



TSDB (07)12th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW
AT 10AM ON WEDNESDAY, 19 DECEMBER 2007

Present:	Guy Houston (Chair)	Director of F&CS
	Jim Barton	Director of TRNMD
	Ainslie McLaughlin	Director of MTRIPS
	Bill Reeve	Director of Rail Delivery
	Janet Egdell	Strategy & Investment
	Jacqueline Redmond	
	Iain Docherty	

In Attendance:	Jim Berryman	Corporate Finance
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Apologies

1. Apologies were received from Malcolm Reed, Frances Duffy, Jan Polley, Gillian McCole and Campbell Docherty. Janet Egdell attended in place of Frances Duffy.

Agenda Item 1: Minutes of Previous Meeting and Matters Arising

2. Malcolm Reed was present for the first few minutes of the meeting only and provided a verbal update on the Forth Replacement Crossing *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

3. Jacqueline Redmond reminded the Board that Actions recorded in the minutes should have associated deadlines (**Action: Gillian McCole: January Board**).

Matters Arising

4. The quorum for the Board meeting was agreed as 3 Executive Directors plus 1 Non-Executive.
5. Non-Executive Directors requested sight of example Objectives for Directors, Malcolm Reed, Ainslie McLaughlin and Guy Houston volunteered to forward copies **(Action: Malcolm Reed, Ainslie McLaughlin and Guy Houston: January Board)**.
6. The TMfS Executive Summary remains to be produced. **(Action: Frances Duffy and Campbell Docherty: January Board)**.
7. A paper on the role and function of the Board is to be brought to the next Board meeting. **(Action: Jan Polley: January Board)**
8. The Partnering Team meeting with SPT took place as planned, the outcome of this will be presented to the next Board along with an update on the VAT position and Authorised Undertaker role now adopted by Transport Scotland. **(Action: Bill Reeve: January Board)**.
9. (Iain Docherty left the meeting). Guy Houston provided an update on the financial settlement and the ability to vire between budget lines. Parliamentary scrutiny applies at the portfolio level and the process allows for budget transfer at ABR and SBR Revisions. It is likely that such an adjustment may be required and the due process allows for this. TS is adopting a prudent approach of over programming, the TSDB (07)11th Conclusions minutes are to be amended and re-circulated to reflect this language **(Action: Guy Houston, Jim Berryman and Gillian McCole: January Board)**
10. (Iain Docherty returned). The future strategic away day in Aberdeen is to be delayed until around February/ March 2008, all are to consider possible agenda items and visit locations **(Action: All: January Board)**. Gillian McCole will coordinate attendance and produce an Agenda, this may include an evening dinner with Ministers/ key stakeholders prior to the Board meeting s30 **(Action: Gillian McCole: February Board)**. Suggestions for potential other similar visits are welcome and the Board agreed to meet away from the office 3 or 4 times per year.

Agenda Item 2 Executive Board Pack (Paper TSDB (07)39)

11. Jim Berryman introduced paper TSDB (07)39, the December Board pack, apologising for its late distribution. The Board agreed that future packs would issue no less than 5 working days prior to Board Meetings and that this may mean the finance sections following later. The Board asked that the Risk Movement Annex be expanded to include data going back a few months and that allocation errors in Annex B be corrected **(Action: Jim Berryman: January Board)**.

12. The on-Balance Sheet treatment of PFI projects was discussed, there remains a high degree of uncertainty over this risk.

13. Ainslie McLaughlin provided an informal update on progress with M74.

14. Jim Barton apologised for the lack of a formal paper on the National Network Control Centre/ Traffic Scotland Service, he provided a verbal update on the issue and agreed to circulate the paper after the meeting **(Action: Jim Barton: January Board)**.

15. Issue 12e on the 07/08 and 08/09 Forecast Financial Position had already been covered in clearing the minutes, but Jacqueline Redmond asked that the formal minute record the Board concerns over the potential for decisions having to be made for short-term expediency rather than on robust evidence such as GDP impact evaluation. – S30

Agenda Item 3: Any Other Business

16. There was no other business.