

TSDB (16) 3rd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 2F 76(Bridge) VICTORIA QUAY, EDINBURGH 10:00-12:30 25 March 2016

Attendees:

Roy Brannen (Chair)	Chief Executive
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Elaine McAtamney	Finance
Steven McMahon	Rail
Donald Morrison	TRBO
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland

Apologies:	Mike Baxter	Director, Finance
	Michelle Rennie	Director, MTRIPS
	Aidan Grisewood	Director, Rail
	Bill Reeve	CTITU
	Hugh Gillies	TRBO

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 29 February were agreed.

Communications

3. Danny Chalmers provided an update of the current Comms and media issues.
Current items for this week include the continuation of the Queens Street Tunnel closure which is currently going well with positive feedback from social media.

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 which is 75% complete, CP5 enhancements, EGIP, M8, AWPR which are all progressing well and on track.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered February 2016. This was a fair month for performance in meeting final deadlines. PQs (89%), CE Correspondence (97.7%), MCS (85.4%), ORs (98.1%) and FOIs (99.2%).

Finance

6. Elaine McAtamney reported on progress with 97% on payment performance for February. 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.

PS/Transport Scotland
March 2016