

TSDB (16) 4th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 9.30-12.00 3 May 2016

Attendees:

Roy Brannen (Chair)	Chief Executive
Mike Baxter	Director, Finance
Hugh Gillies	TRBO
Aidan Grisewood	Director, Rail
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Bill Reeve	CTITU
Scott Shaw	MTRIPS
Steven Carmichael	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland

Apologies:

Michelle Rennie	Director, MTRIPS
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Declarations of Interest

1. No declarations of interest were made. The Directors offered their condolences to the family of Mr Cousin who lost his life on 28 April whilst working on the Queensferry Crossings north tower.

Minutes of Previous meetings

2. The minutes of the meeting of 25 March were agreed.

Communications

3. Danny Chalmers provided an update of the current Comms and media issues. Current items for this week include the Cycling Scotland: Give Everyone Cycle Space Campaign running from 2-29 May, Police Scotland Speed Campaign from 2-8 May and the launch of the new BA route from Inverness to Heathrow.

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 and Ferries all of which are progressing well and on track.

Corporate Risk Register

5. The Corporate Risk Register has received positive feedback from the Audit and Risk Committee when it was presented on the 18 April.

Corporate Correspondence Statistics

6. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered February 2016. This was a good month for performance in meeting final deadlines. PQs (90%), CE Correspondence (93.3%), MCS (95.2%), ORs (97.8%) and FOIs (100%).

Finance

7. Mike Baxter reported on progress with 96% on payment performance for February. The directors discussed and noted.

Annual Business Plan 2015/16

8. All directors have agreed the Business Plan in principle.

PS/Transport Scotland
May 2016