

## TSDB (16) 9th Meeting

## SENIOR MANAGEMENT TEAM MONTHLY MEETING

## 2F 76 (Bridge), Victoria Quay, Edinburgh

**10.00 - 12:30 27 September 2016**

**Attendees:**

Roy Brannen (Chair)	Chief Executive
Mike Baxter	Director, Finance
Michelle Rennie	Director, MTRIPS
Donald Carmichael	Director, TP
John Nicholls	Director, AMFC
Bill Reeve	CTITU
Stephen Thomson	TRBO
David Swanson	HR
Graham Edmond	(item )
Raymond Convill	(item)
Danny Chalmers	Comms
Sharon McIlroy	PS/Transport Scotland

Apologies: Hugh Gillies                      Director, TRBO

## Declarations of Interest

1. No declarations of interest were made.

## Minutes of Previous meetings

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

## Communications

3. Danny Chalmers provided an update on the current Comms and media issues. For the week ahead we have a number of items including the launch of the household survey tomorrow and publication of the 2016 Disabled Persons Parking Places Report on Friday.

## 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.

## **Corporate Correspondence Statistics**

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered August 2016. This was a reasonable month for performance in meeting final deadlines.- PQs –77%, CE Correspondence 91%, MCS 85%, ORs 95% and FOIs 92%.

## **Finance**

6. Mike Baxter reported on progress with 95% on payment performance for August. The directors discussed and noted.

## **Smarter Workplaces**

7. Graham Edmond, Sharon Gallacher and Roderick McLean attended the meeting and provided a summary of the progress of the internal decant and the options for reconfiguration of our space in Buchanan House and Victoria Quay.

## **Mental Health in the workplace**

8. David Swanson provided Directors with an updated position on our 'See Me' Mental Health in the Workplace Survey.

## **Carbon Management Plan Version 3**

9. Stephen Thomson attended the meeting to update directors on the Carbon Management Plan version 3 (CMP).

PS/Transport Scotland  
September 2016