



TSDB (08)11th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW
AT 09:00 21 NOVEMBER 2008

Present:	Malcolm Reed	Chief Executive
	Bill Reeve	Director of Rail Delivery
	Guy Houston	Director of F&CS
	Frances Duffy (Chair)	Director of Strategy and Investment
	Jim Barton	Director of TRNMD
	Richard Scott	Director of Business Improvement
	Iain Docherty	Non- Executive Director
	Jacqueline Redmond	Non- Executive Director
	Ainslie McLaughlin	Director of MTRIPS

Frances Duffy chairing meeting as Malcolm Reed attending to urgent matters.
MALCOL Reed joined the meeting at Agneda item 5.

Agenda Item 1 - Minutes of previous meeting, Action point tracker and matters arising

1. The minutes of the meeting on 16 October were agreed subject to a change in paragraph 9. A revised set of minutes has been circulated.
2. Ainslie McLaughlin will present the findings of the Nicholls report to the January Board as this covers cost estimating at various stages of projects.
3. The Board agreed that the Communications Spotlight should be a standing at item at each meeting. and include details if any Strategic Board appearances.

Agenda Item 2 - FOI Publication Scheme - TSDB(08)37

4. Anne Martin presented paper TSDB(08)37. The Board noted the contents of the paper and agreed that the FOPI publication scheme should now form part of the Business improvement portfolio and that PS/Transport Scotland should forward the

weekly FOI report to Directors for information. (Action - PS/Transport Scotland to forward report one monthly basis).

Agenda Item 3 - Scotrail Franchise - TSDB(08)38

5. Guy Houston informed the Board that he no longer had shares in First Group and the Board agreed that he could remain for the discussion as there was no conflict of interest

6. Heather Battson and Alastair Fyffe presented this paper to the Board. It was the first of the 6 monthly reports that had been requested by the Board. The Board agreed that the report was helpful in setting out the detail of the franchise extension and that in future the October reports should focus on performance and achievements and the April report on financial information. The Board also discussed the challenges for Transport Scotland in managing the franchise and that while the general position was fine, it needed to be improved. Relationships with key stakeholder such as FRS, ORR and NR were also discussed and the Board agreed these were crucial to effective delivery. The Board requested that the 6 monthly updates also include a description of each initiative and what TS is doing on NR and ORR engagement on these. (Action - Bill Reeve to ensure these are included). In addition the team should look at the targets and incentives to ensure we are using the best ones for success criteria, taking into consideration international comparisons and benchmarking. These should be included in any future contract and briefing to the board. The Board also requested that wi-fi access etc on trains needed to be looked at and reported back to the Board (Action - Bill Reeve to update the Board at the January meeting).

Agenda Item 4 - Reviewing Board Performance - TSDB(08)39

7. The Board noted the content of paper TSDB(08)39 and requested further information, in particular an analysis of the various methods, their strengths and weaknesses as well as their respective methodology and a clear recommendation on the most appropriate method for the TS Board. (Action - Jan Polley to provide a further paper for the January Board).

MR joined the meeting.

Agenda Item 5 - Horizon Scanning

8. The Board discussed the current economic climate and agreed that it was important to remember all the good work and projects we can and are currently taking forward. It was also important to convey our position on the financial position accurately to Ministers.

Agenda item 6 - Risk Register - TSDB(08)40

9. Jim Berryman presented paper TSDB(08)40 . The Board noted the contents of the paper and agreed that the role and remit of the proposed Risk Committee, the risk appetite and management sections needed to be developed and refined. Action - Jim Berryman and Guy Houston to take this forward and circulate to the Board in advance of the December meeting.)

10. The Board also asked that Frances Duffy provide a list of TS commitments in respect of the Commonwealth Games. (Action - Frances Duffy to provide a list for the Board by the December meeting)

Review against Annual Business plan targets - TSDB(08)41

11. The Board noted the paper and discussed the implications of future funding discussions.

Board Pack

12. The Board noted the content of the November Board Pack.

PS/Transport Scotland
December 2008