

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