

TSDB (16) 6th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING SHAWHEAD BOARD ROOM, M8 M73 M74 PROJECT OFFICE 10am-12.30pm 28 June 2016

Attendees:

Roy Brannen (Chair)	Chief Executive
Graham Porteous	MTRIPS
Mike Baxter	Director, Finance
Aidan Grisewood	Director, Rail
Donald Carmichael	Director, TP
Bill Reeve	CTITU
Hugh Gillies	Director, TRBO
Gary Cox	AMFC
Sally Hartley	PS/Transport Scotland

Apologies:

John Nicholls
Danny Chalmers – supplied info by e-mail
David Swanson
Michelle Rennie

Roy Brannen opened with meeting with thanks to Graham Porteous for arranging with MTRIPS colleagues for the site visit of M8/M73/M74 improvements.

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 31 May were agreed.

Communications

3. The current Comms and media issues were discussed including the on-going talks regarding the current rail strikes and the planned RMT demonstration on Thursday at the Scottish Parliament. Looking forward to the week ahead comms items include the publication of the road safety statistics on Wednesday which show a significant fall in fatalities and Mr Yousaf is attending the mock-up train event at Bathgate on Thursday.

KPI'S

4. KPI's were discussed and it was agreed that Mike would provide an update for the next meeting.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered May 2016. It was noted the result for this month - 21 PQs were received, CE Correspondence (94%), MCS (64%), ORs (98%) and FOIs (100%).

Sickness Level

6. David Swanson provided the directors with an update on the sickness levels and confirmed that there will be a questionnaire issued to staff to raise awareness of the help and information available to both staff and line managers which includes guidance on how to deal with issues.

Finance

7. Mike Baxter reported on progress and advised that a written report will be available next week

Driving Transport Scotland Forward: A Programme for Action

8. Roy provided an update following on from the Directors Strategic Day commenting that more progress is to be made. Raymond Convill has joined PS/TS to project manage the actions which were taken from the session and will report back to Directors. Frazer Henderson will assist working on elements not currently covered within the Directorate. They will concentrate specifically on the three areas and a meeting will be set up with team leaders/Roy/Raymond and Frazer to take this forward. Donald noted that some of the topics would currently sit with members of TPD team.

9. Headcount and Vacancy Position at May 2016

It was agreed that Directors will review and discuss this at next week's meeting.

10. AOB

Roy highlighted that the PS/TS team have been extremely busy with long hours being worked. Roy asked directors to ensure that they have cleared all submissions and briefings before sending/copying to PS/TS as some work being done should be handled by business managers. The infrastructure and investment meeting has been postponed.