

TSDB (15) 8th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12.30 31 August 2015

Attendees:

David Middleton (Chair)	Chief Executive
Roy Brannen	Director, TRBO
Michelle Rennie	Director, MTRIPS
Mike Baxter	Director, FASD
Aidan Grisewood	Director, Rail
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Bill Reeve	CTITU
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Hugh Gillies	TRBO item 7 only
Allan Hill	TRBO item 7 only

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

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

Communications

3. Danny Chalmers provided an update of the current Comms and media issues.
For the week ahead we have the Borders Rail opening and the High Speed Rail conference on Wednesday.

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 on Queensferry Crossing, EGIP, M8, AWPR which are all progressing well. It was agreed that the since Borders is due to open this week it should be removed. Superior Performance should also be removed as there is now a different assessment system. And a separate item should be added for Integrated Ticketing.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered July 2015. This was again a very good month for performance in meeting final deadlines. PQs (100%), CE Correspondence (100%), MCS (100%), ORs (90%) and FOIs (92%).

Finance

6. Mike Baxter reported on progress with 94% on payment performance for July. The directors discussed and noted.

IDM – Traffic Scotland Systems Contract: Procurement Exercise

7. Hugh Gillies and Allan Hill presented the IDM paper to seek approval to award the Traffic Scotland Systems Contract.

Annual Business Plan 2015/16

8. Mike Baxter provided an update on the development of the Annual Business Plan. Directors will review their section of the Plan and advise Mike if they are content.

Staff Conference

9. Roy Brannen and Mike Baxter updated directors on the proposed programme for the Staff Conference on 30 October 2015

AOB

10. Donald Carmichael advised that the first meeting of the National Transport Strategy stakeholder group is due to take place next week. It was also agreed that a dedicated parking space would be allocated to rail resilience.

PS/Transport Scotland
August 2015