk Register

6. The Corporate Risk Register (CRR) process was discussed, and it was agreed that we should revert to a quarterly update on the CRR for this meeting, which would include a sign off process by Directors before the CRR is circulated. This would be for set months i.e. March, June, September and December.

Finance

7. Mike Baxter reported on progress to the end financial year position which was broadly satisfactory, and highlighted the handling required for our major capital commitments and for Buchanan House issues.

Constitution

8. Donald Carmichael updated colleagues on Smith Commission follow up, including on-going liaison with the UK Government now that its legislative proposals have been published.

9. Andrew Maclaren, Danny Chalmers, David Swanson and Gavin Boyd left the meeting.

AOB

10. The Chief Executive and Directors discussed copy lists, collective working and staffing issues.

PS/Transport Scotland
February 2015