

TSDB (16) 12th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W03 Buchanan House Glasgow 09.30 - 12:30 19 December 2016

Attendees:

Roy Brannen (Chair)	Chief Executive
Michelle Rennie	Director, MTRIPS
Hugh Gillies	Director, TRBO
Bill Reeve	Director, Rail
Donald Carmichael	Director, Policy (Items 1- 8 only)
Mike Baxter	Director, Finance
Gary Cox	AMFC
David Swanson	HR
Danny Chalmers	Comms
Raymond Convill	PS/Transport Scotland
Andrew Mackay	MTRIPs (Item 8 only)
Mark Sanders	MTRIPs (Item 8 only)
Graeme Reid,	MTRIPs (Item 9 only)
Michelle Holton	MTRIPs (Item 9 only)
Alastair Sommerville	MTRIPs (Item 9 only)

Apologies: John Nicholls Director, AMFC

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

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

Communications

3. Danny Chalmers provided an update on current Comms and media issues. The previous week had focussed on the Budget statement, including related announcements on rail fares and roads; the contract award for ground investigations at A9 Slochd Summit had also been announced. The week ahead will feature planned coverage around the Xmas Getaway ministerial message (which is likely to coincide with forecast amber Storm Barbara) and other TS events, as well as potential impacts from industrial action affecting UK airports and services.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted, with directors updating colleagues on topics such as the Queensferry Crossing, M8/M73/M74, AWPR – B/T, and CP5 enhancements.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered November 2016. Despite a noticeable increase in volume, there had been a reasonable performance in meeting final deadlines: PQs 92%, CE Correspondence 89%, MCS 86%, ORs 70% and FOIs 97%.

Finance

6. Mike Baxter reported on progress with an on target payment performance of 88% for November 2016. The directors discussed and noted.

Tackling Congestion

7. Donald Carmichael provided an update on the topic, including in respect of bus travel, which formed a basis for further discussion by directors.

M8/M73/M74 Motorway Improvements

8. Graeme Reid provided a presentation on the recent successful weekend closure of the M74 (Junctions 4 – 5) and demolition of Bothwellpark Road Bridge. He described various processes and procedures that the team had put in place across a range of disciplines in order to complete such a task involving as it did closure of a major part of the transport network in central Scotland. The Chief Executive commented that it provided an exemplar for other similar operations.

AOB and Close

9. Michelle Rennie highlighted future reporting requirements under the Procurement and Commercial Improvement Programme.