

## TSDB (15) 10th Meeting

**SENIOR MANAGEMENT TEAM MONTHLY MEETING**  
**8W02 BUCHANAN HOUSE, GLASGOW**  
**10:00-12:15 26 October 2015**

**Attendees:**

|                         |                       |
|-------------------------|-----------------------|
| David Middleton (Chair) | Chief Executive       |
| Roy Brannen             | TRBO                  |
| Michelle Rennie         | Director, MTRIPS      |
| Aidan Grisewood         | Director, Rail        |
| John Nicholls           | Director, AMFC        |
| Donald Carmichael       | Director, TP          |
| Bill Reeve              | TRBO                  |
| Danny Chalmers          | TS Comms              |
| Elaine McAtamney        | FASD                  |
| David Swanson           | HR                    |
| Sharon McIlroy          | PS/Transport Scotland |

Apologies: Mike Baxter                      Director, FASD

## Declarations of Interest

1. No declarations of interest were made.

## Minutes of Previous meetings

2. The minutes of the meeting of 29 September were agreed. David and Directors congratulated Roy on the recent announcement that he will be the new Chief Executive of Transport Scotland.

## Communications

3. Danny Chalmers provided an update of the current Comms and media issues. Current items include roadworks on the Forth Road Bridge, TATA steel and accidents on the trunk road network. For the week ahead there are Air traffic control issues, RET rollout, Rail Conference and Satire awards, the freight Transport Seminar, the publication of the A9 performance data, the Ministerial statement on Winter Resilience and the re-introduction of cycling access at Waverley

## 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. John

Nicholls provided an update on Ferries and it was agreed that Borders should now be removed.

### **Corporate Correspondence Statistics**

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered September 2015. This was again a very good month for performance in meeting final deadlines. PQs (98%), CE Correspondence (100%), MCS (100%), ORs (97%) and FOIs (97%).

### **Finance**

6. Elaine McAtamney reported on progress with 98% on payment performance for September. The directors discussed and noted.

### **Transition**

7. David and the directors had a general discussion regarding David's handover to Roy.

### **SCOTS Assets**

8. Roy discussed the current position in relation to SCOTS equipment within Buchanan House and VQ.

### **AOB**

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

PS/Transport Scotland  
October 2015