TSDB (08)6th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN CLYDE ROOM AT TRAFFIC SCOTLAND,
INTERIM CONTROL CENTRE, ATLANTIC QUAY, GLASGOW
AT 09:00 ON FRIDAY 20 June 2008

Present:

	Malcolm Reed (Chair)	Chief Executive
	Guy Houston	Director of F&CS
	Jim Barton	Director of TRNMD
	Bill Reeve	Director of Rail Delivery
	Ainslie McLaughlin	Director of MTRIPS
	Jacqueline Redmond	Non- Executive Director
	Iain Docherty	Non- Executive Director
	Jackie McAllister	Head of Strategy and Policy Integration
	Lucy Adamson	Head of Communications
	Donald Morrison	Head of Maintenance Policy & Finance (Agenda Item 5)
	Roy Brannen	Head of Network Operations (Agenda Item 6)
Apologies:	Frances Duffy	Director of Strategy and Investment

Agenda Item 1: Risk Enhancement Workshop

The Board took part in a risk enhancement workshop facilitated by Ernst and Young.

Agenda Item 2: Minutes of Previous Meeting

The minutes of the last meeting were discussed and agreed.

Agenda Item 3: Action point log and matters arising

1. The Action Point log was discussed and an updated version will be circulated with these minutes.

2. Matters Arising

- Transport Centre of Excellence – The Board were informed that as yet there is no paper on this. The Board agreed that attendance at the July Board (due to annual leave) will be low therefore, the August Board may be more suitable to present to. (**Action – PS/TS** confirm July Board date and who can attend with the Board). (**Action – Guy Houston** Bring forward Transport Centre of Excellence to August Board).

- Jim Barton asked the Board to note that facilities at the Interim Control Centre, Atlantic Quay are available to Transport Scotland to use for meetings etc.

- The Board were informed that minutes from the Aberdeen Board Meeting are now on the intranet pages and a note will also be included in the Staff Notice and/or Chief Executive Bulletin.

- Guy Houston informed the Board that the review of the intranet and internet will be added to the agenda of the next management meeting. (**Action – PS/TS** to add Intranet/Internet to the Agenda of the next Management meeting.

Agenda Item 4 – Transport Scotland Annual Report, Corporate and Business Plans

3. Jim Berryman reported that the Corporate Plan and Business Plan are now with the publishers.

4. Business Plan – The Board discussed the proofing of the Business Plan. Guy Houston asked that any comments relating to proofing should be made to Howard Hart copied to Jim Berryman and Guy Houston. (**Action – All of Board** any comments on proofing of Business Plan to Howard Hart, Jim Berryman and Guy Houston). The Board agreed that photographs selected for use in the Business Plan should be approved by Directors before going to print. (**Action – Guy Houston** to circulate pictures for Business Plan/Annual Report to Directors for approval). The Board agreed that taking into account the time taken for Ministerial approval, in future, the process for producing the Business Plan must be started earlier. (**Action – Jim Berryman** to put forward proposed timetable for

business planning cycle to August board).

5. Annual Report – Jim Berryman informed the Board that a draft of the Annual Report is being produced for approval at the July Board. The Annual Report will be aligned to the Corporate Plan.

Agenda Item 5: Asset Management Hierarchy for the Scottish Trunk Road Network

Donald Morrison, Head of Maintenance Policy & Finance, presented a paper on **'Asset Management Hierarchy for the Scottish Trunk Road Network'** to the Board. The Board were informed that an Asset Management Hierarchy has been developed for use as an objective decision making tool and the Board now need to agree the way forward. Donald explained that a workshop facilitated by Atkins for Key stakeholders of Transport Scotland was held to identify the criteria used to define route hierarchy. These have been grouped into 3 main Criteria (Economic, Social, and Integrated Transport) and various Sub Criteria. By assessing the Criteria and Sub Criteria scores are then calculated to produce link scores. It is proposed that the Trunk road network is then divided into 5 levels and that this is used to inform the way in which the network is managed and maintained. Donald Morrison noted that the outcomes are aligned to STAG criteria. The Board discussed the Hierarchy and the following points were made:-

- There seems to be a bias to the Rural Network therefore, how is this an objective approach?
- The quality and length of Diversion routes is not currently included in the Hierarchy however, it was noted that risk minimisation plans have been developed to assess diversion routes. Should there be more emphasis on diversion routes?
- The methodology used looks at measured distances, what about other modes of transport?
- Is a 5 level network hierarchy the best approach? The use of three categories could be restrictive. Hierarchy is a technical tool therefore it might be appropriate to use more categories. However, an assessment of how useful these approaches would be in practice must be made. Perhaps even moving to a formula driven approach.

- To what extent can residual life be used as an indicator?
- How does this fit in with STPR?

After lengthy discussion the Board accepted the need for some form of Hierarchy as an Asset Management tool. However, it was agreed that before the way forward could be agreed the above points should be addressed. It was also agreed that the use of formula scores rather than a hierarchy should be explored. (**Action – Donald Morrison** to review the Hierarchy in light of the above points and submit the outcome of the review to the Board for decision).

Agenda Item 6 – The Role of ITS in Delivering Government Objectives

7. **Agenda item 6 The role of ITS in Delivering Government Objectives**

Roy Brannen, Head of Network Operations and Jackie McAllister, Head of Trunk Roads and Integration Policy presented a paper to the Board on 'A Managed Trunk Road Network – The Role of ITS in Delivering Government Objectives'. The presentation concluded with a recommendation to adopt a three stage strategy to the role out of ITS. The Board agreed that the strategy should be discussed with Ministers tied to wider STPR discussions, however the following caveats were agreed:
- That the word 'disbenefit' should be replaced with re-prioritise.
- That Ministers should be asked to confirm their position with regarding to reprioritising different road users.
- That any early interventions regarding bus priority that are considered must also consider the potential unintended consequences of displacing rail passengers to bus and the risk of generating additional road mileage from car users who previously have used park and ride schemes and then public transport.

Agenda Item 7 – Transport Scotland Executive Board Pack

8. Guy Houston informed the board that in future Business Managers will be responsible for managing/co-coordinating board pack information and that discussion of the pack will, generally, be by exception. The Board agreed to discuss

'Annex C: Edinburgh to Glasgow Improvements' of the Board Pack at the next meeting. (**Action – PS/TS** add to agenda to bring forward discussion on Annex C to next Board Meeting).

Agenda Item 8 – Any Other Business
The next Board meeting is on 18 July, 9-12, 8W02, Buchanan House.

PS/Transport Scotland.
June 2008