

TSDB (16) 7th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 2F 76 (Bridge), Victoria Quay, Edinburgh 10.00 - 12:30 25 July 2016

Attendees:

Roy Brannen (Chair)	Chief Executive
Michelle Rennie	Director, MTRIPS
Mike Baxter	Director, Finance
John Nicholls	Director, AMFC
Bill Reeve	CTITU
Hugh Gillies	Director, TRBO
Heather Cowan	TP
Gary Bogan	Rail
Graham Laidlaw	AMFC
Richard Hadfield	AMFC
Danny Chalmers	Comms
David Swanson	HR
Andrew Mackie	(item 7 only)
Alan Malone	(item 9 only)
Margaret Horn	(item 9 only)
Alison Irvine	(item 10 only)
John McNairney	(item 10 only)
Stuart Wilson	(item 11 only)
Sharon McIlroy	PS/Transport Scotland

Apologies:	Aidan Grisewood	Director, Rail
	Donald Carmichael	Director, TP

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 28 June were agreed.

Communications

3. Danny Chalmers provided an e-mail update of the current Comms and media issues, which the directors discussed and noted.

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 June 2016. This was a reasonable month for performance in meeting final deadlines.- PQs – 92%, CE Correspondence 89%, MCS 91%, ORs 88% and FOIs 84%.

Finance

6. Mike Baxter reported on progress with 98% on payment performance for June. The directors discussed and noted.

ScotRail First Year Summary

7. Andrew Mackie attended the meeting to provide the SMT with a short update on the performance of the ScotRail Franchise following the first full year of operation to 31st March 2016.

Ferries KPI

8. Graham Laidlaw and Richard Hadfield provided the Directors with an update on the key performance indicators for ferries operational performance since last reported in October 2015.

Ferries Resourcing

9. John Nicholls provided the Directors with an update on the contract management resource model and as part of that he asked the SMT to approve the appointment of a C1 Procurement Manager for Gourock to Dunoon Ferry Services(GDFS)/Northern Isles Ferry Services NIFS which is currently being advertised and proposed appointment of a B3 Procurement Adviser for GDFS/NIFS. As both of these posts are covered by existing resources the Directors were content to agree.

Empowering Planning to Deliver Great Places

10. Alison Irvine, John McNairney and Stuart Wilson provided an update on the independent planning review report and potential implications for Transport Scotland.