

TSDB (15) 9th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

3-D97 (South), Victoria Quay, Edinburgh

10.00 – 11.30 29 September 2015

Attendees:

David Middleton (Chair)	Chief Executive
Michelle Rennie	Director, MTRIPS
Mike Baxter	Director, FASD
Aidan Grisewood	Director, Rail
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Danny Chalmers	TS Comms
Donald Morrison	TRBO
Graham Laidlaw	AMFC
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Stephen Thomson	agenda item 7 only

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 31 August were agreed.

Communications

3. Danny Chalmers provided an update of the current Comms and media issues. Current items include the Calmac summer time table and the train derailment. For the week ahead we have the publication of the preferred route for the A82 Tarbet to Inverarnan.

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 where the decks are progressing well, EGIP, M8, AWPR which are all progressing well.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered August 2015. This was again a very good month for performance in meeting final deadlines. PQs (100%), CE Correspondence (100%), MCS (98%), ORs (82%) and FOIs (96%).

Finance

6. Mike Baxter reported on progress with 98% on payment performance for August. The directors discussed and noted.

Low Emission Strategy

7. Stephen Thomson attended the meeting to seek approval on the transport actions proposed for the forthcoming National Low Emissions Strategy for Scotland and seek views on Transport purposes. The Directors discussed and Steven will develop further.

AOB

8. Donald Carmichael advised National Transport Strategy is progressing well.

PS/Transport Scotland
September 2015