

## **TSDB (16) 2nd Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 29 February 2016**

#### **Attendees:**

Roy Brannen (Chair)	Chief Executive
Michelle Rennie	Director, MTRIPS
Aidan Grisewood	Director, Rail
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Bill Reeve	CTITU
Hugh Gillies	TRBO
Lee Shedden	Finance
Steven Carmichael	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Craig Love	Item 7 only

Apologies: Mike Baxter Director, Finance

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous meetings**

2. The minutes of the meeting of 25 January were agreed. Roy Brannen welcomed Hugh Gillies as the new Director of Trunk Road and Bus Operations.

#### **Communications**

3. Danny Chalmers provided an update of the current Comms and media issues. Current items for this week include the publication of the Scottish Transport Statistics, Road Safety Scotland Vulnerable Road Users campaign, Stage 1 debate on Sandra White MSP's Footway Parking & Double Parking (Scotland) Bill and the A9 Dualling media event at Pitlochry Primary School for findings of Killiecrankie metal detecting.

#### **KPI'S**

4. The routine update on Key Performance Indicators were discussed in detail and noted. There were no new major issues, with Directors updating colleagues on Queensferry Crossing, CP5 enhancements, 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 January 2016. This was a good month for performance in meeting final deadlines. PQs (93.6%), CE Correspondence (100%), MCS (100%), ORs (91%) and FOIs (93%).

## **Finance**

6. Lee Shedden reported on progress with 97% on payment performance for January. The directors discussed and noted.

## **Sustainability Report**

7. Craig Love attended the meeting to provide an update on the Transport Scotland Sustainability Report which was discussed and noted.

## **SG2020**

8. Aidan Grisewood provided an update to the Directors on the latest developments of the TS2020 Briefing Improvement team. The members and aims the team have now been agreed.

## **Smarter Workplace Utilisation**

9. Roy Brannen provided an update to the Directors on the Smarter Workplace Utilisation.

PS/Transport Scotland  
February 2016