

TSDB (15) 11th Meeting

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

Attendees:

| | |
|---------------------|-----------------------|
| Roy Brannen (Chair) | Chief Executive |
| Michelle Rennie | Director, MTRIPS |
| Aidan Grisewood | Director, Rail |
| John Nicholls | Director, AMFC |
| Bill Reeve | CTITU |
| Gillian McCole | TRBO |
| Danny Chalmers | TS Comms |
| Lee Shedden | FASD |
| David Swanson | HR |
| Sharon McIlroy | PS/Transport Scotland |
| Jackie James | HR |

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| Apologies: | Mike Baxter | Director, FASD |
| | Donald Carmichael | Director, TP |

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 26 October were agreed.

Communications

3. Danny Chalmers provided an update of the current Comms and media issues. Current items include the Greenock Cabinet and the launch of Brake Road Safety 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 on Queensferry Crossing, EGIP, M8, AWPR which are all progressing well. CP5 Rail enhancements has now been added and a new item should be added for Smart and integrated ticketing.

Corporate Correspondence Statistics

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

Finance

6. Lee Shedden reported on progress with 98% on payment performance for October. The directors discussed and noted.

People Survey

7. Jackie James provided an overview of the results of the recent staff survey. Further information will be available early in December which will allow directors to the results in more detail.

AOB

8. Directors discussed the National Transport Strategy and agreed this is progressing well.

PS/Transport Scotland
November 2015