

## **TSDB (16) 5th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10am-12.30pm 31 May 2016**

#### **Attendees:**

Mike Baxter (Chair)	Director, Finance
Michelle Rennie	Director, MTRIPS
Aidan Grisewood	Director, Rail
Donald Carmichael	Director, TP
Bill Reeve	CTITU
Scott Lees	TRBO
Alan Malone	AMFC
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland

#### **Apologies:**

John Nicholls	Director, AMFC
Hugh Gillies	TRBO
Roy Brannen	Chief Executive

#### **Declarations of Interest**

1. No declarations of interest were made.

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

2. The minutes of the meeting of 1 May were agreed.

#### **Communications**

3. Danny Chalmers provided an update of the current Comms and media issues. Current items for this week include the publication of the patronage figures Border Rail which are above expectations, publication of the A9 Average Speed Camera data showing 70% reduction in injuries, 40% reduction in fatalities and more reliable journey times and the Ministers visit to Queens Street tunnel to mark the halfway point of the works.

#### **KPI'S**

4. The routine update on Key Performance Indicators were discussed in detail and noted. Directors updating colleagues on Queensferry Crossing, CP5 enhancements, EGIP, M8, AWPR and Ferries.

## **Corporate Correspondence Statistics**

5. 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. No PQs were received, CE Correspondence (79%), MCS (93%), ORs (100%) and FOIs (100%).

## **Finance**

6. Mike Baxter reported on progress and the directors discussed and noted.

## **Sickness Level**

7. David Swanson provided the directors with an update on the sickness levels across the organisation.

## **CHFS Approval for Consultancy Contract Management**

8. This item was postponed.

## **EGIP and IDM Governance**

9. Aidan Grisewood provided the directors with an update detailing the pressures identified on cost and programme and the actions taken by TS in response.

PS/Transport Scotland  
May 2016