

TSDB (17) 10th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING Room 9W05, Buchanan House 09.30 - 11.00 27th November 2017

Attendees:

Roy Brannen	Chief Executive
Hugh Gillies	Director TRBO
Donald Carmichael	Director Policy
John Nicholls	Director AMFC
Michelle Rennie	Director MTRIPS
John Provan	Rail
Kenny Hannaway	Legal
Danny Chalmers	(dial in) TS Comms
David Swanson	HR
Lee Shedden	FASD
Gavin Boyd	PS/Transport Scotland

Apologies:

Mike Baxter	Director, FASD
Bill Reeve	Director, Rail

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 30 October were agreed

Communications

3. Danny Chalmers provided an update of the current comms and media issues. The transport media items focused on the Queensferry Crossing, the A82 works and festive season social media.

Ministerial & Senior Management Team Feedback

4. The Network Rail Strategic Business plan is due for issue on the 8th December and discussions with HM Treasury are ongoing on the funding arrangements for Network Rail in Control Period 6 (2019-2024). There is a meeting with the Rural Economy and Connectivity Committee on Wednesday 29th November for an update on the Queensferry Crossing – Michelle Rennie will attend. Responsibility for the Queensferry Crossing has now transferred from the Cabinet Secretary for Economy, Jobs and Fair Work to the Minister for Transport and the Islands.

KPIs

- 5 The routine update on Key Performance Indicators was discussed in detail and noted. There were no new issues.

Finance Paper

- 6 For the Finance report Lee Shedden provided an update which was discussed and noted..

Balanced Scorecard

- 7 The Balanced Scorecard was discussed. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered October 2017. Performance in meeting final deadlines were PQs (94%), CE Correspondence received by CEO on time (57%), MCS received by Private office on time (82%), ORs answered (69%) and FOIs answered(88%) FOI Reviews answered(100%) Payment performance was 96%.

Review of the National Transport Strategy Update

8. Donald provided an update on the progress of the NTS Review

Legal update

9. Kenny Hannaway discussed his update paper. There is a number of his team now working on the Transport Bill.

AOB

10. Roy Brannen updated the meeting on discussions with Corporate Communications on changes to the Question and Answer Sessions, Staff Forums and the Chief Executive's Blog.

PS/Transport Scotland
November 2017