



TSDB (09)08 Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING 8W02 Buchanan House Monday 12 October 2009 14:00-16:30

Present:	David Middleton (Chair)	Chief Executive
	Bill Reeve	Director of Rail Delivery
	Jim Barton	Director of TRNMD & CFITU
	Richard Scott	Director of Business Improvement
	Sharon Fairweather	Director of Finance
	Frances Duffy	Director of Strategy and Investment
	Iain Docherty	Non- Executive Director
	Jacqueline Redmond	Non- Executive Director
	Gillian McCole	PS/Transport Scotland
	Raymund Johnstone	MTRIPS obo Ainslie McLaughlin
	Ronnie Mellis	Agenda item 3&4
	Gordon Hanning	Agenda item 3&4
	Ivor Jones	Agenda item 5
Apologies	Ainslie McLaughlin	Director of MTRIPS

Agenda Item 1- Declarations of Interest

1. Iain Docherty informed the Board that he was no longer going to be an advisor to the Scottish Parliament's Transport, Infrastructure and Climate Change Committee. There were no other declarations of interest.

Agenda Item 2 - Minutes of previous meeting, action point tracker and matters arising

2. The minutes of the meeting on 21 August were agreed subject to a change to paragraph 10. A revised set of minutes has been circulated.

3. The action point tracker was discussed and Jacqueline Redmond provided a verbal update on the remit of the Audit Committee in relation to IDM. The current arrangements were to continue with the inclusion of IDM decisions to be recorded in the Board pack. **(Action – Sharon Fairweather to ensure that the Board Pack is updated accordingly).**

Agenda Item 3 – Concessionary Fares – Write off of losses policy TSDB(09)29

4. Ronnie Mellis and Gordon Hanning attended and presented paper TSDB(09)29 which sought the Board's approval of a policy and process for the write-off of monies overpaid to bus operators and not otherwise recoverable as part of the reimbursement from the National Bus Travel Concession Scheme for Older and Disabled People. The Board noted that the proposed policy had been discussed and agreed with SG Finance colleagues. Through discussion the Board noted that this was not a common problem with the scheme but agreed it was essential to have a clearly set out policy. It was agreed that there would be 6 monthly updates to the Board on this aspect of the scheme.

Agenda Item 4 – Concessionary Fares – Smartcards TSDB(09)30

5. Gordon Hanning presented paper TSDB(09)30 which updated the Board on the current issues facing the unit. Following discussion the Board noted that the Unit has a very challenging and varied programme of work and that a detailed Risk Register is used to manage any emerging strategic risks such as the delivery of the Smartcard programme and resource implications associated with delivering a work programme which includes some significant new activities – administering BSOG, developing Integrated Ticketing policy, delivering integrated ticketing in some form for the 2014 Games, and procuring a new AMS/HOPS – as well as existing activities of concluding the Smartcard Programme and administering the concessionary travel scheme on a day to day basis. The Board were reassured that these issues were being closely managed by the Unit management team, as well as a Governance Board. The Board asked for an update after the forthcoming audit of integrated ticketing. **(Action – Jim Barton to inform PS/TS when to schedule the next discussion).**

Agenda Item 5 – Franchise Extension Trial Period Compliance Assessment TSDB(09)29

6. Ivor Jones introduced paper TSDB(09)32 which provided an overview of the above. The Board noted that this was commercially sensitive information and the various restrictions which have been imposed to ensure confidentiality were maintained throughout the process. In discussion the Board noted that the option to extend the franchise agreement was executed on behalf of Scottish Ministers on 2 April 2008 and a Franchise Extension Amendment Agreement was signed. This contained a section on the Extension Trial Period which detailed the circumstances in which Ministers may elect to terminate the Franchise Agreement at the original expiry date of 2011 rather than extend to 2014. The criteria include compliance with the revised performance targets, delivery on Priced Options included in the extension and other matters related to breaches of the Franchise Agreement.

Agenda Item 6 – Commonwealth Games TSDB(09)33

7. Frances Duffy introduced paper TSDB(09)33 which provided an update on the current position with the Commonwealth Games 2014 bid commitments. The Board noted the content of the paper .

Agenda Item 7 – Corporate Risk Register TSDB(09)34

8. Richard Scott presented paper TSDB(09)34. Following discussion the Board noted that the register was a useful working tool as it is based on individual Directorate registers and updated monthly. Directors agreed to look at the scoring of inherent risks and provide any comments to Richard Scott. (**Action – Directors to provide any comments re scoring of inherent risks to Richard Scott**). (**Action - Richard Scott to check the position re FOI and Risk Registers**).

Agenda Item 8 – Board Pack

9. The Board noted the contents of the pack and had a discussion surrounding several projects.

Agenda item 9 – AOB

10. A discussion took place around media coverage of Transport Scotland and its projects and the actions being taken surrounding this.

PS/Transport Scotland
October 2009